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This instruction establishes policy and procedures and assigns responsibilities and requirements to ensure a comprehensive fire prevention and protection program for Pope AFB. It implements AFI 32-2001, *Fire Protection Operations and Prevention Program*. It applies to all military personnel and, their family members, civilian personnel, concessionaires, and tenants on Pope AFB. Failure by military personnel to observe the prohibitions and mandatory provisions of this instruction in paragraphs **5., 8., 9., 11., 14., 15., 16., 17., 18., 19., 20., 21., 23., 24., 25., 26.,** and **27.** is a violation of Article 92 or other articles of the *Uniform Code of Military Justice* (UCMJ). Violations of specific prohibitions and requirements of this instruction by military personnel may result in disciplinary action under the Uniform Code of Military Justice (UCMJ). Violations by civilian personnel may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

**SUMMARY OF REVISIONS**

This is the fourth publication of Pope AFB Instruction 32-101, revising Pope AFB 32-101, dated 1 April 1998. Some subjects have been rearranged for easier access and readability, eliminating unnecessary double entries.

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**1. Objective.** The objective of the installation Fire Prevention Program is to eliminate the potential causes of fire and reduce the loss of life, injuries, and property damage, and protect the environment should fire occur. Accomplishing these objectives is vital if the mission is to continue without delay due to fire. To reach these objectives, it's necessary to reduce unsafe practices and conditions. This is done through the education of all personnel, command support at all levels, and enforcement of safe practices. Therefore, fire prevention and fire safety will not be compromised for reasons of expediency or economy.

**2. Authority.**

2.1. Base Fire Marshal. The Base Civil Engineer, 43 CES/CC, is the Base Fire Marshal and serves as an advisor to the 43d Support Group Commander on fire protection matters, and also supervises the Fire Protection Flight. The Base Fire Marshal is the Authority Having Jurisdiction (AHJ) and is authorized to direct stoppage of operations or processes considered to be a fire or explosive hazard.

2.2. Fire Chief. The Fire Chief is the fire protection flight chief and is responsible to the Base Fire Marshal for establishing and managing an effective fire protection and prevention program. Through the Assistant Fire Chief for Fire Prevention, the Fire Chief develops and administers the installation Fire Prevention Program.

2.2.1. The Fire Chief or Senior Fire Officer have full authority over all fire suppression and rescue operations. The On-Scene Commander (OSC) may establish priorities based on prevailing conditions; however, no one outside the fire protection organization will give orders or interfere with the Fire Chief or firefighters in the performance of fire suppression or rescue operations.

**3. Responsibilities.**

3.1. Functional Managers. The functional manager is the commander or senior operating official at any level that exercises managerial control of an activity or operation. Functional managers are responsible for administering the fire prevention program within their functional area and for initiating corrective action on fire hazards and fire deficiencies. In addition, functional managers are responsible for notifying the Fire Prevention office in writing of changes in facility managers and telephone numbers of facility managers and their alternates.

3.2. Unit Commanders/Supervisors are responsible at all levels for ensuring sound fire prevention procedures are established and practiced in each activity or facility under their jurisdiction. They will enforce this instruction as it pertains to the buildings, areas, and property under their control. They will:

3.2.1. Ensure all newly assigned personnel are given fire prevention and fire extinguisher training within 30 days of assignment.

3.2.2. Ensure that all personnel are knowledgeable of required fire/emergency reporting procedures, use of fire extinguishers, and fire prevention practices.

3.2.3. Ensure that fire prevention inspections and practices in facilities, rooms, or areas which are under continuous lock and key, are the responsibility of the individual supervisor maintaining that secured area. Additionally, it is their responsibility to arrange/provide access to these facilities for the Fire Department to perform scheduled fire prevention visits.

3.2.4. Review for completeness the corrective actions required and the corrective actions taken on AF Form 1487, **Fire Prevention Visit Report**. The unit commander must sign and date the reverse side of the form.

3.2.5. Initiate appropriate administrative or disciplinary action against personnel who willfully damage or tamper with fire protection systems/devices or fail to comply with the fire prevention policies or practices which, through misconduct, disregard for fire directives, or negligence, result in fire loss or damage to government property.

### 3.3. Facility Managers:

3.3.1. Each facility manager as designated in AFI 32-9005, *Real Property Accountability and Reporting* is responsible to the unit commander for the fire safe condition of all facilities under their jurisdiction. The facility manager or designated alternate will take immediate corrective action on fire hazards or discrepancies found during the Fire Prevention Inspection.

3.3.2. In addition to escorting the fire prevention inspector during inspections, facility managers will accomplish those fire prevention duties as outlined elsewhere in this instruction and as outlined in the Facility Managers Fire Prevention Checklist provided by the Fire Protection Flight.

3.3.3. The facility manager shall check all fire extinguishers, standpipes, fire doors, exits, exit lights, and emergency lights to ensure proper operating conditions and that inspections are documented.

3.3.4. The facility manager will ensure that the fire/emergency reporting number is affixed to every telephone.

3.3.5. The facility manager will ensure all personnel are knowledgeable of fire/emergency reporting, evacuation procedures, and the activation procedures for all installed fire suppression/alarm systems.

3.3.6. The facility manager will inspect all designated smoking areas to ensure proper receptacles are provided for the disposal of smoking materials.

3.3.7. The facility manager will ensure a closing or end of shift inspection at the end of each duty day or activity to ensure the facility or area is left in a fire safe manner.

3.4. Chief, Construction Contracting Flight (LGCC). The LGCC will establish procedures to ensure the Fire Prevention Office is notified of all pre-construction/pre-performance conferences. A fire protection representative must attend these conferences to coordinate fire prevention requirements with contractors.

3.5. Chief of Engineering (43 CES/CEC). Will establish procedures to ensure the Fire Prevention Section reviews all projects under the control of the Army Corps of Engineers, Civil Engineering Branch, Saber, and are notified of pre-construction/pre-performance briefings.

3.6. Concessionaires. Concessionaires are responsible for fire prevention in their work areas and will comply with this instruction as it pertains to them.

3.7. Contractor Operations. Employees of private contractors performing work under government contracts are responsible for fire safety and will comply with this instruction. Contractors are responsible for compliance with Department of Labor, OSHA standards, and the protection of their employees. Contractors will be provided with a copy of the Contractors Fire Prevention Guide by the Fire

Department during pre-performance conferences to be used as a reference for fire safety during construction operations.

#### 4. Fire Prevention Visit Process.

4.1. The Fire Department Fire Prevention Office is the agency, which manages, enforces, and executes the Fire Prevention Program. The fire prevention inspector shall conduct a quality inspection that will contribute to the fire safety of the unit being inspected.

4.2. Scheduled visits will be conducted on a quarterly, semiannual, or annual basis depending on the occupancy and the hazards of the facility or area.

4.3. Walk-through visits will be conducted on a no-notice basis when increased activity or the nature of special work or functions dictate it. These visits will include periods of evening operations. Follow-up inspections on previously identified fire hazards and deficiencies will be carried out in this manner.

4.4. The facility manager or designated alternate will accompany the fire prevention inspector on all visits.

4.5. Fire hazards noted during the inspection will be corrected on the spot if at all possible. If the fire hazard or condition poses an imminent danger, prompt action will be taken to eliminate or reduce the danger. When the hazard involves an operation or process that must be stopped, the Fire Chief, Fire Marshal, 43d Wing Safety Officer, and the functional manager concerned shall be notified to observe and resolve the hazardous condition. If the problem can not be resolved, the 43d Support Group Commander and/or the 43d Airlift Wing Commander will be notified.

4.6. Risk Assessment Codes (RACs) will be assigned to fire hazards. Fire Safety Deficiency (FSD) will be assigned to fire deficiencies IAW AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program*.

4.7. The AF Form 1487, **Fire Prevention Visit Report**, is annotated to show any fire hazard or deficiency found. The fire inspector will provide the facility manager the original copy of the AF Form 1487 and brief them on the hazards noted with recommendations for corrective actions. The facility manager must indicate the actions taken on the reverse side of the form, have the functional manager sign and date, and return the form to the Fire Prevention Office within the specified time.

4.8. Fire Prevention Visit Reports identifying hazards or deficiencies that require submission of an AF Form 332, **Base Civil Engineer Work Request**, to 43 CES/CEO for corrective action will show full justification with references.

4.9. The facility/functional manager will start immediate correction of the fire hazard or fire deficiency. Any RAC I, II, III, or FSD 1, 2, 3 not corrected within 30 days will be annotated on an AF Form 3, **Hazard Abatement Plan**, IAW AFI 91-301. The Functional Manager will prepare on AF Form 3 and submit copies to the Ground Safety Office and Fire Prevention Office.

#### 5. Fire/Emergency Reporting Procedures.

5.1. Immediate and accurate reporting of a fire or emergency is essential to minimize fire loss and vehicle response time. Any person discovering a fire or potential fire or emergency situation must report it immediately to the Fire Department. This includes any fire whether it has burned itself out or been extinguished without the aid of the Fire Department.

5.2. Fire/Emergency Reporting Telephone Numbers. Report all fires or emergencies to the Fire Department by dialing:

- 5.2.1. From base extension telephones - 911.
- 5.2.2. From an off-base exchange number (including housing) - 911.
- 5.2.3. Cellular Phone or payphone – 394-0911.

5.3. Fire/Emergency Evacuation Procedures.

5.3.1. Sound the alarm, electrically, mechanically, and verbally. In buildings equipped with fire alarm systems, activate the nearest fire alarm pull station. In buildings not equipped with fire alarm systems, sound the alarm verbally.

5.3.2. Call the Fire Department. When reporting a fire or emergency, give your name and telephone number, location/address of the emergency, and type of fire or emergency. Remain on the telephone. DO NOT HANG UP until released by the 911 operator.

5.3.3. Ensure all personnel are evacuated from the facility, assemble at a designated area at least 50- feet from the facility, and ensure all personnel are accounted for. Activation of a fire detection/suppression system requires evacuation of facility. Personnel will not re-enter building until deemed safe by a fire department official.

5.3.4. Extinguish the fire, if possible, using fire extinguishers or hose stations on fires that have just started or are small in size. If the fire is uncontrollable, abandon fire-fighting efforts and evacuate the building. Do not become trapped. Always maintain a clear egress path to safety.

5.3.5. Designate at least one individual outside of the building to direct the Fire Department to the location of the fire or emergency.

5.4. False Fire Reporting. Any person(s) involved in malicious and/or deliberate transmission of false information pertaining to a fire or emergency, including falsely initiating a fire department response, will be subject to applicable disciplinary action. This includes tampering with fire reporting equipment and devices.

**6. Yielding to Emergency Vehicles.** All fire department vehicles responding to an emergency have the right-of-way over all other traffic. Upon hearing or observing approaching emergency vehicles with warning lights and siren in operation, traffic will immediately clear all intersections, move as far as possible to the right, come to a complete stop, and remain stopped until all visible responding emergency vehicles have passed.

- 6.1. Do not follow behind responding emergency vehicles closer than 500-feet.
- 6.2. Vehicles will not pass stationary fire vehicles with warning lights operating, proceed past a fire scene, or drive over a fire hose unless directed to do so by Fire Department or Security Forces personnel.

**7. Fire Lanes/Restricted Parking.** Fire lanes are restricted to vehicle parking and will remain unobstructed at all times. Restricted parking areas around buildings are identified and no parking is allowed in these areas. Vehicles will remain at least 15-feet away from buildings.

**8. Fire Hydrants.** Fire hydrants will not be used by any person other than the Fire Department, except when permission is granted by the Fire Chief or a designated representative.

8.1. Access to fire hydrants, post indicator valves, and sprinkler system connections will be maintained by a clearance of at least 15-feet. Parking vehicles or equipment within 15-feet of a fire hydrant is prohibited.

8.2. Items such as trees, bushes, signs, fences, or any other obstacles will not obstruct or conceal a fire hydrant, post indicator valve, or sprinkler system connection.

8.3. Tampering with fire hydrants, such as removing caps or turning them on, is strictly prohibited.

8.4. Water mains and fire hydrants will not be shut off, nor will any maintenance be performed that could interfere with the water supply without prior notification of the Fire Department (at least 24 hours notice). Exception to this will be only when emergency work to repair these systems is required.

8.5. The Civil Engineer plumbing shop will notify the Fire Department of proposed water curtailments, which affect fire hydrants. The plumbing shop will also identify inactive/defective fire hydrants by placing the appropriate "OUT OF SERVICE" placard on the hydrant.

**9. Fire Extinguishers.** Fire prevention personnel will determine the type, number, distribution, and placement of portable fire extinguishers as outlined in AFOSH Standard 91-56, *Fire Protection and Prevention* and NFPA Standard 10, *Portable Fire Extinguishers* of the National Fire Codes.

9.1. The using organization of a facility is responsible for purchasing portable fire extinguishers. The Fire Department will maintain and reservice fire extinguishers in all Air Force owned buildings and as required by support agreements.

9.2. Fire extinguishers that have been used to extinguish a fire, accidentally discharged, or having broken seals and/or missing pins or become inoperative, must be delivered by the facility manager to the Fire Department Extinguisher Maintenance Shop, 265 Boxcar Street (Building 250), for reservicing and or repair. The facility manager will ensure fire extinguishers out for servicing are logged-out in the fire extinguisher log. Only one-half of the required extinguishers for a facility may be logged-out at one time. All fire extinguishers logged out for servicing, will be tracked by the facility manager.

9.3. Fire extinguishers will not be blocked from immediate use or obscured from sight. Signs marking the location of the fire extinguisher will be posted when the extinguisher cannot be seen clearly.

9.4. Fire extinguishers will be permanently mounted to walls using an approved bracket or in recessed/semi-recessed fire extinguisher cabinets. No fire extinguisher will be repositioned to another location without the approval of the Fire Prevention office.

9.5. Fire extinguishers will not be used for any purpose other than the extinguishment of fires. Appropriate disciplinary action will be initiated against personnel willfully misusing fire extinguishers.

9.6. Fire extinguishers and installed fire suppression systems will be inspected monthly and documented by the facility manager or alternate facility manager.

**10. Flightline Fire Extinguishers.** The number and type of wheel mounted flightline fire extinguishers authorized for Pope is established in Table of Allowance (TA) 490. Once issued to the Fire Department, these extinguishers are assigned to individual organizations having a valid need for them.

10.1. The using organization is responsible for moving the extinguishers within their work/ramp area to meet required coverage during maintenance and aircraft engine starts as outlined in T.O 00-25-172, *Ground Servicing of aircraft and Static Grounding/Bonding*.

10.2. If an extinguisher is used requires servicing, the using organization will place the fire extinguisher in the out of service holding area for Fire Department pick up.

## **11. Fire Evacuation Drills.**

11.1. Fire evacuation drills are the responsibility of the facility manager to ensure the safe evacuation of personnel in case of fire. The intent of the fire drills is to expose occupants to the sound of the fire alarm system, test capacity of the fire exits, and to practice organizational fire reaction plans.

11.1.1. Unit commanders may conduct fire evacuation drills at their discretion.

11.2. Fire evacuation drills will be conducted at the following intervals for the following occupancies:

11.2.1. Hospitals: fire drills will be conducted at a minimum of once per quarter for each work shift.

11.2.2. Child Development Centers: fire drills will be conducted in each childcare facility on a monthly basis by trained staff. The Fire Department will conduct one fire drill per quarter in each child care facility.

11.2.3. Public Schools: The frequency of fire drills at the Pope Elementary school will be conducted per Department of Defense school directives and NFPA 1.

11.2.4. Places of Public Assembly: facility managers must conduct semi-annual fire drills to ensure employees are familiar with fire evacuation procedures of customers and responsibilities during fire/emergency situations. No requirement exists for fire drills that require the public to evacuate the premises.

11.3. The Fire Chief may direct fire drills in any facility where the need for such drills is indicated.

11.4. Fire alarm systems will not be used to conduct fire evacuation drills without prior coordination with the Fire Department.

## **12. Fire Exits and Exit Lights.**

12.1. Fire exit capacity and arrangement will be in accordance with NFPA Standard 101, *Life Safety Code*.

12.1.1. Exit doors in occupied facilities will remain unlocked and unobstructed at all times.

12.1.2. Exit doors must swing in the direction of exit travel when 50 or more people occupy facility.

12.1.3. In places of public assembly and recreational facilities, exit doors will be equipped with panic hardware devices.

12.1.4. Building exits will be kept clear at all times and properly identified by exit signs that are readily visible from any direction of exit access.

12.1.5. Do not obstruct exits or exit signs with draperies, decorations, placards, tables, chairs, furniture, etc.

12.1.6. Padlocks, chains, sliding bolts, or any device that retards the intended safety action of the panic hardware will not be installed on doors.

12.1.7. If exits become inoperative for any reason, the facility manager will ensure immediate corrective action is taken to correct the problem.

12.2. Fire exit signs shall be suitably illuminated by a reliable light source. External and internal illuminated exit signs shall be visible in both the normal and emergency lighting modes. Burned out lights or inoperative battery backups will be immediately reported to the Civil Engineer Service Call at 394-2821/2822.

12.3. Fire Doors shall not be secured in the open position at any time.

### 13. Fire Prevention Training.

13.1. Fire Prevention training will be conducted at unit level. Fire Prevention personnel will provide any assistance necessary to ensure quality training is received.

13.1.1. Fire extinguisher education is required for all personnel upon assignment, and annually thereafter. This education will include general principles of fire extinguisher, extinguishing systems, and the hazards involved with initial stage fire fighting.

13.1.2. Fire extinguisher training is required for all newly assigned aircraft maintenance and servicing personnel on the use of the 150-pound Halon 1211 flightline fire extinguisher. After initial training, personnel will receive annual refresher education on the proper use of these extinguishers. This training will be conducted at the unit level.

13.2. Personnel who work in areas protected by one of the following types of installed fire suppression systems will receive initial education and refresher training annually:

13.2.1. Aqueous Film Forming Foam (AFFF) extinguishing systems.

13.2.2. Cooking Installed Suppression Extinguishing systems.

**14. Smoking and Disposal of Smoking Material.** Industrial areas are defined as, but not limited to, all hangar bays, craftsman shops, vehicle maintenance shops, fuel shops, paint shops, warehouses, storage areas, or areas where processes, servicing, testing, or fabricating is done. As a rule, smoking is prohibited in these areas.

14.1. Smoking, striking matches, or operating mechanical cigarette lighters will not be permitted:

14.1.1. Within 100-feet of a hydrant fueling system or aircraft being defueled or refueled.

14.1.2. Within 50-feet of hangars, aircraft repair docks paint shops, flammable liquid storage locations, or similar locations where concentrations of flammable/combustible vapors/dust may be found.

14.1.3. In munitions storage areas.

14.1.4. In government owned or leased vehicles, in accordance with AFI 40-102, *Tobacco use in the Air Force*.

14.2. Smoking is only permitted in areas that are designed as smoking areas as listed in AFI 40-102 or as approved by the installation commander.

14.3. Smoking is prohibited while reclining or lying in or on a bed. Signs reading, "Smoking in Bed Prohibited" will be conspicuously posted or placed adjacent to the bulletin board in all dormitories and temporary lodging facilities.

14.4. An adequate number of ashtrays and metal receptacles with self-closing lids will be used for the disposal of smoking materials and will be provided in all buildings and areas where smoking is permitted. The receptacle will be marked "Smoking Material Only."

14.5. Supervisors will inspect smoking areas at the close of each shift or duty day to ensure that all smoking materials have been properly disposed of.

14.6. Smoking material receptacles will be emptied weekly, or more often if needed, by using water to thoroughly wet down the contents to ensure all materials are extinguished before combining them with other wastes in dumpsters, trash collection barrels, etc.

14.7. Smoking materials will not be thrown in trash receptacles, on the floor, or from vehicles. Do not use smoking material receptacles for trash.

## **15. Electrical Installation, Appliances, and Heating Equipment.**

15.1. All electrical services and installations will conform to the NFPA Standard 70, *National Electrical Code*. Only Civil Engineer electricians and contract service electricians or licensed individuals may alter/repair electrical wiring, outlets, etc. Unauthorized wiring will be removed at the occupant's expense as determined by the Civil Engineer.

15.1.1. All switch/outlet receptacles, fuse/circuit breakers, and junction boxes must have suitable cover plates.

15.1.2. Fuses/Circuit breakers will not be bridged, bypassed, or replaced with one of a larger capacity to prevent tripping, or secured in the OPEN position.

15.1.3. All portable extension cords will be equipped with nonconductive plugs and kept in good condition.

15.1.4. Extension cords will not be used in lieu of permanent electrical wiring.

15.1.5. Extension cords will not be spliced or taped nor draped over nails or metal objects, run through windows or doors, under rugs, or be placed or fixed in a way that may subject the wiring to physical damage.

15.1.6. The use of surge protectors (units equipped with integrated circuit breaker) and extension cords, in combination, is prohibited. Interconnection of surge protectors is prohibited.

15.1.7. Worn or deteriorated electrical cords will be removed from service and replaced immediately.

15.1.8. All extension cords must be of commercial grade and sufficient gauge to carry the ampere load of the attached equipment without heating the extension cord's plugs or other components.

15.1.9. Extension cords must have the Underwriter's Laboratory (UL), Factory Mutual (FM), or other nationally recognized testing authority seal of approval.

15.2. Explosion proof electrical equipment will be used in hazardous locations where flammable gases/vapors are present and as required by the National Electric Code.

15.3. Heat producing appliances, such as coffeepots, will be disconnected from wall outlets when no longer in use. Automatic timing devices will not be used even if they are built into the appliance.

15.3.1. Cooking with conventional high heat producing appliances is prohibited in all buildings except those having specific areas designated as kitchen facilities.

15.3.2. Microwave ovens are permitted in all facilities when approved by the organizational commander.

15.4. The use of portable space heaters is permitted as long as the heater has the UL or FM seal of approval.

15.4.1. Open element electrical heaters not equipped with an operable safety shut-off (tip switch) are prohibited from use.

15.4.2. Open element electrical or gas-fired heaters are prohibited in areas susceptible to explosive/flammable vapors, gases, or dust.

15.4.3. Gas-fired portable heaters are only authorized for use in construction areas.

15.4.4. Only assigned/qualified heating maintenance personnel are authorized to adjust gas-fired heaters or boilers.

15.5. A minimum clearance of 18 inches will be maintained between electrical heaters and combustible materials.

15.6. A minimum clearance of 36 inches will be maintained in front of electrical panels, sprinkler risers, and fire alarm panel.

## **16. Flammable/Combustible Liquids/Liquefied Petroleum (LP) Gas Storage.**

16.1. Positive control measures will be taken to keep flammable/combustible liquids and vapors from all sources of ignition. Specific guidance on the storage of flammable/combustible liquids is contained in AFOSH Standard 91-43; *Flammable/Combustible Liquids*, NFPA Standard 30; *Flammable and Combustible Liquids Code*, and NFPA Standard 99; Chapter 10, *Standard for Health Care Facilities*. Requirements for the transportation of flammable and combustible liquids are contained in the US Department of Transportation (DOT) regulations or in NFPA 385, *Standard for Tank Vehicles for Flammable and Combustible Liquids*.

16.2. Flammable liquids and other hazardous materials such as paints, spray paints, flammable thinners, gasoline, diesel fuel, etc, will be stored in an approved manner or in approved type containers.

16.2.1. Only UL or DOT approved containers will be used for storing or handling flammable liquids.

16.2.2. All flammable liquid containers must be clearly labeled with one inch lettering clearly identifying contents.

16.2.3. Dispensing and storage containers, such as tanks and drums, will be bonded and grounded at all times.

16.2.4. Nozzles used to dispense flammable liquids will be spring loaded or otherwise self-closing when hand pressure is released. Under no circumstances will they be wired or bolted in the open position when dispensing flammable liquids.

16.2.5. Containers of flammable/combustible liquids will remain tightly sealed, except when transferred, poured, or applied.

16.2.6. Approved safety cans will be used for transporting and dispensing flammable/combustible liquids in quantities of five gallons or more.

16.2.7. All cleaning tanks and vats will be equipped with self-closing metal lids with fusible links. Only approved solvents designated for the purpose of cleaning will be used in these tanks/vats.

16.3. Flammable/combustible liquids stored inside buildings will be stored in flammable storage cabinets that comply with the requirements of AFOSH Standard 91-43 or NFPA Standard 30.

16.3.1. Flammable storage cabinets will be labeled in conspicuous lettering which is visible from 50 feet away, "Flammable - Keep Fire Away."

16.3.2. The use of flammable liquid storage cabinets is limited to those organizations whose primary work activity requires the use of flammable/combustible liquids at least daily.

16.3.3. When not in use, all flammable/combustible liquids will be stored inside the storage cabinet and not more than a one-day supply will be outside the cabinet at any time.

16.3.4. Flammable liquid storage cabinets will be limited to three cabinets per fire area.

16.3.5. Flammable storage cabinets will have ventilation ports capped with bung caps when inside a building and bung caps will be removed when storage cabinets are located outside a building.

16.3.6. Storage in flammable liquid cabinets will be limited to flammable/combustible liquids only. All containers will have tight fitting lids or covers.

16.3.7. Total quantities of flammable/combustible liquids permitted per storage cabinet will be IAW AFOSH Standard 91-43.

16.3.8. Inventory sheets will be posted on the front of the storage cabinet, listing the contents and quantities stored within. Inventory sheets will be updated when contents and quantities change.

16.4. The use of exterior flammable/combustible liquid storage facilities is limited to those organizations whose primary work activities use such liquids at least once a week.

16.4.1. Exterior storage facilities will be located at least 50-feet away from other buildings or hazardous operations and identified with conspicuous lettering readable from 50-feet, "Flammable - Keep Fire Away." Exception: Storage facilities may be located adjacent to blank exterior walls having a two-hour fire rating.

16.4.2. The exterior storage facility may be conventional metal or wooden lockers, sheds (metal, masonry, or wood), conexes, or similar structures.

16.4.3. The storage area must be protected against tampering or trespassers, and shall be kept free of weeds, debris, and other combustible materials not necessary to the storage.

16.4.4. Exterior storage facilities may not exceed 500 gallons of flammable/combustible liquids, of which no more than 200 gallons may be Class I.

16.5. Gasoline powered equipment will not be refueled while running, hot, or inside buildings where vapors can accumulate. Gasoline powered equipment may be stored inside a building during off-season use, as long as the equipment is thoroughly cleaned and fuel tank drained.

**17. Aircraft Hangars and Docks.** It is the responsibility of the hangar chief or crew chief of the aircraft concerned to have adequate fire extinguishers available before performing any maintenance function.

17.1. Refueling and defueling of an aircraft in a hangar or nose dock is prohibited.

17.2. An operating instruction covering removal of aircraft from hangars in case of fire will be provided by, and available to, personnel working in hangar area.

17.3. The use of flammable solvents to clean aircraft is prohibited.

17.4. Electrical fixtures and appliances will be of the type approved for these locations.

17.5. Fire lanes will be maintained around all aircraft hangars and nose docks to allow access of fire-fighting equipment.

17.6. Fire doors separating hangar floor from shops and offices must be closed at all times and free from obstructions.

17.7. Spray painting is prohibited in any hangar not specified as a paint/corrosion control facility.

17.8. Gasoline powered air compressors will not be positioned in aircraft hangars.

17.9. Vehicles not equipped with approved spark arrestors will not be operated inside hangars or docks.

17.10. Aircraft in hangars will have snatch blocks/harnesses or tow bars attached to expedite aircraft removal in the event of an emergency.

17.11. The parking of any type vehicle, including ground power units, support equipment, or components thereof, is prohibited inside hangars with the exception of vehicles loading and unloading materials/supplies.

**18. Welding, Cutting, Grinding, Spark Producing Appliances, and Use of Open Flame Torches.**

18.1. Welding, cutting, and brazing operations will be conducted IAW AFOSH Standard 91-5; *Welding, Cutting and Brazing*, and NFPA Standard 51; *Welding and Cutting*. When welding operations are conducted outside of an approved welding shop, the Fire Department prior to the start of any operation will issue USAF Welding, Cutting, and Brazing Permit.

18.1.1. The supervisor in charge of the operation is responsible for obtaining the proper forms from the Fire Department. Operations will not commence until approval has been given by the Fire Department. The supervisor in charge of the operation is responsible for compliance with the precautions and instructions outlined on the permit and as directed by the fire prevention inspector.

18.1.2. The Fire Prevention office—394-4778/1435, will be notified prior to starting any welding, cutting, brazing, or soldering operation and again upon completion of the operation.

18.2. Prior to beginning any welding operation, personnel will ensure that all combustible materials/vegetation within area of the operation has been removed and the proper type/class of fire extinguisher is immediately available.

18.2.1. Where the removal of combustible materials is impractical, a suitable fire resistive shield or welding blanket will be placed between the materials and the welding operation. A fire watch or Fire Department standby may be required.

18.2.2. Welding will not be permitted in the vicinity of flammable or explosive materials until the possibility of fire or explosion has been eliminated.

18.2.3. Before welding or cutting on flammable liquid tanks, cylinders, or containers which contained flammable liquids (compressed gas cylinders and pipelines are excluded), they will be thoroughly washed, steamed, and filled with water or rendered inert with nitrogen. Extreme care will be taken to eliminate the accumulation of vapors by proper venting or positioning of the container during the filling operation.

18.2.4. To ensure an explosive mixture does not exist, the area or tank will be sampled using flammable/explosive gas detector.

18.2.5. When aircraft parts require welding, they will be removed from the aircraft, when possible, and welded in the appropriate welding shop. When this is not possible, the proper form will be required. In addition, an inspection of the area and situation will be performed by the Fire Department.

18.2.6. When welding in aircraft hangars, ultra-violet/infrared (UV/IR) detectors will be deactivated to prevent accidental activation of the under wing foam system. Suitable covers will be used to shield the detectors. Only Fire Department or Fire Protection Systems maintenance personnel will accomplish this task.

18.2.7. When welding and cutting operations are completed, the area will be thoroughly and carefully checked to ensure no fire hazards exist.

## **19. Open Burning and Fireworks.**

19.1. Open burning (campfires, trash/waste burning, grass, bonfires, etc) are prohibited unless approved by the Fire Protection Flight and Environmental Flight (43 CES/CEV), in writing.

19.2. The individual use of fireworks on Pope AFB is prohibited. Fireworks used during base sponsored activities, such as a Fourth of July fireworks display, will be set up and discharged by properly trained and qualified personnel from a licensed commercial firm.

## **20. Ammunition and Explosives.**

20.1. The storage, handling, and maintenance of these materials will be in strict compliance with AF Manual 91-201, *Explosives Safety Standards*.

20.1.1. Fire symbols will be posted on the outside of facilities, which contain ammunition or explosives. Posting of half-sized symbols is required for inside munitions storage areas. Fire symbols will be posted on doors leading into rooms or areas where munitions are stored.

20.1.2. A copy of AF Form 2047, **Explosive Facility License**, will be forwarded to the Fire Department's Fire Prevention Section (43 CES/ CEFT), and maintained on file.

20.2. Maintenance Operations Center (MOC) will advise the Fire Alarm Communications Center (FACC) of munitions status. MOC shall report all movements of munitions, load status, and fire symbol of affected munitions. MOC will maintain status (fire symbol) of each munitions storage facility.

20.3. Munitions control personnel shall notify the MOC of any changes in an aircraft's munitions load status and any change of fire symbol for a munitions storage facility. The Fire Protection Flight will also be notified.

20.4. Inert explosive devices must be controlled. The owners of these items are required to notify the Fire Protection Flight at 394-2464/2465, of their location and type.

## **21. General Requirement.**

21.1. Good housekeeping, cleanliness, and orderliness in day-to-day activities is the basic intent of fire prevention. In general terms, any condition relative to the cleanliness of a building that could compromise fire safety constitutes poor housekeeping and may be identified as a fire hazard. Commanders, facility managers, and supervisors are responsible for maintaining a high state of cleanliness and orderliness throughout their building.

21.2. Trash and rubbish containers used in all areas must have lids. Office trash receptacles are exempted from this requirement.

21.3. Outside trash and rubbish collection containers must be kept closed and located not less than 15-feet from any portion of a building or be separated from adjacent structures by an enclosure or wall.

21.4. Clean rags, dirty rags, clean speedy dry, and dirty speedy dry will be stored in separate metal containers with suitable lids and labeled with one inch lettering as to its contents.

21.5. Store steel wool in metal containers with metal lids or self-closing lids. Containers will be labeled with one inch lettering as to its contents.

21.6. Storage of extraneous materials in utility rooms, air conditioning compressor/air handling rooms, generator rooms, telephone communications rooms, and under stairwells is prohibited. Attics may be used for storage only when the area contains permanently installed floors.

21.7. Boiler rooms, equipment rooms, or other utility rooms will not be utilized as storage rooms for gasoline powered equipment.

21.8. False ceiling tile need to be in place to form a continuity fire barrier from floor to ceiling.

## **22. Warehouse/Storage Facilities.**

22.1. These facilities will meet the requirements set forth in DoD Regulation 4145.19-R-1, *Storage and Materials Handling*, and/or the National Fire Code. Buildings used for storage and warehouses will have aisles between stacks, racks, and stored materials. Stacks will be properly maintained to inhibit the spread of fire. The appropriate directives or Fire Prevention personnel will determine aisle width.

22.1.1. Stored materials in all facilities will be kept at least 18 inches away from ceiling light fixtures, sprinkler heads, and heat, smoke, and fire detectors.

22.1.2. If stacks of materials are over 15-feet high, the clearance for stored materials will be 36 inches from sprinkler heads.

22.2. Power equipment such as but not limited to mowers, weed eaters, blowers, and generators will be defueled prior to storage in any area within a facility or storage area.

### **23. Dormitories, Visiting Officers/Airman's Quarters, and Temporary Lodging Quarters.**

23.1. These facilities pose a high loss of life potential where the careless act of one person places many people in jeopardy. Therefore, the strict compliance and enforcement of fire prevention and fire safety standards are especially important. Personnel will not be quartered in other than designated sleeping facilities unless approved by the Fire Chief or designated representative.

23.2. The following items are prohibited in dormitories and quarters:

23.2.1. Candles, incense, or any open flame devices which produce a constant flame.

23.2.2. Firearms and ammunition.

23.2.3. Explosives or pyrotechnics includes fireworks.

23.2.4. Flammable/combustible liquids. This does not apply to small amounts of lighter fluid or butane for refilling cigarette lighters, or model glue and paints.

23.2.5. Cooking utensils or appliances, other than coffee makers, toasters, and microwave ovens.

23.3. Cooking activities will be restricted to those areas equipped with kitchen facilities. While in use, cooking appliances, such as skillets and deep fat fryers, will be monitored by the user.

23.4. Appliances, such as hair dryers, curling irons, and electric blankets, shall be unplugged from the wall receptacle when not in use. The use of electrical extension cords is prohibited.

23.5. Curtains and draperies must be flame resistant. The activity or individual installing curtains or draperies must provide the Fire Department with a copy of the manufacturer's certification stating the material is flame resistant.

23.6. "No Smoking in Bed" signs will be posted on bulletin boards or in other conspicuous locations where they can be seen by all occupants. Signs need not be posted in individual rooms.

23.7. Motorcycle and vehicle parts storage or maintenance of any kind is prohibited.

23.8. Utility rooms and linen storage rooms throughout dormitories and quarters will be kept neat, clean, and orderly at all times.

23.8.1. Fire alarm panels and electrical panels will be unobstructed and accessible at all times.

23.8.2. A minimum clearance of 18 inches will be maintained around water heaters, hot water pipes, and furnaces.

23.8.3. If rack storage is used, a clearance of at least 18 inches will be maintained between rack storage materials and the ceiling, ceiling fixtures, or fire detection/suppression devices.

### **24. Public Assembly Facilities.**

24.1. Places of public assembly include, but are not limited to, clubs, MWR recreational facilities, AAFES facilities, commissaries, child development centers, chapels, restaurants, snack bars, and

those facilities designated by the Fire Chief. These facilities present a high life loss potential resulting from the possibility of panic and require special fire prevention measures.

24.1.1. Managers/supervisors of public assembly facilities will ensure a responsible individual is assigned during hours of operation to ensure complete and orderly evacuation of the building in an emergency and for prompt notification of the Fire Department.

24.1.2. Operating personnel are designated to check exit doors daily prior to the entry of patrons, to ensure that doors are unlocked and that the panic hardware is operational.

24.1.3. Aisles leading to exits are not to be obstructed by tables, decorations, displays, partitions, or portable seating, etc, at any time.

24.2. Managers/supervisors of public assembly facilities will establish and maintain a fire prevention certification training folder for all employees/workers. The certification training ensures the employees have been properly trained and understand their fire prevention duties and responsibilities within their work area. The certification training includes documented quarterly exercises for employees (building evacuation is not required) and the immediate indoctrination of newly hired employees.

24.3. The Fire Prevention Section will be notified at 394-4778, prior to any major social event, activity, or concessionaire set-up that involves temporary decorations or unusual interior arrangements. At the time of notification, the Fire Department will inspect the facility to ensure all fire safety measures have been taken.

24.4. The maximum capacity or occupant load must be on file in the main offices of all places of public assembly. Capacity or occupancy load is not to exceed the maximum standard as set forth in NFPA Standard 101, *Life Safety Code*.

24.5. The Fire Department will be provided a copy of the manufacturer's certification showing that curtains and draperies purchased for use in these facilities is flame resistant.

24.6. For those places of public assembly that have commercial type cooking facilities, the following requirements apply:

24.6.1. A minimum of one Type K rated fire extinguisher will be located within close proximity of deep fat fryer units, but not located in such a position that it cannot be reached in case of a fire.

24.6.2. Each deep fat fryer or cooking unit will be appropriately placed under an exhaust hood system to be protected by an installed dry chemical/wet chemical fire extinguishing system.

24.6.3. Each independently operated cooking well or deep fat fryer unit will be equipped with a primary and secondary thermostat. The temperature setting of the primary thermostat is not to exceed 400 degrees Fahrenheit, and the secondary thermostat must be a non-adjustable, fusible, or manual resetting thermostat with a maximum cut-off temperature not to exceed 475 degrees Fahrenheit.

24.6.4. Deep fat fryer units with either primary or secondary thermostatic control devices out of service or calibration will not be placed into operation until they have been repaired and certified by electrical technicians. The using organization shall immediately notify the Fire Prevention Section when a deep fat fryer is placed in a non-operational status. All test results must be forwarded to the Fire Department Fire Prevention Section.

24.6.5. Newly procured or replaced deep fat fryer units will not be placed in service until primary and secondary thermostats have been tested, certified, and tagged by electrical technicians. Test results shall be forwarded to the Fire Prevention Office and also affixed to the unit.

24.6.6. Thermostats will be tested annually by the appropriate Civil Engineer shop or certified contract electrician.

24.6.7. Hood and exhaust duct systems servicing kitchen equipment must be thoroughly cleaned to bare metal at frequent intervals to prevent grease accumulation. This cleaning cycle applies to fans, roofs, louvers, ductwork, and exterior walls. Specific guidance for cleaning is in accordance with NFPA Standard 96, *Ventilation Control and Fire Protection of Commercial Cooking Operations*. Documentation must be available to show when the ducts and filters were last cleaned by the using activity or contractor.

24.6.8. Hood and exhaust systems must be operating at all times that food preparation is being done. Should the system become inoperative for any reason, all cooking operations protected by that system will cease immediately and will not resume until that unit is returned to service and certified by Fire Prevention personnel.

**25. Decorations and Furnishings.** The Fire Department will inspect all decorations to be used and the proposed arrangement to ensure compliance before installation. Contact the Fire Prevention Section at 394-4778 to arrange for an inspection. Decorations not meeting NFPA code requirements and/or Air Force directives will be removed.

25.1. Only Underwriters Laboratory (UL) approved flame retardant/resistant decorations will be authorized for use.

25.2. Christmas tree lighting and wiring must be in good physical condition with no splices or short-circuiting in the wire. Indoor lighting will not be used for outdoor use.

25.3. Outdoor lights and wiring will be in good physical condition, must be approved for outdoor use by the manufacturer, and be weatherproof.

25.4. The use of live Christmas trees is prohibited. Only non-combustible (artificial) Christmas trees and decorations are authorized for use in facilities. Exception to this requirement is that Military Family Housing residences may use live Christmas trees.

25.5. Christmas tree lights will be unplugged when the area or facility is unoccupied. Christmas tree lights will not be used on metal Christmas trees due to the possible hazard of shock or electrocution.

25.6. All Christmas decorations will be taken down the first week of January. Decorations for all other occasions will be removed no later than one day after the event.

25.7. Decorations will not be placed where they would restrict or impede fire evacuation routes, emergency lights, or block access to exits for personnel exiting the facility.

**26. Military Family Housing (MFH).**

26.1. The military sponsor is responsible for fire prevention in and around their assigned quarters, and must comply with this instruction to include the following:

26.1.1. Ensure a fire prevention briefing is conducted within 30 days of occupancy.

- 26.1.2. Test smoke detectors in quarters every 30 days.
- 26.1.3. Store flammable liquids in proper area outside of living area.
- 26.2. Storage of ammunition and reloading supplies will be limited in MFH.
  - 26.2.1. Smokeless propellants 3 lb maximum, in original containers.
  - 26.2.2. Black powder 3lb maximum in original container.
  - 26.2.3. Combination of smokeless and black powder limited to 3 lb total.
  - 26.2.4. Small arm primers are limited to 1000 maximum.
  - 26.2.5. Primers and completed rounds must not exceed 1000 total.

**27. Self-Help Work Projects.**

- 27.1. All self-help work must be approved in advance on an AF Form 332. Each AF Form 332 must be coordinated with the Fire Department's Fire Prevention Section. The purpose of this coordination is to ensure that the construction, renovation, or structural alteration does not compromise fire protection safety. The Fire Prevention office will review each AF Form 332, and make appropriate comments and recommendations relative to fire protection. Unapproved self-help work, which has created a fire hazard or fire deficiency, will be identified on an AF Form 1487.
- 27.2. Personnel accomplishing self-help work will not shut down, disconnect, alter, modify, or in any way impede the operation of a fire suppression or fire detection system without approval of the Fire Department.
- 27.3. The facility manager will notify the Fire Prevention Section when approved self-help work, which constructs or structurally alters a facility, begins so work may be inspected by the Fire Department during and after completion.

**28. Conflict in Guidance.** When a conflict occurs between written directives, the most stringent directive will take precedence.

RICHARD J. CASEY, Brigadier General, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 32-2001, *Fire Protection Operations and Prevention Program*

AFI 32-9005, *Real Property Accountability and Reporting*

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program*

AFOSH Standard 91-56, *Fire Protection and Prevention*

NFPA Standard 10, *Portable Fire Extinguishers*

T.O 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*

NFPA Standard 101, *Life Safety Code*

AFI 40-102, *Tobacco use in the Air Force*

NFPA Standard 70, *National Electrical Code*

AFOSH Standard 91-43; *Flammable/Combustible Liquids*

NFPA Standard 30; *Flammable and Combustible Liquids Code*

NFPA Standard 99; Chapter 10, *Standard for Health Care Facilities*

NFPA 385, *Standard for Tank Vehicles for Flammable and Combustible Liquids*

AFOSH Standard 91-5; *Welding, Cutting and Brazing*

NFPA Standard 51; *Welding and Cutting*

AF Manual 91-201, *Explosives Safety Standards*

DoD Regulation 4145.19-R-1, *Storage and Materials Handling*

NFPA Standard 96, *Ventilation Control and Fire Protection of Commercial Cooking Operations*

***Abbreviations and Acronyms***

**AFFF**—Aqueous Film Forming Foam

**AFOSH**—Air Force Occupational and Environmental Safety,

**AHJ**—Authority Having Jurisdiction

**DOT**—Department of Transportation

**FM**—Factory Mutual

**FSD**—Fire Safety Deficiency Codes

**LP**—Liquefied Petroleum

**MFH**—Military Family Housing

**MOC**—Maintenance Operations Center

**NFPA**—National Fire Protection Association

**OSC**—On-Scene Commander

**OSHA**—Occupational Safety and Health Administration

**RACs**—Risk Assessment Codes

**TA**—Table of Allowance

**UCMJ**—Uniform Code of Military Justice

**UL**—Underwriter's Laboratory

**UV/IR**—Ultra-Violet/Infra-Red