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Civil Engineering

FIRE PREVENTION AND PROTECTION



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This instruction implements AFD 32-20, *Fire Protection*. It establishes Travis Air Force Base policy governing the Fire Protection Program. Objectives are to prevent fire and reduce loss from fire to personnel, real property, material, and aerospace vehicles. It applies to all military and civilian personnel assigned or attached to or quartered at Travis AFB (including contracts and concessionaires). Through the guidance contained herein, fire prevention can eliminate or minimize needless waste of human lives or property, thus allowing continuation of the assigned mission.

SUMMARY OF REVISIONS

Updates text to eliminate redundancy of procedures and standards.

1. STANDARDS: In addition to this instruction, HQ USAF and HQ AMC publications, the following standards apply:

- 1.1. Insurance Service Office.
- 1.2. Factory Mutual Engineer Corporation (FMEC).
- 1.3. Underwriter's Laboratories, Incorporated (UL).
- 1.4. National Bureau of Standards.
- 1.5. National Fire Protection Association (NFPA).
- 1.6. USA Standard Institute.
- 1.7. American Gas Association.
- 1.8. American Water Works Association.

1.9. Occupational Safety and Health Act.

1.10. Uniform Building Code (UBC).

2. INDIVIDUAL FIRE REPORTING PROCEDURES:

2.1. Anyone who discovers a fire will immediately notify the Fire Department, regardless of how minor in nature. A fire will be reported by one of the following methods:

2.1.1. Calling extension 4-911 on an administrative telephone.

2.1.2. On-base housing occupants must dial extension 911 to report a fire.

2.1.3. Lodging occupants must dial extension 9-911.

2.1.4. The person reporting a fire will give the Fire Department alarm room operator the following information:

2.2. Name of person reporting the fire.

2.2.1. Type of fire (building, grass, gasoline, automobile, etc.).

2.3. The following procedures will be followed immediately after discovery of a fire or upon hearing the audible fire alarms:

2.3.1. Notify Base Fire Department.

2.3.2. Warn building occupants to evacuate.

2.3.3. Use available fire extinguishers in an attempt to extinguish the fire.

2.4. Authorized personnel, as determined by the Base Fire Marshal, shall be the only persons to operate the fire alarm panels.

3. MOTIVATION AND POPULATION TRAINING. The objectives are to motivate base personnel in developing good fire prevention habits, recognize and eliminate fire hazards/deficiencies in their work and living environment, and how to report a fire, evacuate facilities, and use extinguishers.

3.1. The Fire Department's Fire Prevention Section, will conduct lectures and fire extinguisher demonstrations to any organization or social group requesting these services. Arrangements for lectures or demonstrations can be made by calling Fire Prevention Section.

3.2. Commanders and supervisors will ensure Fire Prevention Training is provided to newly assigned personnel in accordance with AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program*. Training will include but is not limited to, fire extinguisher usage and location, fire evacuation procedures, fire reporting, fire alarm box location and usage, and other subjects as appropriate.

3.3. Commanders, functional managers, supervisors, and employees are responsible for ensuring that their work areas are fire safe.

3.4. The sponsor of each military housing unit shall receive training related to fire prevention, fire reporting and inspection/testing of the units smoke detector(s).

4. PLACES OF PUBLIC ASSEMBLY AND RECREATIONAL FACILITIES. Managers of public assembly and recreational facilities must establish and maintain a certification system to ensure employ-

ees have been trained and understand their fire prevention responsibilities within the work environment. This certification system includes quarterly drills of employees (no building evacuation) and immediate indoctrination of newly hired employees on the first day of work. Training records will be available for review by fire protection personnel upon request.

4.1. Managers of places of public assembly and recreational facilities, or assistants designated in writing will conduct daily closing inspections to ensure these facilities are left in a fire safe condition. These inspections will be documented in the certification folder. (Do not delegate this responsibility to janitorial personnel.)

4.1.1. Fire prevention specialists visit public assembly facilities before all major social events when notified by the manager that temporary decorations or unusual arrangements are involved.

4.1.2. Seating will be arranged so as to maintain clear passage through aisles.

4.1.3. Manager and Assistants will strictly adhere to building and room occupant capacities.

4.1.4. All furnishing, draperies, curtains, rugs, and similar decorations will be non-combustible or treated with fire retardant chemicals. A certification from the manufacturer or cleaners must be available.

4.1.5. Only non-combustible Christmas trees and decorations will be installed in places of public assembly.

4.1.6. Waste receptacles will be UL listed or FMEC approved non-combustible and emptied at the close of each workday or as needed.

4.2. Managers of facilities in which commercial or restaurant-type cooking is performed must establish and enforce the following procedures:

4.2.1. All installed grease filters and exposed surfaces of kitchen range hoods must be thoroughly cleaned daily or as often as necessary to prevent accumulation of grease.

4.2.2. Spare filter sets may be required in kitchens that are continuously in operation.

4.2.3. Cooking is not permitted under a range hood without a grease filter installed.

4.2.4. If the exhaust fan motor is shut down or removed for repair or replacement, discontinue use of the kitchen equipment served by that exhaust system until the fan is restored to service.

4.3. Deep fat fryers will be equipped with a primary thermostat of 400 degrees Fahrenheit (F), and a second thermostat that must ensure the temperature of the liquid does NOT EXCEED 475 degrees F. Thermostats must be tested annually by Civil Engineer personnel who will prepare documentation to verify that the tests are conducted on a recurring basis and a tag will be attached to each deep fat fryer stating date of last thermostat test.

5. FIRE DRILL REQUIREMENTS. Facility managers are responsible for coordinating fire evacuation drills with the fire department in facilities with or without alarm systems under their jurisdiction.

5.1. The fire protection flight will conduct fire evacuation drills in the following facilities:

5.1.1. Child Development Center (Monthly).

5.1.2. Health Care Facilities munitions area (Quarterly).

5.1.3. Munitions Area (Quarterly).

5.1.4. All other facilities shall conduct fire evacuation drills as required by NFPA 101, *Life Safety Code*.

5.2. In those facilities with fire alarm systems, the individual conducting the drill must contact the Fire Prevention Section. Alarm systems will not be used for drills unless fire protection personnel are present. Any willful transmission or reporting of a false fire or emergency alarm is prohibited.

6. DECORATION REQUIREMENTS. Where allowed, live Christmas trees will be freshly cut; but end will be placed in water and kept outdoors until the tree is ready for use. Trees indoors will be set in a container of water or wet, damp dirt, or sand. **DO NOT** attempt to flame retard trees.

MICHAEL J. REAGAN, Lt Col, USA
Director Wing Staff

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 32-20, *Fire Protection*

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

NFPA 101, *Life Safety Code*