

**BY ORDER OF THE COMMANDER
MCCONNELL AIR FORCE BASE**

**MCCONNELL AIR FORCE BASE
INSTRUCTION 32-2003**



11 MARCH 2010

Civil Engineering

FIRE PREVENTION - FIRE PROTECTION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 22 CES/CEF

Certified by: 22 CES/CC
(Lt Col Louis E. Lilley)

Supersedes: MCCONNELLAFBI32-2003,
21 April 1997

Pages: 39

This instruction establishes policy and procedures and assigns responsibilities and requirements to ensure a comprehensive fire prevention and protection program for McConnell Air Force Base (MAFB), in accordance with AFD 32-20, *Fire Emergency Services* and AFI 32-2001, *Fire Emergency Services Program*. It applies to all military personnel, family members, civilian personnel, concessionaires, housing residents and tenant organizations assigned or attached to MAFB. This instruction is consistent with Air Force Occupational Safety and Health (AFOSH) Standards (AFOSHSTD), National Fire Protection Association (NFPA) standards, Unified Facilities Criteria (UFC), Fire Protection Engineering for Facilities, Engineering Technical Letters (ETL) and the International Building Code (IBC) at the time of revision. 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 appropriate disciplinary action, including administrative action, such as reprimand or criminal prosecution under applicable state and federal statutes. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. This publication may not be supplemented. When using Personally Identifiable Information (name, rank, etc.) IAW DoD

5400.11-R/ AFI 33-332 Privacy Act statements must be accompanied/ attached or on printed forms.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: This publication was updated to meet the changes in AFOSHSTDS, NFPA, UFC, ETL and IBC standards and codes.

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1. Objective. The objective of the installation Fire Prevention Program is to eliminate the potential causes of fire, prevent loss of life, injuries, and property damage, and to protect the environment should fire occur. Accomplishing these objectives is vital if the mission is to continue without delay due to fire. Loss of government property will result in an unnecessary use of funds and costly delays that could seriously hinder our national defense efforts. To reach these objectives, it is necessary to reduce unsafe practices and conditions. This is done through the education of all personnel, command support at all levels, and enforcement of unsafe practices. Therefore, fire prevention and fire safety will not be compromised for any reason.

2. Authority.

2.1. Installation Commander. The 22d Air Refueling Wing (ARW) Commander is responsible for fire protection at MAFB and exercises primary responsibility through the Base Fire Marshal.

2.2. Base Fire Marshal. The Base Civil Engineer, Commander, 22d Civil Engineer Squadron, is the staff officer designated as the Base Fire Marshal, serves as an advisor to the 22 ARW Commander on fire protection matters and supervises the Fire Emergency Services 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.

2.3. Fire Chief. The Fire Chief is the Fire Emergency Services Flight Chief and is responsible to the Base Fire Marshal for establishing and managing an effective fire protection and prevention program outlined in AFI 32-2001, *Fire Emergency Services Program*. Through the Assistant Fire Chief for Fire Prevention, the Fire Chief develops and administers the installation Fire Prevention Program.

2.4. The Fire Chief or Senior Fire Officer has full authority over all fire suppression and rescue operations. The senior fire official may commandeer any available vehicle, equipment, materials or personnel for use as necessary for prompt control of a fire.

2.5. Fire Prevention Office. The Fire Prevention Office performs facility inspections and advises unit commanders, facility managers and supervisors of hazards and fire safety

deficiencies noted in their facilities. The fire inspector will inform any person failing to comply with this standard of their violation. All violations will be recorded in writing and the reference standard noted. The primary responsibility for correcting identified hazards or deficiencies rests with the unit commander and facility manager of the facility inspected. All base facilities will be inspected annually and may require semi-annual, or as needed, inspections if determined by the Fire Chief.

3. Responsibilities.

3.1. The functional manager is the commander or senior operating official at any level who 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 22 CES Customer Service in writing of changes in facility managers and telephone numbers of facility managers and their alternates.

3.2. Unit commanders and supervisors at all levels are responsible 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 military and civilian personnel, including temporary or over-hires, working on MAFB are properly trained within 30 days and annually thereafter. This training must include required fire and emergency reporting procedures, location and use of fire alarm pull boxes and fire extinguishers, fire evacuation procedures and fire prevention practices. Documentation of this training is recorded on AF Form 55, *Employee Safety and Health Record*.

3.2.2. Ensure 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 for and provide access to these facilities for the base fire department to perform scheduled fire prevention visits.

3.2.3. 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 original form.

3.2.4. Initiate appropriate administrative or disciplinary action against personnel who willfully damage or tamper with fire protection systems and 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.

3.2.5. Periodically inspect their organizations to ensure compliance with governing instructions to eliminate fire hazards.

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.

3.3.2. The facility manager or designated alternate will accompany the fire prevention inspector during the fire prevention visit and take immediate corrective action on fire hazards or discrepancies found during the inspection.

3.3.3. Facility managers will attend initial indoctrination and training offered by 22 CES Customer Service concerning their duties and responsibilities upon assuming these tasks. The facility manager will receive a briefing on fire safety requirements for their facility. Upon completion, the facility manager will receive a certificate from the Fire Prevention Office.

3.3.4. The facility manager will develop an operating instruction (OI) for their facility and its occupants to follow when a fire is discovered. Instructions must include fire reporting, personnel evacuation, safeguarding classified information, first aid firefighting (application and use of fire extinguishers and manual fire alarms), emergency removal of appropriate aircraft or vehicles, protection of high-value and critical material, and accidents involving fuel, weapons, and toxic material handling. The OI will be submitted to the Fire Prevention Office for approval and coordination. It will also be kept current, posted in a conspicuous location within each facility and reviewed annually by all occupants.

3.3.4.1. Those facilities that are occupied by more than one organization are requested to have the major user develop the OI and forward it to the other organizations for coordination and adoption.

3.3.5. The facility manager will check all fire doors, exits, exit lights and emergency lighting to ensure proper operating conditions. All discrepancies must be reported on AF Form 332, *Civil Engineer Work Request*, to 22 CES Customer Service for corrective action. Fire extinguishers will be checked monthly and annotated with date and initials on the Fire Extinguisher Record Tag.

3.3.6. The facility manager will ensure that the fire emergency reporting number is affixed to every telephone in their facility.

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

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

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

3.3.10. The facility manager will ensure periodic fire drills are conducted. Fire evacuation drills will not be held during inclement weather.

3.3.11. In those facilities jointly occupied by more than one organization, the facility manager will notify the other organizations to correct hazards/deficiencies within their areas and follow-up to ensure corrective action has been taken.

3.3.12. Facility managers must maintain the following fire prevention program documentation in their facility folder:

- 3.3.12.1. Copy of facility fire prevention OI.
 - 3.3.12.2. Monthly fire extinguisher inventory and inspection log.
 - 3.3.12.3. Copies of AF Forms 1487, *Fire Prevention Visit Report*, from past fire prevention visits with corrective actions annotated on the back.
 - 3.3.12.4. Copies of all AF Forms 332 for their facility.
 - 3.3.12.5. Copies of approval letters coordinated through the Fire Prevention Office.
 - 3.3.12.6. Copies of approved Hazardous Material storage requests and explosive storage licenses.
 - 3.3.12.7. Copies of all facility fire evacuation drills.
 - 3.3.12.8. Any relevant correspondence regarding the safety or fire prevention related to their facility training requirements.
 - 3.3.12.9. Copy of facility manager fire prevention training certificate.
- 3.4. Individuals. Every individual is responsible for protecting AF property from the dangers of fire and conducting themselves in a manner that does not pose a fire risk to themselves or others.
- 3.5. Chief, Asset Management Flight (CEA) will ensure the Fire Prevention Office is informed of any change in use to the building occupancy.
- 3.6. Chief, Programs Flight (CEP) will ensure the Fire Prevention Office is notified of the availability of all construction, alteration and project plans for review. The Fire Prevention Office will be given three (3) working days to review all plans.
- 3.7. Acquisition Contracting Flight Construction Team (LGCA) will establish procedures to ensure the Fire Prevention Office is notified of all pre-construction and pre-final conferences. The Fire Prevention Guide for Civilian Contractors will be given to all contractors by LGCA during the pre-construction briefing for them to read and sign. A copy of the signed guide will then be forwarded to 22 CES/CEFP.
- 3.8. Army Corps of Engineers at McConnell will establish procedures to ensure the Fire Prevention Office is notified of all pre-construction and pre-final conferences. Contract specifications shall reference Army Corps of Engineering Manual, EM 385-1-1, *Safety and Health Requirements Manual*, and NFPA Standard 241, *Safeguarding Construction, Alteration and Demolition Operations*.
- 3.9. Concessionaires are responsible for fire prevention in their work areas and will comply with applicable portions of this instruction.
- 3.10. Contractors performing work under government contracts are exempted from this instruction. Contractors are, however, responsible for compliance with Department of Labor Occupational Safety and Health Administration (OSHA) standards and the protection of their employees. Contractors will be provided with a copy of the Fire Prevention Guide for Civilian Contractors by 22 CONS 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 Prevention Office is the agency which manages, enforces and executes the Fire Prevention Program.

4.2. Fire inspectors will visit all facilities and areas at periodic intervals to ensure prompt detection and elimination of fire hazards. Scheduled visits will be conducted on a semiannual or annual basis depending on the occupancy and the hazards of the facility or area.

4.2.1. No-notice walk-through visits will be conducted at the discretion of the Fire Prevention Office or Base Fire Chief. Follow-up inspections, required as a result of identified fire hazards and deficiencies will be administered as a no-notice walk-through visit.

4.2.2. Fire hazards noted during the inspection will be corrected during the visit 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 and action is not taken to do so, the Fire Chief, Fire Marshal, 22 ARW Safety Office and the functional manager concerned will be notified to observe and resolve the hazardous condition. If the problem cannot be resolved, the 22d Mission Support Group Commander and appropriate functional group commander will be notified. The 22 ARW Commander will be advised of the hazardous operation that remains unresolved.

4.2.3. Risk assessment codes (RAC) and fire safety deficiencies (FSD) will be assigned to fire hazards and deficiencies in accordance with AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection and Health Program*.

4.2.4. The AF Form 218, *Facility Fire Prevention/Protection Record* will be used to document all fire prevention visits. When significant findings are identified, the inspector will initiate an AF Form 1487, *Fire Prevention Visit Report*. The fire inspector will annotate the form with the fire hazards or deficiencies noted during the assessment and the corrective actions required to eliminate them, including references to the governing standard and interim control measures. This form also provides a tracking mechanism to follow up on corrective actions.

4.2.5. The AF Form 1487 will be delivered to the facility manager or the alternate. The facility managers or alternates are responsible for initiating corrective actions within their authority and responsibility, by following the corrective actions annotated on the form. The facility will start immediate correction of fire hazards or fire safety deficiencies. Any RAC 1, 2, or 3 hazard not corrected within 30 days will be annotated on an AF Form 3, *USAF Hazard Abatement Plan*, in accordance with AFI 91-301.

4.2.6. AF Form 1487 identifying hazards or deficiencies which require submission of an AF Form 332, will be submitted to 22 CES Customer Service for corrective action. The AF Form 332 should show full justification with references.

4.2.7. On the back of the AF Form 1487, the facility manager will annotate the corrective actions taken and the date they were implemented. This includes AF Form 332 and work order control numbers.

4.2.8. The facility manager will ensure that the unit commander reviews the form and signs the appropriate block on the back of the form.

4.2.9. The facility managers will keep a copy of the completed form for their records and return the original to the Fire Prevention Office. The form shall be returned before the suspense date listed on the front of the form in block 5.

4.2.10. If facility managers require additional time to initiate corrective action, they can request extensions to the suspense date from the Fire Prevention Office.

4.2.11. Facility managers are required to track the completion of work required to correct deficiencies. Some corrections will take long periods of time.

4.2.12. For situations presenting an imminent danger, the hazard is first isolated and an AF Form 1487 will be issued. The fire inspector will provide a copy to the supervisor in charge and a copy will be delivered to the unit commander.

4.2.12.1. The operation may be terminated and the facility may be closed until an assessment by the Fire Chief and/or Fire Marshal or their representative is made regarding the safety of the situation.

5. Fire Prevention Procedures for New Construction, Renovation, Alteration and Demolition Projects.

5.1. Construction Projects. All AF and support unit construction, renovation, alteration or modification projects will be monitored by the Fire Prevention Office to ensure they comply with the requirements outlined in ETLs, UFCs, IBC, NFPA codes and the Base Facility Standards. Each contract will include a specific section that addresses the applicable fire prevention requirements set forth in this instruction.

5.2. Plans Review Procedures.

5.2.1. The fire prevention representative is not a designer or an engineer and will coordinate on projects to signify that all fire protection and life safety aspects of the project design are incorporated. This coordination does not indicate fire protection engineering design acceptance. The accuracy and code compliance of the design remains the responsibility of the project design team.

5.2.2. A fire prevention representative is required to review all phases of project design plans, specifications, project books, Simplified Acquisition Base Engineer Requirements (SABER) projects and programming documents for all construction, renovation, alteration and modification of all AF and support unit facilities, structures and systems.

5.2.3. A complete set of plans and specifications will be made available to the Fire Prevention Office for all phases of projects. The Fire Prevention Office requires at least three (3) working days to allow for a full, comprehensive review of fire protection and life safety features. This time frame may be increased by the Fire Prevention Office depending on the scope of the project. The reviewer will provide the project engineer with written comments prior to the suspense. The Fire Prevention Office will expedite reviews at the request of the Programs Flight Chief when necessary to effect obligation of funds when timing is critical such as end of year.

5.3. Design Review Meetings. A fire prevention representative will attend pre-design, design, pre-performance, board review and modification of project meetings. The project engineer will notify the Fire Prevention Office at least five (5) workdays in advance of all meetings unless end of year or other necessity may prevent 5 days advance notice.

5.4. Pre-Construction Requirements.

5.4.1. A fire prevention representative will attend pre-construction and modification meetings. The construction manager will notify the Fire Prevention Office at least five (5) workdays in advance of all meetings. If a representative is unable to attend, contracting will provide the briefing.

5.4.2. The prime contractor will be briefed on fire prevention construction requirements and will be provided the fire prevention guide for civilian contractors. The contractor will acknowledge receipt and understanding in writing. The original copy will be kept on file in the Fire Prevention Office.

5.4.3. The contract manager will provide the fire prevention representative with any addendums to the 100% design submittal plans and specifications for review and inclusion in fire prevention project file.

5.4.4. Working or Shop Plans and Specifications: Before installation of any fire protection system component, a fire protection engineer meeting the requirements of UFC 3-600-01, Section 1-6, is required to review construction or shop plans for all fire suppression and detection systems. The Fire Prevention Office requires a copy of the construction or shop plans, with the stamp and signature of the reviewing fire protection engineer, to keep for their files and to use for field inspections.

5.5. Construction Requirements. The Fire Prevention Office will monitor all construction projects for compliance with applicable codes and standards by using announced and unannounced field inspections. Any deficiencies noted during the field inspections will be provided, in writing, to the construction manager. If a deficiency requires immediate attention, the fire prevention inspector will notify the construction manager immediately to start corrective actions.

5.6. Final Acceptance.

5.6.1. A fire prevention representative will attend all final acceptance tests. The fire prevention representative will not conduct any of the final acceptance tests, but will act as an observer to ensure systems meet fire protection requirements.

5.6.1.1. The construction manager will notify the Fire Prevention Office at least five (5) work-days before any acceptance tests.

5.6.1.2. Representatives from the 22 CES or 184 CES Utilities and Electrical shops responsible for the testing and maintenance of fire protection systems must be present during system acceptance. Fire department inspectors will not approve systems acceptance without approval and coordination of the responsible CE utilities shop. Any deficiencies noted by the fire prevention representative will be provided to the construction manager.

5.6.1.3. Fire Suppression and Detection System: The installing contractor is responsible to have all equipment and materials necessary to test each component per the manufacturer's recommendations.

5.6.1.4. The installing contractor shall furnish a record of completion (written statement) stating that the system has been installed in accordance with approved plans and tested in accordance with the manufacturer's specifications and the appropriate NFPA standard(s).

6. Fire/Emergency Evacuation Procedures.

6.1. Immediate and accurate reporting of a fire or emergency is essential to minimize fire vehicle response time. Any person discovering a fire or potential fire or emergency situation must report it immediately to the base fire department. This includes any fire whether it burned itself out or was extinguished without the aid of the base fire department.

6.2. Fire/Emergency Reporting Telephone Numbers. Report all fires or emergencies to the base fire department by dialing 911.

6.3. Fire/Emergency Evacuation Procedures.

6.3.1. Sound the alarm, both 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 by yelling "FIRE, FIRE, FIRE."

6.3.2. Call the base fire department by dialing 911. When reporting a fire or emergency, give your name and telephone number, location or address of the emergency and type of fire or emergency. Remain on the telephone as long as it is safe. DO NOT HANG UP until released by the base fire department operator. If you are in danger tell the operator that you will call again when you are at a safe location and ensure you call the operator back.

6.3.2.1. NOTE: If you dial 911 from a cell phone, your call goes to the Sedgwick County Emergency Dispatcher. You will need to need to notify the operator that you are located on McConnell AFB.

6.3.3. Ensure all personnel evacuate the facility by the most direct route and assemble at a designated area at least 75 feet from the facility. If time allows, close all doors, windows, secure safes and shut off unnecessary equipment. This deters the spread of fire and reduces possible injury to other personnel. Ensure that accountability is taken for all personnel who were inside the facility. Never reenter an evacuated facility.

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

6.3.5. Designate at least one individual outside of the building to direct the base fire department to the location of the fire or emergency.

6.4. False Fire Reporting. Any person(s) involved in malicious or deliberate transmission of false information pertaining to a fire or emergency, including falsely initiating a base fire

department response, will be subject to applicable disciplinary action. This includes tampering with fire reporting equipment and devices.

7. Yielding to Emergency Vehicles.

7.1. All base 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.

7.2. Vehicles will not pass or attempt to pass any piece of fire equipment responding to an alarm, nor follow closer than 500 feet from such apparatus.

7.3. To minimize damage and/or further endanger firefighters by cutting off their water supply, personnel will not drive vehicles over fire hoses unless authorized to do so by the senior fire officer.

7.4. For safety of Firefighters, Emergency Medical, and Security Forces displaying rotating or flashing lights on emergency apparatus stopped or working at an emergency scene, vehicle operators will reduce their speed and move as far to the left as possible when permitted and proceed with due caution, STOP or respond as directed by the emergency personnel working at the scene.

7.5. The Security Forces desk sergeant will dispatch a suitable number of patrols to the scene of a fire emergency to provide traffic control and security of government property. These patrols will report to the senior fire officer at the scene.

8. Fire Lanes/Restricted Parking.

8.1. Fire lanes are restricted to emergency vehicle parking only 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.

8.2. Fire station exits are fire lanes and are not used for parking. Obstructions, which delay fire vehicles, are prohibited.

9. Fire Hydrants, Water Supply and Fire Department Connection (FDC).

9.1. Fire hydrants will not be used by any person other than base fire department personnel, except when permission is granted by the Fire Chief or a designated representative.

9.2. Access to fire hydrants and post indicator valves will be maintained by a clearance of at least 15 feet. Parking vehicles or equipment within 15 feet of any such devices is prohibited.

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

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

9.5. Damage to fire hydrants shall be reported immediately to the Fire Prevention Office.

9.6. A clearance of 8 feet on each side of a Fire Department Connection and the area directly in front of the FDC will be maintained for access to sprinkler and standpipe connections.

They shall be equipped with caps or plugs, properly secured and arranged for easy removal by the fire department.

9.7. Water mains and fire hydrants will not be shut off, nor will any maintenance be performed that could interfere with the water supply without at least 24 hours notice to the base fire department. The only exception to this will be emergency work to repair systems.

9.8. The 22 CES Utilities shop will notify the base fire department of proposed water curtailments which affect fire hydrants. The utilities shop will also identify inactive or defective fire hydrants by placing the appropriate "OUT OF SERVICE" placard on the hydrant.

10. Fire Protection Systems.

10.1. Tampering with any fire protection system, controls, push stations, fire department connection, sprinkler heads, smoke/heat detectors, etc. is prohibited.

10.2. Any alterations or additions to a building which could affect the operation of any fire suppression, detection or notification system must be approved by the base Fire Chief or a designated representative before work begins.

10.3. Qualified fire protection personnel are the only people authorized to operate fire alarm systems to conduct fire drills.

10.4. Facility managers, dormitory managers and supervisors are required to brief all building occupants on procedures concerning proper use of fire protection devices.

10.5. Upon any fire alarm activation, all occupants, including contractors, must evacuate.

10.6. Do not block manual fire alarm pull stations, fire extinguishers, stand pipe hose connections, sprinkler system riser and alarm control panels. A 36 inch clearance is required around and in front of these devices.

10.7. A minimum clearance of 18 inches shall be maintained below heat/smoke detection devices, alarm bells, horns and light and sprinkler heads. A minimum clearance of 36 inches shall be provided below these devices when stack heights exceed 15 feet.

11. Fire Extinguishers.

11.1. The Fire Prevention Office will determine the type, number, distribution and placement of all portable fire extinguishers in buildings owned by the Air Force as required by NFPA Standard 10, *Portable Fire Extinguishers*.

11.2. IAW AFOSHSTD 91-501, *Air Force Consolidated Occupational Safety Standard*, facility managers and using organizations must budget for the purchase of fire extinguishers for use in buildings and vehicles. The base fire department will maintain and reservice fire extinguishers in buildings owned by the Air Force and as required by support agreements.

11.3. Fire extinguishers that have been used to extinguish a fire, accidentally discharged, have broken seals or missing pins or become inoperative in buildings owned by the Air Force are the responsibility of the using organization for delivery to the base fire department for replacement.

11.4. 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 clearly seen.

11.5. Fire extinguishers will be permanently mounted to walls using an approved bracket or in recessed or semi-recessed fire extinguisher cabinets. Fire extinguishers will not be moved or relocated from their installed positions except for combating a fire or servicing without the approval of the Fire Prevention Office. Fire extinguishers will not be used as doorstops, clothes racks or blocked by supplies or other material.

11.5.1. Fire extinguishers having a gross weight of 40 pounds or less must be mounted so that the top of the fire extinguisher is not more than 5 feet (1.53 m) above the floor with the clearance between the bottom of the fire extinguisher and the floor not less than 4 inches (10.2 cm). Fire extinguishers having a gross weight of more than 40 pounds shall be mounted so the top is not more than 3 ½ feet (1.06 m) above the floor with the clearance between the bottom of the fire extinguisher and the floor not less than 4 inches (10.2 cm).

11.6. 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.

11.7. Fire extinguishers require the following inspections and maintenance during their life cycle.

11.7.1. Monthly inspection: Conducted by facility manager. Will check for damage, pressure, missing parts, pinned, sealed and cleanliness. Annotate inspection date and initials on the fire extinguisher record tag attached to the fire extinguisher and in facility manager's facility folder and/or fire prevention folder extinguisher inventory log.

11.7.2. Annual maintenance: Conducted by extinguisher servicing company. Annotated on the fire extinguisher record tag and Automated Civil Engineer System - Fire Department (ACES-FD).

11.7.3. 6 Year Maintenance: Conducted by extinguisher servicing company every 6 years. Annotated on label attached to extinguisher and in ACES-FD.

11.7.4. 12 Year Hydrostatic Test: Conducted by extinguisher servicing company every 12 years. Annotated on label attached to extinguisher and in ACES-FD.

11.8. All other fire extinguishers not located in buildings owned by the Air Force are the responsibility of the using organization, including inspection, maintenance, and service. Guidance may be obtained through the Fire Prevention Office.

11.9. Facility managers are responsible for notifying the Fire Prevention Office of changing conditions within facilities or areas requiring changes in the distribution of portable fire extinguishers.

11.10. Flightline aircraft production supervision are responsible for aprons used to park, start, load or maintain aircraft and are responsible for the strategic placement of flightline fire extinguishers around aircraft during those activities IAW TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, Table 3.1. Unit commanders are responsible for fire extinguishers that are damaged by carelessness or negligence. Flightline fire extinguishers

shall be inspected daily by maintenance personnel. Those extinguishers in need of servicing must be brought to the fire department.

12. Fire Evacuation Drills.

12.1. Fire drills are conducted periodically to ensure all personnel with specific fire protection duties and responsibilities during emergency situations can perform these duties. Fire drills also reduce the possibility of panic in a real situation. Speed in evacuating buildings, although important, is not the primary objective and should be secondary to proper order and discipline. Drills should be held at unexpected times and under varying conditions to simulate unusual fire situations. The fire department must be notified before any fire drill. Unit commanders may conduct fire evacuation drills at their discretion.

12.2. Fire alarm systems will not be used to conduct fire evacuation drills without prior coordination with the Fire Prevention Office.

12.3. Fire evacuation drills are required to be conducted at the following intervals for the following occupancies:

12.3.1. Building 250, Clinic: Fire evacuation drills shall be held with sufficient frequency to familiarize all occupants with the drill procedures and to have the conduct of the drill a matter of established routine. The Fire Prevention Office will conduct one fire evacuation drill per quarter.

12.3.2. Building 337, Child Development Center: Fire evacuation drills will be conducted on a monthly basis for staff training.

12.3.3. Building 2800, Youth Center: Fire evacuation drills will be conducted on a monthly basis for staff training.

12.3.4. Building 2804, School Age Program: Fire evacuation drills will be conducted on a monthly basis for staff training. One additional fire drill will be conducted during the first week of summer vacation and return to school.

12.3.5. Munitions Storage Areas. Fire evacuation drills will be conducted semiannually for munitions storage areas.

12.4. The Fire Chief may direct fire evacuation drills in any facility at his discretion. These drills will be coordinated with appropriate unit leadership to prevent having an adverse impact on the mission.

12.5. Evacuations conducted in conjunction with a local exercise may satisfy the requirement for a normal fire drill. Facility managers should notify the Fire Prevention Office with the date, time, building number and number of participants in the drill. Fire drills are documented and maintained in the facility manager's facility or fire prevention folder.

12.6. The Fire Prevention Office is available to assist with fire drills when manpower permits.

13. Fire Exits and Exit Lights.

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

13.2. Exit doors in occupied facilities will remain unlocked and unobstructed at all times. Blocked doors require written approval from the Fire Prevention Office. A copy of the written approval must be maintained in the facility manager's facility or fire prevention folder. A sign, saying "NO EXIT" in 4-inch letters, must be affixed to the door in a conspicuous location.

13.3. Exit doors must swing in the direction of exit travel when the facility is occupied by 50 or more people.

13.4. Exit doors will be kept in good repair and will swing freely without restriction.

13.5. Exit doors in places of public assembly and recreational facilities will be equipped with panic hardware devices. Padlocks, chains, sliding bolts or any device that retards the intended safety action of the panic hardware will not be installed on doors.

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

13.7. Do not obstruct exits or exit signs with draperies, decorations, placards, tables, chairs, furniture, curtains or other decorative materials.

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

13.9. 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. Facility managers are responsible for replacing burnt-out light bulbs.

13.10. Emergency lights shall be tested at least monthly for a minimum of 30 seconds. Emergency lights must not be obstructed and shall be adjusted if necessary. Emergency egress lighting shall operate in emergency mode.

13.11. Stairways and hallways shall not be used for storage purposes. Combustible storage in stairwells or under stairs is prohibited.

13.12. The entire means of egress must be free of any obstructions which could hamper use as an egress component. This includes snow and ice removal.

13.13. No part of any exit or exit closure shall be used for any purpose that could interfere with occupant egress. Examples are storage, seating, lounging, advertisements, displays, etc.

13.14. Smoke barrier doors and fire rated doors must not be locked, wedged or blocked in the open position and capable of swinging freely without restrictions. Automatic door closure devices must be installed and in good working order.

13.14.1. **EXCEPTION:** Smoke and fire doors equipped with an automatic magnetic release device and with an automatic self-closing device that are controlled either by local smoke detector or connected to the building fire alarm system may be kept open.

14. Fire Prevention Training.

14.1. It is the commander and supervisor's responsibility to ensure all newly assigned military and civilian personnel, including temporary or over-hires, working on MAFB are properly trained within 30 days and annually thereafter. This training must include locations

of fire alarm pull boxes, fire extinguishers and fire evacuation procedures. Documentation of this training is recorded on AF Form 55, *Employee Safety and Health Record*.

14.2. Upon request, the Fire Prevention Office is available to present fire prevention lectures and demonstrations on subjects listed below. Some of the courses require students to participate in hands-on training.

- 14.2.1. Facility Managers Fire Safety Briefing.
- 14.2.2. Newcomers Fire Safety Briefing.
- 14.2.3. Portable and Flightline Fire Extinguisher Training.
- 14.2.4. Family Child Care Providers Fire Safety Program.
- 14.2.5. Home Fire Safety.
- 14.2.6. Kitchen Employee Fire Safety Briefing.
- 14.2.7. Contractors Fire Safety Briefing.
- 14.2.8. Welding, Cutting and Brazing Certification Training for Shop Supervisors.
- 14.2.9. Hangar Aqueous Film Forming Foam Extinguishing Systems.
- 14.2.10. Industrial Shops Fire Prevention Training.
- 14.2.11. Public Assembly Employees Fire Safety Briefing.

15. Smoking and Disposal of Smoking Material.

15.1. Smoking in AF facilities is strictly forbidden. Smoking is only permitted in areas that are designated as smoking areas as listed in AFI 40-102, *Tobacco Use in the Air Force*, or as approved by the wing commander. Contact the installation Fire Prevention Office for recommendations of approved smoking areas.

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

- 15.2.1. Within 50 feet of flammable or combustible liquid storage areas used for storage, repair, processing, testing, fabrication or fuel dispensing areas.
- 15.2.2. Within 50 feet of hangars, aircraft repair docks, paint shops, Liquid Oxygen (LOX) carts or similar locations where concentration of flammable combustible vapors/dust may be found.
- 15.2.3. Anywhere on the flightline, including the runway, taxiway, ramp and apron areas.
- 15.2.4. Within 15 feet of any exterior opening (doors, windows or fresh air vents) into a facility.
- 15.2.5. In munitions storage areas.

15.3. "No Smoking" signs shall be prominently posted in all areas where fire, explosive or safety hazards exist.

15.4. Smoking is prohibited while reclining or lying in or on a bed. "Smoking in Bed Prohibited" signs will be conspicuously posted or placed adjacent to bulletin boards in all dormitories and temporary lodging facilities, including Visiting Officers Quarters.

15.5. An adequate number of noncombustible receptacles with self-closing lids will be used for the disposal of smoking materials and will be provided in all designated smoking areas. Other suitable devices for disposal of smoking materials are commercially available. These can be used only if approval from the Fire Prevention Office has been granted. The receptacle will be marked "Smoking Material Only."

15.6. Supervisors will inspect smoking areas at the close of each shift or duty day to ensure the proper disposal of smoking materials. Trash will not be disposed of in smoking receptacles.

15.7. Smoking material receptacles will be emptied weekly or more often as needed. Supervisors will ensure the contents of these receptacles are completely extinguished (wetted) before they are disposed of into outdoor trash pickup points. When emptying receptacles, fill a plastic bag half way with water, empty cigarette butts into the bag and then dispose of properly.

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

15.9. Designated outside smoking areas should be located away from combustible vegetation and mulch bed areas.

16. Electrical Installation, Appliances and Heating Equipment. Misuse of electricity and electrical appliances often results in fire. The following rules will be strictly observed:

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

16.1.1. All fuses, switches, receptacles or junction boxes must be fitted with protective cover plates. Junction boxes, fire alarm panels and circuit breaker panels must not be blocked or obstructed; a 36-inch clearance around panels is required.

16.1.2. To prevent tripping, fuses and circuit breakers will not be taped or wired in the closed (on) position, bridged, bypassed or replaced with one of a larger capacity. All switches in master panels will be correctly labeled to indicate the circuits or devices they control.

16.1.3. A clearance of 18 inches is maintained around light fixtures. High heat producing light fixtures, halogen, will not be used in display cases or near combustible materials.

16.1.4. Continuing inspections of all electrical equipment and wiring will be conducted by using personnel to detect and correct hazards. Instances of faulty wiring or electrical hazards will be referred to the 22 CES Customer Service.

16.2. Extension cords.

16.2.1. All portable extension cords will be equipped with non-conductive plugs and kept in good condition.

16.2.2. Extension cords are strictly prohibited unless used to accommodate temporary conditions as described and allowed by the NFPA 70. Surge protectors with circuit breakers are authorized when used in accordance with their Underwriter's Laboratory (UL), Factory Mutual (FM), listing and current rating is not exceeded.

16.2.3. Extension cords shall be no longer than necessary and must be of one continuous length without splice.

16.2.4. Extension cords must have the UL or FM or other nationally recognized testing authority seal of approval. Extension cords will not be spliced, taped, or draped over nails or metal objects, run through windows or doors, run under rugs or in any way be placed or fixed in a way that may subject the wiring to physical damage.

16.2.5. All cube taps, plugs and multiple outlet plug devices are prohibited. Approved UL or FM multi-outlet strips and surge protectors shall be permitted, provided they are not linked together and rating not exceeded.

16.2.6. The use of chains of extension cords or one extension cord attached to another to reach an appliance is prohibited. Extension cords used in conjunction with surge protectors are also prohibited.

16.2.7. Worn, frayed, taped, spliced or deteriorated electrical cords will be removed from service and replaced immediately.

16.2.8. All extension cords must be of sufficient gauge to carry the ampere load of the attached equipment, without heating the extension cord, plugs or other components.

16.2.9. High wattage portable electrical appliances, e.g., coffee pots, coffee makers, electric heaters, microwaves, etc. shall be plugged directly into a receptacle outlet. They are not to be used with extension cords of any size, or to be plugged into surge protectors.

16.3. Explosion-proof electrical equipment will be used in hazardous locations where flammable gases or vapors are present and as required by the current NFPA Standard 70, *National Electric Code*.

16.4. Heat-producing appliances, such as coffee pots and portable space heaters, will be unplugged when not in use. Automatic timing devices will not be used even if they are built into the appliance.

16.4.1. Cooking with hot plates, grills, toaster ovens and electric frying pans is prohibited in all buildings except those having specific areas designated as kitchen facilities or authorized cooking areas. Coffee pots will be placed on noncombustible surfaces and kept in good repair.

16.4.2. Coffee pots and microwaves do not need to be coordinated prior to use, but must bear the UL or FM seal of approval.

16.5. The use of portable closed space heaters is permitted, as long as the heater has the UL or FM seal of approval and the device remains unplugged when not in use.

16.5.1. Space heaters will be installed with a clearance of not less than 18 inches to combustible material on all sides. Adequate insulation between the floor, wall, and heater will be provided.

16.5.2. Use of electrical heaters not equipped with an operable safety shut-off (tip switch) is prohibited.

16.5.3. Electrical or gas-fired heaters are prohibited in areas susceptible to explosive or flammable vapors, gases or dusts.

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

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

17. Flammable and Combustible Liquids.

17.1. Positive control measures will be taken to keep flammable and combustible liquids and vapors from all sources of ignition. Specific guidance on the storage of flammable and combustible liquids is contained in AFOSH Standard 91-501 Chapter 22, *Flammables and Combustibles*, NFPA Standard 30, *Flammable and Combustible Liquids Code* and 29 Code Federal Regulation (CFR) 1910.106, OSHA's *Flammable and Combustible Liquids Regulation*. Requirements for the transportation of flammable and combustible liquids are contained in the U.S. Department of Transportation (DOT) regulations and in current NFPA Standard 385, *Tank Vehicles for Flammable and Combustible Liquids*.

17.2. 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 containers.

17.2.1. Only UL or DOT approved containers will be used for storing or handling flammable liquids. The use of glass or plastic containers is strictly prohibited unless shipped that way by the manufacturer and labeled accordingly.

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

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

17.2.4. 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.

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

17.2.6. Approved safety cans will be used for transporting and dispensing flammable or combustible liquids in quantities of five gallons or more. Fuel will not be transported in open containers. Siphoning of fuel from powered equipment is prohibited.

17.2.7. All cleaning tanks and vats which use combustible liquids will be equipped with fusible links in such a manner that in case of fire, the cover closes automatically. When

tanks are not in use, lids are kept closed. Only approved solvents designated for the purpose of cleaning will be used in these tanks or vats.

17.2.8. Flammable or combustible liquids will not be disposed of in sewers, canals, drainage systems or any other restricted or unauthorized area. Fuel spills will not be washed into any storm sewers, drainage ditches or canals.

17.2.9. Gasoline, naphtha, lacquer, paint thinners, alcohol, methyl ethyl ketone or other flammable liquids will not be used for cleaning equipment parts, refinishing floors, desks or other furniture. Only nonflammable cleaners or solvents or water-based solvent detergents will be used.

17.2.10. Gravity discharge of any flammable or combustible liquid from tanks, drums or containers (other than UL listed safety cans) is prohibited within structures, unless the area used for dispensing is approved, designed and designated for indoor dispensing.

17.2.11. Flammable or combustible liquids will be drawn from or dispensed into tanks or containers within a building or nondispensing designated area only with the drum in an up-right position, using approved and listed manually-, pneumatically- or electrically-operated pumps.

17.2.12. Open flames and smoking will not be permitted in or within 50 feet of flammable or combustible liquid storage areas.

17.2.13. Hoses for dispensing flammable liquids will be in good repair; worn or damaged hoses and/or associated equipment shall be repaired or replaced.

17.3. Flammable or combustible liquids will not be stored in any public assembly facilities, clubs, dormitories, office areas, desks, unattended work benches, buildings (which normally are used as sleeping quarters) and other similar type locations. Flammable or combustible liquids stored inside buildings will be stored in flammable storage cabinets that comply with the requirements of AFOSH Standard 91-501 or NFPA Standard 30.

17.3.1. Flammable storage cabinets will be labeled "Flammable-Keep Fire Away" in conspicuous lettering which is visible from 50 feet away. The doors on the lockers will be self-closing.

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

17.3.3. When not in use, all flammable and 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.

17.3.4. Flammable liquid storage cabinets will be limited to three cabinets per work area, unless additional cabinets are approved in writing by the Fire Prevention Office.

17.3.5. 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.

17.3.6. Flammable liquids, including stock for sale, will not be stored near exits, exit accesses, stairways or other areas normally used for emergency egress of personnel.

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

17.3.8. Total quantities of flammable or combustible liquids permitted per storage cabinet will be in accordance with AFOSH Standard 91-501.

17.3.9. Rags and other combustible materials will not be stored inside flammable storage cabinets. Unopened shipping boxes or containers and protective packaging from the manufacturers that contain flammable liquids are permitted. However, once the box or container is opened it shall be discarded. When boxes and containers are opened for labeling purposes, they may be stored only if the container is full and complete. Protective over packing that secures containers from breaking, tipping over or spilling shall be permitted until empty of all containers.

17.3.10. Flammable or combustible liquid containers found to be leaking will be moved to a safe location and the contents transferred to a serviceable container. Leaking containers will be disposed of properly.

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

17.4.1. 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 which states "Flammable - Keep Fire Away." Exception: Storage facilities may be located adjacent to blank exterior walls having a two-hour fire rating.

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

17.4.3. 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.

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

17.5. Gasoline-powered equipment will not be refueled while running, hot or inside buildings where vapors can accumulate. Refueling will be accomplished only after the engine has been shut down and ignition placed in the "OFF" position and sufficient time is allowed for cooling. When fuel is spilled during servicing, no attempt will be made to start the engine until all traces of fuel have been removed. Gasoline-powered equipment such as lawn mowers, snow blowers and Aircraft Generation equipment will not be stored in any building without written permission from the Fire Prevention Office. Gasoline-powered equipment may be stored inside of a building during the off-season, as long as the equipment is thoroughly cleaned, fuel tank drained, and spark plug disconnected.

18. Compressed Gases.

18.1. Storage of all compressed gases is according to NFPA Standard 55, *Storage, Use, and Handling of Compressed Gases and Liquefied Gases in Portable Cylinders* and applicable technical orders.

18.2. Compressed gases will be stored only in authorized locations. Supplies of oxygen and acetylene gases will be stored in areas free from oil and greasy substances. To prevent the forming of hazardous explosive atmosphere, all unlike gases will be stored separately.

18.3. Acetylene cylinders must always be stored in the upright position.

18.4. Gaseous cylinders will be capped, stored upright and firmly secured with a noncombustible strap to prevent upset.

18.5. Cylinders permitted inside buildings will be stored away from highly combustible material and located where they will not be exposed to excessive increases in temperatures.

18.6. Valves on empty cylinders or not in use will be closed and valves capped, whether cylinders are stored or are being shipped.

18.7. Cylinders of flammable gases stored inside buildings, except when in actual use, will be limited to a total capacity of 2,000 cubic feet of gas. Flammable gas cylinders in excess of 2,000 cubic feet will be stored in a separate room or compartment of at least one-hour fire resistant construction, or they will be kept outside in a special building utilized for storage of compressed flammable gases.

18.8. Liquefied petroleum gas (LPG) cylinders used for barbecues, weed burners, etc., may be stored inside a facility as long as the cylinder is stored in a lockable, ventilated metal locker to prevent tampering with valves and pilferage of the cylinder. Quantities of LPG stored inside a facility will not exceed one 20-gallon storage cylinder. LPG cylinders may be stored outside the facility in metal lockers or secured to the barbeque grill. All propane storage must be kept 50' from any ignition source.

19. Welding, Cutting and Use of Open-Flame Torches.

19.1. Welding, cutting and brazing operations will be conducted in accordance with AFOSHSTD 91-5, *Welding, Cutting and Brazing*, and NFPA Standard 51B, *Fire Prevention During Welding, Cutting and Other Hot Work*. Before starting welding, cutting, brazing or soldering operations outside of approved areas, the activity supervisor obtains a written permit, AF Form 592, *USAF Welding, Cutting and Brazing Permit*, from the base fire department. Operations will not commence until approval has been given by the base 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 base fire department.

19.2. When possible, welding, cutting and work with flame or spark producing equipment will be performed in welding shops or specially constructed rooms or areas approved by the Fire Prevention Office.

19.3. All permits for operations inside facilities will expire at a time designated not to exceed 24 hours after being issued. Special permits for operations outside facilities can be acquired for longer periods of time as deemed necessary and safe by the base fire department, not to exceed 30 days after being issued.

19.4. Prior to beginning any welding operation, personnel will ensure that all combustible materials and vegetation within 35 feet of the operation have been removed and the proper type and class of fire extinguisher is immediately available.

19.4.1. Where the removal of combustible materials is impractical, a suitable fire-resistant shield or welding blanket will be placed between the materials and the welding operation. A fire watch or base fire department standby may be required.

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

19.4.3. At no time will welding and/or brazing equipment or burning and heating torches be left unattended while in use. When not in use, all valves on the equipment will be secured in the off position and hoses disconnected from manifold gas valves feeding hose. Oxygen and acetylene cylinders must be equipped with flash back arrestors. Acetylene cylinders must always be stored in the upright position and secured.

19.4.4. It will be the responsibility of the personnel using the welding equipment to inspect and test equipment prior to use.

19.4.5. Before welding or cutting on flammable liquid tanks, cylinders or containers which contained flammable or combustible liquids, they will be thoroughly washed, steamed and filled with water or inserted 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.

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

19.4.7. Welding, cutting, and flame or spark-producing equipment will not be permitted in pits, tunnels, basements or other below grade areas until an explosion meter test has been made and the area declared safe. All confined spaces will be inspected and confined space permits issued from 22 ARW Ground Safety office prior to operations.

19.4.8. Aircraft welding and cutting operations will be accomplished in accordance with AFOSH Standard 91-5, NFPA Standard 410, *Standard on Aircraft Maintenance*, and NFPA Standard 51B, *Fire Prevention During Welding, Cutting and Other Hot Work*. 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, an AF Form 592 will be required. In addition, an inspection of the area and situation will be performed by the base fire department.

19.4.9. When welding and cutting operations are completed, the area will be thoroughly and carefully checked to ensure no fire hazard exists. Fire watch procedures will be implemented when directed by the base fire department, regardless of the protection provided. When applicable, the fire watch signs the welding permit upon completion of duties and when the work continues for more than one day, the permit is signed daily.

19.5. All personnel assigned to shops involved in welding and cutting operations will receive initial and annual training by the Fire Prevention Office on operation of fire extinguishers and procedures to follow during welding and cutting operations.

19.6. Any contractor observed performing "Hot Work" without a permit will be reported to the contract administrator.

19.7. Fire extinguishers are provided by the working activity. The extinguishers must be fully charged and approved by the welding permit issuing authority.

20. Barbecue (BBQ), Open Burning and Fireworks.

20.1. Open burning (camp fires, trash and waste burning, grass, bonfires, outdoor fireplaces, etc.) is prohibited unless inspected and approved by the Fire Prevention Office.

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

20.3. The use of charcoal grills is authorized, but every precaution will be taken to prevent fire from starting when they are in use. At no time will charcoal grills be used indoors, including family housing. Grills will not be placed under any awnings or overhangs that are connected to the building. Grills shall not be left unattended at any time. Users are responsible to keep flames in charcoal grills to a minimum height. Charcoal grills shall be emptied of used coals prior to storage inside a facility. Ensure used coals are completely extinguished, soaked where necessary, prior to disposal. All grills will be placed a minimum of 10 feet from any facility while in use.

20.4. Only approved types of lighter fluid will be used to start cooking fires. Fluids such as gasoline, kerosene or paint thinner are prohibited. Care must be taken not to use excessive amounts of lighter fluid.

20.5. Responsible persons must ensure cooking fires are adequately supervised and that minors are not permitted to start or tamper with fires.

20.6. Adequate measures must be taken prior to starting cooking fires to ensure all combustibles are moved to a sufficient distance so they cannot be ignited by the fire. Suitable extinguishing agents will be readily available to extinguish potential fires.

20.7. Charcoal must be stored in a dry location. Wet charcoal often self-ignites during its process of drying by spontaneous heating. Wet charcoal must be kept in a metal container with a tight lid.

20.8. Turkey Fryers. Due to the number of inherent hazards associated with turkey fryers, the National Fire Protection Association discourages the use of these appliances, even by knowledgeable and careful consumers. If a person elects to use a turkey fryer on base, he/she must observe several critical precautions:

20.8.1. Read and follow specific safety instructions provided with the appliance by the manufacturer, including the proper measurement of oil and preparation of the turkey.

20.8.2. Regardless of weather conditions, never use a turkey fryer indoors.

20.8.3. Ensure the area around the appliance is clear of other combustible materials, such as excessive lawn debris, lawn furniture and avoid using it on a wooden deck surface.

20.8.4. Never leave the appliance unattended.

20.8.5. After removal of the turkey, turn off the fuel source and remove it from the area.

20.8.6. Keep pets and children away from the appliance to avoid accidental contact.

20.8.7. Ensure a Class K extinguisher is readily available. A Class K extinguisher can be checked out by the Fire Prevention Office.

20.9. Commercially purchased outdoor chimeraes and fire pits present a significant fire hazard and the following safety precautions must be followed for each operation.

20.9.1. Do not operate when a Sedgwick County burn restriction is in place.

20.9.2. Responsible persons must ensure controlled fires are adequately supervised and that minors are not permitted to start or tamper with fires.

20.9.3. Keep pets and children away from the device to avoid accidental contact or injury.

20.9.4. Read and follow specific safety instructions provided with the device by the manufacturer.

20.9.5. Devices shall be placed a minimum of 10 feet from any facility, fence or combustible item while in use.

20.9.6. At no time will these devices be used indoors, used under any awnings, overhangs or low lying trees/objects.

20.9.7. Ensure the area around the device is clear of other combustible materials, such as excessive lawn debris, lawn furniture and never use it on a wooden deck surface.

20.9.8. Never leave the device unattended.

20.9.9. All devices shall be used with approved spark arrestors.

20.9.10. Burn only authorized material in the appliance, according to the manufacturer's recommendations.

20.9.11. Fluids such as gasoline, kerosene or paint thinner are prohibited from being used to start the fire. Recommend using commercially purchase starter logs, if necessary to assist in starting the fire.

20.9.12. Users are responsible to keep flames to a minimum height.

20.9.13. Ensure a water source is immediately available like a charged garden hose line.

20.9.14. Ensure used ash/burnt materials are completely extinguished, soaked where necessary, prior to disposal.

20.9.15. The device shall be emptied of ash/burnt materials prior to storage inside a facility or overhang.

20.9.16. These devices will only be allowed in military family housing.

21. Ammunition and Explosives.

21.1. The storage, handling, and maintenance of ammunition and explosives will be in strict compliance with AFMAN 91-201, *Explosives Safety Standards*.

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

21.1.2. A copy of AF Form 2047, *Explosives Facility License*, will be forwarded to the Fire Prevention Office. The form will be maintained in the facility folder and at the McConnell Emergency Communications Center (MECC).

21.2. Munitions Storage Area will advise the MECC of munitions status. They will report all movements of munitions, load status and fire symbol of affected munitions. They will also maintain fire hazard status of each munitions storage facility.

21.3. Vegetation must be kept short around buildings, fuel tanks, gas pipes, control valves, parking areas, fences and similar areas. Vegetation is controlled in and around ammunition storage buildings according to AFMAN 91-201.

22. Housekeeping.

22.1. Good housekeeping, cleanliness and orderliness in day-to-day activities is the basic intent of the Fire Prevention Office. 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.

22.2. Trash and rubbish containers used in all areas must have lids. Office trash receptacles are exempted from this requirement. Prior to securing an office at the close of every business day and at every shift change, responsible supervisors will ensure that all trash and waste containers are emptied into outside fire-resistant trash receptacles. Facilities provided with custodial services need not empty receptacles at the close of each business day unless they are overflowing.

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

22.4. 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 their contents.

22.5. Steel wool will be stored in metal containers with metal lids or self-closing lids. Containers will be labeled with one-inch lettering as to their contents.

22.6. Storage of miscellaneous materials in utility rooms, air conditioning compressor or air handling rooms, generator rooms, mechanical rooms, electrical rooms, telephone communications rooms, boiler rooms, equipment rooms, and under stairwells is prohibited. Materials will not be piled against buildings or in front of doors and exits.

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

22.8. Excessive vegetation and trash are prohibited in the vicinity of buildings, fuel tanks, aircraft parking areas and similar locations.

22.9. Janitor closets will not be used as trash collection points. Closets will be kept clean and used for janitorial supplies only.

22.10. Sawdust and chips will be removed from all woodworking shops at the close of each workday. Under no circumstances will sawdust or sweeping compounds be used as an

absorbent material for fuel, oils, or other flammables. Only approved sweeping compounds shall be used. Bags of sweeping compound that have been opened for use must be stored thereafter in a closed container.

22.11. Lint will not be allowed to accumulate anytime in or around drying units.

22.12. Care will be exercised when storing materials to ensure that clear aisles are maintained as approach ways for fire fighters and for easy access to firefighting, sprinkler control valves and heads, fuse boxes, alarm boxes, fire department connections, risers, drains and power switches. These will not be obstructed in any way.

22.13. Suspended ceilings will have ceiling tiles in place at all times.

22.14. The storage of materials in any base building will be stacked no closer than 18 inches from the ceiling or sprinkler head.

22.15. No item will be hung from sprinkler heads.

23. Warehouse and Storage Facilities.

23.1. These facilities will meet the requirements set forth in DOD 4145.19-R, *Storage and Warehousing Facilities and Services*, and the current National Fire Codes. 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. Aisle width will be determined by the appropriate directives or the Fire Prevention Office.

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

23.3. If stacks of materials are over 15 feet high, the clearance for stored materials will be 36 inches from ceiling light fixtures, sprinkler heads, and heat, smoke and fire detectors.

23.4. A 24-inch space will be maintained between stored combustible materials and interior fire walls, fire doors and partitions.

23.5. Materials will not be stored within 25 feet of any structure without approval, in writing, from the Fire Chief.

23.6. Materials shall not be stored under or piled against building doors, exits or stairways.

23.7. Combustible materials, such as rags and shredded paper, shall be stored in fire-resistant bins with fusible link or self-closing doors.

23.8. Waste from packing and unpacking or other sources shall not be allowed to accumulate. All waste shall be removed outside daily, at the end of the working day or shift, and disposed of in designated containers.

23.9. Containers, drums or other approved receptacles containing flammable liquids will not be stored in general storage areas, but will be stored in locations specifically constructed, according to current directives, for this type of storage. This also applies to empty flammable liquid containers.

23.10. Attics will not be used for personal item storage and will be free of trash.

23.11. Forklifts and other material-handling equipment using internal combustion engines may be parked inside overnight and weekends only in that area within the facility designated

for specific parking by the Base Fire Chief. Forklifts and other material-handling equipment will not be parked in front of fire exits or exit accesses.

24. Dormitories, Visiting Officers Quarters (VOQ) and Temporary Lodging Facility.

24.1. These facilities pose a high potential for loss of life, where the careless act of one person places many people in jeopardy. Therefore, the strict compliance with and enforcement of fire prevention and fire safety standards are especially important. Occupants are reminded that they can be held pecuniary liable for financial loss to the United States where fire damage is determined to be caused by simple negligence or willful misconduct of the individual. Personnel will not be quartered in areas not designated as sleeping facilities unless approved by the Fire Chief or designated representative.

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

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

24.2.2. Firearms and ammunition.

24.2.3. Explosives or pyrotechnics, including fireworks.

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

24.3. 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.

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

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

24.6. "No Smoking in Bed" signs will be conspicuously posted or placed adjacent to bulletin boards in all dormitories and temporary lodging facilities, including VOQ. Signs need not be posted in individual rooms.

24.7. Motorcycle storage or maintenance of any kind is prohibited.

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

24.8.1. Fire alarm panels and electrical panels will be unobstructed and accessible at all times. A 36 inch clearance will be maintained at all times.

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

24.8.3. If rack storage is used, a clearance of at least 18 inches will be maintained between rack storage materials and the ceiling, ceiling fixtures, sprinkler heads and fire detection devices.

24.9. Dormitory managers may store small gasoline-powered equipment in an enclosed one-hour fire rated storage room as long as equipment is thoroughly cleaned, fuel tank drained, and spark plug disconnected.

25. Family Housing.

25.1. All new housing occupants will watch a home fire safety video at the housing office before receipt of keys. This is a mandatory training class, and the military member must be present unless otherwise indicated.

25.2. Barbecue grills, when used, will be placed 10 feet away from housing units. Charcoals will be flooded with water to ensure they are extinguished prior to disposal. Unused charcoal must be stored in a cool, dry location. A maximum of one twenty-pound propane gas cylinder will be permitted in family housing storage.

25.3. Storage of gasoline or other flammable liquids will be limited to five gallons. The storage of flammable liquids inside living quarters is prohibited. Gasoline for lawn equipment may be stored in garages. Gasoline must be in approved containers. Outside flammable storage areas will be locked and free of ignition sources.

25.4. Fueling of powered equipment is prohibited in garages, basements, attached carports or storage rooms. Always allow equipment time to cool before refueling.

25.5. Electrical installation, repair and change in electrical wiring, fittings or attachments for electrical appliances is not permitted.

25.6. To ensure the safety of all occupants, a fire escape plan should be developed. The following principles are essential:

25.6.1. Upon discovery of fire, all family members shall evacuate to their designated area. Time permitting, close all doors when leaving the premises.

25.6.2. Report all fires to the fire department, even if the fire has already been extinguished.

25.6.3. Designate a meeting place within a safe distance (minimum of 75 feet) from the home and where everyone can be safely accounted. Once outside, never reenter the building.

25.6.4. If someone is missing, notify the first arriving firefighter.

25.6.5. Notify all occupants in adjoining quarters or houses by activating the fire alarm system or by shouting "FIRE, FIRE, FIRE."

25.7. Ensure babysitters know the procedures for reporting a fire and are completely familiar with the fire evacuation plan/fire reporting procedures that you have established for your home.

25.8. Cooking ranges, grills and grease hoods and fans shall be kept free of excessive grease.

25.9. At no time shall cooking of any kind be left unattended.

25.10. Test the installed smoke and carbon monoxide detectors at least monthly to ensure proper operation. If the detector fails to operate, contact Housing Maintenance for

immediate repair or replacement. Vacuum detectors monthly to remove dust/lint which will minimize false alarms.

25.11. Remain in the immediate area of the stove while cooking; unattended cooking is prohibited.

25.11.1. Keep a lid handy on top of the stove when cooking. The lid may be used to smother a pan fire should one occur.

25.11.2. Never attempt to carry a pan that is on fire, full of hot grease, or oil.

25.11.3. Keep combustible materials away from the stove at all times.

25.12. Please teach children the dangers of playing with lighters and matches. Children playing with these items are often the cause of fires in the home. Keep these and other related items out of children's reach.

25.13. Sleeping in areas with limited escape exits (e.g., attics or basements) is prohibited.

25.14. Smoking in bed is prohibited. Ignited smoking material must never be left unattended. Dispose of all smoking material properly by saturating with water prior to dumping in the trash.

25.15. Never leave burning candles unattended. Candles shall be placed on a noncombustible surface/holder.

26. Public Assembly Facilities.

26.1. Places of public assembly include, but are not limited to, clubs, recreational facilities, theater, AAFES facilities, commissary, child development center, youth center, chapel, restaurants, snack bars and other areas as may be 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.

26.1.1. Managers and 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 base fire department.

26.1.2. Operating personnel will be designated to check exit doors daily prior to the entry of patrons to ensure doors are unlocked and the panic hardware is operational. No exits will be blocked for security reasons.

26.1.3. Aisles leading to exits are not to be obstructed by tables, decorations, displays, partitions, portable seating, etc. unless approved by the Fire Chief.

26.2. Managers and supervisors of public assembly facilities will establish and maintain a fire prevention training folder for all employees and workers. Training will be required for all employees. This will ensure the employees have been properly trained and understand their fire prevention duties and responsibilities within their work area. The training will include quarterly training for employees and immediate indoctrination of newly-hired employees. The initial training will be documented on AF Form 55, *Employee Safety and Health Record*, and quarterly training will be documented on AF Form 1085, *Fire Protection Training*.

26.3. Fire evacuation drills will be conducted by the facility manager in all places of public assembly to ensure familiarity with fire evacuation procedures for customers and responsibilities during fire and emergency situations. No requirement exists for fire drills which require the public to evacuate the premises.

26.4. The Fire Prevention Office will be notified prior to any major social event, activity, or concessionaire setup that involves temporary decorations or unusual interior arrangements. At the time of notification, the Fire Prevention Office will inspect the facility to ensure all fire safety measures have been taken.

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

26.6. The Fire Prevention Office will be provided a copy of the manufacturer's certification showing that curtains and draperies purchased for use in these facilities are flame resistant.

26.7. Places of public assembly that have commercial-type cooking facilities will adhere to the following requirements:

26.7.1. A minimum of one Class K rated wet-chemical fire extinguisher will be located within close proximity of deep fat fryer units in such a position that it can be readily reached in case of a fire.

26.7.2. Each deep fat fryer or cooking unit will be appropriately placed under an exhaust hood system and protected by an installed fire extinguishing system.

26.7.3. 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 nonadjustable, fusible, or manual resetting thermostat with a maximum cutoff temperature not exceeding 475 degrees Fahrenheit.

26.7.4. Deep fat fryer units with either primary or secondary thermostatic control devices out-of-service or deep fryers not calibrated annually will not be placed into operation until they have been repaired and certified by electrical technicians.

26.7.5. Thermostats will be tested annually by certified technicians. When certified, the unit will be tagged by the technician. All written test results will be forwarded to the Fire Prevention Office.

26.7.6. A metal or metal clad cover is provided for each deep fat fryer and will be in place when the fryer is not in use. When the fryer is in use, the metal cover is kept readily available, within arm's reach, and immediately placed over the fryer in case of fire.

26.7.7. 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, louvers, duct work, areas of the roof near duct work and exterior walls. Specific guidance for cleaning is in accordance with NFPA Standard 96, *Ventilation Control and Fire Protection of Commercial Cooking Operations*, and guidance provided by the Fire Chief. Documentation will be maintained at the Fire

Prevention Office to show when cleaning of the ducts and filters were last done by the contractor.

26.7.8. Ensure cooking is not permitted under a range hood without grease filters installed. Grease filters and exposed surfaces of kitchen range hoods will be cleaned by the using agency at least daily or more often depending on operations.

26.7.9. The exhaust system must always operate while the cooking equipment is being used. If an exhaust fan motor is shut down or removed for repair or replacement, equipment served by that exhaust system must not be used until the fan is restored to service.

26.7.10. Use of candles and other open flame devices for decorative or lighting purposes is prohibited unless approved by the Fire Chief.

26.7.11. Managers of public assemblies or assistants designated in writing will conduct closing inspections. This responsibility will not be delegated to janitorial personnel. The time and name of person making the closing inspection will be documented. Closing inspection checklist will be prepared by managers and, as a minimum, will include the following items:

26.7.11.1. All electrical kitchen equipment has been disconnected or switches placed in the off position.

26.7.11.2. Portable, electrically-operated devices or appliances not essential to continuity of after-hours maintenance are disconnected from their power source.

26.7.11.3. All trash receptacles are separated and all trash placed in approved containers outside of buildings.

27. Decorations and Furnishings.

27.1. The base fire department will inspect all decorations to be used and the proposed arrangement to ensure compliance before installation. Contact the Fire Prevention Office to arrange for an inspection. Decorations not meeting NFPA code requirements and Air Force directives will be removed.

27.2. Only Underwriters Laboratory (UL) or Factory Mutual (FM) approved flame retardant/resistant decorations will be authorized for use.

27.3. The use of live Christmas trees is prohibited. Only noncombustible (artificial) Christmas trees and decorations are authorized for use in facilities. Military family housing residences may use live Christmas trees.

27.3.1. Christmas trees will not be located near heating vents or other fixed or portable heating devices that could cause the tree to dry out prematurely or to be ignited.

27.3.2. The bottom end of the trunk will be cut at an angle at least 1 or 2 inches above the end to help the tree absorb water. The tree will be placed in a suitable stand with adequate water. The water level will be checked and maintained on a daily basis.

27.3.3. Christmas trees will be fresh with no signs of drying. Trees found to be dry are highly combustible and will be removed.

27.3.4. Artificial Christmas trees shall be labeled or otherwise identified or certified by the manufacturer as being “flame-retardant” or “flame-resistant.”

27.4. 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 outdoors.

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

27.6. 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.

27.7. 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.

27.8. Christmas trees, decorations, curtains, draperies, netting or other decorative material will not be placed where they would restrict or impede fire evacuation routes or block access to exits for personnel exiting the facility. Combustible decorations that are placed in exit ways or near ignition sources for special events or occasions will be approved by the Fire Prevention Office prior to installation.

27.9. Hay, straw and similar materials will not be used inside or near buildings for any purpose.

27.9.1. **EXCEPTION:** Religious and special events, with prior approval of the Fire Prevention Office.

27.10. Materials such as polyurethane foam, styrofoam, rubberized hair, etc., have been determined to be extremely flammable and will not be used as decorative material.

27.11. Live greenery will not be used as wall or ceiling decorations or in interior locations deemed unsafe by the Fire Chief or his representative.

27.12. Decorations such as stage curtains, netting and drapes or other combustible materials used in places of public assembly, as well as those in administrative facilities or dormitories, will be factory treated with flame-resistant material.

27.13. All haunted house facilities must be approved by the Fire Chief or his representative. Plans and materials must be approved before assembly.

27.14. Indoor and outdoor public events must be coordinated through the Fire Prevention Office for compliance with NFPA 101, *Life Safety Code*.

28. Aircraft Hangars.

28.1. Personnel doors leading from hangar areas to offices or partitioned rooms will be closed at all times during aircraft occupancy or repairs.

28.2. Hangar floors will be maintained free of fuels, oils, and grease. Only approved sweeping compounds will be utilized.

28.3. The Fire Chief will be notified prior to aircraft fuel repair being performed inside hangars, except those designed specifically for that purpose.

28.4. Fire lanes will be established in hangar and shop areas and will remain clear of equipment at all times.

28.5. Aircraft will be parked in hangars and docks in a manner to permit evacuation in the event of an emergency. The facility manager of each hangar and dock or designated supervisor will conduct annual briefings for assigned personnel to ensure proper emergency evacuation procedures are followed and practiced. Certification of briefing will be recorded and maintained on file with the responsible supervisor.

28.6. The provisions of Technical Order (T.O.) 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding* regarding surveillance of powered aircraft ground equipment during operation within hangars or hazardous locations will be strictly enforced.

28.7. Restrict the operation of towing vehicles in hangar areas to the minimum time necessary to move aircraft. No vehicles are allowed to park in aircraft hangars. Only specifically designed vehicles are used for movement of aircraft, equipment, or materials in aircraft hangars, IAW T.O. 38-1-23.

28.8. If gasoline-powered flightline support equipment must be used in hangars to support the mission, it must be equipped with spark arrestors on the exhaust system.

28.9. Aircraft located inside hangars must be effectively grounded at all times.

28.10. Electrical motors, switches, fixtures, extension lights and similar devices used within hangars shall meet National Electrical Code specifications.

28.11. Refueling and defueling aircraft in hangars is prohibited. Ground servicing and static grounding procedures will be in strict compliance with T.O. 00-25-172 and AFOSH Standard 91-38, *Hydrocarbon Fuels--General*.

28.12. Keep all foam turrets at the designated angle for specified aircraft. Never tilt turrets in an upward angle as they are designed for under wing fuel fires. The foam turret operational area will be maintained clear of all obstructions that would interfere with the proper application of foam under the wings.

28.13. Spray painting is allowed only when there is adequate ventilation and in approved paint spray booths. Spray painting operations are performed according to AFOSH Standard 91-17, *Interior Spray Finishing*. Touch-up painting is performed according to T.O. 42A1-1-1, *Evaluation and Svc Testing of Materials – Cleaning, Painting, Sealing, Protective Treating, Anti-Corrosion, Inspection Materials and Related Items*. The fire, safety and health-coordinating group designates aircraft touch-up painting areas.

28.13.1. Complete painting of an entire aircraft using touch-up painting requirements is a violation according to T.O. 42A1-1-1.

29. Self-Help Work Projects.

29.1. All self-help work requiring construction, renovation or structural alteration must be approved in advance on an AF Form 332. Each AF Form 332 must be coordinated with the Fire Prevention Office. The purpose of this coordination is to ensure that fire protection safety is not compromised by the construction, renovation or structural alteration. 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.

29.2. All construction projects must meet the requirements of construction outlined in *Engineering Technical Letters (ETL)*, *Unified Facility Criteria (UFC)*, *International Building Code (IBC)* and *National Fire Protection Association (NFPA)* codes and the Base Facility Standards.

29.3. No interior design changes will be done to a facility, moveable partitions, modular furniture, or building of temporary walls, unless the design layout has been reviewed and approved by the Fire Prevention Office for NFPA Codes and Life Safety compliance.

29.4. Building or portions of buildings may be occupied during construction, repair, alterations or additions only if required means of egress and all fire protection features are in place and continuously maintained for the part occupied and remain IAW Engineering Manual 385-1-1, *US Army Corp of Engineer Safety - Safety and Health*.

29.5. 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 from the base fire department.

29.6. The facility manager will notify the Fire Prevention Office when approved self-help work begins which constructs or structurally alters a facility so work may be inspected by the Fire Prevention Office during and after completion.

29.7. Completed self-help projects will be inspected by designated inspectors from the 22 Civil Engineer Squadron.

30. Vehicle Operations.

30.1. Parking of vehicles, especially overnight parking of trucks and cars must be carefully regulated so access to all sides of buildings and fire hydrants is not hindered.

30.2. Gasoline and other types of fuel trucks, whether loaded or unloaded, must not enter hangars, nor will they be parked within a distance of 50 feet of hangars, paint shops, fuel storage systems, ammunition storage area, or other critical areas, except for the time necessary to unload or load their cargo.

30.3. Parking is prohibited within 15 feet of any building except where surface parking areas are available and parking is authorized by the base Fire Department and Security Forces.

30.4. Vehicles and/or trailers will not be parked in any manner that would preclude access by fire vehicles to all sides of buildings, in fire lanes or within 15 feet of fire hydrants and sprinkler/standpipe connections.

30.5. Motor vehicles will not be parked or stored inside any building unless the area is designated for that purpose. Persons requesting designated areas must submit a request to the Fire Prevention Office with a drawing of the proposed parking area. All requests must specifically identify the reason, location, number of vehicles and type of vehicle.

31. Child Development Centers (CDC) and Family Home Daycare Programs.

31.1. CDCs must have sufficient providers on-duty to safely evacuate all children.

31.2. CDCs must have an evacuation drill at least once a month. Fire prevention personnel will monitor this drill.

31.3. An operating instruction incorporating fire safe procedures and practices must be maintained and conspicuously posted by CDC personnel.

31.4. Family child and home day care providers must ensure they adhere to the guidelines and checklist provided by the Family Childcare office.

31.5. All housing occupants must maintain clear and free stairwell landings, especially for any units that house family day or home day care providers. Providers must ensure that all means of egress for their unit remain clear during hours of operation that child care is provided.

32. Recycling.

32.1. Recycling will be done with approved noncombustible containers.

32.2. Recycling containers will not be placed near sources of heat.

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

34. Prescribed and Adopted Forms. : No forms prescribed.

35. Adopted Forms: AF Form 3, *USAF Hazard Abatement Plan*

AF Form 55, *Employee Safety and Health Record*

AF Form 218, *Facility Fire Prevention/Protection Record*

AF Form 332, *Civil Engineer Work Request*

AF Form 592, *USAF Welding, Cutting and Brazing Permit*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1085, *Fire Protection Training*

AF Form 1487, *Fire Prevention Visit Report*

AF Form 2047, *Explosives Facility License*

JAMES W. CROWHURST, Colonel, USAF
Commander

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

- AFPD 32-20, *Fire Emergency Services*, 5 August 2003
- AFI 32-2001, *Fire Emergency Services Program*, 9 September 2008
- AFI 32-9005, *Real Property Accountability and Reporting*, 14 August 2008
- AFI 40-102, *Tobacco Use in the Air Force*, 3 June 2002
- AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection and Health Program*, 1 June 1996
- AFMAN 33-363, *Management of Records*, 1 March 2008
- AFMAN 91-201, *Explosives Safety Standards*, 17 November 2008
- AFOOSHSTD 91-17, *Interior Spray Finishing*, 1 September 1997
- AFOOSHSTD 91-38, *Hydrocarbon Fuels--General*, 1 September 1997
- AFOOSHSTD 91-5, *Welding, Cutting and Brazing*, 1 May 1997
- AFOOSHSTD 91-501, *Air Force Consolidated Occupational Safety Standard*, 7 July 2004
- CFR 1910.106, *OSHA Flammable and Combustible Liquids Regulation*, Current Edition
- DOD 4145.19-R, *Storage and Warehousing Facilities and Services*, 15 June 1978
- Army Corps of Engineering Manual 385-1-1, *Safety and Health Requirements Manual*, Current Edition
- NFPA Standard 10, *Portable Fire Extinguishers*, Current Edition
- NFPA Standard 30, *Flammable and Combustible Liquids Code*, Current Edition
- NFPA Standard 51B, *Fire Prevention During Welding, Cutting and Other Hot Work*, Current Edition
- NFPA Standard 55, *Storage, Use, and Handling of Compressed Gases and Liquefied Gases in Portable Cylinders*, Current Edition
- NFPA Standard 70, *National Electric Code*, Current Edition
- NFPA Standard 96, *Ventilation Control and Fire Protection of Commercial Cooking Operations*, Current Edition
- NFPA Standard 241, *Safeguarding Construction, Alteration and Demolition Operations*, Current Edition
- NFPA Standard 385, *Tank Vehicles for Flammable and Combustible Liquids*, Current Edition
- NFPA Standard 410, *Standard on Aircraft Maintenance*, Current Edition
- UFC 3-600-01, *Fire Protection Engineering for Facilities*, 26 September 2006

UFC 3-600-02, *Operations and Maintenance: Inspection, Testing and Maintenance of Fire Protection Systems*, 1 January 2001

TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, Current Edition

TO 42A1-1-1, *Evaluation and Svc Testing of Materials – Cleaning, Painting, Sealing, Protective Treating, Anti-Corrosion, Inspection Materials and Related Items*, Current Edition

Abbreviations and Acronyms

ACES—FD -- Automated Civil Engineer System - Fire Department

AF— Air Force

AFB— Air Force Base

AFI— Air Force Instruction

AFMAN— Air Force Manual

AFOSHSTD— Air Force Occupational Safety and Health Standard

AFPD— Air Force Policy Directive

AHJ— Authority Having Jurisdiction

AMC— Air Mobility Command

AMCI— Air Mobility Command Instruction

ARW— Air Refueling Wing

CDC— Child Development Center

DOT— Department of Transportation

ETL— Engineering Technical Letter

FM— Factory Mutual

FSD— Fire Safety Deficiency

IBC— International Building Code

IMT— Information Management Tool

LOX— Liquid Oxygen

LPG— Liquefied Petroleum Gas

MAFB— McConnell Air Force Base

MECC— McConnell Emergency Communication Center

NFPA— National Fire Protection Association

OI— Operating Instruction

OPR— Office of Primary Responsibility

RAC— Risk Assessment Codes

RDS— Records Disposition Schedule

SABER— Simplified Acquisition Base Engineer Requirements

TO— Technical Order

UCMJ— Uniform Code of Military Justice

UFC— Unified Facilities Criteria

UL— Underwriter's Laboratory

VOQ— Visiting Officers Quarters