

Appendix 1: References, Authority and Responsibility

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Appendix 1:

Section A - REFERENCES

(a) NAVAIR 00-80R-14 - NATOPS U.S. Navy Aircraft Fire Fighting and Rescue Manual

(b) OPNAVINST 11320.23F - Shore Activities Fire Protection and Emergency Service Program

(c) DODI 6055.06 DOD - Fire and Emergency Services (F&ES) Program

(d) DODI 2000.18 - Department of Defense Installation Chemical, Biological, Radiological, Nuclear and High-Yield Explosive Emergency Response Guidelines

(e) DODI 4000.19 - Inter-service and Intra-governmental Support

(f) National Fire Protection Association, National Fire Codes (current)

(g) UFC 3-600-01 - Unified Facilities Criteria, Design: Fire Protection Engineering for Facilities

(h) International Fire Service Training Association (IFSTA) Training Manuals

(i) 29 CFR 1910.146 - Permit-Required Confined Spaces

(j) 29 CFR 1910.120 - Hazardous Waste Operations and Emergency Response

(k) UFC 3-600-02 - Unified Facilities Criteria, Operations and Maintenance: Inspection, Testing and Maintenance of Fire Protection Systems

(l) Uniform Building Code, International Conference of Building Officials (ICBO) Uniform Building Code

(m) NAVAIR 00-80T-109 - Aircraft Refueling NATOPS Manual

(n) DOD 4145.19-R-I - Storage and Materials Handling

(o) NAVSEA OP5 - Ammunition and Explosives Safety Ashore

Appendix 1:

Section B - Authority

1. Mission. Fire and Emergency Services Gulf Coast (F&ESGC) supports the mission of Naval Air Station Pensacola through:

a. Effecting and supervising a vigorous program of fire protection, emergency services and fire prevention.

b. Providing fire protection and emergency services to safeguard life, property and the environment.

c. Preventing, limiting and/or containing wild-land fires within the limits of the installation and to protect property endangered by such fires.

d. Providing mutual and automatic aid to those agencies or cities that have written agreements, and support to civilian authorities within DoD and DoN guidance and directives.

e. Providing technical advice to the Command on all matters pertaining to fire and emergency services.

f. Providing first responder services to mitigate hazardous materials/CBRNE/WMD spills/incidents.

g. Providing rescue services and emergency medical response.

2. Organization

a. F&ESGC shall be organized per DoD and DoN guidance and directives.

b. F&ESGC shall be under the administrative and technical supervision of the Fire Chief.

c. The purpose of F&ESGC is to prevent loss of life, injury to personnel, and damage to aircraft, facilities, infrastructure, and the environment resulting from fires and other emergencies (natural and man-made) by providing effective prevention and incident response services to our customers.

d. F&ESGC provides services to NAS Pensacola and outlying areas. F&ESGC supports and protects the installations' and tenant organizations' missions, other DoD and DoN assets, as well as, surrounding and connected communities in Northwest Florida and Southern Alabama.

e. Fire and Emergency Services aboard NAS Pensacola is established through laws enacted by Congress, as outlined in the United States Code of Federal Regulations, as well as, Department of Defense (DoD), Department of the Navy (DoN) and OPNAV Instructions.

f. Command authority at the scene of a fire, or other incident where F&ESGC provides incident response and mitigation services, is as follows:

(1) Installation Commanding Officer (ICO) or representative shall be responsible for the overall coordination of all elements concerned. In this capacity the ICO or representative will not direct the technical phases of fighting a fire, effecting rescues or providing emergency medical care, including the methods and means to be utilized or followed. The Command Duty Officer (CDO) may act on behalf of the ICO until relieved by proper authority.

(2) Fire Chief or Senior Fire Officer (SFO) shall be in charge of all fire and emergency services operations and charged with the responsibility for disposition and deployment of personnel, apparatus, and equipment necessary for the preservation of life and property, extinguishing fires, effecting rescue, providing emergency medical care, and mitigating hazardous materials/CBRNE incidents. The Fire Chief or SFO will be allowed freedom of action and decision.

(3) Fire Chief shall be responsible for the operational readiness, performance, technical training, and management of all firefighting personnel and equipment assigned to Fire and Emergency Services throughout the area of responsibility.

(4) Fire Chief shall exercise direct supervision and responsibility for the operational readiness, performance, technical training, and management of the consolidated fire protection and emergency services organization. The Fire Chief or SFO shall have control of all fire fighting and rescue operations at the scene of an aircraft emergency/incident. The Fire Chief will ensure there are sufficient fire apparatus (ARFF and Structural), equipment and fire fighting manpower assets to support the command's mission. The Fire Chief will ensure response reports and other correspondence is completed as required.

(5) In case of an emergency, the Fire Chief may call upon any activity for assistance of personnel and equipment needed in connection with providing fire and emergency services to this installation and such assistance shall be rendered.

3. Fire and Emergency Services Operations

a. F&ESGC apparatus and personnel shall immediately respond to fire alarms and to other emergency calls in which the services of the department may be requested. Services include aircraft, structural, shipboard, automotive, wild-land fire suppression; emergency medical services; hazardous materials/CBRNE response and mitigation; and rescue services from buildings, vehicles, entrapment in elevated/confined spaces and water incidents.

b. Structural Fire Protection Concept of Operations

(1) In the event of an announced structure fire, report of smoke or fire from a facility, the Fire Chief or SFO shall immediately respond per DoD, DoN and F&ESGC guidance and instructions.

(2) In the event of activated fire alarm or other emergency, either on or off the installation, the Fire Chief or SFO will request the appropriate apparatus and personnel to mitigate the incident.

(3) Fire Chief or SFO may request assistance per signed mutual aid agreements, emergency management plans and department policies to maintain on-station fire protection. During large fires or other disasters, fire departments reporting from surrounding communities or military establishments to assist local forces shall be under the direction of the Fire Chief.

(4) Off-Station Response. Fire and Emergency Services apparatus and personnel may be used for emergencies other than fires and to assist in fighting fires and providing emergency response off the station, provided that such a request is per signed mutual aid agreements, emergency management plans and department policies. This includes Military Support to Civilian Authorities per DoD and DoN directives.

c. Airport Rescue Fire Fighting (ARFF) Concept of Operations

(1) In the event of an airfield emergency, the Fire Chief or SFO shall immediately respond per DoD, DoN and F&ESGC guidance and instructions.

(2) The Fire Chief shall be responsible for operational readiness of personnel assigned to airfield fire protection. The Fire Chief shall be responsible for qualifying and designating a SFO in charge of airfield fire protection. The Fire Chief, or SFO, will respond to all emergencies and utilize the incident command system at every incident and coordinate response assets to support fire protection as required.

(3) In the event of an aircraft fire, crash or other emergency, the Fire Chief or SFO present will proceed immediately upon notification to the crash or other emergency at which crash or fire apparatus is used. Upon arrival at the scene of the crash or other emergency, the Fire Chief or SFO assumes control of the scene of the crash and all fire fighting and rescue operations. The Fire Chief or the SFO will be allowed freedom of action and decision. No one shall be permitted to interfere with fire protection personnel at the scene.

(4) In the event of a major catastrophe (flight line conflagration, hangar fire, etc.) all available fire fighting equipment may be required to respond.

(5) Commander Navy Installations Command (CNIC) Fire and Emergency Services (F&ES) Office has approved NAS Pensacola as having one operational Category 2 Airfield. The aircraft maximum weight is 10-200K with an ARFF water requirement of 2,000 gallons and a discharge rate of 1,000 gallons-per-minute.

(a) The 1st-Out ARFF Unit is fully staffed (3 personnel) when required and ready to respond to any and all calls for assistance within the AOR. The 1st-Out ARFF Unit's primary AOR is on Sherman Field with its associated runways, taxiways and parking ramps. The company will respond

immediately upon notification to any and all standby operations, as well as, In-Flight Emergencies (IFE) and Ground Emergencies on the airfield or within a 25-mile radius of the airfield.

(b) The 2nd-Out ARFF Unit is fully staffed (3-personnel) when required and ready to respond to any and all calls for assistance within the AOR. The 2nd-Out ARFF Unit's primary AOR is as Standby Crash Alert to the 1st-Out ARFF Unit on Sherman Field.

d. Piers and Wharves Concept of Operations

(1) Upon arriving at the scene, the Fire Chief or SFO assumes charge of all aspects of the fire fighting operation.

(2) The vessel's master should contact the Fire Chief and place himself and his crew at this disposal of the fire chief.

(3) At no time shall the vessel crew or other agencies or groups, either from shore side or waterside, engage in independent fire fighting activities beyond their capabilities or once the local fire department has taken command of the incident.

(4) The jurisdictional fire chief's responsibilities shall include but not necessarily be limited to:

(a) Control of all fire fighting operations, both from the shore side and waterside.

(b) Procurement of needed fire fighting equipment, material, and manpower.

(c) Direction of the activities of all personnel and equipment engaged in fire fighting.

(d) Procurement of the individual vessels fire fighting plan and stability data and information on that particular vessel.

(e) The evacuation of effected persons

e. Security Considerations

(1) In the event of fire or smoke of undetected origin, all firefighting personnel shall be granted full access to any affected space or building aboard this station without regard to their security clearance or access authorization.

(2) No person assigned duty at this station shall delay, deny access to, hinder, or restrict in any manner, and for any reason, security included, fire fighting personnel (civilian or military) or other personnel whose presence is required in connection with an emergency (e.g. medical, first aid, and rescue personnel) (civilian or military) from carrying out their duties.

(3) In a fire situation, life safety of personnel is paramount and security considerations secondary. Where an element of doubt exists as to the seriousness of the emergency or whether a threat of life safety exists, full access shall be granted to all fire fighting and rescue personnel.

f. Operation of Fire Apparatus and other assigned vehicles

(1) Driving Speed. Fire vehicles responding to emergency calls are permitted to disregard selected traffic signals and regulations as may be designated by the Departmental Policy when such acts can be safely executed.

(2) Consistent with state laws and department policy, emergency vehicles do not inherently have the right-of-way; other drivers are required to grant right-of-way to emergency vehicles displaying warning lights and sounding warning signals.

(3) Warning lights and sirens shall NOT dilute the fact that the ultimate responsibility for safe operations of an emergency vehicle rests with its driver. There is no emergency, which justifies the reckless endangerment of lives and property during an emergency vehicle response.

(4) Signal Devices. When responding to alarms, sirens and flashing red lights shall be used on fire apparatus as a warning of the approach of the apparatus. Whenever two or more emergency vehicles meet at an intersection, all vehicles will come to a full stop; the vehicle having the right-of-way under non-emergency conditions shall proceed first.

(5) Operator's Permit. Drivers of fire apparatus shall be qualified and licensed by current U.S. Government Motor Vehicle Operators Identification Card, and a valid state motor vehicle operator license. All drivers shall be Emergency Vehicle Operator's Course (EVOC) qualified.

Appendix 1:

Section C - Responsibility

1. All Personnel:

a. Responsibility for Compliance. All COs, OICs, Department Heads will ensure personnel are cognizant of and comply with applicable paragraphs of this instruction.

b. Familiarize themselves with the location of the nearest exit, fire alarm pull station, the Emergency Communications Center (ECC) emergency reporting number, fire extinguishers and the proper method of using them.

c. If fire occurs in your area, immediately sound alarm and notify the Fire and Emergency Services. Upon activation of fire alarm system or word of a "Fire," all personnel will exit the building.

d. Reporting a fire or other emergency requiring Fire and Emergency Services to respond.

(1) Any person discovering a fire, having a reasonable suspicion of a fire or other emergency will immediately summon Fire and Emergency Services by activating the fire alarm and calling the ECC emergency reporting number. All fires, to include aircraft, vehicle, shipboard, building, wild land, etc. will be reported immediately, even if the fire is already extinguished by other than Fire and Emergency Services personnel. Under no circumstances will such notification be delayed by the belief that the fire is trivial or of little consequence.

(2) Report all fires regardless of size by dialing 452-3333 or by any other means available.

(3) False Fire Alarms. Willful misconduct or negligence involving fire prevention policies or turning in a false alarm, tampering with or misuse of any fire alarm or fixed fire protection system or device is subject to punishment under the UCMJ for military or appropriate laws, rules or regulations for civilian personnel.

(4) Fire alarms may be transmitted to summon Fire and Emergency Services by the following methods:

(a) Exterior alarm boxes are located throughout the installation at the aircraft hangars, NEX gas station, boat docks, etc. To operate the exterior alarm box open the small door and pull the handle down the full length of travel and release. Remain at the box, if safe to do so, and direct the firefighters to the emergency scene.

(b) Interior Fire Alarm Boxes (Pull Stations) located at or on the way to the exit near the door, follow directions on the box to report a fire. Once activated, proceed outside and meet the firefighters to direct them to the scene.

(c) When an alarm box is used, follow up by telephone if possible.

(d) Dialing from a Government Phone while on NAS Pensacola, contact the ECC by dialing 452-3333.

(e) Dialing from a Non-Government Phone while on NAS Pensacola, contact the ECC by 452-3333.

(f) Reporting a fire or other emergency from family housing or off the installation, dial 452-3333. If you dial "911," you will reach the Escambia County Emergency Dispatcher, and you will need to tell them your current location. The Escambia County Dispatcher will then transfer the call to the NAS Pensacola Emergency Communications Center.

(g) Provide the dispatcher with the following information:

1. State location (building number/address, outside location, etc.)
2. State nature of the emergency (Fire, Medical Emergency, Chemical spill, etc.)
3. Your name and a call back number.
4. If safe to do so, do not hang up until the dispatcher acknowledges all pertinent information.
5. Upon arrival of the Fire and Emergency Services personnel, direct them to the incident scene.
6. Ensure all hands evacuate the building, however never re-enter a building with a hazardous environment (smoke, fire, gas, etc.).

(5) Carry out duties as may be assigned per the "Fire Bill" and "Evacuation Bill."

(6) Time permitting, close windows and doors to confine fire and reduce air intake. Do not endanger yourself or others in this effort.

(7) When possible to do so with reasonable safety, use available fire extinguishers to combat the fire until the arrival of firefighting personnel. IMPORTANT: Remember to keep the path of egress clear and to your back. Always know a SAFE means of escape. DO NOT endanger yourself or others during this effort.

e. Hazardous Operations. All hazardous operations in the vicinity of the fire or other emergency will be suspended until incident is secured.

f. In the event of a fire and upon approach of a responding fire apparatus, all motor vehicles will stop to ensure unrestricted travel of fire apparatus and other emergency equipment.

g. Vehicles should not follow fire vehicles closer than 500 feet.

h. Vehicles, other than fire apparatus, ambulances, Police, and those containing authorized personnel, should not follow an emergency responding vehicle to the scene of a fire or other emergency.

i. Vehicles should not be driven over fire hoses and should stay clear of buildings and all other areas involved with firefighting operations unless authorized to approach by the Fire Chief.

j. Duty Officers of each activity, having material stored in buildings affected by fire, shall report with keys and working party to remove, if necessary, all material from the building(s) or adjacent building(s).

k. At night, all personnel not immediately affected by said general alarm will remain in quarters, unless otherwise ordered.

l. During the day, normal work may be continued in all departments or areas not affected by fire, unless otherwise ordered. Hazardous operations in progress shall be immediately suspended.

2. Emergency Communications Center shall:

a. Immediately dispatch Fire and Emergency Services personnel

b. Notify Security Units

c. Notify the Installation Command Duty Officer (CDO)

d. Call Public Works Trouble Desk, 452-5555, for stand-by utility personnel (fire mains, gas, and electricity); and for electric light generator truck, if fires are after dark.

e. After each emergency is over, the ECC will sound a secure signal over the Fire and Emergency Services "all clear" alerting system and the rapid communications system, to indicate the incident or fire has been secured.

3. Fire Chief

a. Responsible for enforcing fire regulations and the preparation of such supplementary regulations as may be deemed necessary, subject to approval of the Commanding Officer.

b. Oversees the fire prevention program that includes the following:

(1) Coordinate with the Public Works Officer with respect to the location, installation, alteration, and maintenance of water distribution systems (mains, hydrants, valves, sprinklers) and fire detecting systems and other fixed fire protection systems.

(2) Inspection of structures, grounds, and hazardous/ flammable material storage areas.

(3) Inspection, testing, and maintenance of fire fighting equipment and apparatus.

(4) Identify the placement and distribution of all portable fire extinguishing equipment, with particular attention to proper type.

(5) Monitor the inspection and testing of fire hydrants, including flushing.

(6) Monitor the inspection and testing of all installed fire protection systems (Sprinkler Systems).

(7) Monitor the inspection and testing of fire alarm systems.

(8) Inspection of exits, paths of egress, testing of evacuation alarms, and conducting emergency evacuation and fire drills.

(9) Issuance of Fire Inspection Reports to correct existing hazards.

(10) Granting of permits for, and supervision of transient operations involving fire hazards such as open fires, fueling, cutting and welding, and other hazardous operations.

(11) Investigation of all fires and submission of required reports.

(12) Training of station personnel in first aid fire fighting and fire prevention techniques.

(13) Monitor the inspection/testing of sectional valves in the water distribution system.

4. Installation Command Duty Officer (CDO)

a. When informed of a fire or other emergency by the ECC, the CDO will:

(1) Proceed to the incident location and report to the Fire Chief or SFO to coordinate activities of Command interest. The CDO will not enter the hazardous area without the Fire Chief's approval.

(2) The CDO will notify the following when a fire of appreciable extent occurs: Commanding Officer, Executive Officer, Operations Officer, and Operations Duty Officer.

3. In the event of a death or serious injury, the CDO will notify the Human Resources Office Representative, Administrative Officer and NAS Pensacola Safety Officer.

4. Keep the Commanding Officer and Executive Officer informed of any significant changes regarding the status of a fire or emergency situation.

NOTE: When approaching the scene of an emergency remember to stay up-wind and up-hill of the incident and stay out of the products of combustion. When in doubt ask for the Fire Chief to indicate a Safe Route.

b. The CDO is the acting Command Authority at the scene of a fire or incident where Fire and Emergency Services are provided, however in this capacity the CDO will not interfere with the Fire Chief or SFO. The Fire Chief or SFO shall be responsible for directing and implementing the technical phase of fighting a fire, effecting rescues, providing emergency medical care, or mitigating a hazardous materials/ CBRNE event, including the methods and means to be utilized or followed.

c. Be prepared to execute orders received from the CO or XO.

5. Air Operations Officer

a. Exercises overall control of the airfield, other than at the immediate scene of an accident or ground emergency.

b. In the event of an aircraft fire, crash or other emergency, the Operations Officer, or a designated representative, will notify ECC over the crash phone and radio system when a crash occurs on or in the immediate vicinity, a 25-miles radius, of NAS Pensacola and any of the OLF. The Operations Officer will maintain contact with the Fire Chief until the incident is secure. In the event of an off-station aircraft incident the SFO will be notified.

6. Public Works Officer

a. Ensure there is adequate maintenance to provide fire apparatus (structural, ARFF, ambulance, Hazardous Materials) and support vehicles to support airport and structural fire and emergency services operations. Assign the highest priority to the repair and servicing of fire and emergency services apparatus and fire fighting equipment.

b. Ensure the immediate response, upon notification, of a wrecker and/or contract crane to assist with rescue and removal of any aircraft from active runways. A salvage crane and operator shall be made available to lift the heaviest training aircraft assigned. The salvage crane shall be on site at the scene either on or off station as required within two hours or at a time specified by the Salvage Officer when requested for aircraft crash mishaps.

c. Ensure the inspection and maintenance of all fixed fire protection systems, i.e., fire sprinkler systems (wet, dry, deluge, pre-action), kitchen hood extinguishing systems, etc.

d. Ensure the inspection, testing and maintenance of all fire alarm systems, including smoke and heat detectors in various buildings.

e. Ensure electrical, mechanical and technical engineering assistance is provided to the Fire Department, as required, to assist in the Fire Protection Engineering for Facilities design review process for new construction, renovations and modifications to facilities, to include self-help projects.

f. In case of fire ensure personnel are available to:

(1) Respond to the command post for instruction to disconnect utilities (electricity and gas) to the building or area involved in the fire and report to the Senior Fire Officer in Charge that such action has been taken.

(2) Increase water volume or pressure: At major fires, take immediate action to increase water pressure and volume in the water distribution system at the fire area by starting additional pumps and by making reserve water supplies available as required. Normal and unusual domestic use of water may have to be curtailed during major fires to increase water pressure and volume to fight the fire.

(3) Operate special equipment: Make available with operating crews, equipment as may be necessary such as vehicles, hydraulic hammers, heavy equipment, etc.

(4) Provide fuel, oil, etc.: Upon request by the Fire Chief or SFO, provide fuel and oil for the fire apparatus or such other services as may be required at the scene of a fire.

(5) Provide engineering assistance at major fires or structural collapse to evaluate the structural integrity of the facility and offer sound advice to make safety decisions.

(6) Repair and maintain water distribution and fixed fire protection systems and fire apparatus per DOD, Unified Facilities Codes, NAVFAC, DON and OPNAV Instructions.

7. Security Officer

a. Maintain personnel in a condition of readiness that will permit prompt response from normal working areas to a standby alert position during an emergency incident to provide security at the crash site and protect DON and DOD assets.

b. Assist the Fire Chief or SFO in safeguarding the incident site, both on and off the installation.

c. Ensure unauthorized personnel are kept clear of the fire fighting area.

d. Be responsible for blocking roads leading to the fire, controlling traffic, routing private vehicles away from the fire, and keeping unauthorized persons clear of the area.

e. Direct necessary patrolmen to block roads and control traffic. In the event of a major fire or related disaster, station gates may be closed except to admit such outside emergency equipment as may have been requested by proper authority.

f. Direct the Main Gate to pass emergency civilian fire fighting mutual aid equipment and personnel, with instructions to report to the designated staging area for assignment.

g. Prior to assuming duty assignment, all sentries, patrols, and security guards shall be instructed on proper procedure to follow. Upon discovering a fire, notify the building occupants by sounding the alarm, notify the Fire Department, and stand by to direct the fire fighting force to the scene of the fire.

h. Building fire-alerting systems shall be used where available. Further instructions to sentries, patrols, and guards shall include information about secured portions of buildings and those areas, which may be unlocked.

i. A fire plan for all military sentry posts, patrols, and security guards shall be available in the appropriate headquarters for personnel instruction. Such plans shall contain the location of fire-reporting telephone in the vicinity of sentry posts and those located in or adjacent to any given patrol route. In addition know the locations of telephones, which are available for use during non-duty hours.

j. To be of maximum value, sentries, patrols, and security guards should be thoroughly familiar with:

(1) Building numbers of buildings adjacent to sentry posts, or on assigned patrol routes, to ensure immediate notification in event of fire.

(2) Operating principles of fire fighting appliances and the correct ones to use on various fires.

(3) The proper procedures to report a fire.

k. Security personnel will report to the Fire Chief or SFO for assignment and work within the Incident Management System when responding to reports of fire, fire alarm activations and other incidents where Fire and Emergency Services apparatus and personnel are operating.

l. Control vehicular traffic into, from, and about the fire area.

m. Keep bystanders a safe distance from the fire.

n. Safeguard property removed from buildings and prevent pilferage.

o. Establish a watch at the fire site to prevent unauthorized access pending completion of investigation by fire officials.

p. Ensure that all security personnel and sentries are thoroughly instructed as to the procedure to be followed and the location of the station fire alarm boxes on their respective posts.

8. Safety Officer

a. While the Fire Chief is responsible for the administration of an effective Fire Protection Program, the Safety Officer is responsible for the administration of an effective Accident Prevention Program. The functions of both positions are clearly defined; however, there are often conditions where common interest might exist. Regardless of the implications, the responsibility of the Fire Chief to take necessary precautions to prevent fires cannot be delegated. Safety personnel, as well as all other personnel, will report any and all fire hazards or conditions that create a fire potential to the Fire Chief. The Fire Chief will take appropriate action, commensurate with the authority delegated in conformance with these regulations and instructions of higher authority.

b. Maintain a condition of readiness that will permit prompt response from normal working areas to an emergency incident to provide assistance with proper safeguarding of explosives and weapon systems at the crash site or major fire. The Safety Officer will assist the Fire Chief in contacting Weapons or EOD personnel.

9. Department Heads, Division Officers, and Contractor Supervisory Personnel:

a. Shall ensure that personnel under their control are properly instructed in fire regulations, organized and given definite assignments for action in case of fire. The Fire Department is available to render assistance.

b. Shall designate in an official memo both Fire Wardens and Assistant Fire Wardens in buildings and/or areas under their control.

(1) A copy of the official memorandum appointing Fire Wardens and Assistant Fire Wardens shall be forwarded to the Chief Fire Inspector. Changes in the appointment of the Fire Warden shall be forwarded to Fire Prevention to ensure up-to-date records are maintained.

(2) Fire Wardens:

(a) Accompany the Fire Prevention Inspector on all inspections.

(b) Obtain advice and guidance from the Fire Department's Fire Prevention concerning administration of a Fire Prevention Program.

(c) Organize personnel to carry out duties outlined on the Fire Bill.

(d) Make daily fire safety inspections throughout the building and/or area for which they are responsible and immediately report to Fire

Prevention, telephone 452-2898, any hazard or deficient fire fighting equipment. Daily building inspections shall be recorded on Building Fire Warden Inspection Report (see Attachment 1). The completed form for the preceding month is to be forwarded to the Fire Chief not later than the 15th of the current month. When a serious hazard or dangerous practice is observed, recommend the operation be terminated and the Fire Department or Fire Inspector notified by the most expeditious manner. All discrepancies should be noted on the Fire Warden Inspection Report.

(e) Ensure a fire evacuation plan has been prepared for respective areas and a graphic floor plan has been posted in conspicuous locations, indicating primary and secondary evacuation routes from the building.

(f) Notify the Chief Fire Inspector or Fire Prevention of any structural modification, renovation, or facility improvement projects (including self-help) which may have an impact on property protection or life safety in case of fire. Section A, references (f) and (g).

(g) All structural modification, renovation, or facility improvement projects (including self-help) must be submitted to Fire Prevention, prior to start of work, for a review to ensure no impact on property protection and life safety in case of fire. All self-help projects must be permitted and permit posted in work area. Fire Prevention will secure projects not submitted for review.

(h) Make daily checks to ensure the availability, accessibility and proper operation of each fire extinguisher assigned to their areas.

1. Make monthly (every 30 days) inspections of all fire extinguishers in their assigned buildings. An inspection is a "quick check" that fire extinguishers are available and will operate. Verifying the fire extinguisher is in its designated place, it has not been actuated or tampered with, and there is no obvious physical damage or condition to prevent operation.

2. Document monthly, the date the inspection was performed and initials of the person performing the inspection shall be recorded on the Fire Extinguisher Inspection Record. (Tag attached to the fire extinguisher).

3. Responsible for ensuring all assigned extinguishers in their area are kept clean. Fire extinguishers that have been damaged, used to control fire, have been accidentally discharged, or have a broken seal will be called into Fire Prevention at 452-2898.

(3) Fire Inspection and Action Report. The primary responsibility for fire prevention and compliance with recommendations of the Fire Inspector rests with the Commanding Officer, functional manager, facility manager, and supervisor of the command being inspected. The following procedures will be complied with during fire prevention inspections:

(a) The assigned Fire Warden or Assistant Fire Warden shall accompany the Fire Inspector during the inspection. The inspection process will include an inspection of all assigned spaces. Fire Wardens should have all keys to locked spaces readily available. If any hazards or deficiencies are noted, the Fire Warden will receive a copy of the Fire Inspection and Action Report.

(b) If hazards are noted, action will be initiated immediately to correct or eliminate the hazard and the Fire Inspection and Action Report returned to Fire Prevention, indicating action taken within 15 days after receipt of report. Fire Inspection and Action Reports should be signed by the Fire Warden or Commanding Officer and returned to the Fire Chief.

(c) If no hazards are noted during the inspection, the Fire Inspection and Action Report will be sent to the Fire Warden indicating no fire hazards noted during inspection.

(4) Drills

(a) The Fire Inspector will schedule fire evacuation drills. A member of Fire and Emergency Services will supervise each drill. Fire and Emergency Services apparatus and personnel will not respond unless directed by the Fire Chief. Drills will simulate a small local fire; however, smoke bombs or candles will not be used. Occupants in BEQ/BOQ and similar quarters are required to know the proper action to take in case of fire. Drills are not required in family housing units, however, it is recommended that a Fire Escape Plan be developed and practiced by all personnel.

(b) Drills will be held monthly in Child Day Care and Youth Centers. A member of Fire and Emergency Services will supervise each drill.

(5) Education. Qualified fire protection personnel shall provide the following fire education training:

(a) Indoctrination briefings shall be conducted for new civilian and military personnel. Topics shall include orientation on the station Fire Protection Program and information on fire-related conditions, law, etc., of the local community, which may impact Navy personnel.

(b) Classes shall be conducted annually to instruct personnel on fire prevention practices, and include a review of station fire protection regulations, fire reporting procedures, and use of first aid fire fighting equipment.

Appendix 2: FIRE PREVENTION REGULATIONS

Section A - Introduction

1. The Fire Prevention Program is established to eliminate the cause of fires and to prevent death, injuries, and property damage if fires occur.
2. Fire prevention regulations shall not be incorporated with activity safety regulations. Department Heads, as well as, military and civilian supervisors are to become thoroughly familiar with the fire prevention regulations and, as applicable, ensure proper dissemination of and rigid compliance with the regulations.
3. Activity fire prevention regulations are not intended for placard posting as in the case of the Fire Bill (see Attachment 2). However, upon the recommendations of the Fire Chief, brief excerpts from the regulations may be posted conspicuously in hazardous locations and other areas where they apply and are deemed appropriate.
4. The mere posting of such signs will in no way relieve Department Heads or supervisors of their responsibilities for enforcement of and compliance with activity fire prevention regulations.
5. Assigning personnel for certain fire watches and the actual work of maintaining and testing equipment, except fire extinguishers, may be properly performed by various departments, which are not under the authority of the Fire Chief. However, the adequate coverage of these features, from an operating stand-point and on a continuing basis, is the primary concern of the Fire Chief. Personnel who handle the work are not required to be transferred to the Fire and Emergency Services.
6. National Fire Prevention Week is proclaimed annually by the President of the United States and shall be observed locally throughout all commands and activities where fire protection services are provided.

Section B - Station Fire Bill

1. Fire Bill (see Attachment 2), which is in the form of a placard, gives pertinent information relative to the action taken by station personnel in the event of a fire.
2. Fire Bill posting and indoctrination: Station supervisory personnel shall be responsible for the adequate and conspicuous posting of the Fire Bill and the indoctrination of all personnel under their supervision of the contents therein, including those assigned specific duties as Fire Wardens. Such supervisory personnel will procure the necessary number of Fire Bills for their shops/spaces from Fire Prevention.

Section C - Fire Fighting Equipment

1. Inspection and Maintenance

a. No person shall tamper with portable or fixed fire protection equipment or create conditions that adversely affect the operation or efficiency of such equipment.

b. The installation, inspection, testing, maintenance, and repair of fire protection systems/equipment shall be performed by personnel specifically qualified and trained for this task. Systems shall be tested and maintained.

2. Fire Extinguishers

a. NFPA Standard No. 10 shall be used as the guide for the installation, maintenance, and use of portable first aid fire appliances.

b. Department Heads, divisions, and branches are responsible for proper care and use of fire extinguishers in their areas, and all personnel are thoroughly familiar in their proper use. Fire Prevention, 452-8759 may be contacted for assistance in conducting demonstrations and practical applications. Supervisors will ensure that locations of fire fighting equipment are not changed without prior approval of the Fire Chief.

c. The testing and maintenance program (including recharging), and proper location and identification of all first aid fire fighting equipment are functions of Fire and Emergency Services.

d. When fire extinguishers have been damaged, used to control fire, accidentally discharged, or have a broken seal, Fire Prevention will be notified at 452-8759, and the fire extinguisher will be brought to the fire station, Bldg 4125, for re-servicing.

e. Any person responsible for damage to any fire extinguisher or fire protection system (through misuse or negligence) will be held financially liable.

f. Fire extinguishers located in buildings will not be used or removed from their installed location by other than Fire Department personnel except in the event of fire. Fire extinguishers shall be mounted at least four inches off the deck and no more than five feet high.

g. Using personnel will be responsible for keeping extinguishers clean and clear of stored material, which might obstruct their use.

h. Supervisors are responsible for notifying Fire Prevention of changing conditions within buildings, structures, and/or areas, which may require changes in location and distribution of portable fire extinguishers.

i. Using organizations are responsible for obtaining through supply channels those fire extinguishers to be use throughout the organization's assigned facilities when new requirements are identified, or existing fire extinguishers must be replaced due to damage or reached the end of their life cycle.

j. Using organizations are responsible for obtaining through supply channels those fire extinguishers to be mounted as a component part of vehicles, and will take necessary actions to have the extinguishers mounted and serviced as required.

k. Fire extinguishers will not be used for any other purpose other than its designed use.

l. Responsible flight-line personnel will strategically place fire extinguishers around aircraft. Extinguishers will be located so they do not become a hazard to taxing aircraft or other equipment. Safety seals or pins will not be pulled on fire extinguishers except when used for actual fire extinguishment. Ref: c, o.

m. The Wheeled type Halon 1211, 150 lb. flight-line fire extinguishers authorization/ requirement per type of aircraft is as follows:

- (1) One for every 3 small or medium type aircraft
- (2) One for every 2 large type aircraft
- (3) Two for every 1 C-5 or VC-25 type aircraft

n. During all engine starts and re-fueling operations on all aircraft, a fire watch shall be posted and Halon 1211, 150 lb. flight-line fire extinguisher positioned within 25-feet of the aircraft.

o. Responsible flight-line personnel will inspect, daily, all flight-line extinguishers located within their Areas of Responsibility (AOR). Wheeled type extinguishers found to need maintenance shall be reported to Fire Prevention by calling 452-2898.

Section D - Fire Detection and Suppression Systems

1. The use of a fire detection/suppression and alarm system for any reason other than its intended purpose is prohibited.

2. Fire detection/suppression devices will not be painted; no material of any kind shall be hung from sprinkler heads or piping. In addition, fire protection sprinkler heads shall not be covered or coated with whitewash, paints, or other material.

3. All fire detection and suppression systems will be accessible and free of obstruction at all times; storage or other obstruction must be kept at least 36 inches away from these systems.

4. Sprinkler control valves shall be maintained and sealed in the open position. If sprinkler heads are fused because of fire, the valve shall not be closed until directed by the Fire Chief or Senior Fire Officer present. A fire fighter shall be stationed at the control valve until the fire is secured to provide immediate opening of the valve in event of re-flash. Replacement of sprinkler heads and restoration of service should be effected immediately.

5. Fire and Emergency Services shall be notified prior to closing a sprinkler control valve for alterations or repairs. Necessary work on a system shall be done on an emergency basis to limit impairment of protection to a minimum of time. Where sprinkler protection is impaired overnight or for longer than four hours, emergency measures shall be affected to ensure the maximum possible degree of fire safety during the entire period of impairment. (Fire Watch)

6. A clearance of 18 inches shall be maintained between sprinkler heads and stored materials. Stacked materials may not exceed 15 feet high.

7. Sprinkler systems shall be maintained by the Navy Public Works Center or contract personnel and shall be tested and inspected only by qualified and certified personnel.

Section E - Water Distribution Systems

1. When fire hydrants, fire mains, automatic sprinkler systems, and similar fire protection facilities are removed from or returned to service, the Fire Chief shall be notified immediately in order that appropriate inspections and/or tests can be made and recorded by Fire Prevention.

2. Fire protection systems and fire fighting water supply systems, including hydrants, shall be inspected, tested, and serviced per the requirements and frequency recommended.

3. No vehicles or other equipment shall be left standing within 15 feet of any fire hydrant. The placement of equipment, shrubbery, or any items that restrict or unreasonably delay the utilization of fire hydrants, sprinkler connections, post indicator valves, hoses, alarm boxes, and hose connections is prohibited. Station parking regulations shall provide for passage of fire apparatus to structures, ponds, sprinkler connections, piers, wharves, etc.

4. No vehicle shall be driven over a fire hose, unless specifically directed by a fire officer.

5. Fire hydrants, Siamese connections, PIV indicators, and other control valves shall be clearly visible and free of all obstructions.

6. The use of fire hydrants for any purpose other than fire fighting or fire fighting training is prohibited except when authorized by the Fire Chief. When the usage of fire hydrants is granted, all fire hydrants will be operated by properly designated fire hydrant wrench.

Section F - Storm Drains, Sewers, and Water Areas

1. Gas, oil, or any other flammable material shall not be discharged into, or permitted to accumulate in, storm drains, sewers, or sanitary sewers.
2. Flammable liquids of any kind shall not be drained, dumped into, or permitted to accumulate in waters on or adjacent to the naval installation.

Section G - Fires

1. Burning trash, brush, or rubbish shall not be permitted.
2. Fires, open flames, burning, welding, and cutting operations shall not be permitted near flammable or combustible material unless precautionary measures have first been taken. An approved Hazardous Operations Permit (see Attachment 3) must be secured from the Fire Chief before starting operations.
3. For any burning of brush or control burns upon naval property, the following procedure will apply:
 - a. Personnel will contact Air Operations for approval to burn on a specific date/time to ensure the impact to the mission is minimized.
 - b. Personnel will contact the Fire Department to establish a date/time for a site meeting.
 - c. At the site meeting, requirements will be outlined by the Natural Resources Manager and Fire Department representative for the specific burn being undertaken.
 - d. On the day of the burn, a Fire Department representative will arrive on site to issue or disapprove a Hazardous Operations Permit.
 - e. Personnel will not conduct burn operations until approved by the Fire Department. The following conditions shall be basis for permit disapproval:
 - (1) Personnel have failed to satisfy requirements established at the site meeting.
 - (2) Personnel did not obtain a state burn permit.
 - (3) Relative humidity is 45% or less.
 - (4) Wind velocity is 15 MPH or higher.
 - (5) Personnel do not have adequate equipment or personnel for a safe operation, as agreed upon at the initial site meeting.

Section H - Fireworks

1. The sale, use, or storage of fireworks of any kind, to include sparklers, on the naval reservation, including Navy-owned housing areas, is strictly prohibited.
2. Rockets, signaling flares, and similar pyrotechnic devices, which are used by the Navy, shall be handled and stored per current ordnance-handling instructions.

Section I - Dumpster Units

1. Dumpsters and other central trash-disposal units shall be placed a minimum of 15 feet from buildings, metal wall buildings, and unprotected openings in masonry-walled buildings or storage areas.
2. Dumpsters will not block fire apparatus access.

Section J - Excavations

1. Extra care shall be taken in excavating around gas mains, oil tanks, gasoline or other pipelines, fire alarm cables, etc.
2. A "Dig Permit" is required before commencement of work.
3. Smoking or open flame of any kind is prohibited in areas where flammable gaseous conditions are suspected.
4. The air shall be tested and, if gas is present, portable blowers or other satisfactory methods shall provide ventilation.
5. Electrical equipment used in such areas shall meet the requirements of NFPA for hazardous locations.

Section K - Aircraft for Static Display

1. Coordinate with the Fire Department.
2. Location and tow route must be approved by the fire department prior to display.

Section L - Care of Buildings

1. Fire Safety Inspections. The purpose of inspections is to discover and eliminate fire and life safety hazards in buildings and areas. Fire Prevention is the connecting link between management, enforcement, and execution of Fire Prevention Program.
2. Frequency and Inspections. Fully qualified personnel shall perform fire-safety inspections of all structures and outside storage areas. Inspection frequency shall be commensurate with the hazard and per DON guidance.

3. Exits

a. Exit facilities shall comply with the applicable requirements of Ref: f.

b. Fire exit doors will not be locked or obstructed in any manner while the building is occupied.

c. Routes of egress, aisles, corridors, and stairways leading to fire escapes will not be obstructed in any manner. Combustibles will not be stored under stairwells.

d. Fire doors for preventing the spread of fire and smoke will not be blocked open.

e. No lock, padlock, hasp, bar, chain, or other combination will be allowed on any exit door.

f. Exit signs will be illuminated at all times. If such signs are not visible from all points in a corridor, directional signs will be displayed in conspicuous places to direct occupants to the exits. Exit lights that are found unserviceable will be repaired immediately. Draperies, decorations, or placards will not obstruct exit lights.

Section M - Places of Assembly

1. Managers of public and recreational facilities will establish a sound Fire Prevention Program and will ensure all employees are adequately trained and understand their fire prevention responsibilities, fire reporting and facility evacuation procedures, and first aid fire fighting procedures.

2. Places of assembly as construed herein will include all clubs, dining hall, cafeteria, youth center, Base Exchange facilities, gymnasium, auditorium, commissary, bowling center, day care center, chapel, and other facilities used as public gathering places.

3. Managers of places of assembly will designate, in writing, personnel authorized to close the facility. This responsibility will not be delegated to janitorial personnel. A list of authorized personnel, including their duty title, will be submitted to the Fire Chief as often as necessary to include new personnel.

4. Night Club Managers have the responsibility of closing/securing their respective clubs in a fire safe manner. Club Managers will use Club Manager Closure Check Sheet (see Attachment 4), in conducting nightly fire safety inspections.

a. Prior to Club Managers securing, they will ensure:

b. All kitchen equipment has been disconnected or switches placed in the "off" position.

c. All nonessential electrical appliances are disconnected from their power source.

d. All trash receptacles are emptied and placed in approved containers outside of building.

e. No patrons are in the club.

f. Prior to securing, the Club Manager will call the ECC, 452-3211 and give his/her name.

g. The ECC will give the manager a secure time and the manager will log secure time on the check sheet (see Attachment 4) and initial below the time.

NOTE: On occasion, the ECC will inform the Club Manager not to secure as a fire inspector or fire captain has requested to conduct a spot check.

h. The completed forms will be forwarded to Fire Prevention, Building 4125, no later than the 15th of each month.

5. The number of persons permitted in places of assembly at any time will be limited to the number, which can be safely evacuated in the event of an emergency. The Fire Chief will establish this requirement, and post the maximum allowance occupancy within places of assembly.

6. Operating personnel will be designated to check fire exits daily, prior to entry of patrons, to ensure doors are functioning properly.

7. Textile wall covering, curtains, movable scenery and drapes, and other approved decorations will be fire resistant. A letter of guarantee will be required from the manufacturer and forwarded to the Fire Chief to be filed in the facility folder. If cleaning is required, treatment with a flame resistant solution will be required unless material is fiberglass.

8. Fire Prevention will inspect all textiles, curtains, scenery and drapes, and approved decorations before use and/or installation. Flower box/pot filler must be noncombustible (gravel, sand).

9. An inspection by Fire Prevention will be conducted prior to the start of any social event that involves bands, to include disc jockeys and the use of decorations.

a. Club Managers are responsible for ensuring all bands playing in their facilities call for a band check prior to playing.

b. All contracts for employment of bands shall include the following fire safety statements:

(1) Failure to comply with the Band Fire Prevention Checklist (see Attachment 5) will make this contract Null and Void.

(2) Fire Prevention shall be called to inspect band equipment prior to and after setup.

10. Managers of places of assembly/facilities in which commercial or restaurant-type cooking is performed will establish and enforce the following procedures:

a. Kitchen Hood Exhaust Systems and ductwork shall be kept free of grease, residue, dust, etc. Filters and duct systems shall be constructed of noncombustible material and shall be cleaned frequently.

b. All installed grease filters and exposed surface of kitchen ranges, walls and floors must be thoroughly cleaned by the operator daily to prevent accumulation of grease.

c. Kitchen range hoods and exhaust ducts serving kitchen equipment must be thoroughly cleaned every 6 months or as necessary to prevent accumulation of grease. This cleaning cycle includes grease accumulation of fans, roofs, louvers, exterior walls, cupolas, etc., where the system exhausts to the outside.

d. Cooking will not be permitted under kitchen hoods without all grease filters installed. They must be of the approved type and in good state of repair.

e. The exhaust system must always operate while cooking equipment is in use.

f. If an exhaust fan motor is shut down or removed for repair or replacement, equipment served by the exhaust system will not be used until the fan is restored to service.

g. Exit doors from places of assembly having an occupant load of 100 or more will be equipped with panic hardware. Doors with automatic closing devices will not be blocked open. Panic hardware will be kept in proper repair and working order at all times.

h. When movable chairs or tables are used in assembly or club buildings, they will be arranged so that aisles are at least 28 inches wide. Aisles will be kept free of tables, chairs, or other obstructions.

Section N - Structure Modifications

1. All new construction, renovation, and facility improvement plans and proposals for projects, including self-help (to include all station and tenant level), which may impact on property protection or life safety due to fire, shall be reviewed by the Fire Chief prior to start of work to provide fire protection consultation.

2. A fire protection representative shall be in attendance at pre-construction conferences and provide station regulations and fire prevention consultation for unique situations to contractors working on board the station.

3. Fixed fire protection systems installed or modified under such projects shall be subjected to an acceptance test conducted under the cognizance of the Fire Protection Engineer and the Fire Chief. This shall include a pre-acceptance test by Fire Prevention and Navy Public Works, (contract) Alarm/Sprinkler Technicians.

Section 0 - Housekeeping

1. Performance of good housekeeping standards relative to fire safety is the responsibility of all facility managers, and supervisors at all levels, regardless of whether or not contract custodial services are authorized and provided. Buildings and areas under their jurisdiction will be kept clean at all times.

2. Working and storage areas, new construction, or rehabilitation or renovation areas shall be policed regularly to reduce or eliminate fire hazards.

3. Combustible trash, rubbish, and scrap material shall be disposed of in properly identified receptacles, bins, or dumpsters. All trash and rubbish shall be cleared from building at the end of the workday, including emptying of waste receptacles.

4. Open-top waste receptacles shall be made of metal or other noncombustible material. Containers used to collect trash from a group of offices prior to dumping in outside containers may be of a heavy plastic material, provided the container is clearly labeled "CAUTION - COMBUSTIBLE CONTAINER - NOT TO BE USED TO STORE TRASH." Wastebaskets with perforated sides and plastic baskets shall not be used.

5. Large metal trash cans shall be provided with metal covers and used for intended purpose.

6. Materials will not be stored under or piled against buildings or in front of doors and exits. Roofs will be kept free of refuse such as sawdust, shavings, trash, and other materials, which create a fire hazard.

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

8. Care will be exercised when storing materials to assure clear aisles are maintained as approach ways for fire fighters and easy access to fire fighting equipment, sprinkler control valves and heads, fuse boxes, alarm boxes, fire department connections, risers, drains, and power switches.

9. Mops and brooms will be stored in a well-ventilated place with heads off the floor. Swabs, cleaning gear, and other materials subject to spontaneous ignition shall be kept outside buildings or stored in tight metal containers with metal covers.

10. Soiled linen of any type will be kept in closed metal containers or approved hampers.

Section P - Storage of Combustibles

1. Metal or metal-lined containers with automatic or self-closing lids shall be provided and used for storing clean and dirty rags, waste packing materials such as excelsior or shredded paper, or other combustible material in current use.

2. Metal containers used for storage of rags will be marked "CLEAN RAGS" or "SOILED RAGS" as appropriate.

3. Metal containers with waste or oily rags will be emptied at least once daily and removed from the proximity of the building.

4. When bundles or boxes of clean rags are opened, the entire contents will be immediately placed into a covered metal container.

5. Plainly marked, self-closing metal containers shall be used for the following: all oil, paint, and chemical-soaked rags; all used waste; other extra-hazardous waste materials.

6. Metal covers shall be kept closed and never wedged or blocked open. These containers shall be removed from buildings and emptied as required during working hours and prior to securing building at the end of the workday.

7. Storing combustibles is prohibited in equipment rooms, electrical rooms, air-conditioning rooms, boiler or heater rooms, exit corridors, attic spaces, and on or under stairways.

Section Q - Personnel Service Rooms

1. Trash cans and waste paper baskets in all restrooms and other areas where paper towels or disposable paper cups are used shall be metal and have self-closing metal lids.

2. Clothing lockers, adequately ventilated, shall be of metal and shall be maintained in a clean and orderly condition. Combustible material shall not be stored on top of or underneath lockers. Working cloths kept in lockers shall be aired and cleaned regularly. Flammable liquids, chemicals, paints, grease-soaked rags, and similar materials shall not be kept in clothes lockers.

3. Combustible material shall not be placed on or stored near radiators, heaters, or steam pipes.

4. Clothes dryers will be vented to the outside, utilizing metal ductwork properly connected at all times. These areas will be cleaned daily or as necessary to prevent accumulation of lint around clothes dryers and/or exhaust fans.

Section R - Attic and Concealed Spaces

1. Attics and concealed spaces shall be kept clean. No attics shall be used for storage of combustible material.

2. Scuttle holes and other openings, connecting to attics and concealed spaces, shall be fitted with doors equivalent in fire resistance to ceiling construction, and normally shall be kept closed. This does not apply to grill or louvers provided for passage of heat into attics protected by wet-pipe automatic sprinkler systems. Such openings shall be equipped with automatic-closing traps having a fire resistance equal to that of the ceiling.

3. Hatches, trap doors, and connecting openings to confined spaces shall not normally be used for ventilating purposes and shall be kept closed at all times when not in use.

4. Ceiling tile(s) shall be of the fire resistant type and in place at all times. Missing or damaged ceiling tile shall be replaced.

Section S - Decorations

1. Only noncombustible or approved flameproof material shall be used for decorations or window coverings. Fire Department personnel shall approve all decorations before they are used.

2. Decorative materials, such as wood paneling, vinyl wall covering and floor coverings will comply with references (f) and (g).

3. Dead or cut vegetation, cotton, cut Christmas trees, plastic, textile, expanded foams, excelsior, paper, or other combustibles shall not be used as decorations within buildings unless such decorative materials have been made flame retardant by an approved material or process.

4. The location of Christmas or other temporary decorations shall be approved by Fire Prevention. Under no circumstance shall a tree be located in a position where, if involved in a fire, the tree would block access to exits or paths of egress.

5. One lighted display or Christmas tree is permitted per dayroom in Bachelor Housing and Visitor's Quarters (BH/VQ). Lighted trees or displays are not permitted in individual rooms.

6. Artificial aluminum trees are conductors of electricity and the use of tree lighting is prohibited.

7. All lights for use in Christmas decorations shall bear the label of the Underwriters' Laboratories (UL), and shall be in good condition. Only nonflammable ornaments and decorations are permitted.

8. Any Christmas tree, light, or decoration will be removed immediately if declared a fire hazard by the Fire Chief or representative. All Christmas tree lights must be disconnected before securing for the day, leaving the house, or retiring for the night.

9. Candles, oil lamps, and other open-flame producing devices will not be used for any occasion except for religious functions held at Base Chapel and/or designated approved areas. Candles and other open-flame devices are prohibited in Bachelor Housing.

Section T - Buildings and Grounds

1. All doors, including fire doors and windows, shall be properly secured at the close of working hours unless exempt in writing by the Commanding Officer or authorized representative. The Fire Department will be provided access to all facilities during emergency operations. Mission essential facilities will require a Key Access Control Box (KNOX Box) to be installed at the main entrance and keys for access will be placed inside the KNOX Box.

2. Building identification numbers shall be posted on all buildings. Numbers will be a minimum of 8 inches in height, visible from all approaches, and reflective for easy identification at night.

3. Emergency notification phone numbers shall be posted at the main entrance to all buildings.

4. All heating devices and window air-conditioning units not required to be kept in operation during the night shall be secured by the person in charge at the close of working hours.

5. Doors and windows will not be blocked until approval is granted by the Fire Chief or designated representative in writing. Letters of request will be in two copies. When approval is obtained, the using organization will stencil the outside of the window or door with 3-inch black letters on a white background reading "Window/Door Blocked" as appropriate.

6. Gasoline and electrically powered vehicles or materials-handling equipment shall not be parked or stored overnight in warehouses or sheds except as follows:

a. Gasoline and electrically powered vehicles may be parked or stored overnight in the above locations if the building is of fire-resistive construction, has sprinklers, and assigned spaces for vehicles will be well away from combustible materials.

b. Electrically powered, hand-pallet lift trucks may be left in buildings provided they are located at a safe distance from combustible materials and the electric plug is disconnected.

c. Gasoline powered lawn equipment shall not be stored in occupied buildings. Equipment should be stored in outside sheds or flammable liquid lockers specifically designated for that purpose.

7. When using agency vacates a building or space within a building, prompt notification will be given to Fire Prevention who will conduct a building inspection to assure all installed fire extinguishers are left in place and the building is left in a fire-safe condition.

8. Agency vacating buildings shall ensure the following:

a. All combustible trash is removed from the building, floors swept clean, and furniture or storage material neatly stored, preferably in the center of the rooms.

b. All cleaning gear is removed from closets or gear lockers. These areas shall be thoroughly cleaned and the doors thereto left open.

c. Windows are locked and all entry doors locked and secured to resist unauthorized entry.

d. Signs are posted prohibiting entry, except on order of the Commanding Officer or authorized representative.

e. Upon securing unoccupied buildings, electric power for fire alarm systems and support of sprinkler systems shall be maintained. Gas mains shall be valve-closed when securing unoccupied buildings and disconnected and capped outside the building when deactivating buildings.

9. When buildings are scheduled to be torn down or relocated, Fire Prevention will be notified so that installed fire protection equipment can be removed.

10. Outdoor areas shall comply with the following:

a. Dry weeds, grass, and brush shall not be permitted around buildings, open storage areas, fuel storage areas, and tanks. Such growth should be cut frequently and disposed of in a safe manner or chemically controlled. Vehicles having catalytic converters shall not be driven over fields of grass or brush, or onto any area where fuel spills are likely.

b. Buildings shall be policed regularly to keep them free of accumulated debris and combustible vegetation.

11. Trash pick-up stations will be no closer than 25 feet to the nearest building. Dumpsters (trash collectors) will not be placed closer than 25 feet to the nearest building. Deviation from this rule will require approval by the Fire Chief or designated representative.

12. When it becomes necessary to block any street, road, or fire lane, the responsible organization will contact the Fire Chief or SFO at 452-3211 or 452-2898 for approval in advance, and provide the following information: date, time, and length of blockage.

Section U - Smoking Regulations

1. Smoking is prohibited inside all NAS Pensacola facilities, and no smoking area will be located within 15-feet of any building entrance/exit or near any building ventilation inlets or equipment.

2. Smoking is prohibited within 50-feet of the following locations:

a. Fuel dispensing operations.

b. Where bituminous and plastic coatings are being applied.

c. Flammable liquid and gas handling or storage.

d. Aircraft parking areas.

e. Boat storage and refueling areas.

f. Any area that, due to prevailing conditions or operations, requires the posting of "NO SMOKING" signs.

g. In all areas where explosives, chemicals, or highly flammable and combustible materials are stored or handled.

h. Where prohibited by other DoD/Navy instructions.

3. Appropriate "NO SMOKING" signs shall be displayed in all the above areas.

4. Receptacles for Disposal of Smoking Materials

a. Suitable receptacles for discarding smoking materials shall be provided in adequate numbers in all areas where smoking is permitted. Only cigarette and cigar butts, other tobacco remnants, and spent matches shall be placed in such receptacles.

b. Contents of ashtrays shall be disposed of in a safe manner.

c. The use of wastebaskets of any kind is prohibited.

d. If smoking areas are being misused by carelessness and smoking materials are improperly disposed of, the Fire Chief or designated representative will discontinue the smoking privileges in the designated area.

e. The use or possession of "strike anywhere matches" is forbidden on the station.

Section V - Heating Systems

1. General

a. All heating equipment shall be labeled and/or listed by the American Association Underwriters' Laboratories Incorporated or Factory Mutual, and shall be installed, maintained, and operated to ensure maximum safety. Heating units shall be checked and serviced as necessary prior to the start of each heating season.

b. Adequate clearances shall be maintained between combustible material and steam pipes, furnaces, flues, and appurtenances. Exposed surfaces too hot for the bare hand shall be considered hazardous.

c. The storage of combustible materials in rooms designated for housing heating and air-conditioning equipment is prohibited.

d. The use of open flame-type heating devices is prohibited.

e. When authorized, space heaters must be UL approved, permanently sealed, oil filled, electric radiator type, with a tip-over cut off switch. A Coffee Mess/Hot Plate/Space Heater/Microwave Oven Authorization (see Attachment 6) must be issued by Fire Prevention before use.

f. The energy conservation department must be advised prior to the issuance of a space heater.

2. Oil-Burning Equipment. The following applies to fuel-oil-fired stationary and portable oil-burning-equipment installations (except for internal combustion engines, oil lamps, and portable devices such as blow torches and melting pots):

a. All equipment shall be installed per the requirements of Ref: f, which prescribes reasonable minimum requirements for safety to life and property from fire in the installation of oil burns and the equipment used in connection with them; including tanks, piping, pumps, control devices, and accessories.

b. Oil-burning appliances shall be installed only in locations where combustible dusts and flammable gases or vapors are normally not present.

c. Adequate instructions relative to its operation, including fire prevention measures, shall be posted near the heating equipment.

d. Safety devices, thermostats, and similar control equipment shall be inspected frequently to ensure proper operation.

e. The use of gas, liquid fuel, or kerosene space heaters is prohibited in Navy facilities, including all buildings and housing units.

3. Gas Appliances - Installation and Maintenance

a. Appendix A, Section A, reference (f) covers installation, maintenance, location, and operation of appliances burning natural or manufactured gas, liquefied petroleum gas, or mixtures thereof.

b. Under no circumstances shall matches or lighters be used for leak testing on gas lines. Small leaks can be located while a system is under pressure by liberally applying soapy water or bubble-forming compound to the lines and joints. Expanding bubbles will show the leak. In the case of a large leak, the gas supply shall be shut off, the piping visibly inspected, and Fire and Emergency Services personnel immediately notified.

c. When bottled gas is used as a fuel supply for heating, cooking, or other domestic purpose, the cylinder shall be installed in a well-ventilated exterior location.

d. Charcoal Heaters. The use of charcoal grills, broilers, and hibachi pots on balconies, in corridors, in private rooms, or within government quarters is prohibited. A safe operating distance of a minimum of 10 feet shall be maintained from buildings or dwellings when using such devices.

Section W - Electrical Hazards

1. Installation, alteration, or extension of electrical wiring and appliances will be made only by qualified Public Works electricians or licensed contractors. Temporary wiring will not be used in place of permanent installation. Multiple type plugs used to provide additional plug-in outlets are prohibited.

2. All electrical installations will conform to the National Electrical Code. All electrical equipment will be approved by one of the recognized laboratories, Factory Mutual or Underwriters' Laboratories. Section A, reference (f).

3. Fuses will not exceed the capacity indicated on the fuse box. Over fusing, bypassing of fuses, bridging of fuses, taping of circuit breaker switches, or use of any other means which defeat the purpose of any electrical safety device are prohibited.

4. All open exposed fuses, switches, receptacles, or junction boxes will be fitted with protective covers. Broken appliances, plugs, and/or frayed or deteriorated wiring are considered fire hazards and will not be used. Open wiring will not be permitted to come in contact with grounded pipes or equipment.

5. All electrical switches in master panels will be correctly labeled to indicate the circuits and/or devices, which they control. All circuits will be protected by fuses, circuit breakers, or other approved means to prevent over-loading. Breaker switches will not be tied or taped in the closed/on position.

6. All light sockets will be maintained with light bulbs of the proper size. Open sockets are prohibited. The size of the bulbs will be as limited by Public Works Center.
7. All portable lights, trouble lights, and cord suspended fixtures will have a protective shield around the bulb. Open sockets are prohibited. The size of the bulbs will be per the Manufacture's recommendations, normally not to exceed 60 Watts.
8. All electrical equipment, electric lights, receptacles, switches, fixtures, and appliances in paint and dope shops, battery shops, maintenance hangars, garages, aqua systems, gas storage, or other buildings or processes where anesthetic, flammable liquids, flammable gases, oxygen, etc., are used or stored must be of an explosion-proof type approved by recognized laboratories. Metal parts of electrically operated equipment at these locations will be connected to low resistance ground.
9. Electrically operated vending machines must be grounded. Vending machines will not be installed in hangars or other areas where the dangers of explosive gases or vapors are present, unless such equipment is of explosion-proof type approved by recognized laboratories and/or complies with the National Electrical Code. Vending machines will not be installed in the paths of egress, to include, corridors, stairwells and the exit way.
10. Materials will not be placed and/or stored within 36 inches of electrical control boxes, circuit breaker panels, air compressors, or motors. At least an 18-inch clearance will be maintained between stored materials and electrical fixtures. Aisles will be maintained for access to electrical equipment.
11. Continuing inspections of all electrical equipment and facilities will be conducted by using personnel to detect hazards and have them corrected.
12. A permit authorizing a safe location for use of such devices as microwave ovens, vending machines, heat-producing appliances, coffee makers, soldering irons, glue pots, etc., must be obtained from Fire Prevention.
13. Authority for operation of coffee messes, hot plates, and microwave ovens may be granted by Department Heads and persons of equivalent position, after preparing a Coffee Mess/Hot Plate/Space Heater/Microwave Oven Authorization (see Attachment 6), which may be obtained from Fire Prevention.
14. All soldering irons, hot plates, coffee makers, and other portable electrical heating devices shall be disconnected from outlets when not in use. Adequate clearance shall be maintained between all such electrical devices and combustible material.
15. Installation of coffee makers shall conform to the following requirements: No special stand is required if one is provided as part of the appliance. However, if the appliance is used outside of designated kitchen or cooking areas, it shall be placed on a noncombustible surface or be adequately shielded. The appliance is required to have an integral

temperature-limited device. Automatic coffee makers shall not be installed in closets, lockers, or out-of-sight locations. Automatic timers shall not be used. Extension cords shall not be used.

16. Space heaters, hot plates, electric frying pans, and electric coffee makers, except those furnished by the government, and gas-fired burners are prohibited in private rooms of BH/VQ and similar quarters.

17. Except in private homes, outlets for electrical heating devices such as flat irons, soldering irons, and glue pots shall be provided with a readily visible pilot light to indicate when the current is on.

18. Extension cords will be of the type and size approved for their usage. Extension cords are for temporary use only, not as permanent wiring. When extension cords are necessary for operation of low amperage equipment (such as office equipment, desk lamps, typewriters, etc.), the extension cord will be of adequate gauge wire and will be in continuous lengths without splices. Multiple head electrical plugs will not be used to connect more than one appliance to each extension cord. "Power strips or Surge Protectors" are authorized for use on computer equipment.

19. Extension or flexible cords will not be run through holes in walls, ceilings, floors, doorways, windows, or similar openings or where concealed behind building walls, ceiling, or floors. Flexible cords will be used only in continuous lengths without splice or tape. Cords will not be nailed, stapled, or draped over pipes or other supports.

20. High amperage electrical appliances and equipment, such as deep freezers, heaters, ranges, frying pans, coffee pots, broilers, microwave ovens, toasters and similar appliances will not be operated by extension cords.

Section X - Warehouses and Storage

1. Personnel must be instructed on the proper procedures for interior and exterior storage. Supply materials will be stacked to minimize the spread of fire and permit easy access for fire fighting, salvage, or removal of material, which may constitute a hazard. Neat stacking and good housekeeping will be maintained at all times.

2. Packing material such as excelsior straw, shredded paper, and similar package material will be kept in original bales until ready for use. Once bales are broken open, contents will be stored in approved (metal) containers.

3. Attics and open areas on top of indoor portable buildings and offices will not be used for storage and will be free of trash.

4. Combustible storage is prohibited under stairways and in stairwells.

5. Flammable liquids will be stored separately from other combustible materials. All flammable/combustible liquids accidentally spilled will be cleaned up immediately.

6. Exterior storage within 25 feet of any building is strictly prohibited.
7. Fire aisles, fire exits, and approaches to fire extinguishers will remain open at all times. Main aisles will be at least 6 feet wide. Access routes to portable fire extinguishers will be at least 36 inches wide. A 24-inch clearance shall be maintained around the path of travel of fire doors. Materials shall not be stored within 36 inches of fire door openings.
8. Storage of materials or supplies within 18 inches of an electrical fixture or sprinkler head is prohibited.
9. Fire extinguishers obscured from vision will be marked by a red arrow pointing directly toward the extinguisher location.
10. Authorized vehicles operating within warehouses will be maintained in a safe working condition, equipped with spark arresting devices, and a complete daily inspection will be made to prevent a fire originating from this source. Vehicles will only be parked in designated parking areas. The Fire Chief or representative must approve these areas.
11. Outside fire lanes will be maintained and free from obstruction in open storage areas and around buildings used for storage.
12. Limit of applicability - Re-warehousing - Nothing in this section shall be construed as requiring major re-warehousing programs. As storage is removed and replaced, action shall be incorporated to eliminate unsatisfactory storage arrangements.
13. Open storage shall conform to Ref: f, g, o.

Section Y - Aircraft Hangars and Flight Line Areas

1. Refueling and de-fueling of aircraft in hangars are prohibited.
2. All electrical equipment will be of the approved type. Electrical equipment used within 18 inches of the floor space will be explosive proof.
3. Vehicles without approved spark arresters on the engine exhaust system will not be operated inside high-hazard areas and buildings such as hangars and engine shops. No catalytic converter-equipped vehicles are permitted.
4. The parking of any vehicle, including ground power units, support equipment, or component parts thereof, is prohibited in front of, or bordering, the main hangar doors.
5. Vehicles will not be left unattended while blocking fire lanes.
6. Aircraft will always be parked to permit rapid removal or relocation.
7. Appropriate cables and guide bars will be kept in sufficient stock and readily available to facilitate removal of aircraft from hangars in case of emergency.

8. In case of fire within a hangar or in an adjacent building, and when it can be done with reasonable personnel safety, all aircraft will be immediately removed from the hangar to a safe distance. Supervisors on duty within the hangar or in the vicinity when a fire alarm sounds will remain in the area to assist in the aircraft removal.
9. Aircraft located inside hangars will be effectively grounded at all times to allow resistant static ground.
10. Housekeeping will be maintained at the highest level in hangars and shops associated with aircraft maintenance. Areas around and under aircraft will be kept free of flammable liquid and combustible waste.
11. Drip pans will be placed under engines in hangars and under other units or parts of engines, which are likely to drip.
12. Use of volatile liquids, under pressure with flash point below 100 degrees F, for cleaning purposes is prohibited. Only authorized cleaning solvents will be used.
13. Gasoline engine powered air compressors will not be positioned in hangars at any time. Gasoline or diesel motor driven ground powered equipment is prohibited inside hangars.
14. Spray painting of complete aircraft in hangars is strictly prohibited. Aircraft Cleaning, Coating, Paint Removal and "Touch-Up" spray painting during regular maintenance on aircraft is authorized when accomplished within the guidelines set forth by Fire Prevention. Touch-up painting is defined as the refinishing of only localized areas, limited to 10 percent of the surface area, exterior or interior, involving no more than 1 quart of material by spray or 1 gallon by brush or roller per shift. No polyurethane painting is permitted inside hangars. Aircraft shall have static grounds and hangar doors open to provide cross ventilation. Aircraft maintenance and servicing shall not be permitted within 25 feet of spray-painting operations.
15. Smoking on the flight line is prohibited.
16. Ground powered units when connected and servicing aircraft will have a qualified attendant observing the unit at all times. The attendant will have a flight-line fire extinguisher within 50-feet of the operation and will have received fire extinguisher training within the past 12-months.
17. Fuel will not be drained from aircraft onto the ramp or allowed to run into sewer lines, ditches, etc. Drip cans and pans will be used to catch fuel leaking from aircraft. Metal drip cans and pans shall be properly grounded.
18. All fuel spills will be reported immediately to Fire and Emergency Services.
19. Fire protection equipment will not be used to remove fuel, oil, and hydraulic fluid spills.

20. All shops, which handle fuel or aircraft, shall maintain approved absorbent materials, brooms, shovels, and empty open-top drums in their work areas for quick spill response. All used clean-up material will be properly disposed of through Public Works Hazardous Waste Disposal Department. Used clean-up material will not be stored inside hangars and buildings.

Section Z - Hazardous Activities

1. Tar Kettles

a. Heating devices and melting kettles shall be placed on a level, firm foundation protected against accidental tipping or similar hazards.

b. Enclosed areas in which hot substances are being heated or applied shall be adequately ventilated.

c. A minimum of two 20-pound multi-purpose ABC dry chemical fire extinguishers shall be provided at the tar pot and at the area of tar application.

d. Heating devices or melting kettles shall not be left unattended when in use.

e. Tar melting kettles shall be provided with an effective lid or hood and a thermometer in operating condition, and shall not be heated within 15 degree Fahrenheit of the flash point of the material. Proper heating controls and means of agitation to assure controlled uniform temperature throughout the contents to prevent spot heating shall be provided.

f. Tar melting kettles shall not be used or operated inside or on buildings, or within 25 feet of buildings, vehicles, or combustible material, and shall not obstruct fire lanes or fire hydrants.

g. A Hazardous Operations Permit shall be obtained prior to heating a tar kettle or heating device.

h. All open-flame devices, smoking, or other sources of ignition shall be prohibited in or near the material or its area of application. No smoking on the roof at any time.

i. Mops, brushes, and other applicators, when not in use, shall be stored in an area approved by the Fire Chief.

2. Painting

a. Spray painting shall not be conducted within buildings unless standard spray booths and exhaust systems are provided. Spray booths shall be designed and maintained per Ref: f. Interior spray painting of buildings may be permitted if all required safeguards are provided.

b. All ventilation ducts, duct discharge points, and other adjacent areas for chemical laboratories, paint spray booths, process, coating, and dip tanks shall be properly maintained, cleaned, inspected, and repaired periodically to ensure the system is functioning satisfactorily and is in compliance with Section A, reference (f).

c. Tarpaulins and drop cloths used in painting operations shall not be folded or stored in buildings. Such cloths may be folded if they are stored within metal lockers that are detached at least 15 feet from the building. Such lockers must be ventilated to reduce the possibility of spontaneous ignition.

3. Battery Charging

a. Only authorized personnel instructed in the hazards and precautions connected with handling acids and charging batteries shall be employed in battery shops.

b. The battery shop will be adequately ventilated at the highest point to allow removal of hydrogen gas.

c. Air-inlet openings at or below the level of the batteries are essential, regardless of the kind of exhaust.

d. For a small number of batteries, a vented hood over the batteries may be satisfactory.

e. Where natural ventilation is used, a vent stock to aid in producing upward draft shall be installed.

f. Smoking, open-type lights and switches, or flames and spark-producing devices shall not be allowed in the vicinity of batteries on charge.

g. Battery vent caps shall be in place before attaching or detaching charger cable, and connections between batteries shall not be disturbed while charging switch is "ON."

h. The charging rates shall be reduced as cells approach full charge, thus lowering the rate of hydrogen liberation.

i. Where forklift-truck batteries are charged within buildings, the foregoing requirements should be applied. Areas where large numbers of lift-truck batteries are charged within buildings must be cut off from adjacent areas, be at ground level, and be equipped with a sprinkler system.

4. Welding and Cutting

a. Welding, cutting, or brazing operations shall be conducted in locations that have been specifically designated in writing from the Fire Chief. Other locations may be used if they have been freed of fire hazards by removal or protection of combustible materials, flammable liquids, vapors

or dust, and if suitable precautions have been taken against the re-accumulation of such materials. Before conducting any welding, cutting, or brazing operations outside of approved welding shops, personnel must obtain a Hazardous Operations Permit (see Attachment 3), from the Fire Department, 452-3211. Non-emergency hot work permits shall be submitted 24 hours in advance.

b. Operators of welding or cutting equipment shall be properly instructed and qualified to operate such equipment. Instructions shall include precautions against hazards related to the operations.

c. All welding or burning operations shall be under the supervision and control of a competent supervisor who shall see that all regulations pertaining to welding and burning operations are complied with. All Arc welding operations shall be shielded to prevent eye injury to passerby personnel.

d. A fire watch will be posted with necessary extinguishers or fire hoses utilized on all welding, cutting, and brazing operations. Fire watches shall be posted on both sides of a deck, bulkhead, wall, or ceiling being worked on when fire hazards exist on both sides. The fire watches shall remain at their stations for a reasonable time (at least 30 minutes) after the job is completed to ensure there are no live sparks or smoldering fires.

e. Welding or cutting operations shall not be performed in or on the outer surfaces of rooms, compartments, or tanks; in areas adjacent to rooms, compartments, or tanks; or on or in closed drums, tanks, or other containers which contain combustible liquids or vapors, unless and until fire and explosion hazards have been eliminated per OSHA Standards.

f. All cylinders shall be handled carefully. Acetylene and liquefied gas cylinders shall be secured in vertical positions.

g. Oxygen cylinders shall be kept free from oil and grease at all times. A high-pressure leak from an oxygen cylinder may cause a sufficient amount of rapid oxidation to ignite gasoline, oil, grease, alcohol, or organic material, and result in a fire or explosion.

h. While equipment is in use, especially in confined spaces, it shall be inspected frequently for evidence of leaks in the hose, couplings, valve stems, or other points of the system. If leaks are not detected promptly, an explosive or lethal mixture of gas and air may accumulate with serious results.

i. When welding or cutting is being performed in any confined space, except in authorized welding shops, gas cylinders shall be left on the outside unless specifically approved by the Fire Chief.

j. Acetylene and oxygen valves shall be closed at the cylinders when the equipment is left unattended or when work is stopped.

k. Where welding cable or hose is in the path of traffic, it shall be protected from chafing damage by a protective-wrapped covering properly secured by lines to prevent undue strain on cable or hose.

l. When the operator using electric-welding equipment has an occasion to leave assigned work or stop work for any appreciable time, the power-supply switch to the equipment shall be opened. The equipment shall be completely disconnected from the source of power when not in use.

m. Acetylene and oxygen cylinders, except where installed in standard welding rigs, shall be stored at detached, well-ventilated locations, and shielded from the sun by a noncombustible shelter. Cylinders shall be lashed in vertical position to prevent tipping and the storage of acetylene shall be isolated from gas-tight noncombustible wall for indoor storage. Smoking shall be prohibited within 50 feet of such areas.

n. Gas free certification is required for all sub-grade and/or confined space hot work. Personnel are responsible for obtaining this certification. Confined space air quality sampling will be performed in conjunction with the issuance of the Fire Department hot permit. A copy of the certification will remain with the personnel performing the work and a copy will be provided to the Fire Department representative. Confined space certification will state that the space is safe for hot work and personnel to enter.

5. Cleaning, Refinishing Floors. Gasoline, benzene, benzol, naphtha, acetone, turpentine, and other flammable liquids with a flash point below 100 degrees F. shall not be used to clean or refinish floors or desks. Flammable liquids with flash points well above the accepted minimum (100 degrees F.) for cleaning and refinishing floors often become hazardous when exposed in hot and dry climates, or when used in hot and dry rooms or areas. Under these conditions, flammable liquids with a flash point below 138 degrees F. shall not be used.

a. Cleaning. When cleaning floors, the following fire-prevention precautions shall be observed:

(1) Where practicable, use only cleaning fluids with a flash point above 138 degrees F.

(2) Clean only a small area at a time.

(3) Provide all possible natural ventilation. Where this is not adequate to dissipate vapors, portable mechanical ventilating equipment of approved types shall be used.

(4) Keep all open flames and spark-producing devices away from cleaning operations. Shut off all pilot lights in the vicinity.

(5) No smoking in the facility will be allowed. Smoking lamp is out.

(6) Restrict amount of liquid necessary for immediate operation and return unused cleaning fluid to its approved place of storage as soon as cleaning is completed. Open containers shall not be used.

(7) Provide self-closing metal cans for used cleaning rags. Remove all rags and cans from the building upon completion of job and prior to close of workday.

(8) Wax mixed with flammable liquid shall not be used.

(9) Fuses should be removed from electrical circuits, or circuit breakers opened, prior to the start of floor re-finishing operations, which involve flammable liquids.

b. Refinishing. Refinishing operations are more hazardous than cleaning, and the following fire-prevention precautions shall be observed:

(1) All precautions required for cleaning operations shall be applied to refinishing operations.

(2) All personnel not engaged in this work shall be excluded from the area.

(3) Where practicable, work shall be done by natural light. When removal of fuses is not practicable, all electrical appliances of any kind in the vicinity (including water coolers, soft drink dispensers, and other automatic stopping and starting appliances) shall be disconnected before finishing material is applied and shall not be reconnected until drying is complete.

(4) Prohibition of open flames and smoking shall be continued for 1 hour after drying is complete.

(5) Residue from sanding machines shall be placed in metal cans, wetted down, and removed from building promptly.

(6) The Fire Chief shall be notified before operations are started. Any additional precautionary measures required by the Fire Chief shall be complied with.

Section AA - Hazardous Material and Storage and Segregation

1. Chemicals Reacting with Water. Some chemicals must be stored in fire resistive structures without automatic sprinkler protection. These include calcium carbide, unslaked lime, sodium and potassium peroxide, metallic calcium, sodium, potassium, and other chemicals that react violently to water. They shall never be stored in a building containing combustible or valuable materials. If the quantities or values are small, they may be stored in small-detached combustible warehouses in preference to buildings containing other types of storage. Such storage, wherever located, must be specifically designated by signs to advise the Fire and Emergency Services personnel of the nature of the material.

2. Explosives. Dynamite, blasting caps and explosives must never be kept in general-storage buildings. They will be kept in magazines or other structures approved by Naval Sea Systems Command (NAVSEASYS COM). Section A, reference (o).

a. Explosives, blasting agents or pyrotechnics will not be transported by any person or agency on the installation without first notifying the Fire Chief by calling 452-2896, Fire Prevention at 452-2898, and/or the Assistant Chief of Operations at Fire Station 2 at 452-3211.

b. Proper fire symbols must be posted on all buildings, rooms or areas storing explosives.

3. Organic Oils. Substances susceptible to spontaneous heating in contact with combustible fibers, cloth, and mattresses frequently cause serious and stubborn fires. Such materials include linseed oil, cottonseed oil, fish oil, and castor oil. Generally speaking, these materials do not present serious problems of protection when segregated from combustible, porous, or fibrous materials. They shall, however, be stored in separate fire-resistive buildings having automatic sprinklers. When such materials are in their original shipping containers, and no mixing or drawing is involved, they may be stored in oil and paint storage buildings, provided separate piles, stacks/quantities are maintained. When there are only a few drums (no more than 10), they may be stored in separate piles in the same areas as noncombustible supplies if the building is fire-resistive and/or has sprinklers. No drawing or mixing is permissible in these areas.

4. Accidental Hazards. Dangerous chemicals and compressed gases shall be stored in such a manner that accidental breakage, leakage, or rupture of containers or exposure to fire, heat, or water will not result in the combining of such materials with other substances which might produce fire, explosive or flammable gases, toxic fumes, or jeopardize the safety of personnel and property.

5. Fire doors or shutters shall not be obstructed or blocked in any manner, or wedged open. Highly combustible material that may produce a flash fire should not be stored near any opening in a firewall.

6. Flammable Liquids, Chemicals, and Gases

a. Flammable liquids (liquids having a flash point of 100 degrees F or less) will be stored in designated buildings and marked "FLAMMABLE - KEEP FIRE AWAY" in contrasting letters 4 inches high. Buildings so designated will be a minimum of 50 feet from any other building. Small buildings/sheds and cabinets designated for storage of flammables will be painted yellow with red letters reading "FLAMMABLE -- KEEP FIRE AWAY." Buildings designated for storage of flammable liquids will be well ventilated.

b. Where occupancy requires the storage of small quantities of flammable liquids, such as office supplies, type-cleaner or ditto fluids required for laboratory work and other flammable liquids, will be stored in the approved "Flammable Storage Cabinet," and plainly labeled "FLAMMABLE -

KEEP FIRE AWAY." Storage locations must be approved by the Fire Chief or designated representative. Cabinets will not be located in hallways, exit ways, or next to exit doors. Vent caps/plugs on flammable liquids cabinets will not be removed.

c. A working stock (normally 1 day supply) of paints, oils, thinners, and cleaning solvents may be stored in paint shops, maintenance shops, and similar facilities where approved flammable liquid storage buildings are not provided. When not in use, all flammable liquids will be stored in an approved "Flammable Storage Cabinet." No individual container will exceed 5-gallon capacity. Rags and other combustible material will not be stored in cabinets used for flammable liquid storage. No more than 120 gallons of class I, II or III flammable/combustible liquids may be stored in a single cabinet. If more than three cabinets are required (360 gallons), additional cabinets must be separated by 100 feet. The number of storage cabinets in one fire area may be increased if smaller cabinets are used, however, 360 gallons is still the maximum quantity in one fire area.

d. All flammable liquids stored in drums will be identified by the appropriate name of the contents stenciled or marked on the outside of the container. Flammable liquids stored in metal drums and used for dispensing purposes will be installed on properly grounded metal stands or racks at least 20 feet from any building or structure, and equipped with a spring action or automatic closing dispensing device.

e. Flammable liquids (paint, oil, etc.) will not be bulk-stored in any building not specifically designed and equipped for this purpose.

f. Flammable liquids will be stored only in approved containers with self-closing lid on the pour spout. Flammable liquids will not be dispensed into, transported in, or stored in glass or plastic containers, and/or open containers. All containers will be stenciled with the contents and the word "FLAMMABLE." No individual safety container will exceed 5-gallon capacity.

g. The Base Service Station will not permit delivery of gasoline to individuals in other than approved safety containers bearing the UL label or other authorized testing laboratories with appropriate warning labels.

h. The storage of gasoline or other flammable liquids in family housing and Bachelor Housing is prohibited. Containers of gasoline shall not be stored within the trunk of any government vehicle or of any privately owned vehicle when on station.

i. Gas, oil, or any other flammable material shall not be discharged into, or permitted to accumulate in, storm drains, sewers, or sanitary sewers. Flammable liquids of any kind shall not be drained, dumped into, or permitted to accumulate in waters on, or adjacent to, the naval installation.

j. Fuel trucks and trailers will not be brought into hangars or shops or be parked within 100 feet of any building except where maintenance is required, and placed only in shops especially designed for maintenance of refueling vehicles.

k. Flammable liquids will not be stored (including stock for sale) within 10 feet of exits, exit accesses, stairways, escalators, or other areas normally used for emergency egress of personnel.

l. Dip tanks or bench-washing vats will be of metal construction, equipped with self-closing lids and a fusible link. Lids will not be wired or propped in the open position.

m. Chromic acid or other chemicals which ignite spontaneously on contact with flammable liquids will be separated and protected from contact with flammable liquids.

n. All chemicals will be stored in dry, well-ventilated areas and segregated from other types of material. Cylinders stored in open storage will be protected from the direct rays of the sun and extreme heat or cold at all times. Containers will be safeguarded against mechanical injury.

o. The storage, handling, and use of compressed gases and explosive anesthetic agents will be in conformity with Section A, reference (f).

p. Gas fires can only be effectively extinguished by stopping the flow of gas. Continued flow permits re-ignition or makes formation of explosive mixtures potentially more dangerous than the gas fire itself. Supervisors of personnel working around flammable gases will assure all personnel receive training and are knowledgeable of gas shut-off procedures.

q. Gases will only be stored in authorized locations. Supplies of oxygen and acetylene gas will be stored in areas free from oil and greasy substances. To prevent the forming of hazardous explosives atmospheres, all dissimilar gases will be stored separately.

r. Cylinders will be stored upright or on pallets utilizing collars and firmly secured to prevent upset and valve damage. Cylinders permitted inside buildings will be stored away from combustible material and located where they will not be exposed to excessive increase in temperature.

s. Valves on empty cylinders will be closed and valve to bonnets capped, whether cylinders are stored or are being shipped.

t. 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 1-hour fire-resistant construction, or they will be kept outside in a special building utilized for no other purpose. Such special building, room, or compartment will have no open flame heaters, equipped with approved electrical fixtures, and be well ventilated.

u. The storage, use, and handling of flammable and combustible liquids will be per Ref: f.

7. Flammable Liquid Dispensing Equipment

a. Containers used for dispensing flammable liquids shall be of a type approved for such use by Underwriters' Laboratories or Factory Mutual Laboratories, and shall be maintained in good condition. All portable containers used for handling, storage, or dispensing flammable or combustible liquids shall be clearly marked to indicate the contents. Contents of leaking containers shall be transferred to serviceable containers.

b. Dispensing equipment shall be checked at regular intervals for leaks at pipe connections, stuffing boxes, and meters. When leaks are found, an authorized repairman shall repair them and the pumps shall remain out of service until repairs have been made.

c. All dispensing of flammable liquids from tank trucks or underground tanks shall be done by an approved pumping or water displacement system. Gasoline drums, when used as dispensers, shall be equipped with drum (barrel) pumps of approved type.

d. Bungs, caps, or stoppers shall NOT be left out of drums, barrels, tanks, or other flammable liquid containers, including empty containers.

e. Empty flammable liquid containers shall not be stored or repaired until thoroughly drained, purged and cleaned of hazardous vapors. All containers that have held flammable liquids shall be cleaned thoroughly before being used for less hazardous materials. Fuel tanks of gasoline engines shall be similarly cleansed before indoor storage.

f. The amount of duplicating fluid within buildings shall be limited to immediate needs (preferably not more than a week's supply) in tightly capped metal cans stored in approved flammable liquid lockers.

8. Shipping and Transferring Hazardous Material

a. The Fire Chief shall be notified of proposed transfers of bulk gasoline, oil, explosives, or other hazardous materials. Such transfer shall be subject to the provisions of appropriate naval activity instructions and orders. Simultaneous transfer of more than one type of hazardous material shall not be made except during an emergency. All fire prevention precautions shall be complied with. In the case of ammunition transfer, the operation shall be under the supervision of the activity Ordnance Officer (to be designated by the Installation Commanding Officer), who shall ensure appropriate ordnance regulations are complied with. A Fire Watch, approved by the Fire Chief, shall be provided with proper fire fighting equipment for ready service. Except for special or unusual conditions, regular firefighter personnel are not required to stand the Fire Watch, and the Fire Chief will determine Fire Watch requirements.

b. Flammable liquids or gases having flash points below 80 degrees F., except medical supplies or similar material which may require inside storage for security reasons, shall not be stored in transit sheds or on piers and wharves. All such material, while being processed for or from shipment, shall be placed in a storage area approved by the Fire Chief.

9. Radioactive Material

a. The Fire Chief shall be notified immediately of the transportation, storage, handling, or use of any radioactive material, including weapons, which come aboard this activity.

b. The department controlling or using the material shall make the above notification and shall include the following information:

(1) The general type of radioactive material and the possible emission hazard, if any.

(2) The specific location where the radioactive material will be used or stored.

(3) Specific information on the physical properties and characteristics of the radioactive material, which could be of aid in fighting a fire.

c. Fire and Emergency Services shall make appropriate pre-fire planning surveys to evaluate the hazards involved and prepare the best possible fire protection principles of operation.

Section AB - Fueling Operations

1. Personnel

a. Only authorized and qualified personnel shall be permitted to operate fueling equipment. They shall have a thorough knowledge of the hazards involved and know the regulations for handling flammable liquids.

b. Under no circumstances will a vehicle or vessel be fueled that does not have a gas cap. Also, the personnel must be familiar with:

(1) Location and operation of nearest fire-alarm box.

(2) Emergency Telephone number of Fire Department, 452-3333.

(3) Location and operation of first aid fire fighting equipment provided.

c. Operators of vehicles, aircraft, or other equipment shall turn off engine, vehicle lights, and short-wave radio transmitter before taking on fuel. (EXCEPTION - Hot Refueling on aircraft)

d. After un-reeling the gasoline hose from the tank truck, and before using it, the hose nozzle must be brought in contact with some metal part of the vehicle, remote from the fuel tanks, to make sure no differential in static exists.

e. Flammable liquids having flash points below 100 degrees F. shall not be transferred into containers unless the dispensing nozzle and container are in constant electrical bond.

f. A fire watch is required for all aircraft refueling operations.

2. Leaks and Spills

a. Gasoline tank trucks shall be attended by qualified and authorized personnel during loading and unloading operations.

b. Wedges, locking devices, etc., which restrict instant shutoff in gas lines during loading or unloading operations are prohibited.

c. All fuel spills will be reported immediately to Fire and Emergency Services. All agencies which handle fuel shall maintain approved absorbent materials, brooms, shovels, and empty open-top drums in their work area for quick spill response.

d. The operation of any vehicle leaking fuel shall be prohibited until necessary repairs are affected.

3. Explosives in Vehicles. The gasoline tank of a vehicle shall not be refueled while explosives are in the vehicle except in an emergency; and then only after the engine of the vehicle is stopped, all lights turned off, and static grounding devices properly connected.

4. Radar and Radio. Fueling operations or transfer of flammable liquids having a flash point below 100 degrees F. shall be prohibited in the vicinity of operating high-intensity radar equipment, high-frequency radio antennas, or antenna down-leads.

5. Tank Trucks

a. Fuel trucks having leaky or otherwise defective pumping equipment shall not be used and shall be so placarded.

b. Gasoline tank trucks shall neither enter nor be stored in any building not designated for that purpose unless approved by the Fire Chief. Tank trucks shall be parked in an open area at least 100 feet from buildings and flammable areas. When numerous tank trucks are being stored, they shall be in detached groups so there will not be an aggregate cargo capacity exceeding 25,000 gallons in a single group. Groups should be detached at least 50 feet from each other and the slope of the pavement or ground should be such that a serious spill at one group would not flow to or near another group, structure, or yard storage area.

6. Valves and Faucets

a. Discharge valves for dispensing flammable liquids with flash points over 100 F. from drums shall be spring-loaded and manually operated. Blocking faucets open is prohibited. Metal drip pans shall be placed under faucets and cleaned regularly.

b. Approved drum pumps shall be used for dispensing flammable liquids with flash points below 100 F. and maintained in an upright position.

c. Dispensing drums for liquids with flash points below 100 degrees F. shall be equipped with Underwriters' Laboratories approved flame arrest or bung vents.

7. Nozzles. Nozzles used in connection with gasoline dispensing apparatus shall be labeled Underwriters' Laboratories (UL) and meet the requirements of Ref: f. The nozzles may be either the manually controlled automatic-closing type, or have an approved built-in hold-open device. Wedges, gasoline tank caps, or other makeshift hold-open devices on gasoline dispensing nozzles are prohibited.

8. Wharves and Piers

a. Access lanes or sufficient width to permit free travel of emergency vehicles on and off piers.

b. Berthing Restrictions. Fuel tankers and fuel barges should not be berthed abreast of other fuel tankers or fuel barges. Neither should they be berthed abreast of other ships, except as required to conduct necessary fueling operations.

c. Fueling Equipment

(1) The fueling or defueling of any type of equipment on wooden piers or wharves is prohibited. Any such equipment requiring refueling shall be towed from the pier or wharf for refueling.

(2) Fueling of material-handling equipment aboard ships and on barges other than open-type barges is prohibited when ships or barges are berthed at wooden piers and wharves.

(3) Fueling of equipment aboard open-type barges shall be permitted only after special protective measures have been arranged in advance with the Fire Chief. Gasoline trucks are prohibited on wooden piers or wharves. Gasoline for refueling equipment on barges, lighters, etc., shall be transported in approved safety cans.

(4) For a Fuel Transfer Operations Permit contact Fire Prevention for an inspection at Building 4125, phone 452-2898 during normal duty hours and 452-3211 after normal duty hours.

d. Dockside Refueling Operations

(1) Shipboard officers and Shore-side supervisors shall ensure close liaison is maintained between ship and shore to ensure adequate and effective fire safety measures are observed.

(2) Fire Protection Equipment

(a) Fueling operations shall not be conducted by vessels at a naval activity without prior inspection by the Fire Department and the approval of the Fire Chief. Fire and Emergency Services Gulf Coast shall be notified again 30 minutes prior to the securing of fueling operations so a Fire Inspector may be on hand during the breaking of the fuel lines.

(b) The ship fire hose and other fire fighting equipment shall be connected and ready for immediate use during the fuel transfer operations.

(c) Shore-side fire equipment shall be in ready condition and a sufficient supply of Aqueous Film Forming Foam (AFFF) shall be available for immediate use during abnormal fuel transfer operations.

(3) Requirements Aboard Ship

(a) A competent Hose Watch shall be provided from ship's company for all discharge operations. The Hose Watch will standby at all times to raise or lower hose, to watch for strains or chafing of the hose, to close the ship's valves, or to signal the Pump-man in the event of emergency or upon receipt of signal from the Wharf-man.

(b) All tank manhole openings shall be kept closed. The alleys plugs shall be kept closed, but not clamped; or fitted with flame arrestor screens if open. All other flame arrestor screens must be in place and in good condition.

(4) Dockside Personnel Requirements and Duties

(a) An experienced and responsible supervisor shall be in charge of dockside operations when any fuel transfer is started or stopped, or when tanks are being sampled. The location of the supervisor shall be known at all times during the fueling operations.

(b) The principle assistants (Wharf-man and Hose Watch) shall have a thorough understanding of established rules and regulations governing fuel transfer operations. If any violation or omissions are noticed which endanger the operations, an immediate stop to fuel transfer shall be ordered and shall remain in effect until the unsafe condition has been corrected.

(c) At least one experienced and responsible Wharf-man, in addition to Hose Watch, shall remain on duty at dockside during the entire period of fuel transfer operations. The Hose Watch shall standby at all time to close the wharf valve and to order pumping or gravity transfer stopped

upon signal from the ship or in the event of a spill or leak being observed. Fuel spills or fuel leaks shall be corrected and removed before fuel transfer operations are resumed. All spills will be reported immediately to the Fire Department.

(d) Only persons on official duty shall be allowed on the wharf during fuel transfer operations.

(e) Personnel engaged in fuel transfer operations shall not leave their assigned posts of duty unless properly relieved.

(5) Sources of Ignition

(a) The smoking lamp shall be out aboard any ship involved in fuel handling operations, as well as any other vessel within 100 feet of such ship/vessel. The smoking lamp shall remain out until the Commanding Officer of the ship concerned deems it safe to remove the restriction. In no case, however, shall smoking be permitted until 15 minutes after completion of operations. Similarly, smoking will not be permitted in any area within 100 feet of fuel pumping operations.

(b) All sources capable of igniting fuel vapors shall be prohibited within an area of at least 50 feet of a ship engaged in fuel transfer operations, including those sources aboard other vessels. In addition to such sources of ignition as smoking, open flames, and fires, other hazards include motor vehicles, power boats, welding operations, naked electric lights, friction sparks, cranes, and mechanical-loading devices. Under some conditions, the foregoing minimum requirements may have to be increased.

(c) Persons engaged in loading and unloading shall not wear shoes or boots with exposed metal objects in soles or heels.

(d) Only non-sparking tools shall be used within the restricted area surrounding fuel transfer operations.

(e) Only those electrical devices and equipment listed or approved by Underwriter's Laboratories (UL) or Factory Mutual Laboratories (FM) for use in hazardous locations will be permitted in such areas.

(f) Transfer of fuel will be prohibited during electrical storms, except under emergency conditions.

(g) Energized radars should not be aimed in the direction of fuel transfer operations.

(6) Bonding

(a) Static-bonding devices shall be in place and secured between the ship and shore pipeline or fuel truck before the fuel transfer hose is connected, and shall be left in place until after the fuel hose is disconnected.

(b) Before permitting a gasoline-powered boat to refuel from shore, a proper bonding connection shall be made. These connections shall be of wire or solid metal and care taken to ensure the contacts are positive.

(c) Where the use of metallic hose is not practical and a separate container must be used to pour gasoline into the boat tanks, such container shall first be bonded with the boat's fuel tanks by a flexible conducting wire.

Section AC - Contractors and Concessionaires

1. Contractors will be briefed by a representative from Fire Prevention at the pre-construction conference prior to beginning work.
2. All contractors will comply with all DOD, local, other pertinent directives, and this instruction.
3. Contractors will be issued a copy of the Contractors Fire Prevention Guide and Checklist (see Attachment 7) at each Pre-construction Conference. Contractors shall ensure subcontractors are familiar with all fire prevention regulations.
4. Project sites will be periodically inspected by Fire Prevention to ensure fire prevention practices are being complied with.
5. Willful violation of or failure to comply with fire safety procedures will be reported to the Resident Officer-in-Charge of Construction for appropriate corrective action.

Section AD - Occupants of Family Housing

1. Family sponsors are responsible for the fire safe condition of their assigned quarters, and will ensure dependents are familiar with and practice fire prevention safety. Occupants will receive a Fire Prevention Orientation, scheduled by the Housing Contractor, as soon as possible upon being assigned quarters. Quarters will be inspected by the Fire Department on an annual inspection schedule.
2. Common fire prevention practices necessary to maintain quarters in fire-safe conditions are as follows:
 - a. Frequently inspect quarters for:
 - (1) Accumulation of oily rags, paper, rubbish, and other combustible waste.

(2) At no time shall cooking be left unattended.

(3) Electrical deficiencies, such as:

(a) Inoperative receptacles, light switches, and light fixtures/sockets.

(b) Hot circuit breakers.

(c) Broken receptacle and switch cover plates.

(d) Loose receptacles and switches.

(d) Extension cords will not:

1. Extend through holes in walls, floors, ceilings, doorways, windows, or similar openings.

2. Be secured in any manner to walls, ceilings, rafters, beams, or partitions.

3. Be taped, spliced, or extended in any manner.

b. Miscellaneous fire-safe practices:

(1) Air conditioner/heater rooms will be kept clean and not used for storage.

(2) Provide sufficient ashtrays and do not allow them to become overfilled. Dispose of discarded smoking materials in metal containers only, never in wastebaskets.

(3) Do not smoke while in a reclining position on bed, sofa, or reclining chair.

(4) Do not carry lighted matches or candles into closets or other confined areas where clothing or other combustibles are stored.

(5) Paper or cloth shades will not be used on incandescent lamps.

(6) The use of multiple plug adaptors is prohibited.

(7) Electrical extension cords shall not be used in lieu of permanent wiring.

(8) Deep freezers and refrigerators will not be operated by means of an extension cord.

(9) Radios and television sets will be of the enclosed type within cases or cabinets and with back covers in place.

(10) Coffee makers, waffle irons, pressing irons, etc., will be disconnected immediately after use.

(11) Kitchen ranges, hoods, ducts, filters, and surrounding areas will be maintained free of grease deposits.

(12) Filters will be installed in hoods when cooking is being accomplished.

(13) Charcoal type cooking equipment and propane grills will not be used inside of or within 10 feet of buildings or combustible material.

(14) Insecticides, aerosol canned materials, flammables, and explosives will not be stored in excessive amounts or in areas subject to source of ignition or heat.

(15) The use of fireplaces is prohibited. Exception: Where electric or gas logs have been installed fireplaces may be used.

(16) Space heaters are not authorized.

c. Fuel retained for use in lawn maintenance equipment will:

(1) Not be stored in family quarters.

(2) Be in an approved flammable liquid container having a spring-closure lid, spout cover, or other feature designed to safely relieve internal pressure and to provide safe storage for the liquid.

(3) Containers are not to exceed 3-gallon capacity, and shall be painted and labeled per Ref: f.

(4) Be stored in carport storage areas and limited to one container.

(5) Fuel powered lawn maintenance equipment will:

(a) Not be stored in family quarters.

(b) Not be fueled with engine running. Sufficient time will be allowed for engine to cool before refueling.

(c) Be maintained free of oil and fuel leaks.

(d) Solvents, gasoline, naphtha, and other flammable liquids will not be used for cleaning purposes.

(e) Shooting of fireworks and other various forms of pyrotechnics are prohibited.

(f) Burning of leaves and trash is prohibited.

(g) In event of a fire in the housing area, parents will keep their children under control and not allow them to follow the fire vehicles.

(h) Parents will control the activities of their children and keep matches, lighters, and other spark producing devices out of their reach.

(i) Black powder shall be prohibited in family housing and other occupancies not approved for storing of explosives.

(3) Fire prevention training or inspections will be accomplished by contacting Fire Prevention, Building 4125, telephone 452-2898.

(4) The development of comparatively inexpensive single-station AC/DC smoke and Carbon Monoxide detectors designed for home use provides a considerable measure of life safety. Such detectors have been installed in all Navy-owned family housing. The program of installing detectors in Navy family housing units has been an unqualified success in preventing tragic loss of life.

(5) The Family Housing Contractor shall be responsible for testing smoke and carbon monoxide detectors to ensure proper operation prior to occupancy of quarters. Detectors, which are found to be inoperative or have missing or weak batteries will be replaced, repaired, or provided with new batteries as appropriate. Occupants are encouraged to test detectors frequently to ensure detectors are operating properly. Detectors will be an item of inspection during the Fire Department annual fire inspection. Any discrepancies noted will be reported to the Housing Contractor for corrective action.

(6) To ensure the safety of all occupants, a fire escape plan should be developed.

(a) Upon discovery of fire, all family members shall evacuate to their designated meeting area.

(b) Time permitting; close all doors as you leave the premises.

(c) Report all fires even if the fire has already been extinguished by dialing 452-3333 on-station and dialing 911 when off-station.

(d) Once outside, never re-enter the structure.

(e) If someone is missing, notify the first arriving firefighter of the missing person and the last known location.

(f) Notify all occupants in adjoining quarters or houses.

Attachment 1: Building Fire Warden Inspection Report

BUILDING FIRE WARDEN DAILY INSPECTION REPORT		MONTH ENDING
Inspect building or area on each date open and enter S for satisfactory and U for unsatisfactory. On date(s) building or area is closed enter C for closed in appropriate space. Completed form must be forwarded to the Fire Department by the 5th day of the month.		
ID NAVAL AIR STATION FIRE DEPARTMENT, CODE 30900	FROM FIRE WARDEN	BLDG. NO. CODE
ITEM	1	2
EXITS - Inspect daily. Do lights work? Report outage to supervisor. Keep exits free of obstructions. SMOKING AREAS - Inspect daily. Are these properly designated and free of hazards? ELECTRICAL - Inspect daily, when in use. Are cords disconnected when not in use? Are wiring and cords in good condition? Notify supervisor of discrepancies. REFUSE - Inspect daily. Remove from building daily. Clear from outside of building. Smoking materials should be disposed of in separate receptacles. HEATING EQUIPMENT - Inspect daily, when in use. Is this located safely away from material or other hazards? Notify supervisor of discrepancies. FLAMMABLE LIQUIDS - Inspect daily, if stored or used in building. If none, indicate "NONE". FIRE EXTINGUISHERS - Inspect daily. Are these full, operative, and properly located in the marked locations? Waterpump type cans should be filled as needed if used, spilled, or heavily contaminated with debris. For all other types, notify Fire Inspector. FIRE BILL POSTED - Inspect monthly. Show to new employees upon first arrival. Is your building or area fire bill and evacuation plan current and posted in a conspicuous place? BUILDING FIRE WARDENS INITIAL - Entry in appropriate column indicates completion of inspection. REMARKS:		
	3	4
	5	6
	7	8
	9	10
	11	12
	13	14
	15	16
	17	18
	19	20
	21	22
	23	24
	25	26
	27	28
	29	30
	31	
DATES		
SIGNATURE (Fire Warden)	DATE	

Attachment 2:

FIRE BILL

BUILDING NO. _____

IN CASE OF FIRE

1. USE NEAREST FIRE ALARM BOX AND TELEPHONE
EXT. 452-3333

Know the location of the nearest alarm box and the nearest telephone in your area.

When *using* telephone, REPORT BUILDING NUMBER _____ . Upon arrival direct Fire Department to the scene of fire.

2. SPREAD THE ALARM-PASS THE WORD. All personnel except fire parties clear the area.

3. IF TIME PERMITS, CLOSE DOORS AND WINDOWS TO CONTAIN THE FIRE AND PREVENT DRAFTS.

DO NOT ENDANGER YOURSELF OR OTHERS IN THIS EFFORT.

4. USE PROPER EQUIPMENT AT HAND TO EXTINGUISH THE FIRE, PENDING ARRIVAL OF THE FIRE DEPARTMENT.

Attachment 3: Hazardous Operations Permit

HAZARDOUS OPERATION PERMIT			
FROM FIRE DEPARTMENT		TO DEPARTMENT	
TYPE OF OPERATION		DATE	START TIME
		EXPECTED COMPLETION TIME	
WELDING	OPEN FIRES	LOCATION OF WORK (Area and building number)	
CUTTING	HOT TAPPING		
BRAZING	SOLDERING		
FLAMMABLE LIQUID TRANSFER	TAR KETTLE		
OPERATION IS: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED (Give reason)			
REQUIREMENTS		REMARKS: (Special instructions issued, to whom, etc.)	
X	FIRE EXTINGUISHERS AS FOLLOWS		AREA WET DOWN
	WATER TYPE		FIBERGLASS FIRE BLANKET
	CO2 BOTTLE	X	REPORT ANY FIRE USING BLDG. FIRE ALARM OR DIAL 452-3333
	DRY CHEMICAL		
BUILDING WELDING FIRE SAFETY CHECK LIST		AIRACRAFT WELDING FIRE SAFETY CHECK LIST	
ATTENTION		ATTENTION	
BEFORE APPROVING ANY CUTTING AND WELDING PERMIT, THE FIRE SAFETY SUPERVISOR OR HIS APPOINTEE SHALL INSPECT THE WORK AREA AND CONFIRM THAT PRECAUTIONS HAVE BEEN TAKEN.		SAFEGUARDING FUEL SYSTEMS	
PRECAUTIONS		FUEL SYSTEM CLOSED ON AIRCRAFT BEING WELDED	
SPRINKLERS IN SERVICE		PORTIONS OF FUEL SYSTEM ON ADJACENT AIRCRAFT WITHIN 100' FROM WELDING POINT CLOSED	
WITHIN 35 FEET OF WORK		FUEL TANK ACCESS PLATES IN PLACE	
COMBUSTIBLE FLOORS WET DOWN, COVERED WITH DAMP SAND, METAL OR OTHER SHIELDS		FUEL TANK FILL AND VENT OPENINGS CLOSED OR COVERED	
NO COMBUSTIBLE MATERIAL OR FLAMMABLE LIQUID		FUEL LINES, VALVES, MANIFOLDS IN PLACE, SECURED/CAPPED	
COMBUSTIBLES PROTECTED WITH COVERS, GUARDS OR METAL SHIELDS		STREAMERS ATTACHED TO COVERED FUEL VENTS	
ALL WALL AND FLOOR OPENINGS COVERED		PRESSURE REMOVED FROM FUEL SYSTEM	
COVERS SUSPENDED BENEATH WORK TO COLLECT SPARKS		CHECK AREA INCLUDING HANGAR FLOOR DRAINS WITH COMBUSTIBLE GAS ANALYZER	
WORK ON ENCLOSED EQUIPMENT/SYSTEMS (Tanks, containers, ducts, dust collectors, etc.)		SAFEGUARDING OTHER WORK	
EQUIPMENT CLEANED OF ALL COMBUSTIBLES		ALL OTHER WORK SUSPENDED WITHIN 20' OF WELDING POINT	
CONTAINERS, TANKS, PIPING AND EQUIPMENT PURGED OF EXPLOSIVE ATMOSPHERES		AREA PLACARDED: "WELDING OPERATIONS IN PROGRESS"	
WORK ON WALLS OR CEILINGS		WELDING SCREENS IN POSITION	
CONSTRUCTION NONCOMBUSTIBLE & WITHOUT COMBUSTIBLE COVERING		ADJACENT WORKERS NOTIFIED PRIOR TO START OF OPERATIONS	
COMBUSTIBLES MOVED AWAY FROM OPPOSITE SIDE OF WALL		HOUSEKEEPING	
FIRE WATCH		CLEAN AREA WHERE WELD IS TO BE MADE	
X	TO BE PROVIDED DURING AND UNTIL 30 MINUTES AFTER OPERATION	COMBUSTIBLE MATERIAL REMOVED IN SURROUNDING AREA	
X	SUPPLIED WITH EXTINGUISHER OR WATER HOSE	FLOOR CLEAR OF ANY OIL OR FUEL SPILLS	
X	TRAINED IN USE OF EQUIPMENT AND IN SOUNDING OF THE FIRE ALARM	FLOOR DRAINS CHECKED IN AREA FOR OIL CONTAMINATION	
NOTE: NO-HOT WORK OR OPEN FLAMES IS AUTHORIZED WITHIN 50 FEET OF STORED FLAMMABLE LIQUIDS, CHANGE OF CONDITIONS OR DEVIATION OF INSTRUCTIONS WILL VOID THIS PERMIT.		WELDING EQUIPMENT	
ALL FIRES MUST BE REPORTED TO NAS FIRE DEPARTMENT!!		GENERATORS 5' CLEAR OF AIRCRAFT ENGINE, FUEL TANKS	
		ELECTRICAL EQUIPMENT 18"(MINIMUM) OFF FLOOR	
		GROUND LEADS CLAMPED TO GROUNDING PLUG	
		GAS CYLINDER SECURELY FASTENED TO PREVENT TIPPING	
		REGULATORS, GAGES WORKING PROPERLY	
		MOBILITY OF AIRCRAFT	
		AIRCRAFT PARKING BRAKES OFF AND WHEELS CHOCKED	
		TUG AVAILABLE - TOW BAR ATTACHED	
		HANGAR COORS OPEN	
		CLEAR PATH TO PERMIT TOWING AIRCRAFT OUTSIDE	
		QUALIFIED TOW OPERATOR AVAILABLE AND ALERTED	
COPY TO (Operator)		SIGNATURE (Supervisor/Officer-in-Charge)	
SIGNATURE (GFEG/FET)		FIRE WATCH (Name/Grade)	
SIGNATURE (Inspector)		TIME PERMIT GRANTED	

Attachment 5:

Band Fire Prevention Checklist

1. Only fire resistant curtains and decorations shall be used.
2. There will be no smoking on stage.
3. No frayed electrical cords or cords with unusual wear shall be used.
4. No electrical cords spliced together shall be used.
5. No wires may be run through doorways, under carpeting, or in the path of travel.
6. No extension cords joined in series shall be used.
7. Extension cords used must be heavy-duty and be of the three-pronged (grounded) type.
8. Proper cable fasteners must secure all electrical cables hung from the ceiling.
9. No objects may hang from electrical cables.
10. All electrical devices used must be approved by Underwriters Laboratories or Factory Mutual.
11. At no time will the electrical circuits be overloaded.
12. Failure to comply with this checklist could result in Code violations, and prevent the band from being allowed to perform on board NAS Pensacola.
13. I have been briefed on rules and regulations pertaining to fire protection and fire prevention while onboard NAS Pensacola.

NAME (PRINT) _____

COMPANY _____

DATE _____

LOCATION OF BAND _____

BAND LEADER'S SIGNATURE _____

CONTACT NUMBER _____

START DATE _____

STOP DATE _____

REMARKS _____

Attachment 6:

Coffee Mess/Hot Plate/Space Heater/Microwave Authorization

COFFEE MESS/HOT PLATE/SPACE HEATER/MICROWAVE AUTHORIZATION			
POST IN VICINITY OF APPLIANCE DO NOT CHANGE LOCATION OF APPLIANCE UNPLUG APPLIANCE WHEN NOT IN USE			
AUTHORIZATION	ROOM NUMBER	BUILDING NUMBER	DATE
<input type="checkbox"/> COFFEE MESS	<input type="checkbox"/> HOT PLATE	<input type="checkbox"/> SPACE HEATER	<input type="checkbox"/> MICROWAVE
APPROVED BY _____			
FIRE DEPARTMENT	SIGNATURE (Fire Dept)		
ENERGY OFFICE	SIGNATURE (Energy Office)		

Attachment 7:

Contractors Fire Prevention Guide and Checklist

1. These guidelines and rules apply to all contractors performing work on properties under jurisdictions of this command and will comply with all DOD, NFPA, and NAS Pensacola regulations/directives.

2. Reporting of Fires:

2.1. The prime contractor will brief all workers as to the locations of telephones and fire alarm pull stations.

2.2. All contractors having office spaces or trailers on base with telephone service will obtain and affix emergency phone decal to each telephone. These decals have emergency numbers for fire reporting and other fire related emergencies. They can be obtained through Fire Prevention located in Building 4125, phone 452-8759.

2.3. The fire reporting number on base is 452-3333. The caller should give their name, location, what is on fire, and any other information requested by the Emergency Communications Center (ECC) dispatcher. Stay on the telephone until the dispatcher has all needed information.

2.4. The reporting number from a pay phone or off-base phone is 452-3333.

2.5. The fire reporting number in Military Housing is 452-3333.

3. Welding, Cutting, Brazing, or "Hot Work":

3.1. Before any "hot work" is performed on the job a "Hazardous Operation Permit" must be obtained and displayed at the site of work for the duration of the permit.

3.2. Permits can be obtained only from the Fire Department by calling 452-3211.

3.3. When required, contractor will have adequate type and number of fiberglass type fire blankets. Plastic or canvas will not be used.

3.4. Adequate numbers and types of portable fire extinguishers, furnished by the contractor, will be located as close to the work as possible. Contractors shall not use government extinguishers.

3.5. Additional information and regulations concerning "hot work" is covered in the Fire and Emergency Services and Fire Prevention Regulation and Ref: f.

Contractors Fire Prevention Guide and Checklist

4. Tar Pots/Kettles:

4.1. No tar pots or kettles will be used until checked and approved by the Fire Department.

4.2. After Fire Department approval is obtained:

a. Pots or kettles, when operated, will be under constant supervision by a qualified operator. The qualified operator will NOT allow the tar to be heated within 15 degrees Fahrenheit of the flash point of the tar.

b. The pots or kettles will be positioned at least 25 feet from the building being worked on.

c. Operational fire extinguishers are required at the following locations:

(1) One 20 pound BC extinguisher will be placed at the pot or kettles.

(2) One 20 pound BC extinguisher will be placed within 25 feet and accessible to each pot or kettle.

(3) One 10 pound BC extinguisher will be placed on the roof at the location where the tar discharge line is located.

5. Open Burning: Open burning of fires is strictly prohibited.

EXCEPTION: Allowed in some circumstances with prior approval of the Fire Department. For a Burn Permit call the Fire Department at 452-3211.

6. Fire Hydrants/Hose:

6.1. Fire hydrants will not be used without prior approval of the Fire Chief. Call 452-3211 for information.

6.2. Fire hose, nozzles, or hydrant wrenches will not be loaned by the Fire Department.

6.3. No vehicles or equipment will be parked or stored within 15 feet of a fire hydrant.

6.4. If permission is granted for use of a fire hydrant, the contractor must furnish one gate valve to fit one of the 2 ½" outlets and a proper hydrant wrench. When the contractor is not using the fire hydrant for an extended period of time (more than 24-hours), the contractor will close the 2 ½" gate valve and close the fire hydrant, or completely disconnect from fire hydrant.

Contractors Fire Prevention Guide and Checklist

7. Fire Protection Alarm Systems:

7.1. Extreme care must be taken when working around or near any fire protection/detection alarm systems. Accidental contact with components of these systems or the production of steam, smoke, or vapors from some processes could cause damage to the system or initiate an emergency response by the Fire Department.

7.2. At any time a fire protection/detection alarm system hampers accomplishment of contract work. The Contractor Supervisor will contact the assigned Public Works Construction Manager. In turn the Public Works Construction Manager will contact alarm electricians to secure the system and notify Fire Prevention.

8. Utilities Shutdown: The contractor or designated representative will notify the Fire Department of any utility shutdown that might affect an installed fire protection/detection system.

9. Debris:

9.1. The accumulation of all debris inside a building will be kept to a minimum during construction.

9.2. Piles of debris awaiting removal outside any facility will not be placed in fire lanes or within 25 feet of the facility.

9.3. The burning of trash or other waste material is strictly prohibited on-board this installation.

10. Portable Heaters and Lighting:

10.1. All temporary heat will be provided by portable electric heaters that have been approved by UL and the type authorized. They will be kept away from combustible or flammable material. A permit for portable electric heaters will be obtained from Fire Prevention.

10.2. All extension cords used must be of sufficient gauge to operate heaters and lighting without heating the cord or plug.

10.3. All unnecessary electrical appliances will be unplugged at the end of each workday.

10.4. Only explosion-proof electrical fixtures and appliances will be used in areas where flammable vapors are present.

11. Flammable and Combustible Liquids:

11.1. All flammable and combustible liquids will be removed from the building at the end of the workday and stored in an approved location.

11.2. Paint brushes, empty paint cans, rags, paint clothes, drop cloths, etc., will be removed from the building at the end of the work day and stored in an approved location.

Contractors Fire Prevention Guide and Checklist

11.3. Flammable liquids will be stored in suitable metal containers with self-closing lids only.

11.4. Gasoline or any other low flash point flammable liquids will not be used for cleaning purposes or to start fires.

11.5. Static bonding wires will be properly attached before combustible or flammable liquid is transferred from one vessel to another. This includes vehicles, portable gasoline driven equipment, etc.

11.6. Smoking or the use of spark or flame producing equipment in areas where flammable liquids are being used or stored is strictly prohibited.

12. Fire Protection/Prevention Advice and Assistance: The Fire Department is available 24 hours a day for advice and assistance on matters pertaining to fire prevention/protection. During normal working hours call 452-8759 and after duty hours call 452-3211.

13. Special Conditions or Other Comments: All contractors and subcontractors must comply with Fire Prevention and Protection Program. It is the Prime Contractors responsibility to ensure all sub-contractors working under them are made aware of the contents of this checklist, especially the welding permit requirements.

CONTRACTOR'S ACKNOWLEDGEMENT

I have been briefed on rules and regulations pertaining to Fire Protection and Fire Prevention on Naval Air Station Pensacola and will comply with those rules and regulations.

PRINT NAME _____

COMPANY _____

DATE _____

LOCATION OF WORK _____

PROJECT DESCRIPTION _____

CONTRACTOR'S SIGNATURE _____

ROICC PROJECT MANAGER _____

ROICC INSPECTOR _____

NASPNCLAINST 11320.1H
May 21, 2010

CONTRACTOR NUMBER _____

START DATE _____

STOP DATE _____

REMARKS _____



Fire & Emergency Services Gulf Coast

150 Hase Rd. Bldg. 4125 NAS Pensacola, FL 32508

Telephone: (850)452-2898 Fax: (850)452-9838

All,

The following is the acceptable standard to which all new construction, renovation and modernization projects shall adhere to for testing.

- 1.) Preliminary testing- Tested per NFPA and Contract Specifications. All alarm testing shall be transmitted to the Base Reporting Station via Monaco.
- 2.) Battery Testing- 60 hr. standby with 30 min alarm. Shall be witnessed by Fire Department personnel and shall transmit signal to Base Reporting Station via Monaco.
- 3.) Pre-Final Testing- prior to pre-final as per NASPCLAINST 11320.1H all the following documents shall be provided: All Preliminary testing reports, sign-in sheets accounting FPE periodic visits and a letter stating system is ready for testing signed by the FPE or proper NICET Level Tech per Specifications. Approved funding for NAS Pensacola Fire Alarm and Sprinkler technician to be onsite for pre-Final as per NASPCLAINST 11320.1H shall be in place before testing.
- 4.) Final testing as per NAVFAC Southeast Standards.

V/r,

Craig Lewis
Chief Fire Inspector