



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO P11320.1

C 27/k

8 Feb 93

MARINE CORPS BASE ORDER P11320.1 W/Ch 1

From: Commanding General

To: Distribution List

Subj: FIRE PROTECTION/PREVENTION PROGRAM

Ref: (a) MCO P11000.11A  
(b) MIL-HDBK-1008A (NOTAL)  
(c) National Fire Codes (NFC) (NOTAL)  
(d) Maintenance of Fire Protection Systems, NAVFAC, MO-117 (NOTAL)  
(e) MCO P5510.14  
(f) OPNAVINST 11320.25B (NOTAL)

Encl: (1) LOCATOR SHEET

Reports Required: I. DoD Fire Incident Report (DD Form 2324) par.1003.1k  
II. DoD Summary No-Loss Fire Emergencies Report (DD Form 2324-1) par. 1003.1k  
III. Message Fire Incident Report (Report Symbol 1564-FEM-AN) par. 1003.1k

1. Purpose. To establish procedures for reporting, preventing, and fighting of fires and maintenance of fire protection and fire alarm systems in amplification of instructions-contained in the references.

2. Cancellation. MCCDCO P11320.1.

3. Summary of Revision. This revision contains a substantial number of changes and should be reviewed in its entirety. Some of the major changes are:

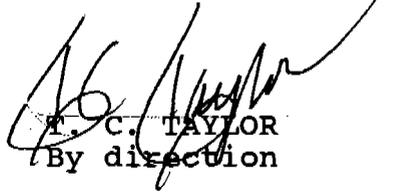
- a. Revised brush and forest firefighting procedures.
- b. The duties of unit fire safety officers.
- c. Preventive maintenance, test, and inspection frequencies for fire protection and fire alarm systems.
- d. Expanded fire prevention regulations.

. The requirement of a "Newcomer's Orientation" for personnel being assigned to government owned family housing, prior to the occupancy of such quarters.

MCBO P11320.1

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4. Information. This Manual sets forth responsibilities and establishes procedures for protection of life and property against fire. This Manual is applicable to all military and private organizations.
5. Recommendations. Recommendations concerning the Fire Protection/Prevention Program are invited and will be submitted to the Commanding General, MCCDC (C 27) via the appropriate chain of command.
6. Certification. Reviewed and approved this date.

  
F. C. TAYLOR  
By direction

DISTRIBUTION: P115 plus 7 (200)



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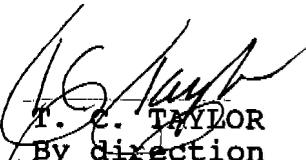
10 Mar 93

MARINE CORPS BASE ORDER P11320.1 Ch 1

From: Commanding General  
To: Distribution List

Subj: FIRE PROTECTION/PREVENTION PROGRAM

1. Purpose. To direct a pen change to the basic Manual.
2. Action. On page 1-3, paragraph 1000.1, sixth line, change "Director, Communication Officers School," to read "Chief of Staff, MCB."
3. Final Instructions. File this Change transmittal immediately following the signature page of the basic Manual.
4. Certification. Reviewed and approved this date.

  
T. C. TAYLOR  
By direction

DISTRIBUTION: P115 plus 7(200)



MCBO P11320.1  
8 Feb 93

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Subj: FIRE PROTECTION/PREVENTION PROGRAM

Location: \_\_\_\_\_  
(Indicate location(s) of copy(ies) of this Manual.)

ENCLOSURE (1)

FIRE PROTECTION/PREVENTION PROGRAM

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FIRE PROTECTION/PREVENTION PROGRAM

CHAPTER 1

FIREFIGHTING PROCEDURES AND RESPONSIBILITIES

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FIRE PROTECTION/PREVENTION PROGRAM

CHAPTER 1

FIREFIGHTING PROCEDURES AND RESPONSIBILITIES

1000. GENERAL FIREFIGHTING PROCEDURES

1. Fire Protection. Usage of military fire apparatus and equipment is hereby limited to MCCDC, the Naval Regional Medical Clinic, tenant organizations, and those areas of Mutual Aid Agreement within the counties of Prince William and Stafford, Virginia, and to areas within five miles of the boundaries of the reservation. Usage beyond these limits is permitted only on the authority of the ~~the~~, <sup>CIS, MCB,</sup> ~~Communication Officers School~~, or the Director, Public Safety Division during working hours; and from the Command Duty Officer (CDO) after working hours.

2. Staffing. Staffing of the Fire Protection/Prevention Program Manual will be per MCO P11000.11 criteria.

3. Firefighting (Structural). Responsibilities and duties in case of structural fires are as follows:

a. The Head, Fire Protection/Prevention Branch, Public Safety Division in the event of a major fire, will immediately cause the below listed officers to be notified by telephone.

(1) Director, Public Safety Division (640-2481).

(2) Provost Marshal (MP Desk Sergeant (640-2251)).

(3) Head, Base Safety Branch/Safety Manager (640-2866).

(4) Head, Maintenance Branch, Facilities Division (640-2409 - after working hours, 640-2072).

(5) Command Duty Officer (after working hours 640-2707).

(6) Aircraft Crash Fire Rescue Section (640-2571/2312).

b. The Head, Fire Protection/Prevention Branch, Public Safety Division will immediately report to the scene of the fire and assume command of the Fire Protection/Prevention Branch activities. The location and distribution of all fire apparatus and equipment will be directed by the Head, Fire Protection/Prevention Branch, Public Safety Division. The Head, Fire Protection/Prevention Branch, Public Safety Division will request from the Director, Facilities Division such personnel and assistance as may be required. When the fire is out, the Head, Fire Protection/Prevention Branch, Public Safety Division will advise the Head, Maintenance Branch, Facilities Division what type of precautions, if any, are necessary.

c. The Head, Maintenance Branch, Facilities Division or representative, will when notified, attend all fires and provide such tools and assistance as may be required.

d. The Health Care Advisor, Naval Medical Clinic or a representative, will, when notified, direct such medical personnel and equipment as may be required to respond to the scene of the fire. Personnel and equipment shall include one ambulance, one driver, one corpsman, and further assistance as requested.

e. The Provost Marshal or a representative will, when notified, direct military police to the scene of the fire to control traffic and preserve order.

1001. BRUSH AND FOREST FIREFIGHTING PROCEDURES. Responsibilities and duties in case of brush and forest fires are as follows:

1. East of I-95

a. Upon report of brush fire, the following personnel will be notified:

- (1) Fire Chief (911).
- (2) Head, Forestry Unit (640-5324).
- (3) Director, Operations Division.
- (4) Director, Public Safety Division.
- (5) CDO (after working hours 640-2702).
- (6) Aircraft Crash Fire and Rescue Section (640-2571/2312).

b. Brush and forest fires occurring in those areas of the reservation which are to the east of I-95 will be the mutual responsibility of the Head, Fire Protection/Prevention Branch, Public Safety Division, and the Forestry Unit Section, Public Works Branch, Facilities Division, to control and extinguish. These individuals will function as the Incident Commander (IC) and the Operations Officer. Should there be a need for additional personnel to support the fire suppression efforts, the Commanding Officer, Officer Candidates School (OCS) will provide 25 personnel with a noncommissioned officer in charge as an augmentation force. Brush firefighting equipment for the activated force will be provided by the Head, Forestry Unit Section, Public Works Branch, Facilities Division. Requests for activation of this force will be from the Head, Fire Protection/Prevention Branch, Public Safety Division, or the Head, Forestry Unit Section, Public Works Branch, Facilities Division to the Commanding Officer, OCS or OCS Duty Officer, who will arrange for transportation to the area designated by the IC.

2. West of I-95

a. All brush or forest fires are to be reported to the Emergency Operations Center (EOC) (911), which will immediately notify the personnel listed below:

(1) Head, Fire Protection/Prevention Branch, Public Safety Division (911) (640-2652).

(2) Head, Forestry Unit Section, Public Works Branch, Facilities Division (640-5324).

(3) Head, Range Control Section, Training Branch, Operations Division (640-5321).

(4) Director, Operations Division (640-2811).

(5) Director, Public Safety Division (640-2481).

(6) Marine Corps Combat Development Command (MCCDC) Command Duty Officer (CDO) (after working hours 640-2707).

(7) Aircraft Crash Fire and Rescue Section (640-2571/2312).

b. The Range Control Section, and/or Fire Protection/Prevention Branch upon receiving notification of a brush/forest fire, will report to the scene and assess the situation. The exact location of the fire and the assessment will then be reported to the Head, Fire Protection/Prevention Branch, Public Safety Division (640-2636/2652) and the Head, Forestry Unit Section, Public Works Branch, Facilities Division (640-5324). The first unit on the scene will function as the initial attack IC problem director, and coordinate efforts in fighting the fire with the equipment and resources on hand. In doing so, the IC will ensure that unsafe areas are not entered. Should the fire be in an area determined to be unsafe (DUD Area), the Head, Range Control Section, Training Branch, Operations Division will immediately request the services of the Explosive Ordnance Disposal (EOD) Officer, who will then notify the IC as to the situation and recommended action. All efforts will be made to contain the fire within those fire breaks that can be safely utilized.

c. The initial attack IC will relinquish command at the request of the Head, Fire Protection/Prevention Branch, Public Safety Division/the Head, Forestry Unit Section, Public Works Branch, Facilities Division or their designated representatives. These individuals will assume command as IC's in a "Unified Command Structure." The initial attack IC will remain on the scene and render necessary assistance.

d. Upon encountering a brush/forest fire of such magnitude that control and extinguishment cannot be accomplished by the initial attack forces, additional support, as addressed in figure 1-3, will be requested from the Director, Operations Division. The Director,

operations Division will coordinate helicopter support from the Commanding Officer, Marine Corps Air Facility (MCAF). A request for helicopter reconnaissance, or water drop support, will be initiated by the IC by placing the request with the Director, Operations Division (640-2813) who will notify the Commanding Officer, MCAF (540-2908) of the request.

e. The Commanding Officer, MCAF will provide helicopter support to MCCDC for wildfire suppression efforts by supplying helicopter sling load operations to deliver water to the fire in a suspended container known as a "Bambi Bucket." Two 530 gallon Bambi Buckets are on hand. Both will be located at the Hazardous Waste Storage Facility, building 27401, adjacent to LZ Burgundy. When needed, these buckets will be moved to LZ Burgundy by Forestry Unit personnel for pick-up by the helicopter. The 530 gallon bucket, when full, has a gross weight of 4560 pounds. When empty, the bucket collapses for easy storage and weighs 160 pounds. The two buckets will be maintained by the Forestry Unit. When requesting helicopter support, the IC will provide the Director, Operations Division with the following information, which will be relayed to the Commanding Officer, MCAF.

- (1) Location of the fire.
- (2) Location of nearest water source (river, reservoir, etc.).
- (3) Call sign/frequency of on-site IC.
- (4) Estimated number of drops needed.

f. Terminal control for delivery of the water will be provided by the IC, or Operations Officer at the fire. The Commanding Officer, MCAF, will notify the Director, Operations Division (640-2813) when the water drops have been completed.

g. In the event that the incident escapes initial attack and will continue to burn out of control into the next burning period, the IC will establish an IC Post, and request the Director, Public Safety Division to alert the MCCDC Crisis Management Team members addressed in MCCDC OPLAN 1-90.

3. Incident Command System (ICS). The ICS will be utilized in brush/forest fire suppression activities. The major interactive components of the ICS are:

a. Common Terminology Common terminology is necessary for organizational functions, resources, and facilities.

b. Span of Control. The span of control under ICS is from 3-7.

c. Unified Command. All agencies having a jurisdictional responsibility on an incident contribute to the processes of determining objectives, selection of strategies, joint planning for tactical activities, coordinating tactical activities on the ground, and making maximum use of all assigned resources.

d. Consolidated Action Plan. The Incident Action Plan can be omitted for short or small incidents. It is normally required when the incident necessitates changes in shifts of personnel and equipment.

e. Intesrated Communications. A common communications plan is essential to effectively manage an incident. This plan is needed to tie together the tactical and support units of the various departments involved, and to maintain communications discipline, especially in the use of radios.

f. Comprehensive Resource Manauement. Resources are managed in three ways depending on the needs of the incident:

- (1) Single Resources.
- (2) Task Forces (Unlike in kind and number of resources).
- (3) Strike Team (Set number of like resources).

g. Predesignated Incident Facilities. There are several kinds and types of facilities which can be established in and around the incident area. The determination of kinds of facilities and their locations will be based upon the requirements of the incident and the direction of the IC. The following facilities are defined for possible use with the ICS:

- (1) Command Post.
- (2) Staging Areas.
- (3) Helispots.

h. Modular Organization. The ICS develops on a modular basis, depending on the size and complexity of the incident. It builds from the top down, with initial responsibility and performance placed on the IC.

- (1) Figure 1-1 shows an example of the organizational structure of the ICS in the operational phase. Organizational structure in the advanced stage is addressed in MCCDC OPLAN 1-90.

4. Fire Danger Classification is the responsibility of the Forestry Unit per figure 1-2. During extreme conditions when training must be cancelled, an alternative would be the rescheduling of night exercises, which would reduce the fire occurrence risk. This would also allow ample time for detection and suppression early in the morning, prior to the next burning period.

5. The Head, Range Control Section, Training Branch, Operations Division will notify the personnel listed below whenever the fire danger classification goes to caution or above.

Head, Fire Protection/Prevention Branch, Public Safety Division . . . . .	640-2652/36
Director, Public Safety Division . . . . .	640-2481
Director, Operations Division . . . . .	640-2811
Head, Safety Branch/Safety Manager, Public Safety Division . . . . .	640-2866
Director, Facilities Division . . . . .	640-2331
Problem Director/Officer in Charge in Appropriate/Adjacent Areas	
Marine Corps Air Facility Operations Officer . . . . .	640-2908
Facilities Maintenance Officer . . . . .	640-2409
Officer in Charge, Ammunition Storage Point . . . . .	640-5296
S-3, Officer Candidates School (OCS) . . . . .	640-2565
I&I, Weapons Co, 4th LAIBn . . . . .	640-2060
S-3 Officer, The Basic School (TBS) . . . . .	640-5368
S-3, Weapons Training Battalion . . . . .	640-5226
S-3, Headquarters and Service Battalion . . . . .	640-3328
Superintendent, Prince William Forest Park . . . . .	9-221-4774
Military Police Operations . . . . .	640-2629

During periods of Fire Danger Classification "Hazardous," the Commanding Officer's, TBS and OCS, will maintain a designated fire squad to reduce response time in the event of a brush or forest fire.

6. If during the fire danger classifications "High" and "Hazardous," the Head, Range Control Section, Training Branch, Operations Division, through consultation with the Head, Fire Protection/Prevention Branch, Public Safety Division and the Head, Forestry Unit Section, Public Works Branch, Facilities Division determines the conditions so warrants, he/she will ask the Director, Operations Division to request an aerial search for fires.

7. When a brush or forest fire is discovered, the EOC (911) will be notified as to its severity according to figure 1-3.

8. The IC will request of the Commanding Officer, TBS and/or the other officers listed below, support as needed in the suppression efforts of **"SPREADING"** fires.

a. The IC will be provided a means of communication with the Commanding Officer, TBS to effectively manage the incident.

b. The Head, Support Branch, Facilities Division will dispatch transportation necessary to accommodate the designated troops.

c. The Health Care Advisor, NMCL will provide medical support at the scene of the incident.

d. The Head, Maintenance Branch, Facilities Division will provide additional equipment and operators to supplement firefighting resources. The fire plow will be maintained in a state of readiness during periods with a classification of **"Caution"** or higher.

e. The Director, Logistics Division will provide drinking water and food, for all personnel fighting the fire,

f. The Provost Marshal will assist in maintaining traffic control on roads in the incident area.

g. The Head, Range Control Section, Training Branch, Operations Division will provide coordinating information to the IC, and equipment to include: **pumper**, shovels, flappers, and back pack water sprayers. The problem director must provide the manpower.

9. Prior to commencing training or field firing, when the danger classification of **"CAUTION"** or above exists, the problem director will checkout appropriate firefighting tools. Forest/Brush **fire-**fighting tools are available from the Head, Range Control Section, Training Branch, Operations Division.

10. If a fire starts on a range or training area, the problem director will make a situation report per paragraph 7 above, and will:

a. Cease fire/training, if conditions warrant.

b. Report fire by the most expedient means to:

(1) The Head, Range Control Section, Training Branch, Operations Division (Radio call sign PIERCED REEFER 38.70 **MHz** or telephone 640-5321). Cease fire if directed by the Head, Range Control Section, Training Branch, Operations Division.

(2) EOC (911).

(3) The TBS Operations/Scheduling Officer during working hours (Radio call sign NOON BLOSSOM 38.7 MHz or telephone **640-5415/5437/5358**).

(4) The TBS Officer of the Day after working hours (Radio call sign NOON BLOSSOM 38.7 MHz or telephone 640-5207).

11. In those areas safe to do so, the problem director will attempt to extinguish the fire with the personnel on hand. The Head, Range Control Section, Training Branch, Operations Division will provide assistance and serve as the IC in the initial attack until relieved by the Head, Fire Protection/Prevention Branch, Public Safety Division/the Head, Forestry Unit Section, Public Works Branch, Facilities Division or their designated representative. Entry will not be permitted in any impact area without Range Control authorization.

12. If the fire classification changes or the fire is extinguished by personnel and equipment on hand, the Head, Range Control Section, Training Branch, Operations Division will notify the Director, Operations Division/Scheduling Officer during working hours or the **CDO** after working hours.

13. Training may resume at the discretion of the Head, Range Control Section, Training Branch, Operations Division and the IC.

14. The Head, Range Control Section, Training Branch, Operations Division and the IC will be responsible for arranging necessary security, salvage, and clean-up operations at the scene of a fire.

15. The Head, Forestry Unit Section, Public Works Branch, Facilities Division will appraise any damage to timber or other natural resources caused by fire. He will submit the estimated dollar loss of these resources to the Head, Fire Protection/Prevention Branch, Public Safety Division for fire reporting purposes.

16. Mop-up and Patrolling of brush/forest fires will be performed as directed by the IC. Additional information on **"Mop-up"** and **"Patrolling,"** the ICS, and other fire suppression terminology is provided in Appendix A.

#### 1002. AIRCRAFT CRASH FIRE AND RESCUE PROCEDURES

1. The Commanding Officer, MCAF has the primary responsibility for aircraft crash and firefighting rescue aboard the activity.

2. It is expected in those cases where aircraft crashes occur off of the MCAF, that the nearest Structural Engine Company will respond to the crash site and render all assistance possible until relieved by the Aircraft Crash Fire and Rescue Section.

## 1003. RESPONSIBILITIES

1. Fire Chief. The Head, Fire Protection/Prevention Branch, Public Safety Division is responsible to the Commanding General, Marine Corps Combat Development command (CG MCCDC), under the cognizance of the Director, Public Safety Division for the Fire Protection and Prevention Program. The Head, Fire Protection/Prevention Branch, Public Safety Division is vested with the authority to take immediate action as necessary to protect life and property from fire or other applicable conditions. Functions of the Head, Fire Protection/Prevention Branch, Public Safety Division are as follows:

- a. Control all activities of the Fire Protection/Prevention Branch including fire extinguishment, fire prevention, pre-incident planning, fire safety education, and fire investigation.
- b. Deploy fire apparatus and Fire Protection/Prevention Branch personnel in the most advantageous manner for control and suppression of fire, and preservation of life and property.
- c. Conduct all fire suppression operations with primary regard for the preservation of life, property, and the environment.
- d. Take precautionary measures to ensure that the premises on which fires occur are left in such condition that they will not rekindle and further endanger life and property.
- e. Ensure that all Fire Protection/Prevention Branch personnel are familiar with the policies, regulations, and procedures of the Fire Protection/Prevention Program Manual.
- f. Manage, discipline, and train Fire Protection/Prevention Branch personnel.
- g. Recall off-duty personnel when emergency conditions exceed the capabilities of the available resources.
- h. Maintain the Fire Protection/Prevention Branch library in an up-to-date condition, readily available to Fire Branch Protection/Prevention personnel and other interested persons.
- i. Provide periodic fire prevention inspections of buildings, grounds, and tenant activities per MCO P11000.11 and NFC-1. Upon completion of the inspection, provide a list of the discrepancies to the Fire Safety Officer of the inspected organization and a copy to the Director, Public Safety Division (C 27). Repeat discrepancies found on subsequent inspections will be forwarded to the commanding officer of the organization with recommended corrective action.
- j. Maintain all firefighting and fire protection equipment, except equipment associated with the MCAF Crash Fire Rescue Section, in proper working condition.

k. Prepare DD Form 2324, Department of Defense Fire incident Report, the quarterly DD Form 2324-1, DoD Summary No-Loss Fire Emergency Report and Message Fire Incident Report (Report Symbol 1564-FEM-AN) as required by OPNAVINST 11320.25.

1. Coordinate with the Head, Forestry Unit Section, Public Works Branch, Facilities Division and The Range (TBS area) in establishing a Fire Suppression Plan for brush and forest firefighting in consonance with the guidelines in section 1002 and effect training in the brush/forest firefighting area.

m. Coordinate with the Aircraft Crash Fire and Rescue Section, MCAF, in establishing a plan for supplementing aircraft crash fire rescue operations and to effect cross training.

2. Director, Facilities Division

a. Head, Maintenance Branch

(1) Notify the Head, Fire Protection/Prevention Branch, Public Safety Division when the water supply is interrupted or if a fire hydrant is installed, removed, or out of service for any reason.

(2) Ensure that "out of service" fire hydrants and building sprinkler systems are repaired and returned to service as soon as possible.

(3) Advise the Head, Fire Protection/Prevention Branch, Public Safety Division concerning roads and streets blocked for repairs, etc.

(4) Notify the Head, Fire Protection/Prevention Branch, Public Safety Division of any major structure changes to the interior or exterior of buildings.

(5) Ensure that all buildings are numbered in consonance with the General Development Map with a sign of sufficient size to be clearly legible from the adjacent road or street; ensure such signs are conspicuously posted on the exterior road or street side of the building and that they are of white background with black letters or numbers as appropriate, having a minimum size of four inches.

(6) Furnish personnel and equipment as may be required in emergencies (electricians, plumbers, tools, forestry plow, etc.).

(7) Budget for and provide a preventive maintenance and testing program for all sprinkler and fire protection systems as addressed in NAVFAC MO-117 and the Fire Protection Systems Inspection, Test and Maintenance Frequency Schedule (Appendix B). The Head, Fire Protection/Prevention Branch, Public Safety Division is to be provided with copies of the inspection and maintenance reports whether accomplished in-house or by contract.

b. Head, Public Works Branch

(1) Maintain complete, accurate, and up-to-date drawings of fire alarm and fire suppression systems.

(2) Prepare and maintain complete and up-to-date maps of the water distribution system(s), all buildings, and family quarters with their associated number. Maps of the water distribution system(s) will show sizes and location of all water mains, location of fire hydrants, and sectional control valves.

(3) Furnish the Head, Fire Protection/Prevention Branch, Public Safety Division with remodeling and floor plans of all buildings, new construction plans, and other maps, drawings, and designs necessary for fire protection, fire prevention, fire inspection, and firefighting.

3. Provost Marshal

a. Dispatch military police to the scene of a fire or potential disaster, to control traffic and preserve order.

b. Investigate continued malicious false alarms when reported by the Head, Fire Protection/Prevention Branch, Public Safety Division.

c. Provide investigative assistance concerning fires of suspicious origin.

d. Provide Fire Alarm Dispatch Services through the EOC.

4. Director, Marine Corps Computer and Telecommunications Activity. Budget for and provide maintenance, as addressed in NAVFAC MO-117, and repair all fire alarm systems, to include interior detection and evacuation systems, those initiated by the operation of automatic fire protection systems, and exterior radio alarm transmitters and receivers.

5. Director, Logistics Division. Provide drinking water, coffee, and food to personnel who are combatting a major structural fire, forest fire, or dealing with a disaster.

6. Area Commanders, Commanding Officer's, and Officers in Charge. Become familiar and comply with the contents of this Manual. Responsibilities are:

a. Assign the responsibilities of the Fire Safety Officer as outlined in this Manual to the organizational safety officer appointed per MCCDCO P5100.1. A copy of the appointment shall be forwarded to the Head, Fire Protection/Prevention Branch, Public Safety Division (C 27). The Fire Safety Officer for the organization shall be provided with a copy of this Manual upon being appointed.

b. Notify the Head, Fire Protection/Prevention Branch, Public Safety Division when any building or group of buildings are to be activated for occupancy or deactivated.

c. Notify the Head, Fire Protection/Prevention Branch, Public Safety Division when billeting of personnel has been authorized in buildings or spaces not specifically designed for that purpose. A preoccupancy inspection of the building(s) or space(s) shall be requested.

d. Prior to securing an unoccupied building, a thorough inspection will be made to ensure the electrical power and other utilities are secured and the building has been properly policed.

e. Ensure that all plans for "Self-Help" projects that will alter ingress/egress of the building spaces/exit ways, change building structure, involve electrical work or flammable/combustible material (e.g., combustible wall paneling or covering) are submitted to and approved by the Head, Fire Protection/Prevention Branch, Public Safety Division, and other authorities as appropriate, prior to being accomplished.

f. Report total building content value and content loss to the Head, Protection/Prevention Branch, Public Safety Division, after any incident of fire within 24 hours of the occurrence.

g. Prepare organizational fire prevention instructions, based on this Manual. The Head, Protection/Prevention Branch, Public Safety Division is available for assistance as needed. A copy of the instruction will be posted in a conspicuous location within each facility, with a copy forwarded to the CO, MCB (C 27). Each individual location will have a fire evacuation plan containing the following:

(1) A floor plan showing evacuation routes and the action required for individual personnel in the particular shop, department, barracks or building upon the sounding of a fire alarm.

(2) The location of first aid, firefighting equipment, nearest fire alarm pull station, special fire telephone, or nearest telephone.

(3) Special fire prevention measures that may be required in the particular area.

h. Keep fire doors closed, except during actual use. Where stairways are enclosed to provide separation between floors to prevent the spread of smoke and fire, ensure that all doors are maintained to be self-closing.

i. Preserve and take proper care of all first aid firefighting equipment and appliances in assigned areas within the organization.

j. Ensure that no materials of any type are stored in stairwells, under stairs, or in passageways where such conditions could create fire hazards; tripping hazards; reduce the width of the aisle.

k. Instruct all personnel within the activity to be familiar with the following:

(1) The organizational order pertaining to fire prevention.

(2) The location, function, and operation of fire extinguishers and other firefighting appliances within the immediate working and living area. Group instruction will be provided by the Fire Branch upon request.

(3) Special inspections will be conducted, upon request to the Head, Fire Protection/Prevention Branch, Public Safety Division for fire hazards within the organization.

1. Conduct fire drills as required by this Manual. A record of drills shall be maintained.

m. Maintain a clearance of not less than three feet next to all standpipes, sprinkler system control devices, fire extinguishers, fire alarm pull stations, fire alarm control panels, and other firefighting appliances. No materials or other encumbrances will obstruct or block from view any fire alarm box, firefighting appliance, or fire exit.

n. Check all electrical appliances for the Underwriters Laboratory label of approval.

o. Ensure that immediately prior to gathering at places of indoor public assembly; the sponsoring organization unlocks all exit doors, windows, aisles, and passageways, and ensures that they are free of obstructions. Exit doors must be in proper mechanical order and lighted where necessary. Fire Protection/Prevention Branch personnel will spotcheck places of indoor public assembly to ensure compliance during periods of occupancy. Immediately after such occupancy, and before securing, the sponsoring organization of the building will complete the building's MCCDC Form 11320/13, Nightly Fire Security Checklist (Appendix C), and forward the completed Form to the Head, Fire Protection/Prevention Branch, Public Safety Division. The Head, Fire Protection/Prevention Branch, Public Safety Division will be notified via telephone (640-2636) upon securing the establishment for the night. All drapes, curtains, etc., in such places of assembly shall be properly treated for flameproofing.

p. Post by the front entrance of all locked buildings or those secured during nonduty hours the name and telephone number of the person responsible for the facility and the location of keys for entry. In all instances relating to fire protection which are not

covered by this Manual, the recommendations and instructions contained within the references will be used as authoritative guides.

q. Fire detection/alarm equipment which is damaged due to tampering, abuse, or misuse will be repaired at the expense of the occupying organization.

7. Fire Safety Officers. Responsible for promoting fire safe conditions within their respective organizations. Specific duties include:

a. Perform regular inspections of buildings assigned to the unit noting hazardous conditions that could result in the loss of life and/or property, and take immediate action to correct the hazard.

b. Compile reports on fire inspections within the organization as may be required by the commander or head.

c. Report to the Head, Fire Protection/Prevention Branch, Public Safety Division upon being appointed, and provide a list of buildings for which responsible.

d. Ensure that all personnel are instructed to call the Head, Fire Protection/Prevention Branch, Public Safety Division immediately on all fires, even if extinguished.

e. Inspect monthly all fire extinguishers placed within their area of responsibility visually and check the NAVFAC Form 11320/2, Fire Extinguisher Inspection Record (tags) (Appendix D) and insure they are signed by the NCO or supervisor assigned to conduct the inspection. Any discrepancies found are to be immediately reported to the Head, Fire Protection/Prevention Branch, Public Safety Division (640-3281/2636) for correction.

f. Ensure that supplemental fire regulations and/or instructions prepared by the organizations are submitted to the CG MCCDC (C 27), and are posted throughout the buildings adjacent to the Emergency Fire Bill.

g. Conduct Fire Evacuation Drills within the periods addressed in this Manual.

h. Attend scheduled meetings conducted by the Head, Fire Protection/Prevention Branch, Public Safety Division or designated representative.

FIRE PROTECTION/PREVENTION PROGRAM

INCIDENT COMMANDER (UNIFIED COMMAND)

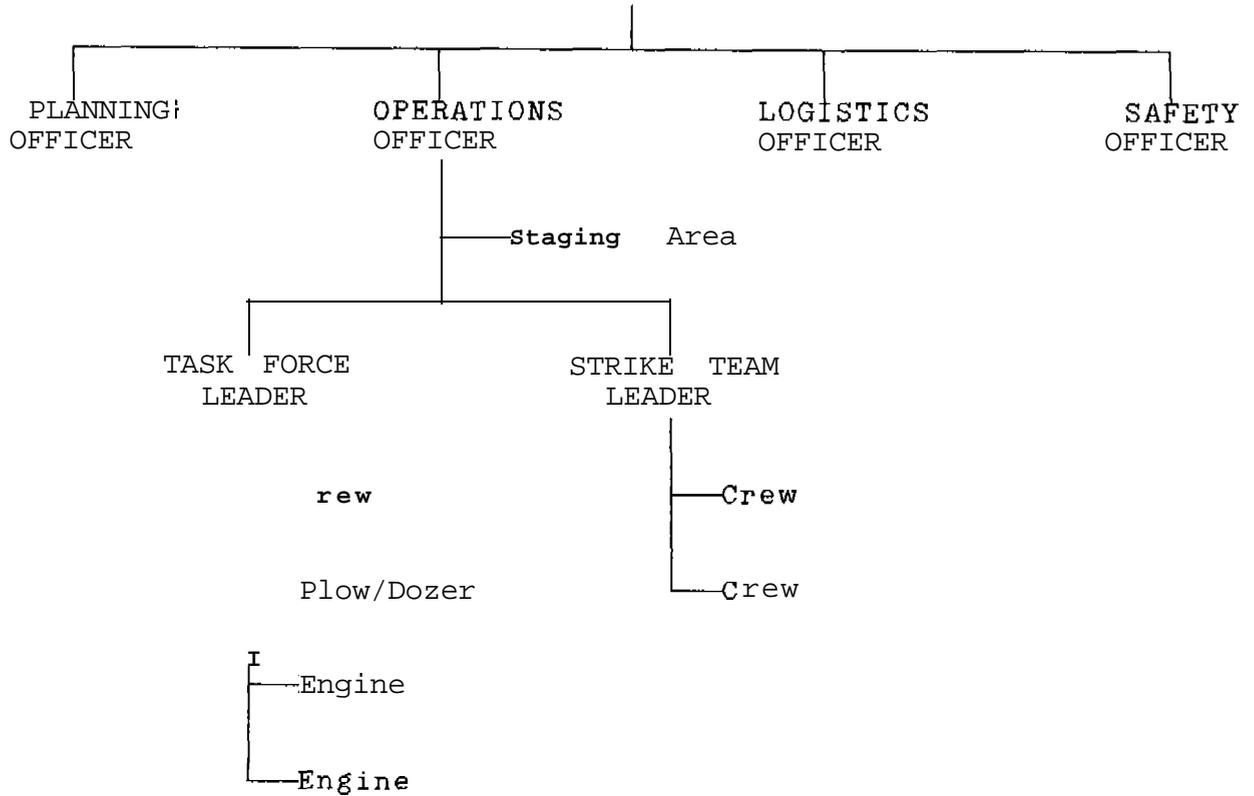


Figure 1-1. --Example of the Organizational Structure of the Incident Command System in the Operational Phase.

FIRE PROTECTION/PREVENTION PROGRAM

FIRE DANGER CLASSIFICATION CHART

<u>Classification</u>	<u>Condition</u>	<u>Precautions</u>
Normal Class I and II	Fires are not likely to become serious. Control is relatively easy.	Firing and smoking permitted.
Caution Class III	Fires may become serious and control difficult unless extinguished when small.	Caution must be used when using tracers, smoke gernades, pyrotechnics, or demolitions. Back packs and fire rakes will be checked out when any of the above is used. Smoking is permitted.
High Class VI	Fires start easily, spread rapidly, increase quickly in intensity.	No firing of tracers, or smoke gernades. Demolitions and pyrotechnics are not permitted unless confined within a fire resistant perimeter such as bare mineral soil, or recently burned over areas. Such will be at the discretion of the Director, Fire Protection/Prevention Branch/Range Control Officer, Public Safety Division. Smoking permitted only in areas of exposed earth.
Hazardous Class V	Fires start quickly, spread furiously and burn intensely. All fires are potentially serious.	No firing. Use of smoke gernades, demolitions, pyrotechnics, or tracers are not allowed. Smoking is prohibited.

Figure 1-2. --Fire Danger Classification Chart.

FIRE PROTECTION/PREVENTION PROGRAM

FIRE SITUATION REPORT FORMAT

<u>Classification</u>	<u>Description</u>	<u>Automatic Dispatch</u>
"Small"	Localized. Easily extinguished by the initial attack personnel. Fires having a fire perimeter 200 meters or less.	Initial attack by using unit. Alert Fire Branch and Forestry Unit. Fire plow on standby alert.
"Medium"	Fire spreading beyond area of origin. Fires having a fire perimeter in excess of 200 meters. Fire Danger Classification of III or more.	Commit Forestry Unit and Fire Branch initial attack crews. Incident Commander on the scene. IC'(s) will decide on commitment of fire plow crew and to alert the CO, MCAF for possible need of helicopter support. Request the Director, Operations Division to assemble 25 person hand crew.
Spreading"	Fire rapidly spreading beyond area of origin. Cannot contain with on-scene forces. Has escaped initial attack and will continue to burn out of control into the next burning period. Fire Danger Classification of IV or more.	commit all available of Forestry Unit and Fire Branch. Commit Air Facility "Bambi" Bucket and 25 person hand crew. Request the assembly of additional 25 person hand crews. Request move up Mutual Aid Units to fill MCCDC Fire Stations. Request the Director, Public Safety Division to alert MCCDC Crisis Management Team Members.
"Out Of Control"	Fire is jumping direct fire lines. Fire Danger Classification V.	Activate MCCDC Crisis Plan (OPLAN 1-90). Commit additional hand crews and Mutual Aid Units as necessary.

Request for additional assistance should be as follows: Fire Departments available through Mutual Aid Agreements with MCCDC; Forts A.P. Hill, Belvoir, and Pickett; Prince William Forest Park; Virginia Division of Forestry; and National Forest Service.

Figure 1-3.--Fire Situation Report Format.

FIRE PROTECTION/PREVENTION PROGRAM

CHAPTER 2

FIRE REPORTING PROCEDURES

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FIRE PROTECTION/PREVENTION PROGRAM

CHAPTER 2

FIRE REPORTING PROCEDURES

2000. DISCOVERY OF A FIRE. Anyone discovering a fire will:

1. Report a fire alarm by pulling the nearest fire alarm box lever or call extension 911. (Note: If 911 is called from any telephone on the activity not having a 640 prefix the call goes directly to Prince William County Fire Alarm Center. To call direct to the MCCDC Fire Alarm Center from activity telephones having a prefix other than 640, the caller must use 640-2222. If notification is given by telephone, the caller will give location of the fire (building number, floor, and room number), type of fire, caller's name, and telephone number. Caller should remain on the line until the dispatcher has received all the necessary information. Emergency medical assistance may also be obtained by using the 911 or 640-2222 telephone numbers.
2. Alert personnel who may be endangered by the fire. All personnel except fire parties clear the area.
3. Go or send someone to direct the first arriving Fire Branch unit to the exact location of the fire within the building.
4. Attempt to extinguish the fire, when safe to do so.
  - a. Use water on ordinary combustibles (trash, paper, wood, etc.,).
  - b. Use CO-2 or dry powder extinguishers on grease, oil, gasoline or other flammable liquids.
  - c. Use Co-2 or dry powder extinguishers on electrical fires. DO NOT USE WATER ON ELECTRICAL, GREASE, OR LIQUID FUEL FIRES!
5. Carry out instructions on local fire bills.
6. Personnel using fire alarm boxes should REMAIN or leave someone at the box location (if safe to do so) after activating the pull box to direct the Fire Branch to the scene of the fire. Pull box alarms should be followed up with a telephone call via 911 or 640-2222 whenever possible.
7. All fires must be reported, even if already extinguished.
8. Persons apprehended for turning in false alarms will be prosecuted.

FIRE PROTECTION/PREVENTION PROGRAM

CHAPTER 3

GUIDELINES FOR ORGANIZATIONAL FIRE PREVENTION ORDERS

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FIRE PROTECTION/PREVENTION PROGRAM

CHAPTER 3

GUIDELINES FOR ORGANIZATIONAL FIRE PREVENTION ORDERS

3000. FIRE DRILLS AND EVACUATION PLANS

1. Fire drill and evacuation plans are required to be written by each organization and will be posted conspicuously at each telephone, when possible, on bulletin boards, and at strategic locations throughout all buildings or departments of the organization. The standard size NAVFAC **3-11320/9**, (Appendix E) Fire Bill will be utilized by organizations as an integral part of the fire evacuation plan. Organizational fire regulations should contain, but are not limited to:

a. General Instructions. The objective of the fire regulations, location of nearest fire extinguisher, and instructions to organizational personnel.

b. Fire Alarms. The method of reporting fires, operation of fire alarm and the penalty for intentional false alarms.

c. Firefighting Equipment. The location and use of available -first-aid firefighting equipment.

d. Fire Prevention. Necessary precautions in handling flammable liquids, electrical equipment, hotplates, rubbish, oily rags, and other hazards inherent to the specific operations.

e. Training. The familiarization of personnel with regulations and other fire emergency procedures.

2. Evacuation Plans. Each individual location will have its own fire evacuation plan containing instructions in addition to those outlined in paragraph 3000. Evacuation plans and supplemental instructions will be conspicuously posted and regularly practiced to assure all personnel are familiar with the plan and fire hazardous conditions related to the specific operations in a particular building or area. Instructions for individual locations should include:

a. Floor plan showing evacuation routes and the action required of individual personnel in the particular shop, building, or department upon an alarm of fire.

b. Nearest fire alarm box, or nearest telephone and emergency fire number to notify the Head, Fire Protection/Prevention Branch, Public Safety Division.

c. Special fire prevention measures required for the area.

3. Fire Drills. Fire drills shall be conducted by the Fire Protection/Prevention Branch to ensure efficient and safe use of exit facilities and to preclude the sounding of a false alarm. The hours at which drills are held should vary. During drills personnel should perform their assigned duties as outlined in the organizations fire instructions. Drills will be scheduled by the following guidelines:

a. Monthly - Hazardous Occupancies - hospital/clinics, child care centers, and schools (during school term).

b. Quarterly - Ordinary Hazard Occupancies - warehouses, work areas, offices, barracks, etc.

4. Trial Run Drills. Surprise alarms, involving the response of motorized fire apparatus, to test for the alertness of firefighting personnel is prohibited.

FIRE PROTECTION/PREVENTION PROGRAM

CHAPTER 4

FIRE PROTECTION EQUIPMENT AND EXITS

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FIRE PROTECTION/PREVENTION PROGRAM

CHAPTER 4

FIRE PROTECTION EQUIPMENT AND EXITS

4000. FIRE ALARM EQUIPMENT

1. Exterior fire alarm boxes shall not be obscured by shrubbery, trees, or other obstructions.
2. Fire alarm transmitter boxes, interior fire alarm systems, and fire alarm initiating devices shall be tested and maintained as indicated in NAVFAC MO-117.

4001. SPRINKLER SYSTEMS

1. Sprinkler system valves shall be maintained in an open position. If the system is activated by fire, the valve shall not be closed until so directed by the Head, Fire Protection/Prevention Branch, Public Safety Division at the fire.
2. After being activated, from whatever cause, the sprinkler system shall not be shut off prior to the arrival of the Fire Protection/Prevention Branch, unless the operation is visually evident to be accidental. In the latter case, the sprinkler control valve may be closed and the system drain valve opened to minimize water damage.
3. No material of any sort shall be suspended from sprinkler piping.
4. No sprinkler heads shall be painted or otherwise coated.
5. Storage, **15** feet and under in height, shall be maintained at least 18 inches below sprinkler heads. Storage over 15 feet shall have a 36-inch clearance from the sprinkler heads. Clearances of at least 36 inches shall be maintained between sprinkler heads and hazardous materials storage, regardless of height of the piles. The distance limitations do not apply to sprinkler branch lines designed as storage rack sprinklers.
6. Sprinkler systems shall be tested and serviced as addressed in NAVFAC MO-117.
7. The following procedures will be utilized to prevent clogging of sprinkler piping caused by the accumulation of rust, scale, sediment, or debris.
  - a. **Drytype** systems shall be maintained on a dry pipe service **year round**. The alternate wetting and drying by placing a dry type system on wet service during the summer months cause rapid accumulation of scale and rust.

b. Underground mains will be flushed after repairing breaks in mains or piping to flush out dirt, rocks, debris, etc., that may have entered the system during the break and following repair.

c. overhead piping of all sprinkler systems shall be checked by removing random branch lines and examining the interior; or removing the end elbow on branch lines, attaching a one-inch hose and discharging water to a safe location. A combination of both methods is the most effective. The drop nipple to the sprinkler head(s) at low points, is to be examined for rust, sedimentation, etc. Sprinkler system piping examinations shall occur:

- (1) Dry Pipe System - every 15 years.
- (2) Wet Pipe System - every 20 years.
- (3) Systems with pendant heads - every 15 years.

#### 4002. FIRE HYDRANTS AND SPRINKLER/STANDPIPE CONNECTIONS

1. No vehicle or other object(s) shall be left standing or stored within 20 feet of any fire hydrant or sprinkler/standpipe pumper connection. A clearance of three feet (minimum) will be maintained around all sprinkler control valves.
2. Fire hydrants and sprinkler/standpipe pumper connections shall not be obscured by shrubbery, trees, or other obstructions.
3. Connections shall not be made to fire hydrants, nor shall fire hydrants be operated by other than the Fire Protection/Prevention Branch, or Maintenance Branch personnel, unless approved by the Head, Fire Protection/Prevention Branch, Public Safety Division, and the Head Maintenance Branch, Facilities Division. Pipe wrenches or like tools will not be utilized to operate fire hydrants as they damage the fire hydrant stem.
4. Fire hydrants will be maintained as addressed per NAVFAC MO-117.
5. Out of service fire hydrants will be repaired and returned to service as soon as possible.

#### 4003. FIRE HOSE

1. Fire hose shall not be used for other than firefighting without approval of the Head, Fire Protection/Prevention Branch, Public Safety Division.
2. No vehicle will be driven over a fire hose unless authorized to do so by the Head, Fire Protection/Prevention Branch, Public Safety Division.

## 4004. EMERGENCY FIRE EXITS AND FIRE SEPARATION DOORS

1. No restrictive hardware, such as hasps/chains, and padlocks, throwbolts, cross bars, etc., will be installed on emergency exit doors.
2. Locking devices on doors and exits of correctional facilities will conform with the requirements in MIL-HDBK-1008.
3. Fire safety officers and/or officers/supervisors in charge shall ensure that fire exits in buildings occupied by personnel are properly maintained. The following requirements shall be observed.
  - a. Accessibility. Fire exits shall be accessible and free from encumbrances.
  - b. Panic Hardware. Emergency exit doors requiring panic-type hardware shall be equipped with the proper type of hardware and maintained in good operating condition.
  - c. Signs. Exits shall be indicated by properly illuminated signs as required.
4. Fire doors or shutters shall not be obstructed or blocked in any manner or intentionally wedged open. Twenty-four inch clearance will be maintained unless a barricade is provided. Material will not be stored within 36 inches of fire door openings. Highly combustible material that may induce a flash fire should not be stored near any opening in a fire wall. Fusible links will be inspected monthly,

FIRE PROTECTION/PREVENTION PROGRAM

CHAPTER 5

FIRE PREVENTION REGULATIONS

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FIRE PROTECTION/PREVENTION PROGRAM

CHAPTER 5

FIRE PREVENTION REGULATIONS

5000. FIRE PREVENTION INSPECTIONS

1. Regularly scheduled fire inspections of buildings, structures (except family housing), and areas will be conducted by personnel of the Head, Fire Protection/Prevention Branch, Public Safety Division for the purpose of detecting and eliminating fire safety hazards. The minimum frequencies for such inspections are as follows:

a. Weekly. Facilities presenting extra hazardous occupancy by the nature of activity engaged in and contents; a high risk to life, safety, and a severe fire potential such as aircraft rework facilities; laboratory spaces handling hazardous materials, buildings, and facilities under construction or renovation; and large fuel storage areas.

b. Monthly. Aircraft parking aprons, hangars, docks, places of public assembly, facilities maintenance shops, vehicle maintenance shops, warehouses, hospitals or clinic, schools, child daycare centers, commissaries, and exchanges.

c. Quarterly. Barracks, administrative facilities, and others not specified for monthly or weekly inspections (excludes family housing).

d. Randomly. Family quarters may be periodically inspected at random.

2. Fire hazards and discrepancies noted on the Fire Inspectors report should receive immediate attention for corrective action. The Fire Inspector's report with annotated corrective action will be returned to the Head, Fire Protection/Prevention Branch, Public Safety Division within five working days.

5001. GENERAL FIRE PREVENTION REGULATIONS

1. Fire prevention is the joint responsibility of the Head, Fire Protection/Prevention Branch, Public Safety Division and all organizations/activities. All personnel will be indoctrinated so as to be thoroughly fire conscious and aware of the serious loss of life and property that may result from a fire.

2. All organizations/activities shall guard against the creation of fire hazards and shall promptly report to the Head, Fire Protection/Prevention Branch, Public Safety Division any hazardous conditions which may exist. The standards of the National Fire Protection Association, National Fire Codes (NFC), Department of Defense (DoD),

and Navy/Marine Corps publications contain the criteria for determinations regarding fire hazards and their elimination aboard this Command.

3. Any locked building or building secured after normal duty hours will have posted on, or by, the front entrance of the organization to which the building is assigned, the person responsible for the facility, and the location and telephone number where the keys may be obtained for entry.

4. Commanding officer's or officers in charge of activities will detail personnel to conduct daily checks for potential fire hazard conditions. Such areas include, but are not limited to, maintenance and industrial shops, store rooms, warehouses, clubs, recreation rooms, and theaters per MCO P11000.11.

a. These checks will be made immediately after normal working hours or after activity in the area has ceased each day. Inspections are not required on weekends or holidays if the building is not occupied.

b. A system of check stations will be developed in each area of responsibility. Each station will be provided with a MCCDC Form 11320/2, Fire Inspection Checklist (Appendix F) which will require the checker to pass through each building in that particular area, to initial and date the form at each station. The above checklist is available at the Forms Section, Self-Service Center, building 7.

c. Upholstered furniture in clubs and recreation rooms will be checked to avoid damage from carelessly discarded smoking material.

d. Any hazardous condition will be corrected as soon as possible. All hazards will be reported to the Head, Fire Protection/Prevention Branch, Public Safety Division and corrective action will be brought to the attention of the officer in charge of each area.

5. Exhaust hoods and ducts serving cooking ranges, grills, and deep fat fryers shall be kept clean to prevent the ignition of greasy residue. The cleaning of the removable filters shall be accomplished, at a minimum, on a weekly basis, or more frequently predicted by the accumulation of greasy residue. The removable filters shall be in their proper position in the hoods, with the exhaust system operating at all times that the cooking appliances are in use. The cleaning of the exhaust ducts shall be accomplished, at a minimum, on an annual basis to prevent an excessive grease accumulation.

6. No building, structure, or area shall be constructed, repaired, or altered, under the self-help program, without prior approval. A plan showing alterations and a list of materials to be used shall be furnished to the Head, Fire Protection/Prevention Branch, Public Safety Division, prior to purchase, to ensure that adequate fire prevention measures are being utilized.

5002. SMOKING REGULATIONS1. Prohibited Areas. There shall be no smoking:

- a. While sitting or lying in bed.
- b. In any warehouse, storeroom, transit shed, packing shed, packing section, salvage building or area, in attics and lofts, or on roofs and under structures, except in offices and designated smoking areas that are plainly marked and enclosed.
- c. In theaters, including projection booths, gymnasiums, auditoriums, or chapels, except in enclosed offices approved by the Fire Chief.
- d. In secured structures, battery charging **rooms**, photographic laboratories, paint shops, carpenter or woodworking shops, or any place where flammable liquids are handled or explosive vapors may be present.
- e. On loading ramps, in beds of trucks or trailers while loading or unloading combustible material, in open storage areas.
- f. Within 50 feet of:
  - (1) Gasoline dispensing operations.
  - (2) Places where bituminous and plastic coatings are being applied.
  - (3) Aircraft parking areas, hangars, and repair facilities.
  - (4) Flammable liquid and gas handling or storage areas.
- g. In any area where prevailing conditions or operations have required the posting of **"No Smoking"** signs.
- h. In any area where explosives, chemicals, flammable, or highly combustible materials are stored or handled.
- i. In any vehicle while the vehicle is parked, passing through storage areas, warehouses, on/against ramps of warehouses, or in ammunition storage areas.

2. Smoking Areas

- a. Where smoking is permitted, there shall be provided at convenient places, suitable **"safety"** ash/butt receptacles.
- b. Smoking will be allowed in designated areas only. Requests shall be made in writing to the Head, Fire Protection/Prevention Branch, Public Safety Division for designation of safe smoking areas. Such areas will be plainly marked with **"Smoking Area"** signs.

Stipulations and regulations, in addition to those listed in this Manual, will be forwarded upon request and after an inspection of the area has been completed.

c. Metal receptacles for the disposal of smoking materials will be painted red and marked "**Butts Only**" visible from all angles and provided in all buildings and areas in which designated smoking areas are authorized.

### 3. Disposal of Smoking Material

a. The contents of ashtrays and butt receptacles shall be emptied into water before being placed in trash receptacles.

b. Smoking material, including lighted cigars, pipe tobacco, cigarettes, and matches shall not be thrown in trash receptacles, on the floor, in the brush, out of windows, or from vehicles; and must be extinguished prior to being discarded.

c. All matches, cigars, pipe tobacco and cigarette butts shall be extinguished and deposited in containers located in smoking areas for that purpose, and shall not be thrown on the floor or disposed of in any other manner. The use of these containers for the disposal of anything other than smoking material is strictly prohibited. Lighted cigarettes, cigars, and other smoking material will not be thrown from a moving vehicle, but will be extinguished in ash trays.

### 4. Open Flame, Burning, and Use of Matches

a. Open flames or bonfires shall not be allowed except by approval of the Head, Fire Protection/Prevention Branch, Public Safety Division or designated representative. An exception is during training evolutions when deemed necessary by the cognizant organizational commander and only where such fires will be kept under constant surveillance to ensure that they remain under control.

b. Matches or open flames will not be used for illumination purposes.

c. Only safety matches should be used. Every effort will be made to keep matches out of reach of children.

d. Open fires for burning trash, refuse, leaves and rubbish are prohibited without prior approval of the Head, Fire Protection/Prevention Branch, Public Safety Division or designated representative. When approved, all such fires will be kept under constant surveillance to ensure that they are kept under control.

e. Matches and lighters will be collected from personnel entering explosive ammunition or fuel storage areas.

5003. RUBBISH, TRASH, AND DEBRIS

1. Working and storage spaces, new construction, and repair areas shall be policed regularly to reduce fire hazards.
2. Trash and refuse containers will not be located in public corridors or stairways of buildings, or placed in locations where ignition of the refuse or trash and resulting hot gases or smoke will prevent safe evacuation of a building. Particular attention will be given to enforcing the foregoing regulation in guest houses, lodging facilities, bachelor officers quarters, troop billets, and multistory family housing quarters.
3. Rubbish and scrap materials shall be disposed of in properly identified and located cans, receptacles, or bins. All rubbish shall be cleared from buildings at the end of the working day and hauled to locations approved for rubbish disposal. Work areas shall be kept free of accumulations of combustible debris.
4. Open top waste baskets shall be of metal or other noncombustible material.
5. All trash containers shall be of metal construction or other noncombustible material.
6. Trash containers, except office waste paper baskets, shall be provided with tight-fitting metal covers in good condition.
7. Trash shall be removed from buildings daily and placed in authorized receptacles, located at a safe distance from building walls and in such position as not to obstruct traffic or operations. Trash collected from authorized receptacles shall be removed to places of disposal authorized by the Commanding General.
8. Dumpsters and other trash disposal units shall be spaced a minimum of 15 feet from combustible buildings or storage areas. The doors/hatches of such units shall be kept closed except when being used for disposal of trash.
9. No flaming/glowing substance nor explosives will be placed in dumpsters.
10. Dry weeds, grass, and brush shall not be permitted around buildings and open storage areas. Such growth shall be cut frequently and disposed of in a safe manner. Areas beneath or within 50 feet of buildings shall be regularly policed to maintain them free from an accumulation of debris and combustible vegetation.

5004. STORAGE OF COMBUSTIBLES

1. The storage of combustibles under stairways is prohibited.

2. In shops and other places where waste and rags are used, self-closing metal waste cans will be provided. All used oil, paint, rags, and waste will be kept therein until disposed of at the end of the work day or prior to securing shops/offices. Spaces under/around buildings will be kept clear of lumber, boxes, rubbish, paper, dry grass, and leaves.
3. The following materials are subject to spontaneous combustion and will be inspected frequently by the storing organization, to determine if excessive heat exists: Used steel wool, excelsior and straw materials, sand bags, jute and hemp products, unslacked lime damp or oil soaked rags, waste, felt, and cotton pads or protector;.
4. Steel wool, excelsior and straw packing materials will be stored in a noncombustible or metal lined room. Small quantities of these materials may be stored in other areas in a metal can or bin with a tight-fitting cover.
5. No combustible materials will be stowed within 18 inches of any heat producing appliance.
6. Storage of combustibles is prohibited in equipment rooms, attics, air conditioning equipment rooms, boiler rooms, and exit stairways or corridors.
7. Materials stored in buildings shall be arranged to provide maximum accessibility for the application of water from sprinkler systems and hose lines. In storerooms and general storage areas, mattresses shall be stacked no closer than 12 inches to another stack, and rows of such stacks shall be at least 6 inches from the deck, on pallets. No moist or oily mattresses will be placed in an inside storage area.
8. Materials shall not be piled in any manner which will prevent access of fire apparatus into any building, or to obstruct hydrants, sprinkler systems, or roadways.

5005. FLAMMABLE LIQUIDS

1. The use of gasoline for any purpose other than a motor fuel is prohibited. Benzine, naphtha, kerosene, paint thinner, alcohol, paint remover, or other flammable solvents with a flash point of less than 100 degrees Fahrenheit for cleaning ordnance equipment, automotive parts, floors of buildings and bowling pins/balls is prohibited unless prior approval is obtained from the Head, Fire Protection/Prevention Branch, Public Safety Division. A written permit will be issued for such use. Appropriate first-aid fire-fighting extinguishers will be immediately available when such work is conducted. Solvents with flash points below 200 degrees Fahrenheit, used inside buildings, will be kept in containers equipped with self-closing or automatic covers.

2. The disposal of gasoline, kerosene, oil, paint, thinner, solvent, or other flammable liquids through any drainage system, either surface or subterranean, is prohibited.
3. Paints, oils, varnishes, grease, and solvents will be stored only in places inspected and approved by the Head, Fire Protection/Prevention Branch, Public Safety Division or designated representative.
4. Only safety cans may be used for gasoline, kerosene, naphtha, alcohol, and other solvents. Such cans will be painted a #14 brilliant yellow, as per the USN color code, and will be properly marked with the type of flammable contents such as "Gasoline," or "Kerosene."
5. Disposal of all flammable liquids, oils, gasoline, fuel oils, contaminated aircraft fuels, etc., will be accomplished per applicable MCCDC, Marine Corps, Department of the Navy, DoD, State, and Federal regulations.
6. Lockers, buildings, and areas used for storage of flammables will have posted lettered signs on a #14 yellow background reading "Flammables" with 4-inch minimum size black letters, and "No Smoking Within 50 Feet" in 2-inch minimum size black letters (includes paint storage lockers). No locker or building used for the storage of flammables will be painted red, nor will it be located within 25 feet of any other building or structure.
7. In buildings or structures where flammable liquids are required and approved for use, only a one-day supply in an approved safety container will be permitted.
8. The Head, Fire Protection/Prevention Branch, Public Safety Division shall be notified in the event of a spill or leak of flammable liquids in any quantity.
9. Bungs, caps, or stoppers shall not be left out of drums, barrels, tanks, or other flammable liquid containers. This also applies to empty containers.
10. Empty flammable liquid containers should not be stored or repaired until they have been thoroughly cleaned of hazardous vapors. The fuel tanks of small gasoline engines shall be similarly cleaned before indoor storage.
11. The Head, Fire Protection/Prevention Branch, Public Safety Division shall be contacted where doubt exists as to the proper precautions to be observed in the handling and/or storage of flammable liquids.
12. The use of gasoline as fuel for space heaters within buildings or structures is prohibited.

5006. DISPENSING FLAMMABLE LIQUIDS

1. Flammable liquids having flash points below 100 degrees Fahrenheit shall not be drawn from, or dispensed into, tanks or containers within a building except with the drum in an upright position, using approved manually operated barrel pumps and in locations approved by the Head, Fire Protection/Prevention Branch, Public Safety Division or designated representative. Containers, other than approved safety cans from which flammable liquids having flash points above 100 degrees Fahrenheit are dispensed, shall be equipped with approved self closing-valves.
2. Gravity discharge of flammable liquids, having flash points below 100 degrees Fahrenheit, is prohibited within a building.
3. Dispensing equipment shall be checked regularly for leaks at pipe connections, stuffing box, and at meters. When leaks are found they shall be repaired by an authorized repairman and the pumps shall remain out of use until repairs are completed.
4. Nozzles used in connection with gasoline dispensing apparatus shall be of Underwriters Laboratory listed type, manually controlled with automatic trip closing.
5. Operators dispensing flammable liquids shall not leave nozzles or valves unattended when in use.
6. No ratchets or other **"Hold Open"** devices shall be used on nozzles of gasoline dispensing apparatus.
7. Gasoline shall not be transferred, moved, stored, poured, or received in open or glass containers.
8. Gasoline tanks of portable or stationary engines shall be fueled by use of **"safety nozzles"** or **"safety containers"** only.
9. All gasoline powered vehicles shall be fueled outdoors.
10. The following regulations and precautionary measures shall govern the operation of gasoline pumps at this Command.
  - a. There shall be **"No Smoking"** signs conspicuously displayed in the vicinity of gasoline storage areas and gasoline pump houses or trucks that are refueling vehicles. Careful attention shall be given to ensure all personnel in the refueling areas comply with such signs.
  - b. Ignition switches on vehicles being serviced shall be turned to the **"Off"** position prior to fueling.
  - c. Two or more proper-type fire extinguishers shall be placed in the immediate vicinity of each gasoline station or mobile fueling

unit, and shall be checked daily by pump operators, and periodically by the Head, Fire Protection/Prevention Branch, Public Safety Division.

d. No gasoline shall be pumped into unauthorized containers, such as glass jugs or jars, plastic containers or open buckets. Gasoline shall only be pumped into approved metal safety containers.

11. The following instructions will be used to prevent the acquisition of flammable liquids by unauthorized persons:

a. Responsible individuals will be designated to issue flammable liquids. Storage containers, pumps, and drums will be secured with locks or locking devices to prevent acquisition of fuel by unauthorized personnel.

b. Gasoline will not be drained or siphoned from vehicles, except when required to make repairs to gasoline tanks or other plausible emergencies.

5007. OPERATION OF SERVICE STATIONS. The following rules shall be strictly enforced at gasoline dispensing stations. Copies of these rules shall be conspicuously posted at each gasoline dispensing station.

1. Smoking, open lights, torches, sparks, exposed coil heaters or other sources of ignition shall not be permitted within 50 feet of gasoline dispensing stations.

2. Gasoline will not be dispensed to a vehicle while the engine is running.

3. Gasoline will not be dispensed to any vehicle unless it is equipped with a proper cap for the gasoline tank.

4. In the event gasoline is spilled near a vehicle, the engine shall not be started within 50 feet of the spill.

5. During filling operations, the gasoline hose nozzle shall be kept in direct metal to metal contact with the tank or container to prevent formation of static electricity.

6. Manually operated nozzles with automatic shut off features may be used to fill tanks of vehicles driven by internal combustion engines provided:

a. The nozzles used are approved and listed by the Underwriters Laboratory, Inc.

b. The automatic dispensing nozzles are used only when the engine of a vehicle being filled is shut off.

c. Automatic closing-type nozzles with latch open device are not permitted for the dispensing of Class 1 liquids.

d. Tankers delivering fuel to such facilities shall utilize a functioning vapor recovery system during unloading operations.

7. Small amounts of gasoline for emergency use may be dispensed at the discretion of the filling station operator but only in an approved-type safety can.

8. Personnel engaged in dispensing gasoline must be familiar with:

- a. Telephone number of the Fire Department, 911.
- b. Proper operation of firefighting equipment provided.
- c. The above regulations.

#### 5008. FUEL CARRYING VEHICLES

1. "No Smoking" signs will be posted inside the cabs of all fuel tank trucks.

2. Fuel carrying vehicles, whether empty or full, shall not be parked inside of or within 100 feet of any structure. Every effort shall be made to park trucks 25 feet from one another or from other vehicles.

3. All flammable liquid carrying vehicles are required to have not less than two fire extinguishers of the approved type.

4. Gasoline tank trucks shall be attended at all times by qualified and authorized personnel during loading and unloading operations.

5. Gasoline tank trucks shall be properly grounded during all loading or unloading operations.

6. Wedges, locking devices, etc., which restrict instant shut-off in gasoline lines during loading and unloading operations are prohibited.

7. Vehicles or gasoline/electric motors shall not be started within 50 feet of a gasoline spill.

8. Fuel trucks having leaky or otherwise defective pumping equipment shall not be used and shall be deadlined. Commercial vehicles are included in this category.

9. The operation of any vehicle leaking fuel shall be prohibited until the necessary repairs are effected.

10. Approval of the Head, Fire Protection/Prevention Branch, Public Safety Division or designated representative will be obtained before moving or repairing any gasoline storage tank or repairing tanks/lines of any gasoline truck.

11. Refuelers and Defuelers

a. The dispensing hose on refuelers shall be kept coiled on the reels provided, and the doors to the hose compartment shall be kept closed at all times when not in use.

b. When filling refueler tanks, the fill pipe of the filling station shall be grounded to the refueler tank before any fill cover is opened, and this ground shall not be removed until all covers have been closed. Only the fill cover required for filling shall be opened, and it shall not be opened until immediately before the operation is to begin. The open fill cover shall be closed properly and promptly when the filling operation is completed.

12. All aircraft undergoing maintenance inside hangars will be effectively grounded.

5009. OPERATORS OF MOTOR VEHICLES

1. Drivers of ambulances, school buses, and vehicles carrying 10 or more passengers shall ensure that smoking regulations are enforced, and that an approved type fire extinguisher is installed and serviceable.

2. Drivers of flammable liquid, compressed gas, dangerous chemicals, and ammunition and explosives carriers will be especially fire conscious and shall ensure that no smoking is allowed in or near vehicles. When refueling, smoking, lighting of matches, lighters or any open flame is prohibited within 100 feet of the fueling point. Drivers will ensure that approved type fire extinguishers are carried and are serviceable, and that proper markings and identification are posted on the vehicle.

5010. STORAGE AND PARKING OF MOTOR VEHICLES

1. Vehicles will not be stored inside a building unless the building was designed, constructed, and is operated as a vehicle parking facility. When it is considered in the best interest of the Government to store vehicles inside a building not specifically designed for such purposes, submit a request to the Commandant of the Marine Corps (LLF-1). Submit requests for each location involved, giving justification and sufficient details of the building structure so that an evaluation can be made for protection of Government property.

2. Vehicles will not be parked within 20 feet of a temporary combustible-type building, fire hydrant, or fire department connection. The activity commander may reduce the clearance from structures after the Head, Fire Protection/Prevention Branch, Public safety Division has ascertained that such action will not create an exposure hazard to the building or will not interfere with Fire Branch operations.
3. Fuel trucks and other gasoline powered equipment shall not be stored inside hangars or adjacent thereto (minimum safe distance recommended is 100 feet).
4. Fuel trucks having leaky or otherwise defective pumping equipment shall not be used and shall be so placarded.
5. When numerous tank trucks are being stored, such shall be in detached groups to preclude an aggregate cargo capacity exceeding 25,000 gallons in a single group.
6. 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, aircraft, structure, or yard storage area.
7. Vehicles will not be parked in the vicinity of aircraft, Such vehicles will be parked only in designated parking areas.
8. Gasoline operated vehicles will not be operated inside hangars, unless equipped with nonspark exhaust (spark arrestors).

5011. HEATING SYSTEMS. Furnace and boiler rooms, heating units, and garages shall be kept free of unnecessary flammable liquids. Heating equipment shall not be allowed to become overheated. Adequate clearances as specified by MIL-HDBK-1008A, shall be maintained between flammable material and steam pipes, furnaces, flues, and appurtenances. Exposed surfaces too hot for the bare hand, shall be considered hazardous. The storage of combustible materials in rooms designed for housing heating and air conditioning equipment is prohibited. Steam radiators and piping shall not be used for drying purposes. The use of open flame type heating devices is prohibited in areas where flammable vapors are liable to accumulate, such as gasoline stations, garages and paint shops. The use of wick kerosene heaters is prohibited.

1. Oil-Fired Heaters. Accessible shut-off switches and valves shall be provided on all oil-fired heaters and similar equipment. Oil burning equipment should be inspected frequently and overhauled periodically by maintenance personnel. Heating units, vent stacks, and flues shall be cleaned thoroughly at least once a year.

2. Gas-Fired Heaters. Gas-fired heaters and stoves shall be secured in a fixed position so as to prevent movement and subsequent development of leaks in gas connections. Flexible connections shall not be used, All gas fired heating devices shall be equipped with automatic safety pilots or automatic safety controls, or types approved by the American Gas Association and shall bear approval labels of Underwriters' Laboratories, Inc., or the Factory Mutual Laboratories. Safety devices, thermostats, and similar control equipment shall be inspected frequently and maintained to ensure proper operation. Adequate instructions including fire prevention measures shall be posted near the equipment relative to its operation.

3. Oil heating stoves shall not be left burning overnight.

4. Only authorized maintenance personnel will be permitted to make installation or repairs to stoves.

5. Oil and rubbish will not be allowed to accumulate under or around stoves.

6. Smoke pipes and flues will be inspected periodically and kept in a clean condition by maintenance personnel.

#### 5012. ELECTRICAL HAZARDS

1. Wiring. All electrical wiring and equipment shall conform to standards of the National Electric Code. Changes in electrical wiring or attachments for electrical appliances shall not be made except by qualified electricians as authorized by the Head, Maintenance Branch, Facilities Division or the Head, Public Works Branch, Facilities Division.

a. Defective electrical cords, lighting, fixtures, appliances and switches shall be repaired or removed. Loose receptacles may result in short circuits. All defective electric equipment shall be reported immediately and repaired by authorized electricians.

b. No article other than an approved appliance or equipment will be suspended from or attached to the electrical wiring.

c. Electric wiring or conduit shall not be used for any purpose other than for which it was intended.

d. Extension cords are permitted only for temporary use and shall be Underwriters Laboratories listed.

#### 2. Circuits

a. Electrical circuits shall not be bypassed, overloaded or overfused. Fusing of circuits shall be per the National Electrical Code and accomplished by authorized electricians.

b. When a circuit has been interrupted by a blown fuse or tripped breaker and the circuit breaker will not reset or the circuit continues to blow the fuse, the source of the disturbance shall be located and eliminated by an authorized electrician before restoring power to the interrupted circuit.

c. Circuit breakers shall not be rigged, tampered with or bypassed.

3. Switches. All electrical switches in master switch panels shall be correctly labeled to indicate the circuits and/or devices which they control.

4. Electrical Equipment. Electrical equipment used or located in areas where explosive vapors are present shall conform to the requirements of the National Electrical Code.

5. Spark Dangers

a. Tools, metal fan blades, door latches, and similar devices used in the vicinity of flammable **gases** or vapors shall be of nonferrous or nonsparking type. Nonsparking shoes shall be worn when necessary.

b. Substantial conductors having low resistance to ground shall be used to ground all stationary and portable machines, equipment, and other devices in which static charges may be generated in the vicinity of flammable gases and vapors. The contact between conductor and ground shall be per the National Electrical Code.

c. Cords of lights and electrically operated tools or devices and their connections/fittings shall be of the grounded type. They shall be inspected frequently and maintained in a safe condition. Cords shall be kept dry and free from oil and grease.

d. All vending machines using electrical power shall be properly grounded and motors, compressors, etc., shall be kept free from accumulations of grease and lint.

6. Lighting Fixtures

a. Combustible material, other than lamp shades, shall have at least 18 inches clearance from electric light bulbs or electric heaters. Precautions will be taken at all times to prevent combustible lamp shades from coming in contact with light bulbs.

b. Fluorescent light fixtures shall be installed with a minimum of one and one-half inches from combustible ceilings, unless the fixture is specifically designed for such installation, and shall be equipped with a thermally protected ballast. Fluorescent lights will be equipped with enclosures to prevent tubes from falling should they become loose. Fluorescent lights will not be used as standing lights.

## 7. Special Heat Producing Appliances

a. All special heat producing appliances including coffee makers, hot plates, portable heaters, and soldering irons, shall be listed by Underwriters' Laboratories, Inc. They further shall comply with the National Electrical Code (NFC No. 70) which requires that in all except residential occupancies, some form of automatic shut-off or pilot light be provided for all electrically heated appliances intended to be used on or near combustible material. NFC No. 70 also requires that ample space be provided between the appliance location and any combustible material. Thus, shields or enclosures, constructed of at least No. 14 U.S. gauge or better, shall be provided to house appliances, except those Underwriters' Laboratories listed devices that have inherent thermal limiting controls and the clearance factor incorporated in the design. The shield or enclosure shall be provided with at least 4-inch clearance from all combustible materials. Asbestos or material containing asbestos shall not be used as insulation between heat producing appliances and combustible surfaces. The number of special heat producing appliances should be kept to a minimum. They shall be installed only upon approval of the Head, Fire Protection/Prevention Branch, Public Safety Division, and the installation shall be inspected regularly by qualified personnel. Such devices shall not be installed in closets, lockers, or out of sight locations.

b. Certification (tag or card) will be issued by the Fire Inspector indicating approval of each special appliance and its location.

c. Inspections of all installations will be conducted by the Head, Fire Protection/Prevention Branch, Public Safety Division on a regular basis.

d. Deep fat fryers shall be provided with primary thermostats to limit temperature to 425 degrees Fahrenheit and a secondary backup thermostat or thermal electric cut-out to limit temperature to 450 degrees Fahrenheit. Thermostats shall be tested periodically by qualified personnel.

e. Electric heaters of the portable type are not to be installed in any building before a fire safety inspection has been made by the Fire Inspector. Electric portable heaters to be acceptable shall meet NFC standards that requires a thermostat for heat control, and a tip over switch for automatic shut-off if accidentally knocked over.

f. Television antennas shall be equipped with ground and lightning arrestors and are to be installed in compliance with the NFC Standards.

g. Extension cords shall not be used as permanent installations.

- h. Fuses shall be removed from unoccupied buildings.
  - i. Disconnected electrical wiring shall be removed immediately upon installation of new wiring.
  - j. The ends of unused wires shall be properly taped and/or withdrawn from the receptacle or conduit.
  - k. Electricity for MCCDC and its areas shall be cut off only by approval of the Director, Facilities Division, or by a qualified electrician during fires or other emergencies on order of the Head, Maintenance Branch, Facilities Division or the Head, Fire Protection/Prevention Branch, Public Safety Division. Except in cases of power failure, the Head, Fire Protection/Prevention Branch, Public Safety Division shall be notified before electricity is cut-off.
1. The authorization for use of an electrical appliance will not relieve the user of the responsibility for any damage that may occur as a result of fire caused by their careless or improper use of the appliance or defect in the appliance itself.

#### 5013. WELDING AND CUTTING OPERATIONS

1. Welding and cutting operations will be conducted normally in locations designed for such operations.
2. When welding or acetylene cutting is to be performed by either maintenance or contractor personnel in areas other than those specifically designated for such, the work site will be inspected by the Head, Fire Protection/Prevention Branch, Public Safety Division or designated representative, and a permit issued before such work commences.
3. All personnel engaging in welding operations will have on hand at all times effective firefighting equipment and will use sheet metal guards or nonasbestos flameproof blankets where required.
4. A fire watch shall be posted in the vicinity of welding and cutting operations with necessary extinguishers or fire hose. The fire watch shall remain at their station for 30 minutes after the job is completed to ensure that there are no live sparks or smoldering fires.
5. Welding or cutting operations shall not be performed in/on the outer surface of rooms, compartments, tanks; or in areas adjacent to rooms, compartments, or tanks or other containers which hold, or have held, flammable -or combustibile materials, liquids or vapors, unless/until fire and explosion hazards have been eliminated by purging according to applicable procedures.
6. While equipment is in use, especially in confined spaces it shall be frequently inspected for evidence of leaks in the hose,

couplings, valve stems, or other points in the system. If leaks are not promptly detected, an explosive or lethal mixture of gas and air may accumulate with serious results.

7. Where welding cables or hoses are in the path of traffic, they shall be protected from damage and secured by lines to prevent undue strain on cables or hoses.

8. When an operator using electric welding equipment has occasion to leave their work for more than 15 minutes, the power supply switch to the equipment shall be secured. The equipment shall be completely disconnected from the source of power when not in use. Acetylene and oxygen valves shall be closed at the cylinders when the equipment is left unattended or when work is stopped for more than 15 minutes.

9. Acetylene and oxygen cylinders, except where installed in standard welding carts, shall be stored at detached, well-ventilated locations, shielded from the sun. Cylinders shall be lashed in the vertical position to prevent tipping, and storage of acetylene shall be isolated from oxygen cylinders by a clear distance of at least 100 feet or by an unpierced gas tight noncombustible wall for indoor storage.

10. Oxygen and/or acetylene shall not be stored within 100 feet of any other material such as gas, liquid, chemical, grease, or oil which may be activated by leaking acetylene or oxygen. Oxygen/acetylene lines, fittings, gauges, etc., will be maintained oil and grease free at all times.

11. "In Use" acetylene and oxygen cylinder valves shall be turned off at closing time, regulators disconnected and protective caps screwed in place to protect valve heads.

#### 5014. STEAM JENNIES AND TAR HEATING UNITS

1. Steam Jennies. The steam Jennies shall not be:

a. Operated within 25 feet of a building, containing stored or combustible material.

b. Left unattended and shall be equipped with a proper type fire extinguisher.

2. Tar Heating Unit

a. The tar heating unit shall not be operated within 25 feet of any building or structure.

b. The tar unit shall be equipped with at least two, 20 pound Dry Chemical and/or 15 pound CO<sub>2</sub> fire extinguishers.

c. While in an "in use" status, the unit shall not be left unattended to ensure that a flash fire will not occur.

d. Unit shall be of an approved type as specified by the National Board of Fire Underwriters. The tar or compound "in use" shall not be heated over specified "use temperatures."

e. While roofing work is being accomplished utilizing tar or compound at least two, 20 pound Dry Chemical extinguishers shall be present on the work site of which one will be located on the roof. Tar pots shall not be operated inside or on the roof of any building.

f. Empty or discarded tar containers shall be removed from the work site at the end of the work day.

g. A permit must be obtained from the Head, Fire Protection/Prevention Branch, Public Safety Division prior to commencing use of tar heating units (tar pots).

5015. CLEANING FLOORS. When cleaning floors and bowling alleys, the following fire prevention precautions shall be observed:

1. Use only approved cleaning fluids with a flash point above 140 degrees Fahrenheit.
2. Clean only one small area at a time.
3. Provide all possible natural ventilation.
4. Keep all open flames and spark producing devices away from cleaning operations.
5. Prohibit smoking in the area where work is being done.
6. Restrict amount of liquid to that necessary for the immediate operation. Used cleaning fluid should be returned to its customary storage place as soon as cleaning is completed. Containers shall be closed securely when not in use.
7. Provide self-closing metal cans for used cleaning rags and remove them from the building upon completion of the job or prior to the close of the workday.
8. No floor cleaner or wax shall be used having a flash point lower than 140 degrees Fahrenheit. The use of any cleaner or wax other than the water emulsion type is not recommended. Paste type floor waxes shall not be used. Sweeping compounds shall be of the noncombustible type.

5016. REFINISHING FLOORS. Refinishing floors is more hazardous than normal cleaning, and the following fire prevention precautions shall be observed:

1. All precautions required for cleaning operations are applicable to refinishing operations.
2. All personnel not engaged in this work shall be excluded from the area.
3. Where practicable, the main electrical switch for the entire building should be disengaged and work done by natural light. When this is not feasible, all electrical appliances of any kind in the vicinity - water coolers, refrigerators, soft drink machines, and other automatic stopping and starting appliances shall be disconnected before finishing material is applied and shall not be connected again until drying is complete. Fuses shall be removed from electrical circuits prior to the start of floor cleaning operations which involve flammable liquids.
4. Prohibition of open flames and smoking shall be prohibited during the work, and continued for at least one hour after drying is completed.
5. Residue from sanding machines shall be placed in metal cans, wetted down, and removed from the building promptly and at the end of the work day.
6. The Head, Fire Protection/Prevention Branch, Public Safety Division shall be notified before operations are started.
7. Any additional precautions required by the Head, Fire Protection/Prevention Branch, Public Safety Division or designated representative shall be implemented.

5017. MAINTENANCE ON OR NEAR FLAMMABLE STORAGE AREAS. Nonsparking tools shall be used when working on any part of a system or unit designated for storage or handling flammable liquids. The use of other than nonsparking tools or open flame devices in the vicinity of flammable liquids or vapors is expressly forbidden.

5018. EXCAVATIONS. Excavating around gas mains, oil tanks, gasoline, or oil pipes is prohibited in areas where flammable gaseous conditions are suspected. In such places, the air shall be tested and if gas is present, ventilation shall be provided by portable **blowers** or other satisfactory methods. Electrical equipment used in such areas shall meet the requirements of the National Electric Code for explosive atmospheres. Excavations deeper than 5 feet will be properly sloped or shored to prevent cave in.

5019. PAINTING

1. No mixing of flammable compounds shall take place in any building or area other than those specifically approved for such operations in NFC.
2. Unopened, or previously opened, containers of paint or other flammable compounds used in painting or preserving shall be stored in warehouses or paint lockers approved by the Head, Fire Protection/Prevention Branch, Public Safety Division or designated representative.
3. Spray painting, except for interior painting of buildings, shall not be conducted within buildings unless standard spray booths and exhaust systems are provided. Spray booths shall be designed, installed, and maintained per with National Fire Protection Association Pamphlet, Number 33, and the general requirements of MIL-HDBK **1008A**.
4. Fusible links used on any equipment on this Command shall not be painted. Sprinkler heads shall not be painted.

5020. EXHAUST SYSTEMS. Exhaust systems and duct work, especially in galleys, shall be kept free of grease accumulation. Grease filters in range hoods shall be cleaned frequently utilizing steam or a nonflammable liquid.

5021. CONCEALED SPACES AND ATTICS. These areas shall be kept clean and shall not be used for storage.

1. Scuttles and other openings communicating to attics or concealed spaces shall be fitted with doors equivalent in fire resistance to ceiling construction, and normally shall be kept closed.
2. Hatches, trap doors and communicating openings to concealed spaces shall not be used for ventilating purposes, but shall be kept closed at all times when not actually in use.

5022. GENERAL STORAGE WAREHOUSES

1. Exterior doors which are blocked on the inside shall be plainly marked on the outside of the door by a sign with letters not less than six inches high reading, **"THIS DOOR BLOCKED."**
2. When exterior doors are blocked by storage, the storage inside may be made consistent with other storage in the building. For example: If material is stored within 24 inches of the walls, the material may also be stored within 24 inches of the exterior doors providing such doors are not entrances to fire aisles.

3. Clearances **between** stored materials and walls shall be maintained as follows:

a. At substandard fire walls (less than 2 hour rating): 24-inch clearance.

b. Hazardous materials stored in general purpose storage buildings: 24-inch clearance.

4. Heights of stacks shall be limited to 15 feet as required by the National Fire Protection Association, Fire Codes, Volume 10. Clearances shall **be** maintained as follows:

a. Below automatic sprinkler deflectors:

(1) An 18-inch clearance shall be maintained.

(2) When hazardous commodities are involved, a 36-inch clearance shall be maintained.

b. Below joists, rafters, beams, and roof trusses:

(1) An 18-inch clearance below horizontal level shall be maintained in buildings having sprinkler systems.

(2) A 36-inch clearance below horizontal level shall be maintained in buildings not equipped with sprinkler systems.

5. When the clearance between lower roof truss members or beams is sufficient to permit stacking of supplies above the lower horizontal extremity of such structural members, the lateral clearance between supplies and **structural members or other installed devices** shall be 18 inches.

6. At the close of the workday, personnel in buildings concerned, shall ensure that fire doors and all **other doors and windows are closed**. An inspection shall be made by an officer or supervisor before the warehouse is secured.

7. Fire doors shall not be blocked open. Sufficient space shall be maintained to allow personnel fire doors to swing clear. Care shall be exercised to prevent damage to fire doors by power forklifts. Defective doors shall be reported to the Head, Maintenance Branch, Facilities Division for immediate repair and the Head, Fire Protection/Prevention Branch, Public Safety Division shall be notified of any such conditions.

8. All fire aisles shall be accessible from doors or gates to permit entry by the firefighting force without moving stored material.

9. Materials, equipment, tools, pallets, vehicles, or forklifts shall not be left in fire aisles at any time.

10. Fire aisles will not be used for temporary storage while storage operations are being carried out, but shall be clear at all times.

5023. CARPENTER AND WOODWORKING FACILITIES

1. Smoking shall not be permitted in shops, or around/near outside planing or sawing units.
2. Welding, cutting, torch soldering, or other open flame operations will not be permitted except by permit issued by the Head, Fire Protection/Prevention Program, Public Safety Division or designated representative.
3. Flammable liquids will not be used or stored in such shops.
4. Materials shall not be stored in large quantities, only in sufficient amounts for work or in an "in-use" status.
5. Doors or passageways shall be blocked only by special permit of the Head, Fire Protection/Prevention Branch, Public Safety Division or designated representative. In such cases, blocked doors shall be plainly marked on the outside with 6-inch letters reading: "DOOR BLOCKED."
6. Vehicles shall not be driven into or parked inside of the building.
7. Shops shall be well ventilated to prevent the suspension of dust in the air. Dust pickup, conveying, and collection systems meeting NFC 664 shall be provided and maintained, where required.
8. Deposits of dust on rafters and building supports shall be removed frequently by vacuum or other suitable means to prevent dust explosions.
9. An adequate wood dust/shavings collection system shall be provided, maintained, and utilized during the operation of wood working equipment.
10. Lumber stacks for supply of carpenter shop operations shall not be stored within 15 feet of shop buildings or within 20 feet of fire hydrants or fire department connections.

5024. THEATERS

1. Projection booths and safety measures established to protect life will be governed by regulations set forth by the NFC. All codes and exceptions are available through the Head, Fire Protection/Prevention Branch, Public Safety Division.

2. The chief operator in each theater will inspect firefighting/prevention equipment and fire shutters daily, prior to opening. **Any** defects noted must be reported to the Head, Fire Protection/Prevention Branch, Public Safety Division immediately. In no case will movies be shown unless all **firefighting/prevention** equipment is in proper working order.
3. All motion picture film, except that actually in use, shall be kept in closed cans.
4. No combustible furniture, cleaning gear, or other combustibles will be kept or stored in any projection booth or rewind room.
5. Smoking is prohibited in any projection booth.
6. In case of fire in a projection booth, the operator will:
  - a. Clear the theater.
  - b. Notify the Head, Fire Protection/Prevention Branch, Public Safety Division.
  - c. Make an immediate effort to halt the fire.

#### 5025. BATTERY CHARGING FACILITIES

1. Only qualified personnel will be assigned to battery shops.
2. The battery shop shall be adequately ventilated to allow removal of hydrogen gas. Air inlet openings at or below the level of the batteries are essential regardless of the exhaust. For a small number of batteries a vented hood over the batteries may be satisfactory, at the discretion of the Head, Fire Protection/Prevention Branch, Public Safety Division or representative. Where natural ventilation is used, a vent stack to aid in producing upward draft should be installed above the roof line.
3. Smoking, open-type light switches and lights, or flame and spark producing devices shall not be allowed in the vicinity of batteries on charge. Appropriate warning signs shall be posted.
4. 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."
5. The charging rates shall be reduced as cells approach full charge, thus lowering the rate of hydrogen liberation.
6. Emergency showers will be maintained in battery charging rooms.

5026. HOLIDAY DECORATIONS

1. Christmas trees or decorations are permitted only in day rooms, clubs, administrative offices, dining facilities, and family housing units.
2. Christmas trees will be as freshly cut as possible and placed in a container of water or wet earth when indoors. Christmas trees shall be treated with a flame retardant (if such service is available). Decorations placed in places of assembly shall be inspected by the Head, Fire Protection/Prevention Branch, Public Safety Division. If as a result of such an inspection, the decorations are declared unsafe, removal of same shall be effected immediately.
3. Cut trees, pine branches, and similar foliage and vegetation will be removed after being in a building 10 days.
4. Christmas tree lights and wiring will be (UL) listed. Electric Christmas tree lights will not be placed on artificial trees constructed of metal products. The use of candles on Christmas trees is prohibited.

FIRE PROTECTION/PREVENTION PROGRAM

CHAPTER 6

PORTABLE FIRE EXTINGUISHERS

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# FIRE PROTECTION/PREVENTION PROGRAM

## CHAPTER 6

### PORTABLE FIRE EXTINGUISHERS

#### 6000. RESPONSIBILITY OF THE HEAD, FIRE PROTECTION/PREVENTION BRANCH, PUBLIC SAFETY DIVISION

1. Provide and recharge fire extinguishers for the protection of all MCCDC buildings.
2. Designate the type, quantity, and location of all portable fire extinguishers in structures and outside storage areas as required by NFC 10. No fire protection equipment or appliances will be removed or moved without the prior approval of the Head, Fire Protection/Prevention Branch, Public Safety Division or designated representative except for emergency use in case of a fire.
3. Inspect fire extinguishers at regular intervals to ensure monthly inspections are being accomplished by the unit representative. The initials or signature of the inspector will be marked on the attached fire extinguisher record tag (Appendix D).
4. Provide maintenance, repair, or replacement of fire extinguishers as needed.

#### 6001. RESPONSIBILITIES OF UNIT COMMANDERS AND OFFICERS IN CHARGE

1. Ensure that the unit's designated Fire Safety Officer inspects fire extinguishers which are assigned within the unit's area of responsibility on a monthly basis. The inspection is to ensure that the fire extinguishers are in their proper place, have not been discharged, and have not been tampered with or suffered physical damage. The NAVFAC 11320/2, Fire Extinguisher Inspection Record (tag) (Appendix D) is to be signed by the noncommissioned officer or supervisor assigned to conduct the inspection.
2. Inform the building occupants of the location and use of fire extinguishers within their area.
3. Notify the Head, Fire Protection/Prevention Branch, Public Safety Division when a fire extinguisher is reported missing or discharged.
4. Initiate appropriate action to correct repeated occurrences of fire extinguisher loss and/or unwarranted discharge.
5. Purchase fire extinguishers for specific requirements other than buildings. Consultation with the Head, Fire Protection/Prevention Branch, Public Safety Division should be made prior to the purchase of extinguishers for special needs.

**6002. FIRE EXTINGUISHERS ON COMMERCIAL-TYPE VEHICLES**

1. Appropriate fire extinguishers will be provided for the following commercial vehicles:

- a. Buses.
- b. Ambulances.
- c. Vehicles regularly used to transport explosives, acids, compressed gases, fuel, or other dangerous articles.
- d. Police and patrol vehicles.
- e. Emergency vehicles of the structural Fire Protection/Prevention Branch and Crash Fire/Rescue vehicles.
- f. Garrison mobile equipment, as required by Occupational Safety and Health Administration.

2. Requirements for temporary assignment of fire extinguishers to vehicles other than those previously addressed will be determined by the Head, Fire Protection/Prevention Branch, Public Safety Division, or designated representative, on a case-by-case basis.

**3. Responsibility for Fire Extinguishers on Commercial Vehicles**

- a. The structural Fire Protection/Prevention Branch is responsible for inspecting and tagging all portable fire extinguishers installed on commercial vehicles on a quarterly basis.
- b. The Motor Transport Officer is responsible for:
  - (1) Ensuring that maintenance, servicing, and/or hydrostatic testing is accomplished per NFC 10.
  - (2) Arranging for quarterly inspections and tagging.
  - (3) Performing monthly inspections.
  - (4) Budgeting and providing portable extinguishers for commercial vehicles.

**6003. MARINE CORPS AIR FACILITY (MCAF) FLIGHT LINE EXTINGUISHERS**

1. Fire extinguishers required for the operation of the MCAF flight line, as addressed in current NAVAIR OO-8OR-14, shall be provided, inspected, and maintained by the Aircraft Crash Fire and Rescue Section.

2. The Head, Fire Protection/Prevention Branch, Public Safety Division will inspect flight line extinguishers on a monthly basis.

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CHAPTER 7

LIFE SAFETY

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FIRE PROTECTION/PREVENTION PROGRAM

CHAPTER 7

LIFE SAFETY

7000. PLACES OF PUBLIC ASSEMBLY

1. Places of public assembly include, but are not limited to, all buildings or portions of buildings used for gathering together 50 or more persons for purposes as deliberation, worship, entertainment, amusement, or awaiting transportation. Examples are: theaters, auditoriums, museums, bowling lanes, clubs, chapels, conference rooms, lounges, etc.

a. The capacity or occupant load permitted in any place of public assembly or portion thereof shall be determined by the Head, Fire Protection/Prevention Branch, Public Safety Division, or designated representative, using the appropriate section of National Fire Codes (NFC)-Standards No. 101, the Life Safety Code.

b. The maximum number of persons permitted for safe occupancy of all places of public assembly shall be conspicuously posted at the entrance and elsewhere, as appropriate. The Head, Fire Protection/Prevention Branch, Public Safety Division, shall have the authority to restrict occupancy or close any facility if it is believed that continued operation or overcrowding will jeopardize human life.

c. All draperies, curtains, scenery props for stage shows, and decorations for gatherings will be of flame proof material. Organizational commanders/commanding officers, and officers in charge are directed to request an inspection by the Head, Fire Protection/Prevention Branch, Public Safety Division, or designated representative, of all decorations prior to use. No combustible materials will be used.

d. The occupant load of an area having fixed seats shall be determined by the number of fixed seats installed. Required aisle space serving the fixed seats shall not be used to increase the occupant load.

e. The capacity or occupant load permitted in a building or portion thereof may be increased above that specified above if the necessary aisles and exits are provided subject to the approval of the Head, Fire Protection/Prevention Branch, Public Safety Division, or designated representative.

f. Personnel will not be seated or allowed to stand in aisles, doorways, or exits in places of assembly without written approval from the Head, Fire Protection/Prevention Branch, Public Safety Division.

## 2. Exit Details

### a. Exit Doors

(1) An exit door shall be of the side hinged, swinging type and shall swing in the direction of exit travel.

(2) An exit door shall be so arranged as to be readily opened from the side from which egress is to be made when the building is occupied. Locks, if provided, shall not require the use of a key for operation from the inside of the building.

(3) A latch or other fastening device on an exit door shall be provided with a knob, handle, panic bar, or other type of releasing device; the method of operation of which is obvious, even in darkness.

### b. Panic Hardware

(1) Only approved panic hardware, where required, shall be used on an exit door.

(2) Panic hardware shall not be equipped with any locking or dogging device, set screw, or other arrangement which can be used to prevent the release of the latch when pressure is applied to the bar, or prevents the free use of the door for exit purposes,

### c. Exit Marking

(1) The word "EXIT" will replace the words "FIRE EXIT" or other designations for a door leading to the outside of a building,

(2) Every required exit shall be marked by a readily visible sign. Access to exits shall be marked by readily visible signs in all cases where the exit or way to reach it is not immediately visible to the occupants.

(3) Any door, passage, or stairway which is neither an exit nor way of exit access, and which is so located or arranged as to be mistaken for an exit, shall be identified by a sign reading "NOT AN EXIT" or similar designation, or shall be identified by a sign indicating its actual character, such as "TO BASEMENT," "STOREROOM," etc.

(4) Every required sign designating an exit or way of exit access shall be so located and of such size, color, and design as to be readily visible. There shall not be any brightly illuminated sign (for other than exit-purposes), display, or object in or near the line of vision of such a character as to detract attention from the exit sign,

(5) An internally illuminated exit sign shall be provided in all occupancies where reduction of normal illumination is

permitted, as in motion picture theaters, clubs, etc., and all other areas required by NFC-Standards No. 101, the Life Safety Code.

(6) Every exit and the necessary ways of exit access thereto shall be illuminated to facilitate egress. Such illumination shall be continuous during the time that the conditions of occupancy require that the means of egress be available for use.

(7) Every illuminated exit sign shall have the word "EXIT" in plain legible letters not less than six inches high, with principal strokes of letters not less than three-quarters of an inch wide.

(8) No luminescent, fluorescent or reflective material may be used as a substitute for any of the required illumination herein specified.

#### 7001. INTERIOR FINISH

1. Interior finish is defined as the material of walls, ceilings, wainscoting, or other interior surfaces of a building and other interior surfacing materials applied to the walls, movable partitions, floors, and ceilings. Insulating and acoustical materials are in the category of interior finish.

2. Interior finish will conform to the requirements of NFC Standards No. 101, the Life Safety Code, except as follows:

a. Interior finish of all exits, patient rooms, and sleeping rooms, shall be Class A only (flame spread rating of 0-25).

b. Use of Class C and D materials are not permitted.

c. Smoke developed ratings by Method of Test of Surface Burning Characteristics of Building Materials, ASTM E-84 test shall not exceed 50 for Class A materials and 100 for Class B materials.

d. Thermal and acoustical insulation shall have flame spread rating of 25 or less and smoke developed rating of 50 or less by ASTM E-84 test. Smoke developed limitation is not required where insulation is isolated from interior of building by masonry walls or concrete floors.

3. Interior Finish (New Construction). The use of combustible materials such as plywood, fiberboard, and acoustical units having high flame spread rates are prohibited. This does not include interior trim, i.e., doors, windows, or their frames. Plywood may be used for the construction of counters, shelving, and other furniture.

4. Interior Finish (Existing Construction). In the case of combustible interior finishes that were installed in existing buildings, certain basic safeguards must be considered as essential if these buildings are planned for continued use. Several measures are available to provide the necessary safeguards for the protection of both life and property against fire. These are as follows:

- a. Remove and replace combustible material with noncombustible material such as gypsum board, metal lath, and plaster, or other suitable noncombustible materials meeting Class A requirements 0-25 flame spread rating.
- b. Cover combustible surfaces with gypsum board or similar insulating materials.
- c. Protect the building with properly designed automatic sprinkler system.
- d. Paint all exposed combustible surfaces with an Underwriters Laboratory (UL) listed fire-retardant paint. The application of fire retardant paint is not a permanent measure and generally must be considered an expedient measure only.

7002. FIRE RETARDANT PAINTS. May be used to reduce the rate of surface flame spread of existing combustible interior finishes, other than plywood, under the following conditions:

1. The paint must be listed by Underwriters Laboratories, as developing a flame spread rating of 25 or less for the interior finish involved.
2. When fire retardant paints contain flammable solvents, proper precautions must be taken to prevent fire during applications especially if the paint is sprayed. Adequate ventilation and elimination of sources of ignition, including open flames and sparks, are essential.
3. The paint must satisfy the requirements for general performance, wearability, and stretchability required by Federal Specifications TT-P 0026B (GSA).
4. Fire retardant paints should be considered for light and ordinary hazard occupancies only.
5. In new construction or alterations, fire retardant paints may not be used as a substitute for noncombustible materials.

7003. FLOOR COVERINGS

1. Carpet systems (carpeting and underlay combined) for medical/dental facilities, sleeping accommodations (for example, bachelor

enlisted quarters, family housing, and bachelor officer quarters, theaters, clubs, schools, and other places of public assembly shall have flame spread rating of 75 or less by ASTM E-84 test or flame propagation index of less than 4.0 by UL Chamber Test (no. 992).

2. Carpeting for other occupants shall comply with Department of Commerce Standard for the Flammability of Carpets and Rugs, DOC FF 1-70 (Pill Test).

7004. CLUBS AND THEATERS

1. At the close of each business day, the manager on duty is responsible for performing a nightly check of the entire building, utilizing the MCCDC Form 11320/13, Nightly Fire Security Checklist (Appendix C). All discrepancies found will be corrected before the facility is secured for the night.

2. The manager will call the Fire Alarm Center (FAC) at 640-2636/7 to inform the dispatcher that the building is closed for the evening. The FAC dispatcher will give the manager a nightly club closing report number for that night. The manager should log that number on the sheet and/or log book for review by the Fire Protection/Prevention Branch Inspector during his/her regularly scheduled inspection.



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CHAPTER 8

HAZARDOUS MATERIALS

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FIRE PROTECTION/PREVENTION PROGRAM

CHAPTER 8

HAZARDOUS MATERIALS

8000. STORAGE

1. Limitations on floor areas and clearances of different types of stored materials are included in MIL-HDBK-1008A and NAVMC 1101, Storage and Materials Handling Manual.
2. Dangerous chemicals and compressed gases shall be stored in such a manner to ensure that accidental breakage, leakage, rupture of container, or exposure to fire, heat, or water will not result in the commingling of such materials with other substances which might produce explosive or flammable gases, toxic fumes, or jeopardize the safety of personnel.
3. Compressed gas cylinders showing evidence of excessive rust corrosion, dents, or other surface defects shall be considered hazardous.
4. Cylinders of compressed gases, whether in use or in storage, shall be secured to prevent them from overturning.
5. Compressed gas cylinders shall be stored and handled in compliance with National Fire Protection Association Standards. Cylinders shall comply with color codes and labels as specified by MIL-STB-101B. Cylinders so designed will have caps in place and fully threaded to protect valve head being damaged from falling or being struck, whenever gauges are not attached. (NOTE: A compressed gas cylinder of any size can become a lethal missile when the head is knocked off. Even "empty" cylinders have been known to penetrate several cinder-block walls upon being damaged in this manner.)
6. Noncompatible or reactive gases stored within buildings shall be separated by gas tight partitions. When stored in the open, cylinders of such gases shall be separated by well ventilated clear space of at least 20 feet and protected from the direct rays of the sun.
7. The appropriate hazardous material symbol will be posted on all facilities and areas in which explosive and hazardous chemicals are stored and on all vehicles transporting such.
8. The storage and handling of liquidized petroleum gases shall conform with standards set forth in the National Fire Code pamphlets, numbers 58 and 59 and in MIL-HDBK-1008.
9. Day to day stocks of hazardous materials shall be stored in places approved by the Head, Fire Protection/Prevention Branch, Public Safety Division or representative, for such storage. Amounts of stored materials shall be procured as needed and kept in an

approved labeled closed container. Any surplus shall be returned to the storage area prior to the close of the work day. The storage area shall be plainly marked to indicate such storage. A schematic drawing of all hazardous material storage areas shall be provided to the Head, Fire Protection/Prevention Branch, Public Safety Division (C 279). The schematic is to include types, location and quantity of materials being stored.

8001. SPILLS AND DAMAGED CONTAINERS

1. The Head, Fire Protection/Prevention Branch, Public Safety Division and the Head, Public Works Branch, Facilities Division, shall be immediately notified of any spills or damaged/leaking containers involving hazardous materials/chemicals.
2. A periodic visual inspection shall be made, by the user, of all hazardous storage areas to ensure that leaking or damaged containers do not remain undetected in such areas.
3. Disposal of any hazardous material into any sewer system, dumpster, or landfill is prohibited and must be accomplished per current MCCDC, State, and Federal orders, directives, and regulations.

8002. PESTICIDES

1. Criteria for the storage and handling of pesticides is contained in MCO P11000.8.
2. The Head, Fire Protection/Prevention Branch, Public Safety Division, will be notified of all types of pesticides used and stored aboard the Command.
3. The Head, Fire Protection/Prevention Branch, Public Safety Division, will be notified prior to the fumigation of any building or space aboard this Command.

8003. GAS LEAKS. The Head, Fire Protection/Prevention Branch, Public Safety Division, will be immediately notified of any leaks involving natural gas or manufactured gases such as propane, methane, butane, etc.

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CHAPTER 9

AMMUNITION MAGAZINES AND AMMUNITION

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CHAPTER 9

AMMUNITION MAGAZINES AND AMMUNITION

9000. GENERAL

1. The Head, Fire Protection/Prevention Branch, Public Safety Division, will be notified before new ammunition dumps and magazines are established and when they are abandoned.
2. A chart showing a layout of the area and type of ammunition stored in each structure will be posted in the magazine area office. Particular hazards, caused by fire, associated with the ammunition stored therein (i.e., explosives, intense heat, poisonous gases, etc.) should be noted in addition to firefighting equipment best suited to combat the fire.
3. Explosives, ammunition, and pyrotechnics, will be kept in magazines except when being transported or being held in readiness for immediate use. When the quantity of ammunition on hand exceeds the magazine storage capacity, necessitating temporary outdoor storage, the Ammunition Officer (Officer in Charge, MCCDC Magazine Area) will notify the Head, Fire Protection/Prevention Branch, Public Safety Division, at 640-2636/3281.
4. Individual magazines will have flammable vegetation cleared for a distance of 50 feet around magazines.

9001. STORAGE. Ammunition will not be stored in any building except as follows:

1. Ammunition magazines and storehouses designated as such.
2. Unit commanders are authorized to store small amounts of small arms ammunition for arming guards, chasers, sentries, etc. Such ammunition when stored will be kept in a sealed metal container segregated from other stores and in a locked or controlled access storehouse or locker. The container will be marked to identify the contents as ammunition.
3. Persons authorized to store small arms ammunition will submit a written report to the Head, Fire Protection/Prevention Branch, Public Safety Division, giving the building number, quantity, and location within the building of such storage.

9002. PYROTECHNICS

1. Pyrotechnics (smoke grenades, gas grenades, smoke pots, etc.) will not be activated in any structure aboard the activity unless specifically designed and constructed for such purposes.

2. The Head, Fire Protection/Prevention Branch, Public Safety Division will be advised in writing of any pyrotechnics stored in any structures on the Command.
3. The sale, storage, or use of fireworks of any kind is prohibited unless authorized by the Commanding General, MCCDC.



FIRE PROTECTION/PREVENTION MATERIAL

CHAPTER 10

RADIOACTIVE MATERIAL

10000. GENERAL

1. The Head, Fire Protection/Prevention Branch, Public Safety Division, will be notified immediately of the transportation, storage, handling, or use of any radioactive material, including weapons, which come into the confines of the activity.
2. The organization controlling or using the material shall make the above notification and shall include the following information:
  - a. The general type of radioactive material and possible emission hazard, if any.
  - b. The specific location where the radioactive material will be used or stored.
  - c. Specific information on the physical properties and characteristics of the radioactive material which could aid in fighting a fire in which it may be involved.
3. It is essential that the Head, Fire Protection/Prevention Branch, Public Safety Division, be provided the above information for the protection of firefighters and other personnel in the event or similar emergency involving nuclear material.
4. The Head, Fire Protection/Prevention Branch, Public Safety Division, will perform appropriate pre-fire planning surveys to evaluate the hazards involved and prepare the best possible fire protection principles of operation.

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CHAPTER 11

FAMILY HOUSING

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CHAPTER 11

FAMILY HOUSING

11000. GENERAL

1. Good housekeeping is the first step toward establishing good fire prevention in the home. While good housekeeping practices and techniques cannot be fully explained in this publication, several mandatory requirements are listed. An individual signing for a unit of military family housing becomes the building custodian and has the responsibility of ensuring the unit is maintained in a fire safe condition. To satisfactorily discharge this responsibility toward fire prevention, the custodian must take positive steps to ensure all personnel residing in the quarters comply with all requirements listed within this regulation and the fire prevention section of the family housing brochures.

2. Newcomers' Orientation. Newcomers to MCCDC housing units will be required to receive a briefing containing detailed guidance on fire prevention and fire prevention inspection within 30 calendar days of occupying Government-owned family housing. The scheduling of the briefing and inspection may be accomplished by contacting the MCCDC Fire Prevention Section (640-3281).

3. Building Custodian Responsibilities. Custodians of military family housing units and trailers have the responsibility of fire prevention and must take steps to ensure that the following requirements are met:

a. All adults, children old enough to be left unattended, and baby sitters will be familiar with the fire reporting number 911, for family housing aboard the Command. Emergency numbers for the Fire Branch, ambulance, and military police are listed on a bright red label/sticker and will be attached to the telephone. These labels are included in the Fire Prevention Packet issued at Family Housing. Replacements may be obtained at the Fire Protection/Prevention Branch, Public Safety Division, upon request.

b. Children under age 12 will not be left unattended in Government quarters. Handicapped or bedridden persons who cannot safely and expeditiously evacuate quarters in an emergency will not be left unattended in quarters at any time.

c. All fires will be immediately reported to the Head, Fire Protection/Prevention Branch, Public Safety Division, including those extinguished by the occupant, self extinguished, or extinguished by any other means.

d. Exhaust fans installed over kitchen ranges will be cleaned as often as necessary to prevent any grease accumulation.

e. Cooking equipment will not be left unattended when in operation.

f. Storage in furnace and hot water heater rooms is prohibited. Such areas will be kept free of dust and lint accumulation.

g. Clothes dryers, associated vents, and filters will be kept free of lint at all times.

h. The use of electrical multi-plugs is prohibited. Light fixtures will not be modified and will not be used to supply electrical power to any device other than lights for which they are designed. The maximum bulb size in fixed lighting will not exceed 60 watts, unless otherwise specified.

Use of worn or frayed electrical extension cords is prohibited. Cords will not be run under carpets, rugs, doors, or through walls or ceilings. They will not be used to supply power to greater than their rated capacity. Extension cords must be Underwriters Laboratories listed.

j. Burning of trash and leaves is prohibited.

k. Outdoor cooking equipment will not be left unattended when in operation. Barbecue grills will not be used under any type roof or within 10 feet of buildings, trees, shrubs, or combustible fences. The natural gas system of housing units will not be used to supply fuel to gas barbecue grills or light devices.

l. Matches, cigarette lighters, and other flame producing devices will be secured so as to preclude access by children.

m. Housing units, yards, carports, and storage sheds, will be kept free of accumulation of trash, paper, wood, leaves, and grass, at all times.

n. Privately owned storage sheds will not be placed within 15 feet of any portion of the housing unit.

o. The use of flammable liquids for indoor cleaning is prohibited. Gasoline utilized for lawn mowers, etc., shall be limited to two gallons and stored in Underwriters Laboratories approved metal cans designed for this purpose and will not be kept in plastic or glass containers. Gasoline cans and lawn mowers may be stored in a garage, carport or on a porch provided they are not in close proximity to any type of heating device.

4. Every family shall have an evacuation plan in case of fire. Children shall know escape routes and there shall be at least two from every room in the house (window and door). Also, babysitters should know escape routes and be instructed to get children out

immediately in case of fire. The Head, Fire Protection/Prevention Branch, Public Safety Division, may be contacted for assistance in forming an evacuation plan.

5. Smoke detectors in privately owned house trailers shall be installed and tested prior to being placed aboard this Command. Existing privately owned house trailers shall have smoke detectors installed by the owner.
6. Instructions for the maintenance and testing of smoke detectors are located in the manufacturer's guide. Building occupants are responsible for the testing and maintenance of smoke detectors. Testing of smoke detectors is required at least monthly.
7. Children's toys, bicycles, boxes, or other articles, shall not be left stored in public hallways and exits.
8. Fences or other obstructions shall not be placed across doorways, stairs or halls.
9. Articles shall not be hung on, or fastened to, sprinkler systems or fire extinguishers if provided.
10. Stoves or appliances operated by the use of gasoline are not permitted in buildings.
11. Any hazardous condition found by the Head, Fire Protection/Prevention Branch, Public Safety Division, or his designated representatives shall be immediately corrected by the tenant.
12. Tenants shall not attempt to remove clothing, furniture, or other articles from a burning building.
13. After evacuation of a building during a fire or alarm, TENANTS SHALL STAND CLEAR OF THE STREETS AND FIRE HYDRANTS AND REMAIN AT LEAST 150 FEET FROM THE BUILDING INVOLVED.
14. Tenants or other persons shall not attempt to assist fire-fighters unless requested to do so.
15. Electric irons, or any other electrical device of that nature, shall not be left unattended while the device is "plugged in."

11001. FIRE EMERGENCY EVACUATION ACTIONS FOR FAMILY HOUSING

1. Gather your family together and explain carefully vital fire escape principles.
2. In family housing which does not have an installed smoke detector, make a family agreement as to how each person can sound an alarm. (Fire might block a hallway and prevent you from reaching

other bedrooms). Your emergency signal might consist of a certain number of loud knocks on the wall, blowing a whistle, striking a pan or shouting.

3. Warn your family that, whether they see flames or not, do not waste time getting dressed or gathering valuables. Seconds are precious in escaping. Remember, smoke and gases kill more people than fire itself. Do not tarry because there are no flames.
4. If feasible, sleep with bedroom or hall door closed. A closed door will assist in keeping fire out of the room long enough to allow escape through the emergency route.
5. Since killing heat and deadly smoke may be on the other side of a door ready to strike you down in one or more breaths, test the door before opening it. To do so, feel the panels to see if they are hot or smoke is leaking through the door edges, do not open the door -- use the emergency escape route. If you think it is safe, open the door cautiously by bracing your shoulder against the door (keeping your head to one side), open the door slightly, but be ready to slam it shut if either heat or smoke rush in.
6. Have an out of doors "**mustering**" spot far enough away from the house. Upon hearing a smoke detector alarm or other manual emergency signal alarm, go to that designated location at once. Check for all family members; but, once out of the house, stay out.
7. Notify the Head, Fire Protection/Prevention Branch, Public Safety Division (house telephone may be out of reach or the wires burned), using the telephone at the nearest neighbor's or fire alarm box which ever is closest.
8. Practice and drill the foregoing procedures at least once a year.

11002. FIRE PREVENTION

1. Before retiring each night:
  - a. If anyone was smoking in the house, check for smoldering cigars/cigarettes/pipe tobacco which may have fallen into upholstered chairs or couches, beds, or rugs.
  - b. Check stoves to ensure burners are off.
  - c. Check to see that toasters are unplugged.
  - d. Check to see that automatic appliances (dishwashers, dryers, washing machines, etc.,) are off.
  - e. If feasible to close bedroom or hall doors, see that they are shut.

2. Periodically review the following and correct/eliminate, as necessary:

- a. Check for ample air space behind television sets.
- b. Do not use multiple (octopus) plugs in convenience outlets; i.e., do not plug a three-plug adapter into a single outlet so that three appliances or lights can be operated from a single convenience outlet.
- c. Do not route electrical cords under rugs.
- d. Check appliances and lamp cords for wear. (If worn or frayed, have them replaced; if Government property, call the housing manager to secure replacement.)
- e. Do not permit grease to accumulate on/around stoves or exhaust ventilators above stoves.
- f. Do not leave any major appliances operating when you leave the quarters.
- g. Do not overload electrical circuits.
- h. If your quarters has a fuse panel do not install improper size fuses or override (bypass) burned out fuses.
- i. Do not tape the circuit breakers in the "on" position.
- j. If a circuit breaker continually trips, notify the service desk of Facilities Maintenance Branch, 640-2072. Tripped circuit breakers, or burned out fuses, are signs of a more serious problem and should be reported at once.
- k. Keep matches out of the reach of children.
- l. Store flammable liquids in well ventilated areas, away from heat, and outside of quarters.
- m. Store paints, paint thinner, and other flammables in tightly capped metal cans rather than in jars.
- n. Do not retain or accumulate oily/paint rags.

11003. FAMILY HOUSING EMERGENCY INFORMATION. MCCDC Form **11101/7**, Family Housing Emergency Information (Appendix G) will be prepared and maintained by occupants of all housing units on this Command. The Form is utilized to provide ready information for occupants of housing units and for any employed personnel utilized for domestic or child care purposes.

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CHAPTER 12

FIRE PROTECTION FOR CRITICAL MATERIAL

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# FIRE PROTECTION/PREVENTION PROGRAM

## CHAPTER 12

### FIRE PROTECTION FOR CRITICAL MATERIAL

12000. GENERAL. Critical material is defined as devices, equipment, apparatus and supplies essential to the accomplishment of indispensable military missions. Examples of critical material are:

1. Special training devices such as flight simulators, cryptologic and intelligence facilities and gunnery trainers.
2. Electronic, radio, radar, sonar, and similar types of equipment utilized for operational purposes, training, or manufacture (includes electronic computers and weapons fire control equipment).
3. Emergency equipment and supplies for disaster preparedness.

12001. POLICY. Critical material of significant amounts will be installed and/or stored to provide maximum protection consistent with the vital nature of its mission and per the requirements of MCO P11000.11 and MCO P5510.14.

#### 12002. DEFINITIONS

1. Fire Resistive Ratings. A fire resistive rating is based on time in hours that the material or construction will withstand the standard fire exposure as addressed by ASTM Standard E-119 (National Fire Codes (NFC) Standard 251).
2. Fire Resistive Construction. That type of construction in which the structural members (floors, walls, partitions, and roof) are of fire resistive ratings not less than those addressed in NFC Standard No. 220.
3. Noncombustible Construction. That type of construction in which the structural members are of noncombustible (metal or masonry) material not qualifying as fire resistive construction. Noncombustible materials are those which will not burn under normal fire conditions.

#### 12003. CONSTRUCTION OF FACILITIES

1. Buildings. Buildings or parts of buildings utilized for housing significant amounts of critical material will be of fire resistive or noncombustible construction.

2. Fire Separation. Fire walls and/or cutoff partitions will be provided to separate areas housing critical material from adjoining areas. The fire resistive rating of such fire walls/partitions shall be a minimum of one hour.

12004. FIRE PROTECTION SYSTEMS

1. Automatic Sprinkler Systems. Automatic sprinkler protection shall be provided to those areas housing critical material as required by MCO P11000.11 and MCO P5510.14.

2. Extinsuishins and Fire Alarm Systems. Special fire extinguishing and fire alarms shall be provided for the direct protection of critical equipment and devices as required by MCO P11000.11 and MCO P5510.14.

3. Automatic Smoke Detection Eauisment. Automatic smoke detection equipment shall be provided as required by MCO P11000.11 and MCO P5510.14.

12005. RAISED FLOOR PROTECTION. Spaces beneath the raised floor areas housing critical equipment or material shall be protected with automatic smoke detection and automatic fire extinguishing systems as required by MCO P11000.11 and MCO P5510.14.

12006. PORTABLE FIREFIGHTING APPLIANCES. Portable firefighting appliances shall be provided as required by MCO P11000.11 and MCO P5510.14.

# FIRE PROTECTION/PREVENTION PROGRAM

## APPENDIX A

### INCIDENT COMMAND SYSTEM AND FIRE SUPPRESSION TERMINOLOGY

Incident Command System- The combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

Incident- An occurrence or event, either human-caused or natural phenomena, that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Commander- Responsible for managing the incident and has overall responsibility for the fire suppression effort.

Unified Command- A method for all agencies or individuals who have jurisdictional responsibility, and in some cases those who have functional responsibility at the incident, to contribute to:

Determining overall objectives for the incident.  
Selection of a strategy to achieve the objectives.

Operations Officer- Responsible for directing the tactical operations with the resources available and meeting the strategic objectives developed by the Command.

Planning Officer- Responsible for collecting and evaluating information. Planning includes evaluating trends and projecting alternate courses of action.

Logistics Officer- Responsible for providing facilities, services and material in support of the incident. Serves as liaison with Command personnel in coordinating these efforts.

Safety Officer- Responsible for ensuring all safety procedures and practices are observed at the emergency scene.

Incident Command Post- The location at which the primary command functions are executed.

Incident Action Plan (IAP)- Contains objectives reflecting the overall incident strategy, and specific control actions for the next operational period. When complete, the IAP will have a number of attachments.

Initial Attack- The control efforts taken by resources and personnel which are the first to arrive at an incident.

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**Resources-** All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

**Staging Area-** A temporary on-incident location where incident personnel and equipment are assigned on a three minute available status.

**Dispatch-** The implementation of a command decision to move a resource or resources, from one place to another.

**Dispatch Center-** A facility from which resources are directly assigned to an incident.

**Burning Period-** That part of each 24-hour period when fires will burn most rapidly. Typically, this is from 10 A.M. to sundown.

**Spotting-** Behavior of a fire producing sparks or embers that are carried by the wind and start new fires beyond the zone of direct ignition by the main fire.

**Spot Fire-** Fire that has ignited outside the perimeter of the main fire by flying sparks or embers.

**Contain-** To confine a fire within constructed or natural barriers.

**Control-** To extinguish a fire to the point that control lines can reasonably be expected to hold the fire under foreseeable conditions. This usually involves the construction of control lines around the complete perimeter of the fire, and any spot fires; burning any unburned fuels adjacent to the fire side of the control lines; and cooling down any hot spots that are an immediate threat to the control lines.

**Mop-Up-** Refers to the actual process of extinguishing the burning materials on a fire. It may be accomplished by several different methods. The most common is the direct application of water to the burning materials. This is known as wet mop-up. Dry mop-up is done by mixing the burning fuels with soil to extinguish the fire. Mop-up is most often done only on the outer portions of the fire perimeter adjacent to the control lines, or in areas of heavy concentrations of fuels that may flare up later and cause control problems. An essential part of mop-up includes felling trees, cutting woody materials into smaller pieces that will burn up more quickly, cutting and separating burning material from non burning material, or scattering heavy concentrations of fuel that are in close proximity of control lines.

**Patrol-** Refers to the action of observing a fire that has burned, and is in a controlled status. This observation is to ensure that control efforts remain effective. When patrolling, one should be alert to any potential problems that could allow the fire to escape. Any fires burning within close proximity of control lines should be

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extinguished. Areas of heavy concentrations of fuels within the interior portions of the fire should be monitored. These areas can burn very intensely and produce embers that become airborne and ignite fuels beyond control lines.

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APPENDIX B

FIRE PROTECTION SYSTEMS INSPECTION, TEST, AND MAINTENANCE  
FREQUENCY SCHEDULE

<u>TYPE SYSTEMS</u>	<u>FREQUENCY</u>	<u>ACCOMPLISHED BY</u>
<u>Water Supply System</u>		
<u>Hvdrants</u>		
Visual Inspection	Monthly	Fire Protection/ Prevention Branch, Public Safety Division
Flush, Test, and Inspect	Annual	-do-
<u>Valves. Sectional Control</u>	Annual	Maintenance Branch, Facilities Division
<u>Fire Pumas</u>		
Operational Test		
Electric Driven-Run 3 minutes	Monthly	-do-
Motor Driven-Run 30 minutes	Weekly	-do-
Full Load Test	Annual	-do-
<u>Water Storage Tanks</u>		
Water Level	Monthly	-do-
Valves	Quarterly	-do-
<u>AUTOMATIC SPRINKLER SYSTEMS</u>		
<u>Wet Svstems</u>		
Visual Inspection	Monthly	Fire Protection/ Prevention Branch, Public Safety Division
2-inch Drain Test	Quarterly	-do-
Alarm and Inspector's Test	Quarterly	-do-

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<u>TYPE SYSTEMS</u>	<u>FREQUENCY</u>	<u>ACCOMPLISHED BY</u>
<u>Drv Svstems</u>		
Visual Inspection	Monthly	-do-
a-inch Drain Test	Quarterly	-do-
Check Air and Water Pressure	Quarterly*	-do-
Alarm Feature	Monthly	-do-
<u>Dry Systems</u>		
Trip Test and Drain Low Points	Annual	Maintenance Branch, Facilities Division
<u>Deluge and Pre-Action Systems</u>		
Visual Inspection	Monthly	Fire Protection/ Prevention Branch, Public Safety Division
2-inch Drain Test	Quarterly	-do-
Alarm Features	Monthly	-do-
Trip Test	Every 3 Years	Maintenance Branch, Facilities Division
<u>Standpipe Systems</u>		
<u>Wet Type</u>		
Visual Inspection	Quarterly	Fire Protection/ Prevention Branch, Public Safety Division
Flow Test	Annual	-do-
<u>Drv Type</u>		
Visual Inspection	Quarterly	-do-
Pressure Test and Flow Test	Every 5 Years	Maintenance Branch, Facilities Division

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<u>TYPE SYSTEMS</u>	<u>FREQUENCY</u>	<u>ACCOMPLISHED BY</u>
<u>Carbon Dioxide Systems</u>		
Visual Inspection	Monthly	Fire Protection/ Prevention Branch, Public Safety Division
Liquid - Level of Low Pressure Containers	Weekly**	-do-
Weighing Cylinders	Semiannual	-do-
Operating Tests	Annual	Maintenance Branch, Facilities Division

Note: The maximum time high - pressure cylinders may remain in service without hydrostatic test is 12 years.

Halon Fixed System

Check Nozzles and Hand Hose Lines	Monthly	Fire Protection/ Prevention Branch, Public Safety Division
Weigh Cylinders (If not alarmed)	Semiannual	-do-
Conduct Actuating and Operating Test	Annual	Maintenance Branch, Facilities Division
Hydrostatic Test of Cylinders and Hoses	As required by NFC	-do-

Foam Systems

Check Foam Concentrate Level in Tank	Monthly	Fire Protection/ Prevention Branch, Public Safety Division
Inspect Foam Concentrate Storage Containers For Corrosion	Quarterly	-do-
Check Foam Concentrate Quality	Annually	-do-
Insure All Valves Are In Correct Position	Monthly	-do-
Check Water Supply Pressure	Monthly	-do-
Visually Inspect System	Monthly	-do-

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<u>TYPE SYSTEMS</u>	<u>FREQUENCY</u>	<u>ACCOMPLISHED BY</u>
Operate Pumps and All Systems Without Producing Foam	Quarterly	-do-
Inspect Foam System Piping	Annually	Maintenance Branch, Facilities Division
Operate Pumps and All Systems With Foam Discharge	Every 3 Years	-do-
<u>Dry Chemical Svstems</u>		
Visual Inspection	Monthly	Fire Protection/Prevention Branch, Public Safety Division
Weight Pressure Inspection	Semiannual	-do-
Operation Test and Condition of Powder	Annual	Maintenance Branch, Facilities Division
<u>Portable Extinsuishers</u>		
Visual Inspection	Monthly	Unit Fire Safety Officer
Weighing CO2 Extinguishers and other gas propellant cylinders	Semiannual	Fire Protection/Prevention Branch, Public Safety Division
Recharging (if applicable)	As required by NFC-10	-do-
Hydrostatic Test	Refer to NFC 10	-do-
<u>Fire Alarm Systems</u>		
Visual Inspection of Fire Alarm Equipment	Monthly ***	-do-
Operational Test of Initiating Circuits and Radio Alarm Boxes for Populated Bldgs.	Monthly ***	-do-
Operational Test of Initiating Circuits and Radio Alarm Boxes for Unpopulated Buildings	Quarterly ***	-do-

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<u>TYPE SYSTEMS</u>	<u>FREQUENCY</u>	<u>ACCOMPLISHED BY</u>
Operational Test of Manual Fire Alarm pull boxes, coded and <b>noncoded</b>	Semiannual ***	-do-
Operational Test of Heat and Smoke Detectors (all detectors to be tested within a 5 year period)	Semiannual ***	<b>-do-</b>
Operational Test of Fire Alarm Receivers	Daily	(SELF TESTING)
Operational Test of Signal Recording Devices	Weekly	(SELF TESTING)
Operational Test of Engine Driven Emergency Generators	Weekly	Maintenance Branch Facilities Division
Power Supplies for Interior Fire Alarm Systems to Include Liquid Level of Those Having Wet Type Batteries	Monthly	Electronic Support Branch
Power Supplies for Exterior Radio Fire Alarm Boxes	Daily	(SELF TESTING)
Operational Test of Waterflow Detectors	Quarterly	Fire Protection/ Prevention Branch, Public Safety Division
Operational Test of Supervisory Devices	Annually	-do-

\* For supervised systems, inspections can be performed annually or during routine facility inspections whichever is more frequent.

\*\* Frequency may be increased to Annual for supervised systems.

\*\*\* Frequency may be extended to Annually if the system is supervised.

FIRE PROTECTION/PREVENTION PROGRAM

APPENDIX C

MCCDC NIGHTLY FIRE SECURITY CHECKLIST

UNIT (ACTIVITY)	MONTH/YEAR	BLDG. NO.	WING, ROOM, ETC.
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- INSTRUCTIONS:**
1. Certification that the below items have been inspected and found free of fire hazards will be made by signature of duty personnel making the inspection.
  2. Persons responsible for securing Places of Public Assembly shall make inspections after all persons have vacated the building.
  3. Where practical, close windows and doors, keep passageways and exits clear.
  4. In secured areas and/or buildings all windows and doors will be secured.
  5. Since improper disposal of smoking material is a prime fire cause, special containers and procedures should be developed for emptying ash trays.
  6. Ensure that metal trash containers have metal covers. (Keep closed.)
  7. If a discrepancy remains, note action taken on reverse side.
  8. Retain on file one (1) month.

	SUN	MON	TUE	WED	THU	FRI	SAT
<b>STOREROOMS:</b>							
A. INSPECT LINEN LOCKER .....							
B. TRASH CANS AND ASHTRAYS EMPTIED .....							
C. NOTE HAZARDOUS MATERIALS PRESENT...: .....							
<b>GALLEY AREAS:</b>							
A. TRASH CANS AND ASHTRAYS EMPTIED .....							
9. RANGES AND OVENS SECURED .....							
C. ELECTRICAL APPLIANCES SECURED. ....							
<b>DINING AND BAR AREAS:</b>							
A. TRASH CANS AND ASHTRAYS EMPTIED .....							
5. ELECTRICAL APPLIANCES SECURED .....							
C. INSPECT FURNISHINGS FOR DISCARDED SMOKING MATERIAL .....							
<b>LOUNGE AND RESTROOMS:</b>							
A. TRASH CANS AND ASHTRAYS EMPTIED .....							
B. ELECTRICAL APPLIANCES SECURED.....							
C. INSPECT FURNISHINGS FOR DISCARDED SMOKING MATERIAL.....							
<b>OFFICE AREAS:</b>							
A. TRASH CANS AND ASHTRAYS EMPTIED .....							
B. ELECTRICAL APPLIANCES SECURED .....							
C. INSPECT FURNISHINGS FOR DISCARDED SMOKING MATERIAL .....							
<b>ENTIRE FACILITY:</b>							
A. FIRE DOORS CLOSED .....							
B. WINDOWS CLOSED .....							

DATE	TIME	FIRE DEPARTMENT REP. SIGNATURE	FACILITY REF. SIGNATURE

MCCDC 11320/13 (4/92)



# FIRE BILL

BUILDING NO. \_\_\_\_\_

## IN CASE OF FIRE

1. USE NEAREST FIRE ALARM BOX OR TELEPHONE EXT. \_\_\_\_\_

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 CONFINE 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.

**FIRE INSPECTION CHECK LIST**  
MCCDC 11320/2 (1-89) FPP 18878(2)

AREA OR LOCATION: \_\_\_\_\_

SEE INSTRUCTIONS ON REVERSE

MONTH AND YEAR: \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10	11	12	13	14
DAY OF MONTH	FIRE EQUIPMENT (EXTINGUISHERS, HOSE, ETC.)	GENERAL POLICE (INFLAMMABLES OILY RAGS, ETC.)	TRASH RECIPT- CATS, ASH TRAYS EMPTIED	DEMPSTER DEMPSTER SECURED	HEATING DE- VICES & WATER OUTLETS SECURE	ELECTRICAL MA- CHINES (AIR COND., INTERCOMS, FANS)	SMOKING SIGNS ANY VIOLATIONS SMOKING IN BUNKS	HOTPLATES, IRONS, COFFEE MESSSES, CONNECTING CORD	WINDOWS, DOORS SECURED (FIRE DOORS)	LIGHTS OUT-NOT IN USE-EXCEPT STANDING LIGHTS	EXITS & AISLES CLEAR	MAINTENANCE WORK (CURRENT)	(SIGNATURE OF INSPECTOR
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SMOKING

7

SEE INSTRUCTIONS ON REVERSE

