



DEPARTMENT OF THE NAVY  
COMMANDER NAVY REGION SOUTHWEST  
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IN REPLY REFER TO:

COMNAVREGSWINST 11320.1G  
N30  
15 Sep 2015

COMNAVREGSW INSTRUCTION 11320.1G

From: Commander, Navy Region Southwest

Subj: REGIONAL FIRE PREVENTION REGULATION

Ref: (a) OPNAVINST 11320.23G  
(b) Unified Facility Criteria 3-600-01  
(c) NFPA Standards, Manuals, and Publications  
(d) Unified Facility Criteria 3-601-02  
(e) NAVSEA OP 5 Vol. 1  
(f) NAVSUP PUB 572  
(g) NAVAIR 00-80T-109  
(h) NAVAIR 01-1A-35  
(i) OPNAVINST 1700.9E CH-1  
(j) CNICINST 11103.5  
(k) U.S. Army Corps of Engineers (USACE) EM-385-1-1  
(l) Unified Facility Criteria 4-010-01  
(m) COMNAVREGSWINST 4101.1A  
(n) American National Standards Institute (ANSI) 249.1  
(o) CNRSW Hazardous Waste Program Management Guide  
(p) 29 CFR, Occupational Safety and Health Standards  
(q) COMNAVREGSWINST 5100.2  
(r) Unified Facility Criteria 4-021-01  
(s) NAVAIR 00-80R-14

Encl: (1) Navy Region Southwest Fire & Emergency Services Fire  
Prevention Regulation

1. Purpose. Per references (a) through (s), this instruction publishes policy, prescribes procedures and assigns responsibilities for fire wardens for fire prevention and protection within Navy Region Southwest (NRSW) installations, buildings, and facilities. This instruction contains major revisions and should be read in its entirety.

2. Cancellation. COMNAVREGSWINST 11320.1F.

3. Scope. This instruction is applicable to all Navy and Marine Corps activities receiving fire prevention services from the Fire & Emergency Services within NRSW.

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4. Discussion. Reference (a) provides broad policy and program guidelines for implementing and executing an effective fire prevention and protection program. Fire wardens shall contact their respective Fire Prevention Office for access and clarification of articles covered in National Fire Protection Association Manuals and Publications [reference (c)].



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***NAVY REGION SOUTHWEST  
FIRE & EMERGENCY SERVICES  
FIRE PREVENTION REGULATION***



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## CHAPTER 1

### FIRE PREVENTION REGULATION

**0101. INTRODUCTION.** Department heads, all military, civilian supervisors, tenants and contractors shall be familiar with the fire prevention regulation to ensure compliance and dissemination within their organization. Unless otherwise noted, fire safety requirements shall comply with references (a) through (s). Topics not identified within should be directed to the Fire Prevention Office.

a. Authority Having Jurisdiction (AHJ), is defined as the Installation Fire Chief or designated Fire & Emergency Department representative.

b. "Shall" is defined as; mandatory requirement.

c. "Should" is defined as strongly recommended to reduce risk, but is not required.

**0102. FIRE PROTECTION PROGRAM.** The regulations for the Fire Protection program are based upon recommended practices of the National Fire Protection Association (NFPA) and upon the policies and programs issued by the Department of the Navy. This program is specifically designed to reduce the fire hazard and to aid in fire fighting on base. Missile, air, ordnance, and related projects, operations, and programs are inherent fire hazards and require continuous fire prevention and fire protective measures to avoid an incident. The prevention of fire is a moral and legal responsibility of all personnel. Fire hazards are not acceptable within the naval establishment and must be minimized. The goal of fire prevention and protection programs is the total prevention of loss of life and property.

a. Change of Occupancy. Prior approval is required to establish a new, temporary, or a change to the building occupancy limits. This change in occupancy shall not be instituted until approved by Fire Prevention Office in coordination with the region Facility Engineering Command.

b. Stop work or evacuation. The AHJ shall have the authority to order operations or use stopped and the immediate evacuation of any occupied building or area when such building or area has hazardous conditions that present imminent danger.

c. Interpretations. The AHJ is authorized to render interpretations of this directive to make and enforce rules and

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regulations in order to carry out the application and intent of its provision.

**0103. ROLES AND RESPONSIBILITIES**

a. Installation Commanding Officer (ICO)

(1) Protect personnel, equipment, and facilities subject to their control.

(2) Ensure Fire & Emergency Service (F&ES) Chiefs have direct access.

(3) Ensure the contents of this instruction are made known to all personnel under their jurisdiction.

(4) Support National Fire Prevention Week as proclaimed annually by the President of the United States.

b. Fire & Emergency Services (F&ES) Chief

(1) Direct management and organization of the fire department and report directly to the CO.

(2) Serve as the AHJ for on-base F&ES issues, assisting facilities, code enforcement, and interpretation.

(3) Observe National Fire Prevention Week as proclaimed annually by the President of the United States.

c. Department Heads/Building Manager

(1) Ensure the contents of this instruction are made known to all personnel under his/her responsibility.

(2) Identify a primary and alternate building fire warden to the Fire Prevention Office.

(3) Purchase fire extinguishers for department requirements, other than buildings. (Consult with the installation Fire Prevention Office prior to purchase of fire extinguishers for compliance).

(4) Ensure action is taken on identified fire discrepancies.

(5) Establish an accountability system for emergency evacuation of personnel.

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d. Fire Warden

(1) Complete Fire Warden Training, as required.

(2) Complete duties identified within this instruction.

e. Building Occupants

(1) Familiarize themselves with the location of the nearest exits, fire alarm pull stations, emergency telephone numbers, and the location and operations of fire extinguishers.

(2) Shall evacuate a building upon the activation of the fire alarm system.

(3) Shall call 911 to report all emergencies to the RDC.

f. Installation Personnel

(1) When an emergency exists, all personnel will exit the involved area and remain clear. The NRSW Fire & Emergency Service Department will advise personnel when it is safe to re-enter.

(2) If time permits and safe to do so, close windows and doors while exiting. Personnel should not endanger themselves or others in this effort.

g. Housing Office. The housing office shall ensure fire bills and evacuation plans for DoD owned, leased and private venture housing are posted, kept current, and residents properly briefed. Smoke/Carbon monoxide detectors and sprinkler systems shall be checked and maintained as per reference (d).

**0104. AUTOMATIC EXTERNAL DEFIBRILLATOR PROGRAM (AED)**. Shall be in accordance with reference (q). Contact the installation Fire & Emergency Services Department coordinator for site assessment and prior to purchasing AEDs to maintain consistency.

**0105. PORTABLE FIRE EXTINGUISHERS**. The installation, maintenance and use of portable fire extinguishers shall be in accordance with references (b) and (c). Proper placement, inventory, and identification of all fire extinguishers are functions of the NRSW Fire & Emergency Services Department.

a. Discharged, missing, and replaced fire extinguishers shall be immediately reported to the Fire Prevention Office. Fire extinguishers requiring replacement or servicing due to



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theft, vandalism and/or malicious discharge, will be the responsibility of the Command and/or tenant utilizing the facility. A temporary replacement will be provided by the fire department for a period of 30 days.

b. A fire extinguisher shall not be used or removed from its assigned location for any reason except for firefighting purposes or required maintenance.

c. Fire extinguishers are provided for existing buildings; however, all installation commands and activities in the NRSW geographical area are responsible to purchase, replace, and provide maintenance in accordance with reference (c) for authorized permanent barbeque areas, new and renovated facilities, vehicles, or a change from one occupancy classification to another, which may require additional extinguishers. Prior to purchase of extinguishers, the Fire Prevention Office shall be contacted for guidance as to type, size, and placement.

d. Portable fire extinguishers, which are exposed to the elements, shall be protected in extinguisher cabinets or covers.

e. Fire extinguisher cabinets shall not be locked, except where fire extinguishers are subject to malicious use. Access to locked cabinets should be provided to the Code Enforcement Officer (Fire Protection Inspector) when requested.

#### **0106. FIRE PREVENTION BUILDING INSPECTIONS**

a. Inspection frequency shall be based on a building risk assessment and directed by statute or regulations. All facilities shall be inspected at least annually with more frequent inspections authorized for high risk facilities. Additional inspections are authorized to ensure prompt correction of life hazards and facility deficiencies.

b. Fire Hazard Abatement Procedures. All fire wardens or their representative shall establish an Enterprise Safety Applications Management System (ESAMS) account. The Code Enforcement Officer (Fire Protection Inspector) will complete an electronic inspection report using ESAMS or current authoritative database. The electronic inspection report will be emailed to the fire warden, or representative. The fire warden or representative shall ensure any discrepancies are corrected and identified on the electronic inspection report.

**0107. FIRE SAFETY EDUCATION**. Training shall include fire

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prevention instructions on closing procedures for places of assembly, fire warden training, fire extinguisher training, work place fire safety, and home fire safety. The Fire Prevention Office will provide training on an annual basis or upon request.

**0108. FIRE EVACUATION DRILLS**

a. Fire evacuation drills shall be scheduled and conducted by the Code Enforcement Officer (Fire Protection Inspector). All evacuation drill reports are electronically recorded in the authoritative database and maintained in the Fire Prevention Office. Fire evacuation drills shall be in accordance with reference (c). Fire evacuation drills may also be scheduled by calling the Fire Prevention Office.

b. The Code Enforcement Officer (Fire Protection Inspector) shall schedule the fire evacuation drills with the Activity Fire Warden having responsibility for the building. Activity Fire Wardens sharing buildings with other commands or groups are responsible for ensuring building tenants are notified of a scheduled fire evacuation drill.

c. Supervisors and/or managers shall conduct an accountability of all personnel at the designated muster area. Accountability report shall be made available to the Code Enforcement Officer (Fire Protection Inspector). Fire evacuation drills are not required in private residences; however, families are encouraged to practice evacuation drills in their homes.

**0109. EXTERIOR FIRE SAFETY PRECAUTIONS.** Clearance around Structures: all grass, weeds and brush within 30 feet of all structures shall be kept trimmed. Activities that own, lease, control, operate, or maintain any building or structure in, upon or adjoining any land which is covered with brush or flammable material shall comply with reference (c). Approval for outside storage areas will be approved by the installation Fire Prevention Office.

**0110. INTERIOR FIRE SAFETY PRECAUTIONS**

a. Storage of Combustibles

(1) Combustible trash, rubbish and scrap material shall be disposed of in metal cans, receptacles, bins or dumpsters. All trash and rubbish shall be monitored and emptied as required. Trash and rubbish containers shall not be permitted in public corridors or stairways of buildings, or placed in

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locations where ignition of the contents could prevent safe evacuation of a building.

(2) Approved metal or metal-lined containers with automatic or self-closing lids shall be provided and used for storing clean and dirty rags, waste packing materials such as excelsior, shredded paper or other combustible material. The metal covers shall be kept closed and never wedged or blocked open.

(3) Plastic recycling containers/totes shall be monitored and emptied as required.

(4) Cleaning gear and other material subject to spontaneous ignition shall be kept in approved metal containers and stored outside of buildings.

(5) Storage of combustibles is prohibited in all equipment rooms, air conditioning rooms, boiler or heater rooms, exit corridors, transformer rooms, attic spaces, and on or under stairways. Combustible material shall not be placed on, or stored near, radiators, heaters or steam pipes.

(6) The amount of duplicating fluid within buildings shall be limited to not more than a one-day supply stored in metal lockers.

(7) Clothing lockers, adequately ventilated, shall be made of metal and maintained in a clean and orderly condition. Combustible material shall not be stored on top of or underneath lockers. Work clothes kept in lockers shall be aired and cleaned regularly. Flammable liquid chemicals, paints, grease-soaked rags and similar materials shall not be kept in clothes lockers.

(8) Storage of flammable liquids will comply with reference (c).

(9) Storage of flammable liquids shall be in an approved cabinet. Cabinets shall not block, hinder, or compromise egress paths, exits or discharge from exits. Approved cabinets must be at least 10 feet from any exit egress point.

(10) Storage under raised flooring is strictly prohibited.

b. Holiday/Special Event Decorations

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(1) Temporary electrical power and lighting installation shall be permitted for a period not to exceed 90 days for holiday decorative lighting.

(2) Only non-combustible or approved flame retardant materials shall be used for decorations on window and wall coverings. Where flame retardant materials are used, periodic treatment shall be necessary in accordance with the manufacturer's guidelines. Decorations shall be purchased and placed in accordance with reference (c). Fire Wardens should consult with their local Fire Prevention Office for further guidance.

c. Christmas Trees

(1) F&ES personnel shall approve the location of cut and artificial Christmas trees, and/or any other temporary decorations.

(2) Only artificial trees with built in decorative lights are permitted in buildings not equipped with a fire sprinkler system. Cut Christmas trees are prohibited in buildings not equipped with a fire sprinkler system.

(3) Cut trees shall bare the State Fire Marshal's flame retardant seal or be treated with an approved flame retardant process.

(4) Live (potted) Christmas Trees are prohibited in all government buildings to include offices, lobbies and assembly areas.

(5) Live trees are authorized in base housing only, provided the following is adhered to the following:

(a) Trees should be purchased after the Thanksgiving holiday.

(b) Trees must be properly disposed of no later than 1 January.

(c) All lighting decorations must be Underwriters Laboratories (UL) rated, plugged directly into the wall and turned off when occupants are not present or during sleeping hours.

(d) Occupants must check water content daily and water accordingly.

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**0111. CARNIVALS, FAIRS, HAUNTED HOUSES, SPECIAL EVENTS, AND OTHER RELATED EXHIBITIONS.** Carnivals, fairs, dances, special events, or other related exhibitions will require an inspection and permit from the installation F&ES Fire Prevention Office prior to conducting the event. The installation F&ES Department shall be involved in the planning stages of all such events.

**0112. OCCUPIED AND VACANT BUILDINGS**

a. In case of after hour emergencies and to gain emergency access, Knox-Box key vaults should be installed and utilized to secure building keys for emergency access for fire responding units. Buildings located outside the installation F&ES primary response shall install a dual-key Knox box vault. The Fire Prevention Office shall be contacted for an authorized KNOX box form.

b. The manager responsible for Public Assembly buildings shall conduct a closing inspection after all patrons have vacated the premises. Managers shall use the NRSW Fire & Emergency Services Department Form 11320.76 to inspect their facility. The Fire Prevention Office shall indoctrinate and train management personnel as required.

c. Hood & Duct Systems. All managers of commercial cooking facilities or facilities utilizing hood and duct systems shall ensure proper maintenance and cleaning of such systems, to include fixed fire extinguishing systems per reference (c).

(1) The Fire Prevention Office shall be contacted prior to completion of the work for post inspection.

(2) All reports and documentation shall be forwarded to the Fire Prevention Office.

d. Vacant Buildings. Before closing a structure, the Fire Prevention Office shall be notified so a closing inspection can be conducted. Code Enforcement Officers (Fire Protection Inspectors), shall conduct a fire inspection annually to ensure secure status is maintained, unoccupied and with no additional material stored.

e. Storage and Parking of Vehicles

(1) Government and privately owned vehicles shall not be stored in buildings, unless the facility is designed, constructed, and operated as a vehicle parking or maintenance facility.

(2) When it is considered to be in the best interest of the government to store vehicles inside buildings, a request shall be submitted to the fire department to ensure fire protection safeguards are adhered to.

**0113. SMOKING RESTRICTIONS**

a. Smoking is prohibited in all Navy buildings, vehicles and aircrafts to include the use of all cigarette, cigars, Vape Pens, and E-Cigarettes.

b. Outdoor areas designated for smoking shall comply with reference (c).

**0114. HEATING AND OIL BURNING EQUIPMENT**. Only heating equipment labeled and/or listed by the American Gas Association (AGA), Underwriters Laboratories (UL), Intertek (ETL), or Factory Mutual (FM) are permitted and shall be inspected and serviced in accordance with regulating standards.

**0115. ELECTRICAL, OPEN FLAME AND COOKING APPLIANCES**

a. Electrical installations shall be made only by qualified personnel. No electrical appliances or devices will be installed for use, which are not listed by Underwriters Laboratories (UL), Intertek (ETL) or Factory Mutual (FM). All electrical appliances, fixtures, equipment, or wiring shall be installed and maintained in accordance with reference (c).

b. Surge Protectors. Re-locatable power taps with surge suppressors shall be used with personal computers and their associated peripheral equipment ONLY. Surge protectors shall incorporate over current protection (circuit breaker) and shall be listed by an approved testing laboratory. Surge protection devices shall not be connected in series (i.e. daisy-chained, piggybacking, etc.).

c. Heat Producing, Cooking Appliances and Open Flame Devices

(1) Portable heat producing appliances labeled by Underwriters Laboratories (UL), Intertek (ETL), or approved by Factory Mutual System (FMS) should have a label or approval affixed. The use of open flame lighting devices such as candles is prohibited.

(2) Portable electric space heaters shall be UL or ETL approved, have built-in thermostats and tip-over devices.

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Before using a portable space heater, authorization must be obtained from the NAVFAC Public Works Center in accordance with reference (m). Authorized space heaters shall have 3 feet clearance from combustibles and tip-over protections with automatic shutoff. Portable space heaters using gas or liquid fuel are prohibited.

(3) Portable cooking devices with an external heating element such as; toaster, toaster ovens and similar cooking devices shall be located within a designated break room area approved by the Fire Prevention Office. Such devices shall not be used in individual barrack rooms, Child Development Center classrooms, individual office spaces, storage rooms, closets, or other out-of-sight places. All devices shall maintain three foot clearance from combustibles.

(4) Break rooms should be considered for all coffee messes. All appliances must be plugged directly into electrical GCFI outlet. All grease producing devices shall be used in accordance with reference (c).

(5) Coffee makers, K-Cup, Keurig, and espresso machines, or any device used to brew tea or coffee shall comply with reference (c), be UL approved, and be connected to a ground-fault circuit interrupter where required. Such devices shall **not** be set to start automatically, should be unplugged when not in use, and shall have 3 feet clearance from combustibles at all times. Such devices should be located in designated coffee mess/break areas.

(6) For use of open flame portable cooking appliances such as gas-fired or charcoal grills, notification shall be made by contacting the installation Fire Prevention Office. Commands are responsible to purchase, replace, and provide maintenance on fire extinguishers, as identified in section 0106 of this regulation, for outdoor cooking locations. Extinguishers shall not be removed from buildings for this purpose.

(7) Open fires (i.e. campfire, bon fires) are prohibited, except in designated areas approved by the Fire Prevention Office.

(8) Large cooking events or relocation of temporary outdoor cooking areas shall comply with reference (c) and shall have a special event permit, form 11320.77, from the Fire Prevention Office.

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(9) F&ES will evaluate other operations (i.e. hot dog carts, electric skillets, etc.), and any other cooking devices on an individual basis.

a. Barbecue Equipment

(1) Shall not be used inside facilities. Shall comply with section 0115, item C(6).

(2) Barbecue, hibachi or similar devices shall not be used on any balcony, under overhangs and will be at least 10 feet away from structures, low hanging trees and dry brush.

(3) Equipment will be cooled completely and emptied prior to storage in any NRSW building. Completely extinguish charcoal briquettes and hot ashes by water application prior to disposal in a noncombustible container.

(4) Gas cooking units equipped with self-starters, fuel tanks, and other attachments are required to be in proper working order as per manufacturer's original design before use. Propane tanks should be disconnected and properly stored when not in use.

b. Turkey Fryers. Oil-less, electric and oil Turkey fryers are authorized provided these provisions are followed: the Fire Prevention Office shall be contacted, three days in advance, from occupants requesting the use of a Turkey Fryer. Failure to follow the provisions will result in non-issue of a cooking permit from the installation Fire Prevention Office.

(1) Proper disposal containers for oil products, in accordance with reference (c), shall be on sight prior to authorization by Fire Prevention.

(2) Shall have one **Class K (2A:K)** portable fire extinguisher per every one-two turkey fryers prior to authorization by Fire Prevention. Extinguishers shall be readily available and located within the turkey fryer cooking area.

(3) The use of gas or electric turkey fryers is prohibited inside government facilities to include but not limited to assembly, businesses, industrial, aircraft hangars, child development centers, warehouses, and mercantile facilities.



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(4) Gas or electric turkey fryers shall be located on a solid flat non-combustible surface in an area approved by the Fire Prevention Office. A minimum clearance of three feet between each fryer and from combustibles shall be maintained.

(5) Follow manufacture guidelines. Do not overfill with oil. Cooking gloves shall be worn when placing the turkey into the hot oil.

(6) A fire watch, of one person per two turkey fryers, shall be established during the cooking duration. The fire watch shall have immediate access to a telephone. Personnel shall be familiar with the emergency telephone procedures, proper use of a portable fire extinguisher and basic burn first aid.

(7) Disposal of cooking oil intended for a purpose, such as deep frying, shall comply with turn-in procedures identified in reference (o), section 15. Disposal shall not be in dumpsters or combustible containers.

c. Cooking oil spills shall be immediately contained, cleaned, and reported to the installation Environmental Office and Fire & Emergency Department.

**0116. CONSTRUCTION, RENOVATION AND CONTRACTS REQUIREMENTS.** The plans for all construction projects and facility modernization or rehabilitation programs, including self-help projects, contracts shall be submitted and reviewed by the fire protection engineers and the Fire Prevention Office to ensure they meet fire protection requirements.

a. All contracts requiring servicing of fire protection, suppression and detection and any other life safety concerns shall be reviewed by the Fire Prevention Office to ensure requirements of references (a-d) are met.

b. Plans for fixed-fire protection systems installed or modified shall be submitted to the fire protection engineers for review and approval and are subject to an acceptance test witnessed by the authority having jurisdiction.

c. The Fire Prevention Office shall be notified, in advance, of any building renovation or alteration and change in use or occupancy.

d. KNOX boxes and/or lock shall be required on all new construction, facility modernization or rehabilitation projects and fire department access gates. The Fire Prevention Office shall be contacted for an authorized KNOX box form.

e. A Hot Work permit from the Fire Prevention Office or trained and designated Permit Authorizing Individual (PAI) shall be requested and initiated prior to beginning hot work operations. Hot work includes welding, cutting, grinding, brazing, burning, lead melting, sweating, or soldering using a blowtorch, tar pots, or any other flame, heat or spark-producing device. Contractors shall provide their own fire extinguisher.

**0117. HAZARDOUS ACTIVITIES**

a. Battery Charging. Battery charging shops shall comply with the requirements of references (c) and (e). Forklift truck battery recharging located within buildings shall comply with the requirements of reference (c).

b. Fireworks, Pyrotechnics and Explosives

(1) Command controlled displays are the only authorized activities where the ignition of fireworks is permitted. The possession, use and/or ignition of fireworks by all other personnel is prohibited. This does not include toy pistols or similar devices that use a paper cap, saluting cannons, blank cartridges used by the military, or highway warning devices. A permit shall be obtained from the Fire Prevention Office.

(2) Black powder is prohibited in family housing and other occupancies not approved for storing Class B explosives.

**0118. WELDING/CUTTING REQUIREMENTS AND OPERATIONS**

a. Welding and cutting operations shall comply with references (c) and (n). A permit shall be obtained from the Fire Prevention Office or designated and trained Permit Authorizing Individual (PAI). F&ES has the right to request documentation (i.e. letter or certification) identifying welder/welding operator is certified or qualified to conduct work.

b. Welding or cutting performed in the weapons area shall comply with reference (e) section 4-1.15.

c. When welding or cutting is being performed in a confined space, a confined space entry and gas-free certificate is

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required before the Fire Prevention Office will issue a written permit. Contractors must provide a confined space entry and gas-free certificate signed by a qualified person for confined space operations.

d. A qualified welder/welding operator shall only conduct welding and cutting with equipment in good operating condition. Where combustible or flammable materials are exposed to welding or cutting operations, a fire watch with fully charged and operable fire extinguishers, appropriate for the type of possible fire, shall be posted at the work site. Hot work is not permitted on, or adjacent to, wooden wharves or piers.

e. The welder at the job site shall provide an approved portable fire extinguisher(s). Fire extinguishers shall not be taken from their assigned location in the buildings and utilized by welders performing hot work.

**0119. NAVY SHIP REPAIR AND OVERHAUL IN DRY DOCK.** General Requirements. This section shall not be construed as prohibiting the immediate dry-docking of a vessel whose safety is imperiled as by being in a sinking condition or by having been seriously damaged. In such cases, all precautionary measures shall be taken as soon as possible. Requirements for ship repair shall comply with references (c), (d), and (p).

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**CHAPTER 2****FIRE PROTECTION SYSTEMS, MASS NOTIFICATION AND REPORTING****0201. FIRE PROTECTION SYSTEMS**

a. The testing and maintenance of fire protection systems shall be in accordance with references (c) and (d). All impaired water distribution systems and fire alarm systems shall be promptly reported to the F&ES, Naval Facilities (NAVFAC) Public Works Center and/or Facility Maintenance Department.

(1) When a fire protection system is out of service for more than 4 hours in a 24-hour period, the AHJ shall be permitted to require the building to be evacuated or an approved fire watch by the designated Fire Warden (s) to be provided for all portions left unprotected by the fire protection system shutdown until the fire protection system has been returned to service by the cognizant NAVFAC entity or contractor designated as qualified to do so, per reference (c).

(2) If the fire protection systems are out of service more than 72 hours, local maintenance activity, F&ES, the local safety authority and the facility or area user shall jointly develop written compensatory measures to ensure personnel safety and, to the maximum degree possible, mission continuity as per reference (d).

(3) The F&ES shall be notified when the system, supply, or component is returned to service.

(4) Commands and activities responsible for residential quarters, childcare centers, hospitals, lodges, BEQs and BOQs shall report impaired smoke alarms promptly to the NAVFAC Public Works Center and/or Facility Maintenance Department.

(5) Changes or removal of fire protection systems within a facility will be approved by the Fire Protection Engineer and Fire Prevention Office.

b. Fire Detection Systems. In the event of an alarm system failure or malfunction, a patrolling fire watch shall be established in all affected buildings to ensure the maximum possible degree of fire safety is afforded during the entire period of impairment.

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**0202. MASS NOTIFICATION SYSTEMS** shall comply with reference (r).

**0203. DISCOVERY OF FIRE**. Report all fires, regardless of size, including extinguished fires to the NRSW Fire & Emergency Services Department immediately. Any person who discovers a fire, smells or sees smoke shall take the following actions as described in Section 0204.

**0204. FIRE DEPARTMENT NOTIFICATION**

a. Exterior and Interior Fire Alarm Box

(1) Read the instructions on the front of the alarm box. Pull handle or lever down to full length of travel and release.

(2) Proceed to exterior of building or designated meeting area and direct NRSW Fire & Emergency Services Department vehicles to the fire.

b. Telephone

(1) Dial the emergency number, 9-1-1, from any on base telephone. *NOTE: If dialing 9-1-1 from a cellular phone, notify the operator if the emergency is located on a military installation and follow directions below:*

(2) State the exact location of fire and substance burning, if known.

(3) Give name, base location, building number or street address and telephone number.

(4) Stay on the phone until the alarm dispatcher acknowledges all pertinent information.

(5) If safety permits, direct arriving NRSW Fire & Emergency Services Department.

**0205. FALSE REPORT OF EMERGENCIES**. Any individual who tampers, reports, or causes any report to be made, that an "emergency" exists or willfully and maliciously sends, gives, transmits or sounds any false alarm of fire by means of any fire alarm system, signal or any other means or methods will be reported to the installation commanding officer and Naval Criminal Investigative Service.

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**0206. FIRE REPORTING INFORMATION.** Cognizant supervisory personnel shall be responsible for the adequate posting of the Fire Reporting Information (Fire Bill) and for the indoctrination of all personnel under their supervision, including those assigned specific duties, as directed in this instruction. Supervisory personnel shall obtain necessary fire reporting information from the NRSW Fire & Emergency Services Department Fire Prevention Office, and shall develop and post evacuation plans for all occupied buildings.

**0207. FIRE INVESTIGATIONS.** All fires shall be investigated by the NRSW Fire & Emergency Services Department, in accordance with reference (c), to determine origin, cause and to reveal lessons learned to support local fire protection improvements. The NRSW Fire & Emergency Services Department will make necessary notification to Naval Criminal Investigative Service for suspicious events.

### CHAPTER 3

#### FIRE WARDEN PROGRAM

##### 0301. FIRE WARDEN PROGRAM

a. The program objective is to provide a trained observer within the command to identify hazards and report them to the Fire Prevention Office for corrective action. Each command/tenant shall designate a primary and alternate Fire Warden to help execute the NRSW Fire & Emergency Services Fire Warden Program.

b. The F&ES Fire Prevention Office shall be notified of the name, title, rate or rank, email address, building numbers responsible for and phone number of both primary and alternate Fire Warden assigned.

c. Fire wardens are responsible for the day-to-day fire prevention regulations within their facilities. The Fire Prevention Office shall be notified, in writing, of reassignment, additional and/or new personnel assigned as fire warden within 30 days of the change.

d. The Fire Warden Program provides the activity and the NRSW Fire & Emergency Services Department an expeditious way of reporting and identifying fire safety deficiencies. The ultimate goal of the Fire Warden Program is to provide a fire safe working and living environment.

e. The Fire Prevention Office shall provide initial fire warden training to newly designated fire wardens of each command/tenant. Contact the Fire Prevention Office regarding fire warden training.

f. Annual ESAMS on-line fire warden refresher training is required for all fire wardens. Supervisors should contact the Fire Prevention Office when training is completed.

g. Fire Warden Responsibilities. Fire Prevention inspections conducted by NRSW Fire & Emergency Services do not alleviate the possibility that a circumstance or condition could develop that would create a fire safety hazard; therefore, fire wardens are tasked with the following responsibilities:

(1) ESAMS. Fire wardens shall establish an ESAMS account to electronically address fire safety hazards.

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(2) Fire Bills. Ensure Fire Bills are posted on all official bulletin boards and/or in conspicuous locations.

(3) Exits. Ensure all required exits and hallways are clear and unobstructed at all times.

(4) Exit Lights and Emergency Lights. Ensure exit lights and emergency lights are operable. Any inoperable exit light or emergency light shall be reported to the appropriate authorities having repair responsibilities.

(5) Fire Evacuation Floor Plans. Building evacuation plans shall be developed by department heads or representative and posted in all occupied buildings. The evacuation plan shall consist of a schematic diagram of the building clearly showing all exits, escape routes, location of firefighting equipment and evacuation alarms. Plans shall be at least 8" x 10" in size and prominently posted at eye level on official bulletin boards and other conspicuous locations.

(6) Fire Evacuation Drills. Fire wardens assigned to commands occupying office space with another command are responsible for ensuring each command in that building is notified of a scheduled fire drill. The fire warden for each building shall contact the Fire Prevention Office to schedule the fire evacuation drill.

(7) Fire Extinguishers. Monthly inspection of extinguishers shall be accomplished by Fire Wardens ensuring they are fully charged and operable. Fire extinguisher tags shall be dated and initialed after all inspections. Occupants with responsibility for flight-line extinguishers shall comply with references (g) and (h) and maintain a daily logbook located in the maintenance control department. Inspection of extinguishers shall consist of a visual check of the following items:

(a) Extinguisher located and mounted in designated place.

(b) No obstruction to access or visibility.

(c) Operating instructions on nameplate legible and facing outward.

(d) Seals and tamper indicators not broken or missing.



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(e) Examine for obvious physical damage, corrosion, leakage, or clogged nozzles.

(f) Pressure gauge reading or indicator is in the operable range or position.

(g) Check condition of tires on the flight-line extinguishers.

(h) Check condition of hoses and gauges on flight-line extinguishers.

(8) Projects/Renovation/Moderation: Notify the Fire Prevention Office of all renovation, moderation and/or self-help projects.

(9) Automatic External Defibrillator Devices(AED). If a command has purchased and installed AED in accordance with reference (q), the fire warden shall complete the following:

(a) Conduct monthly AED inspections and ensure the inspection tag is signed.

(b) Maintain records for AED training of personnel.

(c) Notify the F&ES installation coordinator of AED unit location.

(d) Consult with F&ES installation coordinator for site assessment prior to purchasing AEDs to maintain consistency.

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**CHAPTER 4****FIRE SAFETY PRECAUTIONS FOR AIRCRAFT MAINTENANCE HANGARS**

**0401. INTRODUCTION.** A maintenance hangar is a building in which aircraft are stored and may require service, repair or alterations. Extreme care is required by personnel working in maintenance hangars to avoid the dangers of fire. Aircraft maintenance hangars shall comply with reference (c).

a. Maintenance of Aircraft Fuel Systems. Personnel performing fuel cell maintenance shall contact the Fire Prevention Office for site approval.

b. Aircraft Fuel System Maintenance. When required, the following precautions shall be taken:

(1) Each squadron shall have a sufficient amount of absorbent material available to adequately clean-up aircraft fuel spills or other combustible liquids.

(2) Ventilate all fuselages and hull spaces.

(3) Disconnect aircraft batteries.

(4) Never use electrical equipment near open tanks or fuel lines. An ignition source capable of igniting flammable vapors or gases is not permitted within the hazardous area.

(5) Fire access lanes and firefighting equipment shall be clearly marked and kept clear at all times. Aircraft parking in designated fire lanes is prohibited.

(6) All refueling, de-fueling and other fuel-handling operations shall be terminated when electrical storms present a possible hazard.

(7) Smoking shall not be permitted where aircraft fuels or other combustible liquids are stored or handled.

(8) If underground leakage of combustible liquids is discovered, the area shall be secured from entry and the NRSW Fire & Emergency Services shall be notified.

c. Cutting or Welding on Aircraft. Any welding performed shall take into consideration the type of automatic fire detection equipment installed in the hangar to avoid false

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alarms or accidental actuation of the fire protection equipment provided. Cutting, brazing, soldering, grinding or welding shall be in accordance with reference (c). Prior to using such equipment on the aircraft, the supervisor shall obtain a welding permit from the Fire Prevention Office.

d. Open Flame and Cooking Appliances. Open flame, spark producing devices such as sterno cans, candles, lighters, etc. and all cooking appliances are prohibited inside and outside hangar bay doors.

e. Electrical Devices and Power Equipment. Electrical maintenance equipment installed, or used in aircraft hangars shall be in accordance with reference (d). Electrical equipment shall be explosion-proof, including motors, switches, fixtures and extension lights. Power units used in servicing aircraft shall be positioned as far away from the aircraft as possible to eliminate the dangers of fire and explosion. Open flame or element space heaters are prohibited. Only qualified electrical maintenance personnel shall be permitted to maintain and inspect these units.

f. Solvents. Maintenance personnel shall not clean equipment, aircraft parts or hangar floors using gasoline or other flammable solvents. Cleaning shall be performed using non-flammable substances or liquids.

g. Containers. A sufficient supply of metal waste containers with self-closing lids shall be provided for maintenance shops for the safe disposal of flammable wastes and rags. Self-closing, metal containers and drums shall be marked with the name of the contents (i.e., oil, paint-soaked rags, aircraft fuels and other flammable materials) and disposed of on a daily basis. Similar containers shall be used for storing clean rags for immediate use in industrial shops, hangars and on the flight line.

h. Flammable and Combustible Materials. Oil, paint or varnish shall be kept in approved storage areas free of sparks, flame or other sources of ignition. Storage containers and areas shall be in accordance with reference (c) and be approved by the Fire Prevention Office. These storage areas shall be posted with "No Smoking" signs. Storage cabinets shall be labeled with conspicuous lettering: FLAMMABLE - KEEP FIRE AWAY.

i. Vehicles. Requirements for vehicles inside hangars shall comply with reference (c). Vehicles shall not enter

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hangar bays without the permission of the Air Operations/Maintenance Officer. Ground support equipment and vehicles operating in hangars shall be equipped with flame and spark arresters and non-arcing mechanisms. Vehicles so equipped, will be allowed to operate in hangars only long enough to move aircraft and will not be allowed to park unattended in front of or near hangar doors. Vehicles shall not be parked and/or stored in the hangar bay areas. Privately owned vehicles (POV) are prohibited in hangar bays. Vehicles are defined as golf carts, trucks, tow vehicles and cars.

j. Passageways. Shall be clearly defined and kept free of hazardous obstructions. Material shall be stored and maintained at all times to allow for firefighting and easy access to firefighting equipment, sprinkler control valves, fuse boxes and switch panels.

**0402. TOUCH UP AND SPRAY PAINTING OPERATIONS**. Safety precautions are established to reduce fire hazards in aircraft hangars when spray painting aircraft. Touch-up spray painting inside hangars shall be in accordance with reference (c). Spray painting on aircraft in hangars shall be limited and conducted, as follows:

a. Batteries and other sources of electrical power shall be explosive proof and disconnected.

b. Static grounding of the aircraft shall be accomplished before starting spraypainting operation.

c. The spray gun shall be limited to one-quart capacity. Loading of the spray gun and mixing of paint or one gallon by brush or rollers shall be performed outside the hangar.

d. Adequate fire extinguishers shall be available to the spray gun operator in the spray painting area.

e. Lights may be used, but switches in the hangar shall not be used during, or 30 minutes after, spraying operations have ceased.

f. Scraping residue shall be done with non-sparking scrapers, spuds, or similar instruments.

g. Interior spray painting within a 100-foot radius of maintenance or arc welding operations is prohibited. Areas adjacent to the repaired aircraft shall be free of all equipment

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for a distance of 10 feet. When cleaning, painting or paint removal operations are being conducted on an aircraft in a hangar, the area of application shall be limited to 80 square feet maximum and performed for no more than a 2-hour period.

h. Sufficient intervals must exist between paintings to permit thorough ventilation of the surrounding area.

i. Spark-producing vehicles and equipment shall not be operated or moved during spray painting operations.

**0403. AIRCRAFT FUEL HANDLING OPERATIONS.** All direct fueling and hot-fueling operations shall be in strict accordance with reference (g).

a. Aircraft Fueling. Aircraft fueling operations shall be in accordance with reference (g) and shall be limited and conducted as follows:

(1) Fuel shall be loaded into tank trucks equipped with spark arresters, flame arresters and other safety equipment. Fuel trucks with leaky or defective pumping equipment shall not be used.

(2) Fuel service vehicles shall be positioned on the windward (upwind) side of the aircraft, parallel from the wing, at the maximum distance permitted by the length of the hose.

(3) In accordance with reference (g), fuel service vehicles shall be equipped with two portable fire extinguishers with at least a 20B rating. One extinguisher shall be located on the front driver's side and the second extinguisher shall be located on the passenger's rear side.

(4) Prior to aircraft fueling, the Fuel Transfer Operator shall check with an aircraft representative to ensure no electrical equipment in the aircraft is energized.

(5) Smoking, "Strike anywhere" matches, cigarette lighters, oil lanterns or similar open flame devices are prohibited within 100 feet of fuel handling operations.

(6) Aircraft fuel tanks shall be filled or purged before entering aircraft hangars.

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(7) Electrical equipment including lights and portable equipment in the vicinity of aircraft fueling operations shall be maintained and regularly inspected.

(8) Internal combustion engines shall not be operated within 100 feet of fuel handling operations.

b. Aircraft Defueling. Defueling operations shall be conducted outside aircraft hangars and under controlled conditions similar to those required for fueling. No work shall be performed within 100 feet of an aircraft while it is being defueled. All aircraft shall be chocked.

c. Direct Aircraft Refueling Operation. When refueling operations are required, the user shall provide a wheeled halon fire extinguisher.

d. Hot Aircraft Refueling

(1) Hot refueling of aircraft presents fire safety hazards not normally encountered in other refueling operations. Therefore, personnel involved in hot refueling operations shall be properly supervised and trained in the performance of their duties with particular attention given to strict adherence to safety and fire prevention measures.

(2) Fuel flow shall be controlled by use of a dead-man control device. The use of any means that defeats the dead-man control is prohibited.

(3) Maintenance, arming, de-arming, or servicing of aircraft is prohibited during "hot refueling operations."

(4) Only nonferrous tools shall be used in the immediate vicinity of "hot refueling" operations.

(5) Ensure firefighting equipment and extinguishers are in operable condition.

(6) Shoes with exposed nails or metal plates shall not be worn.

(7) All fuel transfer, defueling and hot refueling operations shall be terminated when electrical storms are less than three (3) miles away and present a possible hazard.

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(8) In the event of a fuel spill, refueling operations shall be terminated and NRSW Fire & Emergency Services shall be notified. Each squadron shall have a sufficient amount of absorbent material available to adequately clean-up aircraft fuel spills or other combustible liquids. Fuel shall not be washed into drain systems.

**0404. AIRCRAFT FUEL CELL MAINTENANCE.** Fuel cell maintenance operations in aircraft hangars shall be in accordance with references (c) and (h).

**0405. FIRE PROTECTION SYSTEMS**

a. Fire protection systems protecting aircraft hangars will not be placed out of service without proper justification. Coordination and approval by the local Fire & Emergency Services, Public Works Officer and the ICO shall be completed prior to execution.

b. Hangars equipped with Aqueous Film Forming Foam (AFFF) cannons, infrared or ultraviolet fire detectors and/or floor pop up devices shall follow safety procedures provided by the Fire & Emergency Services. Activities or events (i.e. basketball, soccer, cooking, open flame, etc.) that could cause a system activation shall be prohibited.

c. The tampering of fire protection system is prohibited. Placement or storage of equipment, connex boxes, cardboard, or any items that restrict or interfere with the proper discharge or detection of AFFF cannons is strictly prohibited.

d. Placement or storage of equipment, connex boxes, cardboard or any items in front of, on top of or within 3 feet of the infrared or ultraviolet fire detectors, floor pop-up devices, alarm boxes, and alarm pull stations is strictly prohibited. Such devices shall be clearly visible at all times.

e. Sprinkler Systems. In the event of a sprinkler system failure, malfunction, or impairment, the requirements of reference (c) shall be followed; To include establishing a patrolling fire watch in all affected buildings, ensuring the maximum possible degree of fire safety is afforded during the entire period of impairment.

f. Fire Detection Systems. In the event of a fire alarm system failure, malfunction or impairment the requirements of reference (c) shall be followed. To include establishing a

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patrolling fire watch in all affected buildings to ensure the maximum possible degree of fire safety is afforded during the entire period of impairment.

**0406. FIRE SUPPRESSION SYSTEM AWARENESS AND TRAINING.** Training for aircraft maintenance personnel on the suppression systems and operations, steps to protect aircraft, equipment and components are available. Contact the local Fire Prevention Office for questions and to schedule training.

**0407. FLIGHTLINE FIRE EXTINGUISHERS.** IAW Reference (s), training for aircraft maintenance personnel on understanding and operations of the flightline fire extinguishers shall be completed annually. Contact the local Fire Prevention Office for questions and to schedule training.



CHAPTER 5

NAVY MEDICAL CENTER FIRE PREVENTION REQUIREMENTS

0501. FIRE EVACUATION DRILLS

a. Fire evacuation drills shall be conducted in accordance with reference (c) and the Joint Commission on Accreditation of Health Organization (JCAHO). All hospital staff is to be familiar with the location of electrical and gas/oxygen shut-offs, firefighting equipment as well as responsibilities for removing and directing patients and guests to a safe refuge in the event of an actual fire or emergency.

b. Fire evacuation drills shall include the transmission of a fire alarm signal and simulation of emergency fire conditions. Simulated emergency scenarios will be coordinated with the medical staff to ensure minimal disruption to patients and staff. Fire evacuation drill requirements are as follows:

(1) Quarterly

(a) Fire drills on day shift during the first month of each quarter for outpatient and in-patient wards.

(b) Fire drills on shifts during the second month of each quarter for in-patient wards.

(c) Fire drills on night shift during the third month of each quarter for in-patient wards.

(2) Annual in small outpatient clinics classified as business occupancies (CDC).

0502. ELECTRICAL EQUIPMENT. Purchase, testing, inspection and maintenance of electrical equipment shall be in accordance with reference (c).

0503. GAS AND OXYGEN SYSTEMS. Air compressors and vacuum pumps shall be located separately from gas storage and gas cylinder systems. Supply systems of nitrous oxide or mixtures shall be isolated from anesthetizing storage locations. Cylinders containing flammable gases or liquids shall conform to requirements established in reference (d). Medical personnel working in areas where oxygen is piped shall be familiar with the location and operation of the nearest pipeline shut-off. Valves shall be closed in the event of actual fire within the immediate area.

**CHAPTER 6**

**MILITARY FAMILY HOUSING FIRE PREVENTION REQUIREMENTS**

**0601. FAMILY HOUSING RESIDENTS** shall comply with reference (j) by ensuring the following precautions are taken:

a. Develop a fire evacuation plan with a minimum of two escape routes from each room, a safe meeting place outside and practice a home fire drill regularly with your family.

b. Educate family members in the prevention of fires, (i.e., identifying and responding to smoke detector alarms and memorizing the emergency phone number 9-1-1).

c. Test smoke and carbon monoxide detectors monthly. Batteries should be replaced twice a year.

d. Contact the local housing office for repairs or replacement of detectors.

**0602. FLAMMABLE MATERIALS & LIQUID STORAGE**. No more than two gallons of gasoline shall be stored in approved safety containers. Gasoline shall be stored in well-ventilated areas. Do not store any flammable material within three feet of water heaters, furnaces, or other heat producing sources.

**0603. OUTDOOR FIRE SAFETY**. Remove all dried grass, leaves or vegetation from yard and fence area. Burning trash and/or vegetation is prohibited.

**0604. BARBECUE AND TURKEY FRYER SAFETY**. Contact the installation housing office for further guidance.

**0605. HOME FIRE SAFETY INSPECTIONS AND TRAINING**. Occupants that reside in on-base housing units may request an annual fire safety inspection or request training by contacting the Fire Prevention Office.