



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 11320.1A  
SES  
2 OCT 2015

AIR STATION ORDER 11320.1A

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: FIRE REGULATIONS

Ref: (a) MCO 11000.11  
(b) UFC 3-600-01  
(c) National Fire Protection Association (NFPA) Codes & Standards  
(d) UFC-3-601-02  
(e) NAVSEA OP 5 Volume One  
(f) UFC 3-600-02  
(g) UFC 3-560-01  
(h) ASO 5353.1F

Encl: (1) Fire Regulations

Report(s) Required: I. Large Loss Initial Incident Report ((Report Control Symbol DD-11320-04) (External RCS DD-AT&L (AR)1765)), encl (1), chap. 1, par. 2j

1. Situation. The Marine Corps Air Station (MCAS) Cherry Point Fire and Emergency Services Department is dedicated to providing for the safety and welfare of the Installation through preservation of life, property, and the environment. As such, this Order updates Fire Regulations to accomplish the mission.

2. Cancellation. ASO 11320.1.

3. Mission. To promulgate policies and procedures for general fire prevention and related matters for MCAS Cherry Point.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Sustain safe areas and practice due diligence to prevent needless loss of life or property due to fire. Fire Wardens, being thoroughly familiar with their roles and responsibilities, coupled with periodic fire drills of facilities, will ensure MCAS Cherry Point is prepared and vigilant in the case of a fire emergency.

(2) Concept of Operations. Enclosure (1) provides detailed and standardized instruction for initial precautions to prevent causation or formation of fire hazards. Commanding Officers and Directorates/Department Heads shall reexamine the fire prevention program for their organizations to ensure conformity with the requirements of these regulations.

b. Coordinating Instructions. Refer to enclosure (1).

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

ASO 11320.1A  
SES  
2.OCT 2015

5. Administration and Logistics

a. Questions pertaining to the content of this Order should be directed to the Security and Emergency Services Directorate, MCAS Cherry Point.

b. Forms associated with this Order are restricted and must be obtained directly through the MCAS Cherry Point Fire Department.

6. Command and Signal

a. Command. This Order is applicable to MCAS Cherry Point and its subordinate and tenant commands.

b. Signal. This Order is effective the date signed.



TRAVIS L. POWERS  
Executive Officer

DISTRIBUTION: A

ASO 11320.1A

*2 OCT 2015*

LOCATOR SHEET

Subj: FIRE REGULATIONS

LOCATION: \_\_\_\_\_

(Indicate the location(s) of the copy(ies) of this Order.)

2.OCT 2015

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
<b>Chapter 1</b>	<b>ORGANIZATION AND OPERATION</b> .....	<b>1-1</b>
1.	Organization .....	1-1
2.	Fire Chief .....	1-1
3.	Assistant Fire Chief of Operations .....	1-2
4.	Assistant Fire Chief of EMS .....	1-2
5.	Assistant Fire Chief of Training .....	1-3
6.	Fire Protection Inspectors .....	1-3
7.	Supervisory Firefighters (Captains), Driver Operators, Firefighters, and Paramedics .....	1-4
8.	Telecommunicators (Dispatchers) .....	1-4
9.	Firefighting Equipment and Apparatus ...	1-4
<b>Chapter 2</b>	<b>SPECIAL DUTY INSTRUCTIONS</b> .....	<b>2-1</b>
1.	Fire Safety Officers.....	2-1
2.	Station Command Duty Officer .....	2-2
3.	SES Director . .....	2-2
4.	Civil Service Employees, Military Personnel, and Family Members .....	2-2
<b>Chapter 3</b>	<b>FIRE BILL</b> .....	<b>3-1</b>
1.	Discovery of a Fire .....	3-1
2.	False Alarms .....	3-1
3.	Fire Protection Support .....	3-1
4.	Off-Station Alarms .....	3-2
<b>Chapter 4</b>	<b>FIRE PROTECTION</b> .....	<b>4-1</b>
1.	Fire Alarm Equipment .....	4-1
2.	Sprinkler Systems .....	4-1
3.	Fire Extinguishers .....	4-1
4.	Fire Hydrants .....	4-2
5.	Sectional Control Valves and Fire Pumps.	4-2
6.	Fire Hose .....	4-2
7.	Fire Apparatus .....	4-2
8.	Exits .....	4-2
9.	Fire Doors and Panic Hardware .....	4-3
10.	Locking of Gates .....	4-3
11.	Building Alteration .....	4-3
12.	Creating or Maintaining a Fire Hazard...	4-3
<b>Chapter 5</b>	<b>FIRE PREVENTION AND FIRE SAFETY</b> .....	<b>5-1</b>
1.	Smoking Regulations .....	5-1
2.	Fire Prevention (Other).....	5-2

2.OCT 2015

3.	Building Fire Prevention and Safety.....	5-7
4.	Fire Prevention Operations .....	5-11
5.	Evacuation Drills .....	5-16
6.	Wildland Fire Management .....	5-16
7.	Investigations .....	5-16
APPENDIX A	FIRE BILL (NAVFAC 3-1320/9) .....	A-1
APPENDIX B	GENERAL FIRE BILL.....	B-1
APPENDIX C	FIRE BILL AMMUNITION AND EXPLOSIVES AREAS .....	C-1

2.OCT 2015

## Chapter 1

Organization and Operation

1. Organization. Fire and Emergency Services is an organizational element of the Security and Emergency Services Directorate (SES).
2. Fire Chief. The Fire Chief is the administrative and technical head of Fire and Emergency Services under the control of the SES Director, and is responsible for the enforcement of fire regulations, preparation of such supplementary fire regulations as may be necessary, and efficient operation of the Fire and Emergency Services Department. Responsibilities include all matters pertaining to organization, administration, training, and discipline. In addition, the Fire Chief is responsible for the following:
  - a. Fire prevention inspections of structures and grounds.
  - b. Inspections, testing, and maintenance of firefighting equipment, with particular emphasis on proper type.
  - c. Inspection, testing, and location of fire hydrants and fire alarm boxes.
  - d. Ensuring testing and maintenance of the fire alarm systems and verify compliance with current governing standards.
  - e. Ensuring inspection and testing of sprinkler and other automatic fire extinguishing and detecting equipment, and that they are in compliance with current governing standards.
  - f. Inspection of existing facilities, testing of emergency evacuation controls of buildings, and conducting emergency evacuation fire drills.
  - g. Issuing notices to correct existing hazards.
  - h. Oversight and supervision of temporary operations involving fire hazards such as open fires, fueling, cutting, welding, and other hazardous operations, excluding those operations listed in Chapter Five of this Order.
  - i. Posting of standby Fire Watch personnel at places of public assembly and special occasions.
  - j. Investigation of fires and submission of required reports as follows:
    - (1) In accordance with reference (a), an initial report shall be made within 24 hours for all fires or related emergencies that cause damage of \$100,000 or greater, are of an unusual origin, or those that result in loss of life or serious injury to personnel (RCS DD-11320-01).
    - (2) The report shall be transmitted to CMC (LFF) via the normal chain of command.
  - k. Training Fire Protection Division personnel in techniques of firefighting, fire prevention, and disaster control operations during emergencies.

2.OCT 2015

1. Provision of fire protection and standby equipment for MCAS Cherry Point.

(1) The Maintenance Department accomplishes repair work, inspections, and preventive maintenance on equipment referred to in this chapter.

(2) The Fire Chief or his/her designee shall be the Incident Commander of all firefighting personnel, apparatus, equipment, and fire control operations.

(3) When a second or greater fire alarm occurs in two areas simultaneously, the decision for concentration of fire control equipment will be made by the Fire Chief, unless a fire ground order to the contrary is received from the Installation Commander relieving the Fire Chief of delegated responsibilities.

(4) The Incident Commander shall establish a command post near the location of the fire. This location will be used as the fire headquarters for all persons concerned with firefighting or associated duties. The Fire Chief will direct all firefighting and related activities from the command post.

3. Assistant Fire Chief of Operations

a. The Assistant Fire Chief of Operations shall assume responsibility in the absence of the Fire Chief.

b. The Assistant Fire Chief of Operations is responsible for firefighting operations on his/her assigned shift, to include the following:

(1) Responding to all alarms on and off the Installation, and to emergency landings.

(2) Directing the Supervisory Firefighters (Captains) and their firefighting companies in fire control and fire strategy.

(3) Exercising control of his/her respective shift while on duty.

(4) Enforcing policies, regulations, practices, and procedures, including taking appropriate disciplinary actions.

4. Assistant Fire Chief of EMS

a. The Assistant Fire Chief of EMS shall assume responsibility in the absence of the Fire Chief and the Assistant Chief of Operations.

b. The Assistant Fire Chief of EMS is responsible for operations of the fire department's medical division, to include the following:

(1) Responding to alarms as needed on and off the Installation, and to emergency landings.

(2) Directing firefighter/paramedics in their daily duties.

(3) Ensuring all medical ambulances and response equipment are in a state of readiness at all times.

2.OCT 2015

## 5. Assistant Fire Chief of Training

a. The Assistant Fire Chief of Training shall assume responsibility in the absence of the Fire Chief, Assistant Fire Chief of Operations, and Assistant Fire Chief of EMS.

b. The Assistant Fire Chief of Training is responsible for oversight and execution of the fire department's training and safety plans, to include the following:

(1) Responding to alarms as needed on and off the Installation, emergency landings, and assuming the role of safety officer at these incidents.

(2) Works with all entities involved to ensure annual training plans are scheduled and funded.

## 6. Fire Protection Inspectors

a. The Fire Protection Inspectors are responsible to the Fire Chief for fire prevention operations and:

(1) Directs Fire Inspectors in their assigned duties.

(2) Exercises control of inspectors while on duty.

(3) Enforces policies, regulations, practices, and procedures.

b. Fire Protection Inspectors are responsible for inspecting all buildings, areas, work processes, and operations incidental to occupancy, to eliminate fire hazards consistent with established policy and operating requirements. Inspections shall be scheduled and conducted in accordance with the directives of the Assistant Chief of Fire Prevention. Hazardous areas will be inspected at more frequent intervals as established by the Fire Prevention Chief. Fire Inspectors shall perform the following specific duties:

(1) Maintain liaison with unit fire safety officers, fire wardens, and supervisors.

(2) Maintain a continuous fire protection inspection program for the entire Installation, requiring corrective actions and making recommendations for hazards noted the existing directives and references. Recommendations for fire hazards not covered by regulations, directives, or codes will be made by the Fire Protection Division.

(3) Determine the adequacy, working condition, and operation of all fire suppression systems and equipment.

(4) Inspect all operations to ensure that adequate fire protection measures and practices are followed.

(5) Report unsafe or hazardous conditions or practices to unit fire safety officers, fire wardens, and supervisors, and prepare fire inspection reports.

(6) Assist lead fire investigation agencies in determining cause, loss, and necessary corrective action.

2.OCT 2015

(7) Develop, implement, instruct and maintain public fire education training programs.

7. Supervisory Firefighters (Captains), Driver Operators, Firefighters, and Paramedic Firefighters

a. The duties of Company Leaders and other Fire Protection Division personnel are specified in their official position descriptions.

b. Detailed duties of all Fire Protection Division personnel are included in the current edition of references (a) and (b).

8. Telecommunicators (Dispatchers). Telecommunicators are located in the Consolidated Emergency Response Dispatch Center in Building 294 and are under the direction of the SES Director.

9. Firefighting Equipment and Apparatus

a. The apparatus and equipment shall meet requirements for Class "A" fire protection.

b. The Fire Protection Division shall monitor service of authorized fire extinguishers for all buildings aboard the Installation. They will be retained in locations designated by the Fire Protection Division. Fire extinguishers on government-owned vehicles are the responsibility of the Motor Transport Department or the unit to which the vehicle is assigned.

c. In the event a fire extinguisher is temporarily required on a vehicle, the activity head may contact the Fire Protection Division and request the loan of a fire extinguisher. The fire extinguisher will be returned to the Fire Protection Division when no longer needed.

d. Supervisors of vehicles carrying fire extinguishers shall ensure fire extinguishers are checked daily.

2.OCT 2015

## Chapter 2

Special Duty Instructions1. Fire Safety Officers

a. Appointments. Commanding Officers and Officers-in-Charge shall appoint a Fire Safety Officer for their organization. The appointed officers will act as liaison with the Fire Protection Division on matters of fire safety. Fire Safety Officers shall:

(1) Organize a Fire Safety system appointing a Fire Safety Warden and an alternate for each facility and area under their jurisdiction. The Fleet Readiness Center East is exempt from this requirement due to the presence of two Fire Inspectors located on sites.

(2) Ensure all appointed Fire Safety Wardens attend the next scheduled Fire Warden class conducted by the Fire Prevention Division.

(3) Assume responsibility for fire protection measures, periodic inspection, and ensure participation and continuing indoctrination of all personnel in fire prevention, first aid, the use of fire extinguishers, and fire evacuation procedures.

(4) Ensure that unit Fire Safety Wardens and alternates are appointed in writing. One copy is to be retained by the organization and one copy will be forwarded to the Fire Protection Division.

(5) Conduct periodic fire drills with assistance from the Fire Protection Division. The Fire Protection Division is available for technical instruction necessary to maintain proficiency in fire protection practices.

(6) Organize and develop evacuation procedures to ensure timely and organized evacuation is carried out in their area, pending arrival of Fire and Emergency Services.

(7) Exercise vigilance against the creation of fire hazards in all buildings and areas under their jurisdiction and promptly report discrepancies to the Fire Prevention Division.

(8) Notify the Fire Protection Division and the next higher Safety Officer in the chain of command of any hazardous operation, change of occupancy, storage, or processes to ensure provision of adequate safeguards.

b. Inspections. When the inspection by the Fire Protection Division reveals existing hazards, the responsible unit Fire Safety Officer for the facility or area concerned will receive a Fire Inspection Report, stating the building number or area, the specific hazard, and what corrective action will be taken. The unit Fire Safety Officer concerned is responsible for the return of this report to the Fire Protection Department within 10 days, noting the corrective action taken.

c. Unit Fire Safety Warden. Unit Fire Safety Wardens shall:

2.OCT 2015

(1) Ensure all fire extinguishers placed within their area of responsibility are visually inspected monthly and the attached record tags are signed.

(2) Ensure all portable fire extinguishing equipment is available, accessible, and in good operating condition.

(3) Ensure all damaged or non-operational building fire extinguishers are returned to the Fire Department for repair or replacement.

(4) Ensure a floor plan, showing primary and secondary evacuation routes from the immediate area to the nearest exit and assembly or meeting area, and action required for individual personnel in the particular shop, department, or building is posted for use in case of alarm or fire.

(5) Ensure the Fire Bill is conspicuously posted in strategic locations in all buildings. For Ammunition and Explosive storage and handling locations, the General and Local Fire Bills will be utilized and are available through the Joint Safety Office, Explosive Safety Division.

(6) Stamp/write the number of the building or structure where the Fire Bill is posted in the space provided. The Fire Bill is a standard format used by all Marine Corps activities. The only emergency number to be displayed shall be 911.

(7) Ensure that all telephones have emergency stickers on them.

(8) Make daily inspections of all facilities or areas prior to closing time and initiate necessary action to correct hazardous conditions.

(9) Accompany the Fire Protection Inspector on all inspections of buildings and areas to ensure immediate corrective action of all noted discrepancies.

2. MCAS Cherry Point Command Duty Officer. The MCAS Command Duty Officer shall be notified of large fires, mutual aid responses, and/or actions requiring Immediate Response Authority to authorize.

3. SES Director

a. The SES Director shall be responsible for establishing and maintaining order, providing traffic control, and security in and around fire areas.

b. In coordination with the Fire Chief, ensure guards are trained in basic firefighting techniques to include familiarity with fire-reporting procedures, building numbers, and locations of fire-alarm boxes.

c. Upon discovery of a fire, all sentries, patrols, and security guards shall immediately sound the alarm, call the Fire Protection Division, and stand by to direct firefighting forces to the scene of the fire.

4. Civil Service Employees, Military Personnel, and Family Members

a. In the case of an evacuation alarm, personnel will evacuate the building area and remain at their assigned assembly area to conduct personnel

*2.OCT 2015*

accountability, and to relay information to Fire and Emergency Services personnel upon their arrival.

b. Personnel residing aboard the Installation should remain in their quarters and not proceed to the location of the fire, unless their duties require their presence.

c. Parents will ensure their children are clear of streets, fire areas, and fire hydrants, and whenever possible, maintain constant custody of children during firefighting operations.

2.OCT 2015

Chapter 3

Fire Bill

1. Discovery of a Fire

a. In case of a fire:

(1) Sound the alarm and pass the word.

(2) Upon evacuation, activate the nearest pull station or fire alarm box.

(a) Know the location of the nearest pull station, alarm box, and telephone in your area.

(b) To operate an alarm box, follow the posted directions.

(c) Upon arrival of firefighting personnel, direct them to the location of the fire.

(3) When in a safe environment, immediately dial 911 from the nearest telephone. Personnel will evacuate the building immediately and stand clear of firefighting operations.

(4) If time permits, close all doors and windows to confine the fire and prevent drafts. If required and properly trained, use fire extinguishers to extinguish small fires. Do not endanger yourself or others in the effort.

(a) All fires must be reported, even if they have already been extinguished.

(b) Fire Bills and Evacuation Plans must be posted in conspicuous locations throughout buildings.

(c) Housing residents shall call 911 to report all fires.

2. False Alarms. All false alarms will be immediately investigated to determine the cause of the alarm. Persons found guilty of maliciously making a false alarm will be reported to their commanding officer, or in the case of civilian employees, their supervisor for disciplinary action.

3. Fire Protection Support

a. Repair and Servicing of Firefighting Equipment. The Maintenance Department will assign highest priority to the repair and servicing of firefighting equipment. The Head, Motor Transportation Division, will assign highest priority in servicing and repairing Fire Protection Division vehicles and assign only those qualified in emergency apparatus repair to perform maintenance.

b. Maintenance Department in case of fire shall:

(1) Dispatch a duty maintenance person in response to all fire alarms when requested by the Incident Commander.

2.OCT 2015

(2) Report to the Incident Commander/Post upon arrival at the scene.

(3) When directed by the Incident Commander, cut off electricity, steam, and gas to the building or area involved in the fire and report completion of such action to the Incident Commander.

(4) Make equipment and crews available as deemed necessary by the Incident Commander.

c. Motor Transport Division in case of fire shall:

(1) Provide vehicles and equipment in support of firefighting operations as requested by the Incident Commander.

(2) Upon request of the Incident Commander, provide fuel and oil for the fire apparatus or such other services as may be required at the scene of the fire.

d. Civilian and Military Personnel. Occupants of buildings will familiarize themselves with the location and proper use of the nearest fire-alarm box, emergency telephone numbers, and fire extinguishers.

e. On-Station Forces. During large fires or other disasters, fire departments reporting from surrounding communities or military establishments to assist local forces will be under the direction of the Incident Commander. When operating off the Installation, the Air Station fire forces will serve under the direction of the local Fire Chief.

4. Off-Station Alarms

a. The Fire Chief or his designee is authorized to immediately dispatch personnel and equipment in response to requests for assistance as outlined in existing mutual aid agreements and the Disaster Preparedness Plan.

b. The "Mayday" distress call of any aircraft will be given emergency firefighting protective assistance for any ground landing within the mutual aid agreement area or as directed by the command.

2 OCT 2015

## Chapter 4

Fire Protection1. Fire Alarm Equipment

a. Fire-alarm boxes shall not be obscured by shrubbery, trees, or other obstructions.

b. Fire extinguishers will not be removed from their assigned location except for firefighting. Building fire extinguishers that have been discharged, tampered with (e.g., seal broken), or suffered physical damage shall be returned to the Fire Protection Division for repair or replacement.

2. Sprinkler Systems

a. Sprinkler control valves shall be maintained in the open position. If sprinkler heads are activated, the valve will not be closed until directed by the Fire Protection Division Officer-in-Charge at the fire. The Facilities Maintenance Department will be responsible for replacement upon completion of any work.

b. No material of any sort will be hung from sprinkler piping.

c. Storage will be maintained at least 18 inches below sprinkler heads.

d. No foreign material of any kind will be placed in the Fire Protection Division connections of a sprinkler system or its components.

e. Sprinkler systems shall be tested and serviced by the Facilities Maintenance Department or by certified contractor personnel as required by reference (g).

3. Fire Extinguishers

a. This section applies to building fire extinguishers only.

b. Fire extinguishers shall be inspected when initially placed in service and at least once per month thereafter. Personnel executing inspections shall keep records of all fire extinguishers inspected, including those found to require corrective action, the date the inspection was performed, and the initials of the person performing the inspection. At a minimum, the inspection will include the following items:

- (1) Location in designated area.
- (2) No visible obstructed access.
- (3) Legible operating instructions on nameplate and facing outward.
- (4) Safety seals and tamper indicators not broken or missing.
- (5) Fullness determined by weighing or lifting.
- (6) Examined for obvious physical damage and corrosion.

2 OCT 2015

c. Discharged fire extinguishers will be reported immediately (dial 911) when used to extinguish a fire. When discharged for a purpose other than a fire, notify the Fire Protection Division, and provide a Purpose of Use Statement. Statements can be obtained from the Unit or Department Safety Officer.

d. Fire extinguishers will not be removed from their assigned locations except for firefighting. Discharged building fire extinguishers will be taken to Building 193, Fire Protection Division, for replacement.

#### 4. Fire Hydrants

a. No vehicles or other objects shall be left within 20 feet of any fire hydrant, sprinkler control valves, or fire department connection.

b. Fire hydrants, sprinkler control valves, or fire department connections shall not be obscured by shrubbery, trees, or other obstructions.

c. Connections shall not be made to fire hydrants nor shall fire hydrants be operated by anyone other than Fire Prevention Division or Maintenance Department personnel, unless approved by the Supervisor of the Water Treatment Facility and the Fire Chief.

d. Facilities Maintenance personnel shall conduct tests per the schedule in reference (g).

5. Sectional Control Valves and Fire Pumps. Sectional Control Valves and all stationary water supply fire pumps will be tested by Facilities Maintenance Department personnel per the schedule in reference (g).

#### 6. Fire Hose

a. A fire hose shall not be used for anything other than firefighting purposes without approval of the Fire Chief.

b. No vehicle shall be driven over a fire hose unless authorized to do so by a fire officer.

#### 7. Fire Apparatus

a. Unless specifically authorized by the Fire Chief, unauthorized persons are prohibited from riding upon, operating, or using any fire apparatus.

b. When responding to an alarm, fire apparatus will be under the control of the driver at all times and will be driven with due regard and at such speeds as may be safe according to road conditions. Fire apparatus drivers will observe all traffic regulations when returning from an alarm.

#### 8. Exits

a. Exit doors shall not be locked while the facility is occupied.

b. The Fire Safety Officer and/or superior in charge shall ensure proper maintenance of fire exits in buildings occupied by personnel. The following requirements shall be observed:

*2.OCT 2015*

(1) Fire exits will be accessible and free from encumbrances.

(2) Exit doors will open in the direction as required by reference (c).

(3) Emergency exit doors requiring panic hardware will be equipped with proper panic-type hardware in good operating condition.

(4) Exits will be indicated by illuminated signs when required or by properly placed exit signs.

9. Fire Doors and Panic Hardware

a. Fire exit doors equipped with fire or panic hardware shall not have a lock, padlock, hasp, bar, chain, or other device installed or maintained.

b. Doors with fire or panic hardware mechanisms shall not be altered, changed, or tampered with. Fire doors shall be tested and maintained in accordance with reference (c).

c. Fire doors or shutters shall not be obstructed or blocked in any manner or intentionally secured open by any means. Highly combustible material that may produce a flash fire shall not be stored near any opening in a firewall.

10. Locking of Gates. Gates shall be secured by chain and padlock. In all cases where security of an area or building has been broken by firefighters in the line of duty, a firefighter will be left at the location until law enforcement or security personnel arrive.

11. Building Alteration. Any proposed structural, occupancy changes or internal rearrangement in a building which may affect the fire safety or exit facilities of the building will not be made without prior notification and approval of the Fire Chief and Facilities Director.

12. Creating or Maintaining a Fire Hazard. No person will conduct or maintain any operation that may create or aggravate a fire hazard without first obtaining clearance from the Fire Protection Division. If deemed necessary, the Fire Protection Division will provide a fire safety stand-by.

2.OCT 2015

## Chapter 5

Fire Prevention and Fire Safety1. Smoking Regulations

a. Smoking includes the use of cigarettes, and/or other tobacco-like products, and Electronic Nicotine Delivery Systems (e.g., hookahs, vapor pens, and all other forms of electronic cigarettes).

b. Smoking is Prohibited

- (1) In all facilities aboard the Installation.
- (2) Around all flight line areas.
- (3) On roofs of buildings, in attics, lofts, walkways, and under structures.
- (4) In or around ordnance storage areas.
- (5) On loading ramps, railroad cars, beds of trucks or trailers while loading or unloading combustible material, in open storage areas, or in buses, and ambulances.
- (6) Within 50 feet of:
  - (a) Gasoline dispensing operations.
  - (b) Bituminous or plastic coating operations.
  - (c) Flammable liquid and gas handling or storage operations.
  - (d) Any building aboard the Installation, except designated smoking areas.
- (7) In areas where oxygen is stored or administered.
- (8) Within any government owned or leased vehicle.
- (9) In any vehicle while parked or passing through storage areas, warehouses, and on or against warehouse ramps.

c. Smoking Areas

(1) Per reference (h), smoking will be allowed in designated areas only. Requests will be made in writing to the Safety and Standardization Directorate for designation of smoking areas. Prior to officiating an area, the Industrial Hygienist shall consult with the Fire Department. Consulted areas will be plainly marked with "SMOKING AREA" signs. Stipulations and regulations, in addition to those listed in this Order, will be forwarded in reply to requests upon completion of area inspection.

(2) An Underwriters Laboratories (UL) listed and approved receptacle for the disposal of smoking material will be visible from all angles and will be provided in authorized smoking areas.

2.OCT 2015

(3) Smoking materials must be extinguished before being discarded. They will not be discarded in trash receptacles, dumpsters, bushes, or thrown out of vehicles.

d. Open Flame, Burning, and Use of Matches

(1) Open grilling and outdoor cooking operations require a cooking permit by the Fire Department (This does not apply to AMCC residential areas and MCCA designated picnic areas).

(2) Residents and designated picnic areas must comply with AMCC and MCCA grilling requirements.

(3) The use of charcoal or gas grills is prohibited unless 20 feet from any buildings or shelter, and only in approved areas.

(4) Open flame or campfires will not be allowed except by approval of the MCAS Cherry Point Forestry and Fire Departments.

(5) Open flames will not be used for illumination purposes. In residential areas, UL rated outdoor fireplaces must be approved by AMCC.

(6) Flammable liquid will not be used to start fires.

(7) Open burning will not be permitted in landfills.

(8) Prior to controlled burning, the Fire Prevention Division will be notified of the location, nature, and approximate time the fire will be burning. The fire will be kept under observation until the embers burn out completely or have been extinguished.

e. Fireworks. Sale, storage, or use of fireworks of any description on any part of the Installation is strictly prohibited, except as required in the official performance of official duties. Fireworks or incendiaries, except those in government control, will not be permitted aboard the Installation and will conform to reference (c).

2. Fire Prevention (Other)

a. Rubbish, Trash, and Debris

(1) Working areas, storage spaces, and new construction or repair areas shall be policed regularly to reduce fire hazards.

(2) Rubbish and scrap materials will be disposed of in properly identified receptacles or bins. All rubbish will be cleared from buildings at the end of the workday and hauled to approved rubbish disposal locations. Work areas will be kept free of accumulation of combustible debris.

(3) All trash containers, except for administrative offices, will be of metal construction or other non-combustible material.

(4) Trash containers, except office wastepaper baskets, will be provided with tight-fitting metal or other non-combustible covers.

2 OCT 2015

(5) Trash will be removed from buildings daily and placed in authorized receptacles.

(6) Dumpsters and other trash disposal units will be spaced a minimum of 20 feet away from all buildings, and placed in locations non-obstructive to traffic or operations. Doors or hatches will be kept closed except when being used for trash disposal.

(7) Pine straw, dry weeds, grass, brush, or other combustibles will not be permitted around buildings, open storage areas, or railroad properties. Such growth will be cut frequently or removed from around buildings and disposed of in a safe manner. Areas beneath or within 50 feet of buildings will be regularly policed to keep them free from accumulation of debris and combustible vegetation.

b. Flammable Liquids and Hazardous Materials

(1) Use of Storm Sewers for Disposal. Gasoline, oil, or other flammable material will not be permitted to accumulate or discharged in storm drains or sewers. Flammable or combustible liquids of any kind will not be drained, dumped, nor permitted to accumulate in water on or adjacent to the Installation.

(2) Combustibles. All used waste, oil, paint, chemical-soaked rags, and other combustible materials will be deposited in plainly marked self-closing metal containers. The metal covers will be kept closed and never wedged or blocked open. Contents will be removed from the containers, as required, during working hours. Prior to securing the building, the containers will be closed securely.

(3) Containers. Metal or metal-lined containers with automatic closing covers will be provided and used for storing supplies of rags, waste, packing materials (e.g., excelsior and shredded papers) and other combustible materials in current use.

(4) Storage and Use

(a) Limitation on floor areas and clearances of different types of stored materials are included in reference (c).

(b) All flammables and combustible liquids brought aboard the Installation will conform with and be handled in accordance with reference (c).

(c) Dangerous chemicals and compressed gases will be properly stored to ensure that accidental breakage, leakage, rupture, exposure to fire, heat, or water will not result in the accumulation of materials with other substances to produce explosive or flammable gases, toxic fumes, or to jeopardize the safety of personnel.

(d) Flammable liquids will be properly stored in accordance with reference (c). This includes storage in special areas of fire-resistive buildings equipped with sprinkler systems and firewalls as required by published standards. When flammables are stored in flammable storage buildings, the following precautions will be taken:

1. Handle containers carefully to avoid breakage.

2. Remove and destroy leaky containers.
3. Maintain accessibility for firefighting purposes.
4. Ensure proper ventilation for materials that give off flammable vapors.
5. Avoid any location where spilled liquids may come in contact with a spark or flame.
6. Use clean and appropriate materials to absorb spilled flammable liquids, oil, or grease.
7. Use only properly rated forklifts.
8. Do not store near combustible material.
9. Post storage areas with "NO SMOKING" signs.

(e) Compressed gas cylinders showing evidence of excessive rust, corrosion, dents, or other surface defects will be considered hazardous and will be disposed of.

(f) The storage and handling of liquefied petroleum (LP) gases will conform to standards set forth in reference (c).

(g) All flammables, including interstate shipments, will be in containers approved for shipment of such materials, which are tagged or labeled in accordance with regulations of the Department of Transportation (DOT).

(h) Day-to-day stocks of flammable liquids will be kept in approved places for such storage. Amounts of stored materials will be procured as needed and kept in an approved labeled closed container. Any surplus will be returned to the storage area prior to the close of workday. Storage locations for flammables or explosives will be plainly marked to indicate such storage.

(i) Class I flammable liquids, as defined in reference (c), will not be drawn from or dispensed into tanks or containers within a building except within liquid storage and dispensing rooms. Drums will be in an upright position in an approved location.

(j) Gravity discharge of Class I flammable liquids from tanks, drums, or containers other than safety cans within a building is prohibited. The following precautions shall be followed:

1. Approved containers shall be maintained in good condition. Contents of leaking containers will be transferred to serviceable containers. Damaged or unserviceable containers shall be disposed.

2. Dispensing equipment shall be checked regularly for leaks. If leaks are found, an authorized repairman will repair them and the pumps will be kept out of service until completion of repairs.

3. All dispensing of flammable liquids from tank trucks or underground tanks will be handled with an approved pumping or water displacement system. This rule applies to containers of over 55 gallon capacity. Gasoline

2 OCT 2015

drums, when used as dispensers, will be equipped with drum (barrel) pumps of approved type.

4. All 55 gallon drums used for dispensing of flammable or combustible liquids will be equipped with an Underwriters' Laboratories approved safety drum bung vent to provide automatic relief of pressure in event of fire.

5. Bungs, caps, or stoppers shall not be left off drums, barrels, tanks, or other flammable liquid containers, whether empty or full.

6. Empty flammable liquid containers shall not be stored or repaired until they have been thoroughly cleaned of hazardous vapors. The fuel tanks of gasoline engines will be similarly cleaned before indoor storage.

7. Faucets on drums shall not be used for dispensing flammable liquids.

8. Faucets used on drums for dispensing combustible liquids with a flash point above 100 degrees Fahrenheit will be of an approved spring type, which will flow only while held open manually. Blocking open faucets is prohibited. Metal drip pans will be placed under faucets and cleaned regularly.

9. Nozzles used in connection with gasoline dispensing apparatus will be of Underwriters' Laboratories approved type, manually controlled with automatic closing.

10. Operators dispensing flammable liquids shall not leave nozzles or valves unattended when they are in use.

11. Ratchets or other "hold-open" devices shall not be used on nozzles of any gasoline dispensing apparatus.

c. Electrical Hazards

(1) Wiring. All electrical wiring and equipment will conform to reference (c), and shall be performed by licensed electricians.

(2) Circuits. Circuit breakers will not be rigged or tampered with. When a blown fuse has interrupted a circuit or tripped breaker, the source of disturbance will be located and eliminated by an authorized licensed electrician before restoring power to the interrupted circuit.

(3) Switches. All electrical switches in Master Switch Panels will be correctly labeled to indicate the circuits and devices that they control.

(4) Electrical Equipment. Electrical equipment used or located in areas where explosive vapors are present will conform to the requirements of reference (c).

d. Spark Dangers

(1) Tools, metal fan blades, door latches, and similar devices used in the vicinity of flammable gases or vapors will be of non-ferrous or non-sparking type. Non-sparking shoes will be worn when necessary.

(2) Substantial conductors having low resistance to the 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 or vapors. The contact between conductor and ground will be per reference (c).

(3) Extension cords for lights and electrically operated tools or devices together with their connections and fittings will be of the grounded type. They will be inspected frequently and maintained in a safe condition. All extension cords will be kept dry and free from oil and grease.

(4) All vending machines using electrical power will be properly grounded. Motors, compressors, and other electrical equipment shall be kept free from accumulation of grease and lint.

e. Special Heat-Producing Appliances

(1) All special heat-producing appliances (e.g., coffee makers, hot plates, portable heaters, soldering irons, etc.) will be listed by Underwriters Laboratories and will further comply with reference (c). The number of special heat-producing appliances should be kept to a minimum. They will be installed per reference (c), and a licensed electrician will ensure that the circuit is not overloaded. Such devices shall not be installed in closets, lockers, or out-of-sight locations. Such heat-producing devices shall not be used on combustible surfaces.

(2) Electric portable heaters must be approved by the Facilities Maintenance Department and shall meet the following standards:

(a) Have a thermostat for heat control.

(b) Have a tip-over switch for automatic shut-off.

(c) Shall not be used in close proximity to combustibles.

(3) All nonessential electrical appliances will be disconnected at the end of the workday.

(4) Extension cords will not be used as permanent installations. Extension cords will be of the grounded type. They shall be Underwriters' Laboratories approved, and when in use, will not exceed their rated capacity.

(5) Disconnected electrical wiring will be removed immediately upon installation of new wiring.

f. Decorations of Government Facilities

(1) For purposes of this Order, areas of concern will include theaters, meeting halls, recreation rooms, hobby shops, offices, warehouses, shops, clubs, workspaces, or any other place, except residences, where 10 or more persons may assemble or pass through at any time.

(2) Prior to decorating, the Officer, Non-Commissioned Officer, or supervision in charge will notify the Fire Prevention Division. All decorations will be of noncombustible materials. Exit markings and stairways shall not be obscured by decoration or obstructed in any manner.

2.OCT 2015

(3) Decorations shall not be hung from sprinkler heads, piping, placed over light bulbs, or other heat-producing devices, or obstruct heating and air system components.

### 3. Building Fire Prevention and Safety

#### a. General Storage

(1) Storage of any type is prohibited in furnace, boiler rooms, transformer rooms, vaults, water heater closets, or mechanical equipment rooms.

(2) All stored materials shall be kept neatly arranged at all times.

(3) No storage of any type shall be allowed to obstruct access to any exit at any time.

(4) Storage will be at least 24 inches from the path of travel to fire doors unless permission is made for a barricade. Material will not be stored within 36 inches of fire door openings.

(5) Aisles will be maintained for access to fire-alarm boxes, electrical equipment, firefighting equipment, or sprinkler valves.

(6) Heights of stacks will be limited to 12 feet, unless the sprinkler system is designed to protect higher commodities. As required by reference (c), 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.

2. A 36-inch clearance shall be maintained for stacks in buildings not equipped with sprinklers.

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

(8) Fire doors will not be blocked. Sufficient space will be maintained to allow fire doors to swing clear. Care will be exercised to prevent damage by power forklifts. Defective doors will be reported to the Maintenance Officer for immediate repair and the Fire Prevention Division will be notified of any such conditions.

(9) Fire doors will be equipped with fusible links for automatic closing in the event of a fire. Links will not be painted or covered.

2.OCT 2015

(10) Any damage to a fire door noted by any person will be reported to the section officer concerned, who will then investigate the damage and report it to the Maintenance Officer. Fire doors will be maintained in proper operating condition at all times by maintenance personnel.

(11) Layout drawings will be made for the storage of materials, equipment, or supplies in all warehouses, storage sheds, and open storage areas. These drawings will indicate stock clearances from walls, fire doors, and fire aisles as stated in reference (c). The location of the fire aisles may be changed by the Warehousing Officer, provided such changes meet the criteria for fire aisles as shown in this Order.

(12) All fire aisles will be accessible from doors or gates so they may be entered by any firefighting force without moving stored material.

(13) Materials, equipment, tools, pallets, vehicles, or forklifts will not be left in fire aisles.

(14) Fire aisles will be kept clear and not be used for temporary storage.

b. Ammunition, Explosives Storage, and Handling Areas

(1) Work requiring soldering, melting of asphalt, or use of blow torches, or other heat or spark-producing devices that develop temperatures higher than 288 degrees Fahrenheit, shall not be performed in an explosives area without proper and continuous supervision to ensure all necessary precautions and regulations are strictly observed. Authorization will include a signed Hot Works Permit (Form: MCASCHERPT/SES/11320/2), issued by the Fire Department and the Explosives Safety Officer, which meets the requirements of reference (f). Portable engine-driven generators may be used as a source of electric power. When this type of equipment is used, the exposed, non-current-carrying metallic frame and parts shall be grounded. The following requirements shall be observed when supplying power to operations at magazines or explosives operating facilities:

(a) The generating unit shall be placed at least 50 feet from the magazine or hazardous location.

(b) The ground area around and between the generator and the hazardous location shall be clear of debris and/or other combustible materials.

(c) The exhaust from the generator shall not impinge on grass or any other combustible material.

(d) The power cord connecting the generator to the load shall be positioned as to prevent trucks or personnel from running over or otherwise damaging the cable.

(e) No cable-to-cable splices shall be made within the magazine, explosive operating facility, or other hazardous locations. Flexible cables shall be the approved three-wire, service type, with three-prong plugs and connectors.

(f) In the event of an electrical storm, the generating unit shall be turned off and all cables removed from the magazine or explosives operating

*2.OCT 2015*

facility. No refueling operations shall be conducted when an electrical storm is in the vicinity of the operation.

(g) Reference (f) requirements regarding refueling of portable engine-driven electrical generators shall be enforced.

(2) Smoking shall be prohibited in magazines, buildings, railcars, motor vehicles, piers or wharves, and in any other area conveyance containing or in the vicinity of ammunition, explosives, and other hazardous materials, or where operations that involve these materials are conducted. Trash or rubbish shall be burned in magazines, during explosives handling, or in storage areas. Vegetation near explosives facilities shall be controlled by chemical weed killer, cutting, plowing, or burning, as necessary or appropriate under the circumstances. In areas where a firebreak is required, all vegetation must be maintained at a maximum of 18 inches. Grass and/or brush within 50 feet of explosive operating buildings, magazines, or open storage sites shall be kept to a height of no more than 18 inches. Gasoline-powered grass cutters may be used on top of earth-covered magazines, but should be kept at least five feet from ventilators and at a safe distance from the door edge. The remaining five feet around the ventilator should be cut by hand-powered equipment. During calm weather and when adequate precautions are taken to prevent the spread of fire, closely supervised burning may be employed to control vegetation. Burning however, shall not be permitted within 200 feet of any above-ground magazine, explosives operating facility, or outdoor storage pad that contains explosives or ammunition. Burning is not permitted within 50 feet of any earth-covered magazine that contains ammunition or explosives. During burning operations, all windows, doors, and ventilators of nearby magazines shall be closed. All railcars and vehicles that contain hazardous materials shall be removed from the area.

(3) Motor vehicles and equipment that employ internal combustion engines and are used in the vicinity of explosives to transport ammunition, explosives, and other hazardous materials, shall be equipped with effective spark and flame arresting devices located in the exhaust lines. Per reference (f), operating requirements for motor vehicles in explosive areas shall be enforced. It is not necessary to put spark arrestors on gasoline-powered grass cutting equipment however, this type of equipment shall not be operated within 50 feet of visible explosives or open magazine doors. Care shall be taken to prevent this equipment from overturning or falling onto the loading platform. Fueling of vehicles and miscellaneous gasoline-powered utility equipment such as chain saws, grass cutters, mowers, trimmers, pumps, etc., shall be completed at least 100 feet from explosives areas and at least 20 feet from warehouses and/or other inert storage buildings.

(4) The symbol or symbols that represent the most hazardous material present shall be posted outside hazardous materials storage sites and operating buildings and be identified on the activity fire map. A posted symbol should be situated so it is visible during daylight from a distance of at least 500 feet. If visibility is obstructed by vegetation, curves in roads, etc., the symbol shall be placed on the roadway so as to be visible from a distance of at least 500 feet.

(5) All personnel, supervisory or otherwise, shall be indoctrinated and made thoroughly familiar with the fire hazards, firefighting equipment, and safety practices of the ammunition and explosive operations for which they are responsible. All personnel shall be familiar with the provisions in fire bills,

2.OCT 2015

general and local, applicable to their operation so that each person knows the appropriate action to take if a fire emergency develops.

(6) Since many fires are small at origin, the availability and use of proper portable fire extinguishers will, in some cases, facilitate the suppression of incipient fires that might otherwise endanger life and/or property. If a fire occurs, the Fire Department shall be immediately notified. This alarm shall not be delayed while portable fire extinguishers are being used. Fire extinguishing equipment shall be readily available on all explosive vehicles, ammunition, and explosives handling areas whenever handling operations are being performed to include when materials handling equipment is being used. Inspections shall include a monthly check of fire extinguishers and firefighting equipment to ensure it is properly maintained per approved standard procedures. An essential element of any fire prevention effort is good housekeeping. Ammunition and explosives storage and operating areas and spaces between buildings shall be kept clear of any combustible material. Rubbish and trash like empty boxes, scrap lumber, nails, and strapping materials, shall not be permitted to accumulate in these areas. Combustible materials shall not be stored within 50 feet of ammunition and explosives storage and handling areas.

(7) Motor vehicles and equipment that employ internal combustion engines and other ignition sources shall not be located within 50 feet of ammunition, explosives storage, and handling areas. Exceptions are authorized for equipment which is utilized to support ammunition and explosives operations.

c. Carpenter and Woodworking Shops

(1) Smoking will not be permitted in shops around or near outside planning or sawing units.

(2) Welding, cutting, torch soldering and other open-flame operations will not be permitted except by permit documented by a Hot Works Permit.

(3) Flammable liquids will not be used or stored in these shops unless in an approved, UL rated flammable storage locker.

(4) Materials will not be used nor stored in large amounts, but in sufficient amounts for work or in an "in-use" status.

(5) Vehicles will not be driven into or parked inside of the building.

(6) Shops will be well ventilated to prevent the suspension of dust in the air.

(7) Deposits of dust on rafters and building supports will be removed frequently by vacuum or other suitable means to prevent dust explosions.

(8) Lumber stacks for supply of carpenter shop operations will not be stored within 20 feet of shop buildings or fire hydrants.

d. Quarters

(1) Persons assigned quarters will be fully responsible for violation of fire safety regulations by their families or guests.

2 OCT 2015

(2) Tenants will be responsible for maintenance and good policy and will not allow accumulation of trash, flammable liquids, or materials that may cause fire hazards in or about their quarters.

(3) Explosives, flammable liquids, or fireworks are not permitted in quarters.

(4) Articles or materials shall not be stored in attics.

(5) Gasoline will be kept in an approved, UL rated gasoline container. Gasoline will not be stored in any heated space.

(6) Any hazardous condition found by the Fire Chief or his representative will be immediately corrected by the tenant.

e. Exhaust Systems. Exhaust systems and duct work, especially in galleys, will be kept free of grease accumulations. Grease filters in range hoods will be cleaned frequently utilizing steam or a nonflammable liquid.

f. Heating Systems. Furnace and boiler rooms, heating units, and garages will be kept free of unnecessary storage. No combustible or flammable material will be stored in these areas.

#### 4. Fire Prevention Operations

##### a. Trash Disposal, Trash Receptacles, and Dumpsters

(1) Good policing practices will be maintained throughout the Installation. Waste materials will not be allowed to accumulate in areas or buildings and will be removed before the close of the workday.

(2) Greasy or oily rags and used steel wool will be placed in fire-resistant containers separate from other trash.

(3) Trash, scraps, or sawdust from carpenter shops or woodworking shops, when removed, will be placed in metal containers with tight-fitting lids and will not be placed within 15 feet of a building.

(4) All trash receptacles will be of metal or UL rated, made of non-combustible construction, and equipped with covers unless in office type areas.

(5) Dumpsters will not be placed within 20 feet of any building or storage area. Lids and doors will be in a closed position at all times. Fixed collection systems are exempt from this provision.

(6) In the event smoke is seen coming from a dumpster, DIAL 911 AND DO NOT OPEN THE LID. Opening the lid may cause a severe explosion resulting in burns or injury to persons.

b. Cleaning Operations. The use of flammable liquids for cleaning purposes is prohibited. All cleaning operations will be performed with proper safety solvents.

c. Battery Charging Shops. Only authorized personnel who have been instructed in the precautions necessary for the handling of acids and charging of batteries will be employed in battery shops. Battery shops will be

2.OCT 2015

adequately ventilated from the ceiling line to the level of the batteries. Battery charging shops will comply with regulations governing Stationary Battery Room Design.

d. Hot Works Operations and Requirements

(1) Any operation that produces a spark or flame shall be regulated through a permit system per reference (c). All precautions specified by the Hot Works Permit shall be followed to minimize the risk of a fire or explosion.

(2) A designated welding shop does not require a Hot Works Permit, but the proper safeguards shall be followed per reference (c).

(3) A Hot Works Permit for any operation that produces a spark or flame in a tank, pipe, below grade, confined space, or any hazardous area requiring a gas free permit, will be issued by a Marine Tech, Gas Free Engineer, or a Permit Authorizing Individual (PAI) that is qualified by management to issue a Hot Works Permit for these types of areas.

(4) Acetylene and oxygen tanks will not be stored together unless in an "in-use" status. When tanks are in an "in-use" status, they will be secured to the bulkhead or cart so they cannot be knocked over. Oxygen and acetylene shall not be stored within 20 feet of each other, or within 100 feet of any other material, such as gas, liquid, chemical grease, or oil, which may be activated by leaking acetylene or oxygen.

(5) "In-use" acetylene and oxygen cylinder valves will be turned off and regulators disconnected at closing time.

e. Maintenance on or Near Flammable Areas. Spark tools shall not be used when working on any part of a system or unit designated for storage or handling flammable liquids. The use of other than non-ferrous tools or open-flame devices in the vicinity of flammable liquids or vapors is prohibited.

f. Operation of Steam Jennies (Portable) and Tar Heating Units

(1) Steam Jennies

(a) Steam Jennies will not be operated within 25 feet of a building containing stored or combustible material.

(b) Steam Jennies will not be left unattended and will be equipped with a proper type/size fire extinguisher.

(2) Tar Heating Units

(a) Heating units will not be operated within 25 feet of a building containing stored or combustible material.

(b) Units will be equipped with at least three proper types and sizes of fire extinguishers.

(c) While in an "in-use" status, the units shall not be left unattended.

(d) Units will be of an approved type as specified by the National Board of Fire Underwriters. The tar or compound "in-use" will not be heated over specified "use" temperatures.

(e) While roofing work is carried out with tar or compound, at least two, 20-pound dry chemical extinguishers will be kept on the roof close to the work site.

(f) Empty or discarded tar sacks will be placed in containers and removed at the end of the workday.

(g) All equipment to include LP gas tanks shall be properly secured.

(h) Work areas utilizing tar heating units shall be cordoned at least 10 feet in all directions for personnel safety.

g. Painting

(1) No mixing of flammable compounds will take place in any buildings or areas other than those specifically approved for such operations described in reference (c).

(2) Unopened or previously opened containers of paint or other flammable compounds used in painting or preserving will be stored in approved storage areas or UL rated flammable storage lockers.

(3) Spray painting will not be conducted within buildings unless standard spray booths and exhaust systems are provided. Spray booths will be designed, installed, and maintained per reference (c).

h. Flammable Liquids

(1) Flammable liquids will not be used for cleaning purposes.

(2) Drawing flammable liquids from drums, other than gasoline, will not be permitted unless automatic self-closing spigots are used. Gasoline must be drawn by pump only.

(3) Flammable liquids which are not in an in-use status, will be stored at least 20 feet from buildings, and in a flammable storage locker or ventilated storage container.

(4) Flammable liquids will be kept in safety containers at all times when not in use, or capped in the original containers and stored in an approved flammable storage area.

(5) Flammable liquids will not be taken into quarters, warehouses, maintenance shops, places of public assembly, mess halls, cafeterias, recreation buildings, or theaters.

(6) Spilling or leakage of any hazardous material or hazardous waste in excess of one gallon will be reported to the Fire Protection Division.

(7) Nozzles for the dispensing of gasoline will be of an approved automatic shut-off type.

(8) Gasoline tanks of portable or stationary engines will be fueled by use of "safety" nozzles or "safety containers" only.

(9) Gasoline will not be transferred, moved, stored, poured, or received in open or glass containers.

i. Fueling other than Filling Stations

(1) Gasoline will be used only as motor fuel in motorized equipment.

(2) All gasoline-powered vehicles will be fueled outdoors.

(3) The following regulations and precautionary measures will govern the operation of gasoline pumps aboard the Installation:

(a) "NO SMOKING" signs shall be conspicuously displayed in the vicinity of gasoline storage areas and gasoline pump hoses or trucks that are refueling vehicles. Careful attention will be given to ensure all personnel in the refueling areas comply with these signs.

(b) Ignition switches of vehicles being serviced will be turned to the off position prior to refueling.

(c) Two or more proper type fire extinguishers will be placed in the immediate vicinity of each gasoline station or mobile fueling unit, and will be checked daily by pump operators and periodically by the Fire Prevention Division.

(d) Gasoline shall not be pumped into unauthorized containers such as gas jugs or jars, plastic containers, or open buckets. Approved type safety containers will be used when dispensing any type of petroleum products.

j. Operation of Filling Stations. The following rules shall be strictly enforced at gasoline dispensing stations. Copies of these rules will be conspicuously posted at each gasoline dispensing station:

(1) Sources of ignition are not permitted within 50 feet of gasoline dispensing stations.

(2) Gasoline shall not be dispensed while the vehicle engine is running.

(3) Gasoline shall not be dispensed to a vehicle unless it is equipped with a proper gas cap.

(4) In the event gasoline is spilled near a vehicle, the engine shall not be started within 50 feet of the spilled gasoline until it is thoroughly removed.

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

2 OCT 2015

k. Vehicles

(1) When warned of the approach of fire apparatus, drivers shall pull off to the right side of the road and stop. Vehicles shall not follow fire apparatus closer than 300 feet.

(2) Privately owned vehicles will not enter any building, except those buildings designated as "garages for vehicles" and comply with reference (c), nor will they be driven or parked on ramps.

(3) Work-related vehicles will be shut off when the vehicle is stopped inside of buildings for loading or unloading purposes, and the driver shall remain with the vehicle.

(4) Gasoline tank trucks will not enter any building for repair work other than garages or repair shops under any circumstance.

(5) Gasoline powered vehicles shall not be refueled inside of a building or within 50 feet of a warehouse.

(6) Filling reservoirs of motor vehicles or engines with gasoline will be accomplished by means of hose and safety nozzle only. Containers will not be used for filling purposes, except in garages where small amounts of fuel may be added by use of an approved type safety can.

(7) Engines shall be shut off before the vehicle or engine is supplied with fuel. Engines will not be allowed to run while the vehicles are in the driveways of gasoline service stations.

(8) If a fire occurs or a fire evacuation drill is held in a building where a vehicle is being operated, the operator will move the vehicle out of the fire lanes and to the outside of the building if possible, without endangering themselves or other personnel who are evacuating the building.

1. Separation of Structures for Fire Protection. Factors determining distance between buildings and open storage blocks of material are specified in reference (b). The Fire Protection Division is available at all times for consultation on reference material.

m. Security and Fire Hazard Inspection

(1) Commanding Officers and all groups, squadrons, units, or organizations shall ensure adequate inspection of their buildings or areas prior to closing time and ensure prompt action is taken to correct hazardous conditions noted. All areas and buildings aboard the Installation are included except public quarters.

(2) The supervisor in charge shall ensure the building or area is inspected prior to the close of each workday. In the event hazards are discovered which could cause a fire, the hazards will be immediately corrected.

(3) "Last Person Out" inspection of the Officers' Club, Staff Non-Commissioned Officers' Club, Enlisted Club, and Hobby Shops will be made by a responsible person employed by that particular activity. When ready to close, the responsible person will make a thorough inspection for fire hazards.

2 OCT 2015

(4) All trash containers will be emptied just prior to the "Last Person Out Inspection," in facilities under janitorial contract.

#### 5. Evacuation Drills

a. At least one fire-evacuation drill shall be executed semi-annually in buildings in which personnel are quartered (e.g., barracks and in industrial buildings). In other buildings, drills will be held as often as necessary based on the recommendation of the Fire Chief, but not less than once a year, with the exception of government quarters. The supervisor in charge shall ensure drills are carried out and properly evacuate personnel to a designated location where an account of all personnel is conducted. Report of the drill will be forwarded to the Fire Prevention Division. During such drills, alarms will not be transmitted to the Fire Emergency Dispatcher unless arrangements have been previously made with the Fire Chief. Child Care Centers will have fire drills monthly.

b. An inspector from the Fire Protection Division, while making a routine monthly inspection, will conduct the evacuation drill if the officer or supervisor so desires.

c. Officers and civilian supervisors shall ensure all persons under their supervision are familiar with proper exit procedures, the location of fire alarm boxes, fire extinguishers, and have knowledge of the operation of such equipment.

#### 6. Wildland Fire Management

a. The Wildland Fire Management Plan shall be managed locally from within the Environmental Affairs Department, Facilities Directorate. The Fire Program Manager shall be appointed in writing by direction of the Commanding Officer.

b. Wildland Fire Management and response to wildland fires shall be in accordance with the MCAS Cherry Point Wildland Fire Management Plan.

c. The Fire Department and Environmental Affairs Forestry Personnel shall respond to all reports of wildland fires aboard MCAS Cherry Point and its outlying areas.

7. Investigations. Commanding Officers shall initiate an investigation for all fires occurring within their area of responsibility. A copy of each investigation will be forwarded to the MCAS and 2d MAW Inspector with a copy to the Fire Chief.

2 OCT 2015

## APPENDIX A

# FIRE BILL

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

## IN CASE OF FIRE:

### 1. USE NEAREST FIRE ALARM BOX

#### OR TELEPHONE EXT. 911

- Know the location of the nearest alarm box and telephone in your area.
- When using telephone, REPORT BUILDING NUMBER.
- Upon arrival, direct the Fire Department to the scene of fire.

### 2. SPREAD THE ALARM - PASS THE WORD

- All personnel, except firefighting 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.

2 OCT 2015

APPENDIX B

# GENERAL FIRE BILL

## FIRE REPORTING- PHONE 911

**FIRE DIVISION:** Provide adequate force to respond to all emergencies. Provide technical services in all areas of fire protection and prevention.

**MEDICAL DEPARTMENT:** Dispatch ambulance to scene to provide first aid and transport injured personnel.

**SECURITY DEPARTMENT:** Provide traffic control in industrial area, restricted area, and housing area.

**DEPARTMENTS AND TENANT COMMANDS:** All departments and tenant commands shall:

1. Develop procedures for visitors entering restricted buildings under their command. Ensure that primary and secondary muster points are provided.
2. Provide training for all personnel in proper evacuation response procedures.
3. Provide training for all personnel in the use of first aid firefighting equipment.
4. At general alarm, mobilize personnel and carry out provisions of Disaster Preparedness Plan.

## EVACUATION PROCEDURES

1. **SOUND EMERGENCY!**
2. **Evacuate** non-essential personnel to a distance specified in the table below.
3. **Notify** personnel in nearby buildings and departments of impending danger.
4. **Activate** deluge sprinkler system or other fire protection devices requiring manual actuation for extinguishing or controlling a fire.
5. **Supervisor and/or responsible person** meet the Fire Department to advise them of location and nature of fire, and type of material involved or likely to be involved.
6. **Secure** fire doors and other means of confining or localizing fire.
7. **Secure** valuables/ classified materials.
8. **Remove**, when feasible, explosive or hazardous material from path of the fire.

Primary Route: Muster point is \_\_\_\_\_

Secondary Route: Muster point is \_\_\_\_\_

## DIVISION

Fire Symbol	Materials	Hazard	Action/Remarks
	1.1 Explosives & Certain Liquid Propellants	Mass Detonation	<ol style="list-style-type: none"> <li>1. Will not be fought unless a rescue attempt is being made.</li> <li>2. If there is suitable separation between non-explosive and symbol 1 materials is approved by the Fire Chief, firefighting forces may attempt to extinguish the fire.</li> </ol>
	1.2 Ammunition and Explosives	Explosion with Fragments	<ol style="list-style-type: none"> <li>1. Give the alarm and attempt to extinguish the fire if in an early stage</li> <li>2. Firefighting forces should fight the fire. If not possible, prevent the spreading of the fire.</li> <li>3. Detonations of items could occur. Provide protection from fragment</li> </ol>
	1.3 Ammunition & Explosives	Mass Fire	<ol style="list-style-type: none"> <li>1. May be fought if explosives not directly involved</li> <li>2. If WP munitions are involved smoke is liberated                             <ol style="list-style-type: none"> <li>a. WP munitions may explode</li> <li>b. Phosphorus should be immersed in water or sprayed with water continuously</li> </ol> </li> <li>3. For fires involving IIC and incendiaries                             <ol style="list-style-type: none"> <li>a. Water should not be used unless large quantities are available</li> <li>b. Use dry sand or dry powder agent in early stage.</li> </ol> </li> <li>4. For fires involving pyrotechnics and incendiaries                             <ol style="list-style-type: none"> <li>a. Protect adjacent buildings and magazines</li> <li>b. Do not use CO2 or Halon extinguishers or water.</li> <li>c. Allow magnesium to cool unless upon flammable material. In this case, use 2-inch layer of dry sand or powder on the floor and rake the burning material onto this layer and reemother.</li> </ol> </li> </ol>
	1.4 Ammunition & Explosives	Moderate Fire	<ol style="list-style-type: none"> <li>1. Fight these fires</li> <li>2. Expect minor explosions and hot fragments</li> </ol>

## Emergency withdrawal distances for Nonessential Personnel

Fire Symbol	Hazard/Class Division	Unknown Quantity	Known Quantity
Unknown	Facility, truck and/or tractor-trailer	4,000 ft.	4,000 ft.
	Railcar	5,000 ft.	5,000 ft.
	1.1 and 1.5 (Explosives A)  (See note 1)	Same as unknown hazard classification	For transportation use 2,500-ft. minimum distance for 500 lb and below. Above 500 lb. for railcar use 5,000-ft. minimum distance; otherwise use 4,000-ft. minimum distance. Use 4,000-ft. minimum distance for bombs and projectiles with caliber 5-inch or greater.  For facilities use 2,500-ft. minimum distance for 15,000 lb. and below. Use 4,000-ft. minimum distance for net explosive weights above 15,000 lb. and less than or equal to 50,000 lb. Above 50,000 lb. use d (distance) = 105 w <sup>1/3</sup> .
	1.2 and 1.6 (Explosive A)  (See Note 1)	2,500 ft.	2,500 ft.
	1.3 (Explosive B)	600 ft.	600 ft.
	1.4 (Explosive C)	300ft	300ft.

Notes: 1. For Class/Division 1.1 and 1.2 items, if known, the maximum range fragments and debris will be thrown (including the interaction effects of stacks of items, but excluding lugs, strong backs, and/or nose and tail plates) may be used to replace the minimum range stated in table above.

Notes: 2. For accidents involving propulsion units, it is not required to specify emergency withdrawal distances based upon the potential flight ranges of these items.

2 OCT 2015

# FIRE BILL

## AMMUNITION AND EXPLOSIVES AREAS

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

IN CASE OF FIRE:

1. ACTIVATE THE NEAREST FIRE ALARM BOX OR TELEPHONE THE FIRE DEPT BY DIALING EXT. 911.

- Know the location of the nearest alarm box in your area. When notifying by telephone, it should be done from the closest location outside of the explosives operating area.

### REPORT BUILDING NUMBER

Ensure an informed person meets the arriving firefighters as far from the fire as possible, and along the path of approach to advise on:

- TYPE OF FIRE.
- LOCATION OF FIRE.
- WHAT MATERIALS ARE INVOLVED?

2. SOUND THE ALARM, PASS THE WORD, EVACUATE ALL NON-ESSENTIAL PERSONNEL TO THE DESIGNATED AREA (A MINIMUM OF 600 FEET AWAY). ALL WITHDRAWAL DISTANCES ARE SPECIFIED ON GENERAL FIRE BILLS.

3. NOTIFY PERSONNEL IN NEARBY BUILDINGS AND DEPARTMENTS OF IMPENDING DANGER.

4. ACTIVATE ANY FIRE PROTECTION DEVICE WHICH REQUIRES MANUAL ACTIVATION. SECURE FIRE DOORS AND OTHER MEANS OF CONFINING OR LOCALIZING FIRE.

5. REMOVE, WHEN FEASIBLE, EXPLOSIVES OR HAZARDOUS MATERIALS FROM THE PATH OF THE FIRE. USE PROPER EQUIPMENT AT HAND TO EXTINGUISH THE FIRE IF EXPLOSIVES ARE NOT DIRECTLY INVOLVED.