

NASPNCPLAINST 11320.1G  
Code 30800  
3 Feb 97

NASPNCCLA INSTRUCTION 11320.1G

Subj: FIRE PROTECTION AND FIRE PREVENTION REGULATIONS

Ref: (a) CNETINST 5450.6D  
(b) Occupational Safety and Health Act (OSHA), Guide to Fire Protection Regulations (Current Edition)  
(c) NAVMATINST 11320.14  
(d) National Fire Protection Association Manuals and Publications (Current Edition)

Encl: (1) NAS Pensacola Fire Regulations  
(2) Contractor's Fire Prevention Guide Form

1. Purpose. To establish and promote fire prevention and fire protection measures for use by all commands and activities within the Naval Air Station Pensacola Complex per references (a) through (d), and as outlined in enclosures (1) and (2).

2. Cancellation. NASPNCLAINST 11320.1F

3. Discussion. This command recognizes the necessity for maintaining adequate fire protection safeguards and all practical means to achieve this objective will be relentlessly pursued on a continuous basis.

4. Action. Commanding Officers and Officers-in-Charge of associated commands shall render appropriate support and assistance to ensure fire prevention and protection measures are established and maintained within their respective activities.

/s/  
J. M. DENKLER

Distribution:  
Special (AO 150)  
(NASPNCLAINST 5216.1R)

Stocked:  
Commanding Officer  
NAS Pensacola  
190 Radford Blvd  
Pensacola, FL 32508-5217

NAS PENSACOLA FIRE REGULATIONSTABLE OF CONTENTS

| <u>Paragraph</u>                        |   | <u>Page</u> |
|---|---|-------------|
| SECTION I - Introduction                |   |             |
| 0101                                    | General Information   | 1           |
| 0102                                    | Authority and Responsibility  | 1           |
| SECTION II - Fire Alarms and Signals    |   |             |
| 0201                                    | Discovery of Fire   | 2           |
| 0202                                    | Reporting Fire  | 2           |
| 0203                                    | Notification Procedures   | 2           |
| 0204                                    | Fire Alarms   | 2           |
| 0205                                    | Secure Signals  | 3           |
| 0206                                    | False Alarms  | 3           |
| 0207                                    | Station Fire Bill   | 3           |
| 0208                                    | Instructions in Prefire Planning and Action<br>in the Event of Fire | 4           |
| 0209                                    | Security Considerations   | 5           |
| SECTION III - Fire Equipment            |   |             |
| 0301                                    | Fire Apparatus  | 5           |
| SECTION IV - Assigned Tasks and Duties  |   |             |
| 0401                                    | Fire Chief  | 6           |
| 0402                                    | Tasks   | 8           |
| 0403                                    | Support Plans   | 10          |
| SECTION V - Fire Prevention Regulations |   |             |
| 0501                                    | Introduction  | 10          |
| 0502                                    | Fire Fighting Equipment   | 11          |
| 0503                                    | Care of Buildings   | 15          |
| 0504                                    | Buildings and Grounds   | 23          |
| 0505                                    | Sentries and Security Patrols                                       | 25          |
| 0506                                    | Smoking Regulations   | 26          |
| 0507                                    | Heating Systems   | 27          |
| 0508                                    | Electrical Hazards  | 29          |
| 0509                                    | Warehouses and Storage  | 31          |
| 0510                                    | Aircraft Hangars and Flight Line Areas                              | 32          |

NASPNCLAINST 11320.1G

|      |  |    |
|------|--|----|
| 0511 | Hazardous Activities                       | 34 |
| 0512 | Hazardous Material Storage and Segregation | 38 |
| 0513 | Fueling Operations                         | 43 |
| 0514 | Wharves and Piers                          | 45 |
| 0515 | Dockside Refueling Operations              | 45 |
| 0516 | Shipboard Fire                             | 47 |
| 0517 | Contractors and Concessionaires            | 47 |
| 0518 | Occupants of Military Family Housing       | 48 |

SECTION VI - Training

|      |                |    |
|------|----------------|----|
| 0601 | Responsibility | 51 |
| 0602 | Drills         | 51 |
| 0603 | Education      | 52 |

SECTION VII - Salvage

|      |         |    |
|------|---------|----|
| 0701 | Records | 52 |
|------|---------|----|

SECTION VIII - Reference List

|      |   |    |
|------|---|----|
| 0801 | Navy Fire Prevention Criteria Listing (Partial) | 52 |
|------|---|----|

SECTION I - Introduction0101. General Information

a. These regulations provide policy, guidance, and basic requirements for fire prevention responsibilities and procedures that concern all commands, departments, personnel, buildings, and areas within the confines of Naval Air Station Pensacola; Naval Hospital; Naval Technical Training Center, Corry Station; Naval Education and Training Program Management Support Activity, Saufley; and assigned Outlying Fields.

b. Organized fire protection forces consist of the following:

(1) Consolidated Fire Department under the administrative jurisdiction of the Commanding Officer, Naval Air Station Pensacola.

(2) Auxiliary teams composed of civilian and/or military personnel who may be called upon to supplement the regular fire forces during a serious fire emergency.

0102. Authority and Responsibility. All Commanding Officers in charge of shore activities are responsible for daily fire protection; however, in accordance with reference (a), the Commanding Officer of NAS Pensacola is directly responsible for the following:

a. Exercising administrative and coordinating control over all fire protection matters.

b. Providing necessary equipment and trained personnel for the Fire Department.

c. Ensuring the assigned Fire Chief or designated representative, as technical supervisors, have proper authority to accomplish the following responsibilities:

(1) Directly supervise the internal administrative and operation of the Fire Department.

(2) Develop and carry out a continuing overall comprehensive and exacting fire prevention program for the complex.

(3) Assume operational control of fire fighting operations.

(4) Request assistance and deploy Navy fire forces in conjunction with established mutual-aid agreements.

NASPNCLAINST 11320.1G

SECTION II - Fire Alarms and Signals

0201. Discovery of Fire

a. Any person who discovers a fire, smells or sees smoke, and believes there is a fire, shall immediately sound local alarm, verbally pass the word, and actuate any available evacuation alarm system. Be sure to notify anyone in immediate danger of entrapment.

b. All fires (including fires extinguished by other than Fire Department personnel) must be reported, regardless of the extent of damage.

0202. Reporting Fire. Fire alarms may be transmitted to the Fire Department by the following methods:

a. Interior Fire Alarms Boxes (Pull Stations). Located at all exits, follow directions on the box to report a fire. Once activated, proceed outside to the street and direct Fire Department personnel to the scene.

b. Telephone. Dial 2-3333 on station. If calling from quarters or other than CENTREX telephone, dial 452-3333.

(1) State exact location of fire, giving building number.

(2) State what is burning such as building, flammable liquids, electrical transformer, grass, vehicle, etc.

(3) Do not hang up until the Fire Department acknowledges all pertinent information.

(4) Upon arrival of Fire Department personnel, direct them to the fire scene.

0203. Notification Procedures. When a fire alarm is received, the Fire Department dispatcher shall, immediately following dispatch of Fire Department personnel, notify the following:

- a. Ambulance personnel
- b. Public Works Utilities Division
- c. Security
- d. Officer of the Day (OOD)

0204. Fire Alarms. Procedures for actual alarms are as follows:

a. Fire Alarms. Upon receipt, the Fire Department dispatcher will immediately announce the alarm over the "all call" alerting system and fire-radio network, dispatching two structural pumpers with crews and Fire Chief/Assistant Fire Chief. Aerial ladder company will respond to predetermined

location or as directed by the Duty Chief or Senior Fire Officer. This procedure will be repeated on all subsequent alarms. Crash personnel and crash and rescue vehicles will respond to predetermined locations around the airfield and fuel storage areas. After fire assessment, the Senior Fire Officer will sound a second or third alarm as deemed necessary.

b. Second Alarm. A third structural pumper and supporting crash equipment and personnel will be dispatched to the fire scene. Mutual-aid apparatus and personnel will be requested for standby (fill-in) or fire fighting duties as required.

c. Third Alarm (Major Fire Problems). The Senior Fire Officer will contact the Operations Duty Officer (ODO), requesting all air movements be secured. All remaining crash and rescue equipment and personnel will be dispatched. Off-duty fire fighters will be recalled and additional mutual aid requested as needed.

NOTE: Crash Supervisor will coordinate the movement of crash fire fighting and rescue vehicles and personnel with the ODO, retaining adequate vehicles and personnel for aircraft weight category until flight operations are secured.

d. Removing Material. Duty Officers shall report with keys and working parties to remove all material from the building or adjacent buildings if deemed necessary by the Fire Chief.

e. Normal Work. Normal working operations will continue in all departments or areas not affected by the fire unless otherwise ordered.

0205. Secure Signals. After each alarm is over, a secure signal will be sounded over the Fire Department "all call" alerting system and the radio communication system to indicate the fire alarm has been secured.

0206. False Alarms. Willful misconduct or negligence involving fire prevention policies or turning in a false alarm, tampering with or misuse of any fire alarm or fire protection system or device, is subject to punishment under UCMJ for military or appropriate laws, rules, or regulations for civilian personnel.

0207. Station Fire Bill

a. Fire Bill. NAVFAC 3-11320/9, in the form of a placard, gives pertinent information relative to the action to be taken by personnel in the event of a fire.

b. Fire Bill Posting and Indoctrination. Cognizant supervisory personnel shall be responsible for the adequate and conspicuous posting of the Fire Bill (Stock No. 0105-LF-001-6001), and indoctrination of all personnel under their supervision, including those assigned specific duties as directed in paragraph 0208 below. Supervisory personnel will procure necessary Fire Bills from the Fire Department, Fire Prevention Branch, or SERVMART.

NASPNCLAINST 11320.1G

0208. Instructions in Prefire Planning and Action in the Event of Fire

a. Fire Warden Designation. Department Heads, divisions, and branches will designate Fire Wardens and Assistant Fire Wardens in buildings and/or areas where appropriate. A copy of the official memorandum appointing Fire Wardens and Assistant Fire Wardens shall be forwarded to the Fire Chief. Fire Wardens or Assistant Fire Wardens must accompany the Fire Prevention Inspector on all inspections. Changes in Fire Warden appointments shall also be forwarded to the Fire Chief to ensure up-to-date records are maintained.

b. Fire Warden Duties. The building and area Fire Wardens will:

(1) Obtain advice and guidance from the Fire Department's Fire Prevention Branch concerning administration of a fire prevention program.

(2) Organize personnel to carry out duties outlined on Fire Bill, NAVFAC 3-11320/9.

(3) Make daily fire safety inspections throughout the building and/or area for which they are responsible and immediately report to the Fire Department, telephone 452-3211 or Fire Prevention Branch, telephone 452-2898, any fire hazard or deficient fire fighting equipment. Daily building inspections shall be recorded on Building Fire Warden Inspection Report, NASP 11320/54. The completed form for the preceding month is to be forwarded to the Fire Chief not later than the 15th of the current month. When a serious hazard or dangerous practice is observed, recommend the operation be terminated and the Chief Fire Inspector notified by the most expeditious manner. During duty hours, call 452-2898 and after hours, 452-3211. All discrepancies should be noted on the Fire Warden inspection sheet.

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

(5) Notify the Fire Chief of any structural modification, renovation, or facility improvement projects (including self-help) which may have an impact on property protection or life safety in case of fire.

(6) Fire Wardens will make daily checks to ensure the availability, accessibility, and proper operation of each fire extinguisher assigned to their areas.

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

(b) At least monthly, the date the inspection was performed and initials of the person performing the inspection shall be recorded on NAVFAC 11320/2, Fire Extinguisher Inspection Record. (Tag attached to fire extinguisher).

(7) Fire extinguishers that have been damaged, used to control fire, have been accidentally discharged, or have a broken seal will be brought to Building 51, Fire Extinguisher Maintenance Shop.

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

(1) The assigned Fire Warden or Assistant Fire Warden shall accompany the Fire Inspector during the inspection. The inspection process will include an inspection of all assigned spaces. Fire Wardens should have all keys to locked spaces readily available. If any hazards or deficiencies are noted, the Fire Warden will receive a copy of the Fire Inspection and Action Report, NASP Form 11320.62, via the Commanding Officer.

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

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

d. Responsibility for Compliance. Department heads, divisions, and branches will ensure personnel are cognizant of and comply with applicable paragraphs of this instruction.

0209. Security Considerations. In the event of fire or smoke of undetermined origin, fire fighting and rescue personnel shall be granted full access to any affected space or building, without regard to their security clearance or access authorization. No person shall delay, deny access to, hinder, or restrict in any manner, for any reason (security included), personnel assigned to the task of saving life or property. In a fire situation, life and safety of personnel are paramount, and security considerations secondary.

### SECTION III - Fire Equipment

#### 0301. Fire Apparatus

a. Driving Speed. Fire vehicles responding to emergency calls are permitted to disregard selected traffic signals and regulations when such acts can be safely executed. Emergency vehicles do not inherently have the right-

NASPNCLAINST 11320.1G

of-way; other drivers are required to grant right-of-way to emergency vehicles displaying warning lights and sounding warning signals. However, warning lights and sirens shall not dilute the fact that the ultimate responsibility for safe operations of an emergency vehicle rests with its driver. There is no emergency which justifies the reckless endangerment of lives and property during an emergency vehicle response.

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

c. Operator's Permit. Drivers of fire apparatus shall be qualified and licensed by current U.S. Government Motor Vehicle Operators Identification Card, SF-46, and a valid state motor vehicle operator license. All drivers shall be Emergency Vehicle Operator's Course (EVOC) qualified.

d. Vehicular Traffic

(1) Fire vehicles will be given the right-of-way at all intersections, stop signs, traffic lights, and thoroughfares while on emergency response on base.

(2) Fire vehicles are permitted to proceed on one-way streets regardless, of direction of traffic while on emergency response on base.

(3) Base vehicle operators will keep clear of intersections upon hearing or seeing an emergency vehicle with flashing red lights, and yield the right-of-way by moving to the extreme right side of the street and coming to a full stop. Operators who fail to yield the right-of-way to emergency fire vehicles will be reported to base Security for possible disciplinary action.

(4) Vehicles will not follow fire vehicles closer than 500 feet.

(5) Vehicles, other than ambulances, Security Police, and those containing authorized personnel, will not follow emergency responding fire vehicles to the scene of a fire or emergency.

(6) Vehicles will not be driven over fire hoses and will stay clear of buildings and all other areas involved with fire fighting operations unless authorized to approach by the Senior Fire Officer.

SECTION IV - Assigned Tasks and Duties

0401. Fire Chief

a. General. The Fire Chief shall be responsible for the operational readiness, performance, and technical training and direction of the consolidated fire protection organization.

b. At Fire. The Fire Chief or, when absent, the Senior Fire Officer present, shall be in charge of fire fighting operations and is charged with the responsibility for disposition and employment of personnel, apparatus, and equipment necessary for the preservation of life and property, and extinguishing fires. In case of an emergency, the Fire Chief may call upon any activity for assistance of personnel and equipment needed in connection with fire fighting and such assistance shall be rendered. No one shall be permitted to interfere with fire protection personnel at the scene.

c. Aircraft Fires. The Fire Chief and/or qualified and experienced representative will proceed immediately upon notification to the crash or other emergency at which crash or fire apparatus is used. Upon arrival at the scene of the crash or other emergency, the Fire Chief assumes direction of crash and other fire fighting and rescue operations. The Fire Chief will be allowed freedom of action and decision.

d. Command and Control. The Fire Chief or, when absent, the Senior Fire Officer present, is in charge of the scene of a fire, aircraft emergency, or a hazardous materials incident. The Fire Chief or Senior Fire Officer present at the fire scene shall:

(1) Locate the command control point strategically to provide the Fire Department incident commander access to fire suppression operations and adequate space for supporting personnel and equipment.

(2) Direct fire fighting forces through subordinate officers via radio, public address systems, and runners. The command control point should be the focal point of the operation where support units report.

(3) Each level of supervision shall:

(a) Be responsible to accomplish pre-established operations according to the fire conditions at the scene.

(b) Ensure all orders received are executed and the safety of personnel and equipment is not jeopardized.

(c) The Command Duty Officer of the activity concerned will assume military control at the fire scene.

(d) The Fire Chief or Senior Fire Officer present will assume command of all fire fighting operations upon arrival at the scene of the fire.

e. Off-Station Response. Apparatus and personnel of the Fire Department may be used for emergencies other than fires and to assist in fighting fires within reasonable limits off the activity, provided the station fire protection facilities are not jeopardized and that such a request is made by an official of a governing body, a Fire Chief, or an official of a law enforcement agency. The Fire Chief or, when absent, the Senior Fire Officer present, will dispatch such apparatus and fire fighting personnel to the scene as may be spared, in conformance with the foregoing.

NASPNCLAINST 11320.1G

f. Off-Station Forces. During large fires or other disasters, fire departments reporting from surrounding communities or military establishments to assist local forces shall be under the direction of the Fire Chief.

g. Equipment Procurement. The Fire Chief will determine the types of fire equipment necessary and initiate requests for procurement of same.

h. Regulation Enforcement. The Fire Chief is responsible for enforcing regulations and preparing such supplementary regulations as deemed necessary, subject to approval of the Commanding Officer.

i. Fire Protection Features. The Fire Chief will collaborate with the Navy Public Works Center with respect to the location, installation, alteration, and maintenance of water distribution systems (hydrants, mains, and valves), fire-alarm-reporting systems, fixed extinguishing systems, and detection systems.

j. Post-Accident Review. The Fire Chief shall review records and reports of each fire to determine if an update of fire fighting or fire prevention procedures is required.

0402. Tasks. To provide maximum capability for fire fighting operations, the following commands/departments are requested to provide the following:

a. Naval Hospital. Branch Clinic at NAS Pensacola to provide an ambulance and medical personnel at the scene of all fire emergencies that occur at this activity, Naval Technical Training Center, Corry Station, and Naval Education and Training Professional Development, Saufley. Naval Hospital to provide same for Naval Education and Training and Technology Center, Saufley. Medical personnel summoned to the scene of a fire to provide medical support shall be under the operational control of the Fire Chief or Senior Fire Officer present. When in a standby status at the scene, medical personnel will remain until secured by the Fire Chief or Senior Fire Officer present.

b. Navy Public Works Center

(1) Be prepared to activate booster fire pumps, open main valves to additional water sources, etc.

(2) Secure or isolate electricity, flammable liquids, gas, and/or steam lines to buildings or areas involved in fire as required by the Fire Chief.

(3) Provide vehicles and driver to transport personnel and equipment.

(4) Provide specialized equipment such as wreckers, bulldozers, cranes, water tanks, materials handling equipment, etc., and operators as required by the Fire Chief.

(5) Provide gasoline/diesel tank trucks to service fire apparatus as needed for extensive, continuing operations.

(6) Assign the highest priority to the repair and servicing of fire apparatus and fire fighting equipment.

(7) Provide inspection and maintenance of all types of fixed extinguishing systems.

(8) Provide inspection, testing, and maintenance of all fire alarm systems, including reporting and detection of local building alarm systems and hydrants.

(9) Provide mechanical and technical assistance to the Fire Department in acceptance and required testing of sprinkler systems, dry chemical systems, fixed Halon, and CO2 flooding installations upon request from the Fire Chief.

c. Security

(1) Control vehicular traffic into, from, and about the fire area.

(2) Keep spectators a safe distance from the fire.

(3) Safeguard property removed from buildings and prevent pilferage.

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

d. Master-at-Arms

(1) When necessary, assist in the security functions listed above.

(2) When requested by the Fire Chief, provide auxiliary fire teams to supplement the regular fire crews during major emergencies.

e. Supply Center. Make available reserve supplies of fire extinguishing agents and fire fighting equipment for ready use during major fire emergencies.

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

NASPNCLAINST 11320.1G

g. Ship in Port

- (1) When requested, prepare to get underway.
- (2) Furnish fire parties and/or fire fighting equipment as available.

h. All Personnel

(1) If fire occurs in your area, immediately sound alarm and notify the Consolidated Fire Department. Upon activation of fire alarm system or word of "Fire," all personnel will exit the building.

(2) Carry out duties as may be assigned in accordance with the "Building Fire Bill" and "Evacuation Bill."

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

(4) When possible to do so with reasonable safety, use available fire extinguishers to combat the fire until the arrival of the Fire Department.

i. Hazardous Operations. All hazardous operations in the vicinity of the fire will be suspended until fire is secured.

0403. Support Plans

a. Building Fire and Evacuation Bill will be developed and posted for all major buildings occupied by personnel. The evacuation plan should be in the form of a schematic diagram of the building, clearly showing exits, escape routes, and the locations of fire fighting equipment and evacuation alarms. Plans should be at least 8" X 10" in size and be prominently posted at eye level on bulletin boards and other conspicuous locations as necessary.

b. The Family Quarters Fire Bill is a posted outline of action to be taken in case of fire and a brief listing of fire prevention practices to be used in the home.

SECTION V - Fire Prevention Regulations

0501. Introduction

a. The Fire Prevention Program is established to eliminate the cause of fires and to prevent death, injuries, and property damage if fires occur.

b. Fire prevention regulations shall not be incorporated with activity safety regulations. Department Heads and military and civilian supervisors are directed to study and become thoroughly familiar with the fire prevention regulations and, as applicable, ensure proper dissemination of and rigid compliance with the regulations. Activity fire prevention regulations are not intended for placard posting as in the case of Fire Bill, NAVFAC 11320/9.

However, upon the recommendations of the Fire Chief, brief excerpts from the regulations may be posted conspicuously in hazardous locations and other areas where they apply and deemed appropriate. The mere posting of such signs will in no way relieve Department Heads or supervisors of their responsibilities for enforcement of and compliance with activity fire prevention regulations.

c. Assigning personnel for certain fire watches and the actual work of maintaining and testing equipment, except fire extinguishers, may be properly performed by various departments which are not under the authority of the Fire Chief. While the adequate coverage of these features, from an operating stand-point and on a continuing basis, is the primary concern of the Fire Chief, personnel who handle the work are not required to be transferred to the Consolidated Fire Department.

d. National Fire Prevention Week is proclaimed annually by the President of the United States and shall be observed locally throughout all commands and activities where fire protection services are provided by the Consolidated Fire Department.

#### 0502. Fire Fighting Equipment

##### a. Inspection and Maintenance

(1) No person shall tamper with portable or installed fire protection equipment or create conditions that adversely affect the operation or efficiency of such equipment.

(2) The installation, inspection, testing, maintenance, and repair of fire protection systems/equipment shall be performed by personnel specifically qualified and trained for this task. Systems shall be tested and maintained in accordance with NAVFAC MO-117, Maintenance of Fire Protection Systems.

##### b. Fire Extinguishers

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

(2) Department Heads, divisions, and branches are responsible for proper care and use of fire extinguishers in their areas, and all personnel are thoroughly familiar in their proper use. Fire Prevention Branch, 2-2898, may be contacted for assistance in conducting demonstrations and practical applications. Supervisors will ensure locations of fire fighting equipment are not changed without prior approval of the Fire Chief.

(3) The testing and maintenance program (including recharging), and proper location and identification of all first aid fire fighting equipment are functions of the Consolidated Fire Department.

(4) When fire extinguishers have been damaged, used to control fire, accidentally discharged, or have a broken seal, the using command will bring the extinguisher to Building 51, Extinguisher Maintenance Shop.

NASPNCLAINST 11320.1G

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

(6) Fire extinguishers located in buildings will not be used or removed from their installed location by other than Fire Department personnel except in the event of fire.

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

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

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

(10) Fire extinguishers will not be used for any other purpose other than its designed use.

(11) Responsible flight-line personnel will strategically place fire extinguishers around aircraft in accordance with NAVAIR 00-80R-14. Extinguishers will be located so they do not become a hazard to taxing aircraft or other equipment. Safety seals or pins will not be pulled on fire extinguishers except when used for actual fire extinguishment.

(12) The halon 150 lb. fire extinguishers authorization/requirement per type of aircraft is as follows:

- 1 per 3 small or medium type aircraft
- 1 per 2 large type aircraft
- 2 per 1 C-5 aircraft

(13) During all engine starts on all aircraft, a fire watch shall be posted with extinguishers.

(14) Wheeled type carbon dioxide and Halon 1211 extinguishers located within their jurisdiction will be inspected daily by responsible personnel. Wheeled type extinguishers found to need maintenance shall be reported to the Fire Prevention Branch by calling 452-2898.

c. Fire Detection and Suppression Systems

(1) The use of a fire detection/suppression and alarm system for any reason other than its intended purpose is prohibited. Any person or persons responsible for the activation of these installed systems through malicious mischief or willful negligence will be subject to disciplinary action under the UCMJ or other appropriate law, rule, or regulation.

(2) Fire detection/suppression devices will not be painted; no material of any kind shall be hung from sprinkler heads or piping.

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

(4) Sprinkler control valves shall be maintained and sealed in the open position. If sprinkler heads are fused because of fire, the valve shall not be closed until directed by the Fire Chief or Senior Fire Officer present. A fire fighter shall be stationed at the closed valve until the fire is secured to provide immediate opening of the valve in event of reflash.

(5) In the event of accidental actuation of the sprinkler system, the sprinkler control valve should be closed and the drain valve opened to minimize water damage. Replacement of sprinkler heads and restoration of service should be effected immediately.

(6) The Consolidated Fire Department and Navy Public Works Center shall be notified prior to closing a sprinkler control valve for alterations or repairs. Necessary work on a system shall be done on an emergency basis to limit impairment of protection to a minimum of time. Where sprinkler protection is impaired overnight or for a longer period of time, emergency measures shall be effected to ensure the maximum possible degree of fire safety during the entire period of impairment.

(7) Sprinkler heads shall not be covered or coated with whitewash, paints, or other material.

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

(9) Sprinkler systems shall be maintained by the Navy Public Works Center, and shall be tested and inspected only by qualified Fire Department and PWC personnel.

d. Water Distribution System, Fire Hydrants, Siamese Connections, and Post Indicator Valves (PIV).

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

(2) Fire protection systems and fire fighting water supply systems, including hydrants, shall be inspected, tested, and serviced in accordance with the requirements and frequency recommended in NAVFAC MO-117 and NFPA Code 24, respectively, by PWC.

NASPNCLAINST 11320.1G

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

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

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

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

(7) Hydrants shall be painted as follows:

(a) Class A - 100 GPM or greater - GREEN

(b) Class B - 500 GPM to 1000 GPM - ORANGE

(c) Class C - Less than 500 GPM - RED

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

f. Fires

(1) Burning trash, brush, or rubbish will not be permitted except at the station dump or in an area cleared and approved for such burning by the Consolidated Fire Department. The station dump, under the cognizance of the Public Works Center, will maintain the following restrictive measures in force:

(a) Burning will be prohibited at any time when the wind velocity exceeds 15 knots.

(b) The amount of material to be burned will be restricted consistent with adjacent combustibile areas.

(c) The dump shall not be left unattended while burning.

(d) Burning fires, if endangering surrounding areas, shall be extinguished by the dump attendant.

(2) Incinerators maintained by departments, for the disposal of classified matter or contaminated material, shall be approved by the Fire Chief.

(3) Fires, open flames, burning, welding, and cutting operations shall not be permitted near flammable or combustible material unless precautionary measures have first been taken and unless a fire watch, properly instructed and equipped with fire extinguishers of the proper type, has been approved and provided by the Fire Chief. An approved Hazardous Operations Permit must be secured from the Fire Chief before starting operations.

g. Fireworks. The sale, use, or storage of fireworks of any kind on the naval reservation, including Navy-owned housing areas, are strictly prohibited. Rockets, signaling flares, and similar pyrotechnic devices which are used by the Navy shall be handled and stored in accordance with current ordnance-handling instructions.

h. Dumpster Units. Dumpsters and other central trash-disposal units shall be placed a minimum of 15 feet from buildings, metal wall buildings, and unprotected openings in masonry-walled buildings or storage areas.

i. Excavations. Extra care shall be taken in excavating around gas mains, oil tanks, gasoline or other pipelines, fire alarm cables, etc. Smoking or open flame of any kind is prohibited in areas where flammable gaseous conditions are suspected. In such places, the air shall be tested and, if gas is present, ventilation shall be provided by portable blowers or other satisfactory method. Electrical equipment used in such areas shall meet the requirements of NFPA Standard No. 70 for hazardous locations.

#### 0503. Care of Buildings

a. Fire Safety Inspections. The purpose of inspections is to discover and eliminate fire and life safety hazards in buildings and areas. The Fire Prevention Branch is the connecting link between management, enforcement, and execution of the Fire Prevention Program.

b. Frequency and Inspections. Fire-safety inspections of all structures and outside storage areas shall be performed by fully qualified personnel. Inspection frequency shall be commensurate with the hazard; however, the following minimum frequencies shall apply:

(1) Weekly - Extra-Hazardous occupancy facilities or areas where the fire loading and ongoing activity present a high risk to life, safety, and severe fire potential such as aircraft refueling pits, aircraft rework facilities, ships undergoing overhaul and major construction, and renovation projects.

NASPNCLAINST 11320.1G

(2) Monthly - "Industrial; maintenance; transportation; \*ships and aircraft facilities; recreation; \*ordnance; \*flammable gases and liquids facilities; hospitals; dependent schools; day care centers; automated data processing and communication equipment facilities; commissaries; and retail stores.

\*Weekly for specific operations considered extra-hazardous.

(3) Quarterly - Dormitories; common areas of multifamily housing; administration; adult schools; and all other structures not inspected weekly or monthly (except family housing).

(4) Annual - Family housing, including privately owned mobile homes on Navy property, and minor or secured buildings.

c. Places of Assembly

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

(2) Places of assembly as construed herein will include the Officers Club, Enlisted Club, Chiefs Club, dining halls, cafeterias, service clubs, youth centers, base exchange facilities, hobby shops, gymnasiums, theaters, commissaries, bowling centers, day care center, chapels, and other facilities used as public gathering places.

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

(4) Night Club Managers have the responsibility of closing/securing their respective clubs in a fire safe manner. Club Managers will use NASP Form 11320.74, Club Manager Closure Check Sheet, in conducting nightly fire safety inspections. The completed forms will be forwarded to the Fire Prevention Branch, Building 25, no later than the 15th of each month. Prior to securing, the Club Manager will call the Fire Department, 452-3211, and give his/her name. The dispatcher will give the manager a secure time and the manager will log secure time on NASP Form 11320.74 and initial below the time. On occasion, the dispatcher will inform the Club Manager not to secure and send a fire captain to conduct a spot check.

(5) Prior to Club Managers securing, they will ensure:

(a) All electrical kitchen equipment has been disconnected or switches placed in the "off" position.

(b) All nonessential electrical appliances are disconnected from their power source.

(c) All trash receptacles are emptied and placed in approved containers outside of building.

(d) No patrons are in the club.

(6) The number of persons permitted in places of assembly at any time will be limited to the number which can be safely evacuated in the event of an emergency. This requirement will be established by the Fire Chief, utilizing NFPA Life Safety Code 101. The maximum allowance occupancy will be posted conspicuously in places of assembly.

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

(8) Textile wall covering, curtains, movable scenery and drapes, and other approved decorations will be fire resistant. A letter of guarantee will be required from the manufacturer and forwarded to the Fire Chief to be filed in the facility folder. If cleaning is required, treatment with a flame resistant solution will be required unless material is fiber glass. All textiles, curtains, scenery and drapes, and approved decorations will be inspected by the Fire Prevention Branch before use and/or installation. Flower box/pot filler must be noncombustible (gravel, sand).

(9) An inspection by the Fire Department will be conducted prior to the start of any social event that involves bands, to include disc jockeys and the use of decorations. Club Managers are responsible for ensuring all bands playing in their facilities call for a band check prior to playing. All contracts for employment of bands shall include the following fire safety statements:

#### FIRE PREVENTION CLAUSE

Failure to comply with the Naval Air Station Pensacola Fire Prevention Checklist will make this contract Null and Void.

#### FIRE PREVENTION CHECKLIST FOR BANDS PERFORMING ON BOARD NAS PENSACOLA

1. Only fire resistant curtains shall be used.
2. There will be no smoking on stage.
3. No frayed electrical cords or cords with unusual wear shall be used.
4. No electrical cords which are spliced together shall be used.
5. No wires may be run through doorways, under carpeting, or in the path of travel.

NASPNCLAINST 11320.1G

6. No extension cords joined in series shall be used.
7. Extension cords used must be heavy-duty and be of the three-pronged (grounded) type.
8. All electrical cables hung from the ceiling must be secured by proper cable fasteners.
9. No objects may hang from electrical cables.
10. All electrical devices used must be approved by Underwriters Laboratories or Factory Mutual.
11. At no time will the electrical circuits be overloaded.
12. The Fire Department shall be called to inspect all band equipment prior to and after setup.

Failure to comply with this checklist could result in Code violations which would prevent the band from being allowed to perform on board NAS Pensacola.

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

(a) All installed grease filters and exposed surface of kitchen ranges must be thoroughly cleaned by the operator daily to prevent accumulation of grease.

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

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

(d) The exhaust system must always operate while cooking equipment is in use.

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

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

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

d. Cleaning and Treatment of Floors. Floors will not be cleaned with volatile or flammable liquids. Water emulsion wax shall be used in BEQ/BOQ facilities.

e. Structure Modifications

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

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

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

(4) Electronic computer/data processing equipment and facilities shall be installed and inspected in accordance with Military Handbook 1008B and National Fire Protection Code 75.

f. Housekeeping

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

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

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

(4) Open-top waste receptacles shall be made of metal or other noncombustible material. Containers used to collect trash from a group of

NASPNCLAINST 11320.1G

offices prior to dumping in outside containers may be of a heavy plastic material, provided the container is clearly labeled "CAUTION - COMBUSTIBLE CONTAINER - NOT TO BE USED TO STORE TRASH." Waste baskets with perforated sides and plastic baskets shall not be used.

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

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

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

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

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

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

g. Storage of Combustibles

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

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

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

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

(2) Plainly marked, self-closing metal containers shall be used for the following:

(a) all oil, paint, and chemical-soaked rags

(b) all used waste

(c) Other extra-hazardous waste materials

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

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

h. Personnel Service Rooms

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

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

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

(4) Clothes dryers will be vented to the outside and hoses properly connected at all times. These areas will be cleaned daily or as necessary to prevent accumulation of lint around clothes dryers and or exhaust fans.

i. Attic and Concealed Spaces

(1) Attics and concealed spaces shall be kept clean. Unsprinkled attics shall not be used for storage of combustible material.

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

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

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

NASPNCLAINST 11320.1G

j. Exhaust Systems. Exhaust systems and duct work shall be kept free of grease, residue, dust, etc. Filters and duct systems shall be constructed of noncombustible material and shall be cleaned frequently.

k. Decorations

(1) Only noncombustible or approved flame-proof material shall be used for decorations or window coverings. Fire Department personnel shall approve all decorations, including lighted candles, before they are used.

(2) Decorative materials, such as wood paneling and vinyl wall covering will comply with the following:

(a) Class A material (flame spread rating 0-25) will be used in high-hazard areas, such as hallways, corridors, sleeping areas, and stairwells.

(b) Class B material (flame spread rating 26-75) may be used in other areas not requiring Class A.

(c) Class C material (flame spread rating 76-200) is not authorized and will not be substituted for Class A or B paneling.

(d) Paneling will be held to a minimum to reduce fire load and flame-spread potential.

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

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

(5) One lighted display or Christmas tree is permitted per dayroom in BEQ's/BOQ's. Lighted trees or displays are not permitted in individual rooms.

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

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

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

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

1. Exits

(1) Exit facilities shall comply with the applicable requirements of Life Safety Code 101.

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

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

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

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

(6) Locking devices on doors and exits of the Correctional Custody Unit shall conform with current Navy and Bureau of Prison Regulations.

(7) Exit signs will be illuminated at all times. If such signs are not visible from all points in a corridor, directional signs will be displayed in conspicuous places to direct occupants to the exits. Exit lights that are found unserviceable will be repaired immediately. Exit lights will not be obstructed by draperies, decorations, or placards.

0504. Buildings and Grounds

a. All doors, including fire doors and windows, shall be properly secured at the close of working hours unless exempt in writing by the Commanding Officer or authorized representative.

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

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

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

NASPNCLAINST 11320.1G

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

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

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

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

(3) Lawn mowers shall not be stored in occupied buildings. Mowers should be stored in outside sheds or flammable liquid lockers specifically designated for that purpose.

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

h. Agency vacating buildings shall ensure the following:

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

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

(3) Windows are locked and all entry doors locked and secured to resist unauthorized entry.

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

(5) Smoking is prohibited in secured buildings.

(6) Upon securing unoccupied buildings, electric power shall be disconnected at the control panel and line fuses removed. Gas mains shall be valve-closed when securing unoccupied buildings and disconnected and capped outside the building when deactivating buildings.

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

j. Outdoor areas shall comply with the following:

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

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

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

l. When it becomes necessary to block any street, road, or fire lane, the responsible organization will notify the Fire Department Alarm Room Operator (extension 452-3211) in advance of the date, time, and length of blockage.

#### 0505. Sentries and Security Patrols

a. Prior to assuming duty assignment, all sentries, patrols, and security guards shall be instructed on proper procedure to follow. Upon discovering a fire, notify the building occupants by sounding the alarm, notify the Fire Department, and stand by to direct the fire fighting force to the scene of the fire. Building fire-alerting systems shall be used where available. Further instructions to sentries, patrols, and guards shall include information about secured portions of buildings and those areas which may be unlocked.

b. A fire plan for all military sentry posts, patrols, and security guards shall be available in the appropriate headquarters for personnel instruction. Such plans shall contain:

(1) Location of fire-reporting telephone in the vicinity of sentry posts and those located in or adjacent to any given patrol route.

(2) The proper fire-reporting telephone number.

(3) The locations of telephones which are available for use during nonworking hours.

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

NASPNCLAINST 11320.1G

(1) The building number of buildings adjacent to sentry posts, or on assigned patrol routes, to ensure prompt notification in event of fire.

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

(3) The proper procedures to report a fire.

0506. Smoking Regulations

a. Prohibited Areas

(1) All warehouses, storerooms, transit sheds, packing sections, salvage buildings, and areas except in designated smoking areas approved by the Fire Department.

(2) Attics, lofts, concealed spaces on roof, and under structures.

(3) Sale areas (grocery and general merchandise).

(4) Automatic data-processing facilities.

(5) Shipping and receiving areas.

(6) Theaters (including projection booths), gymnasiums, and auditoriums.

(7) Bunks or beds and storerooms, including baggage rooms.

(8) Within 5 feet of duplicating or paper shredding machines.

(9) Secured structures; battery-charging rooms; shop areas (production, maintenance, hobby, auto); joiner shops; box factories; photographic-processing and dark rooms; paint shops and sheds; carpenter and woodworking shops; aircraft maintenance hangars; fuel-storage areas; and any area where flammable liquids are handled or explosive vapors may be present.

(10) Wooden piers and wharves; fuel barges and lighters loaded with flammable materials in cargo holds or on ships; on loading ramps; in parked cargo aircraft; in beds of trucks or trailers while loading or unloading combustible materials; rooms containing pesticides; open storage areas; and station buses and ambulances.

(11) Within 50 feet of:

(a) Fuel dispensing operations.

(b) Where bituminous and plastic coatings are being applied.

(c) Flammable liquid and gas handling or storage.

(d) Aircraft parking areas.

(12) Within a minimum of 50 feet of a ship's fuel rise during fuel transfer or explosive transfer operations, or any high-speed refueling area.

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

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

(15) Where prohibited by other DoD/Navy instructions.

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

b. Receptacles for Disposal of Smoking Materials

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

(2) Contents of ashtrays shall be disposed of in a safe manner. Waste baskets of any kind shall be prohibited.

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

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

0507. Heating Systems

a. General

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

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

(3) The storage of combustible materials in rooms designated for housing heating and air-conditioning equipment is prohibited. Steam radiators and piping shall not be used for drying purposes.

NASPNCLAINST 11320.1G

(4) The use of open flame-type heating devices is prohibited in berthing spaces, admin spaces, and in areas where flammable vapors are liable to accumulate, such as gasoline stations, repair garages, paint shops, and aircraft hangars.

(5) Covered metal containers shall be provided for ashes where solid fuels are used.

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

(1) All equipment shall be installed in accordance with the requirements of NFPA Standard No. 31, which prescribe reasonable minimum requirements for safety to life and property from fire in the installation of oil burns and the equipment used in connection with them; including tanks, piping, pumps, control devices, and accessories.

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

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

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

(5) The use of gas, liquid fuel, or kerosene space heaters is prohibited in Navy facilities, including all buildings and Navy-controlled housing units.

c. Gas Appliances - Installation and Maintenance

(1) NFPA Standard No. 54 covers installation, maintenance, location, and operation of appliances burning natural or manufactured gas, liquefied petroleum gas air, or mixtures thereof.

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

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

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

0508. Electrical Hazards

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

b. All electrical installations will conform to the National Electrical Code. All electrical equipment will be approved by one of the recognized laboratories, Factory Mutual or Underwriters' Laboratories.

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

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

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

f. All light sockets will be maintained with light bulbs of the proper size. The size of the bulbs will be as limited by Public Works Center. Open sockets are prohibit. All portable lights, trouble lights, and cord suspended fixtures will have a protective shield around the bulb.

g. All electrical equipment, electric lights, receptacles, switches, fixtures, and appliances in paint and dope shops, battery shops, maintenance hangars, garages, aqua systems, gas storage, or other buildings or processes where anesthetic, flammable liquids, flammable gases, oxygen, etc., are used or stored must be of an explosion-proof type approved by recognized laboratories. Metal parts of electrically operated equipment at these locations will be connected to low resistance ground.

h. Electrically operated vending machines must be grounded. Vending machines will not be installed in hangars or other areas where the danger of explosive gases or vapors are present, unless such equipment is of explosion-

NASPNCLAINST 11320.1G

proof type approved by recognized laboratories and complies with electrical codes.

i. Materials will not be placed and/or stored within 36 inches of electrical control boxes, circuit breaker panels, air compressors, or motors. At least an 18-inch clearance will be maintained between stored materials and electrical fixtures. Aisles will be maintained for access to electrical equipment.

j. Continuing inspections of all electrical equipment and facilities will be conducted by using personnel to detect hazards and have them corrected.

k. A permit authorizing a safe location for use of such devices as microwave ovens, vending machines, heat-producing appliances, coffee makers, soldering irons, glue pots, etc., must be obtained from the Consolidated Fire Department, Fire Prevention Branch.

l. Authority for operation of coffee messes, hot plates, and microwave ovens may be granted by Department Heads and persons of equivalent position, after preparing a Coffee Mess/Hot Plate/Microwave Oven request, NASP 5101/36, which may be obtained from the Fire Department, Fire Prevention Branch.

m. All soldering irons, hot plates, coffee makers, and other portable electrical heating devices shall be disconnected from outlets when not in use. Adequate clearance shall be maintained between all such electrical devices and combustible material.

n. Installation of coffee makers shall conform to the requirements of NFPA Standard No. 70. No special stand is required if one is provided as part of the appliance. However, if the appliance is used outside of designated kitchen or cooking areas, it shall be placed on a noncombustible surface or be adequately shielded. Signal lights (lamps) are not required if the appliance is provided with an integral temperature-limited device. Automatic coffee makers shall not be installed in closets, lockers, or out-of-sight locations. Automatic timers shall not be used to control power supply to these devices.

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

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

q. Extension cords will be of the type and size approved for their usage. When extension cords are necessary for operation of low amperage equipment (such as office equipment, desk lamps, typewriters, etc.), the extension cord will be of adequate gauge wire and will be in continuous

lengths without splices. Multiple head electrical plugs will not be used to connect more than one appliance to each extension cord. "Power strips" are authorized for use on computer equipment.

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

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

t. Special electrical requirements for hospital operating rooms and supporting areas are detailed in NFPA Standard No. 56 and shall be observed.

0509. Warehouses and Storage. Department of Defense Manual 4145, 19-R-1, establishes requirements for the arrangement of storage in warehouses.

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

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

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

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

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

f. Exterior storage within 25 feet of any building is strictly prohibited.

g. Fire aisles, fire exits, and approaches to fire extinguishers will remain open at all times. Main aisles will be at least 6 feet wide. Access routes to portable fire extinguishers will be at least 36 inches wide. A 24-inch clearance shall be maintained around the path of travel of fire doors. Materials shall not be stored within 36 inches of fire door openings.

h. Storage of materials or supplies within 18 inches of an electrical fixture or sprinkler head is prohibited.

NASPNCLAINST 11320.1G

i. Fire extinguishers obscured from vision will be marked by a red arrow pointing directly toward the extinguisher location.

j. Authorized vehicles operating within warehouses will be maintained in a safe working condition, equipped with spark arresting devices, and a complete daily inspection will be made to prevent a fire originating from this source. Vehicles will only be parked in designated parking areas. These areas must be approved by the Fire Chief or representative.

k. Outside fire lanes will be maintained and free from obstruction in open storage areas and around buildings used for storage.

l. Limit of applicability - Rerehousing - Nothing in this section shall be construed as requiring major rerehousing programs. As storage is removed and replaced, action shall be incorporated to eliminate unsatisfactory storage arrangements.

m. Open storage shall conform with DoD Manual 4145.19-R-1 and NFPA Code 231, Appendix C.

0510. Aircraft Hangars and Flight Line Areas

a. Refueling and defueling of aircraft in hangars are prohibited.

b. All electrical equipment will be of the approved type. Electrical equipment used within 18 inches of the floor space will be explosive proof.

c. Vehicles without approved spark arresters on the engine exhaust system will not be operated inside high-hazard areas and buildings such as hangars and engine shops. No catalytic converter-equipped vehicles are permitted.

d. The parking of any vehicle, including ground power units, support equipment, or component parts thereof, is prohibited in front of, or bordering, the main hangar doors.

e. Vehicles will not be left unattended while blocking fire lanes.

f. Aircraft will always be parked to permit rapid removal or relocation.

g. Appropriate cables and guide bars will be kept in sufficient stock and readily available to facilitate removal of aircraft from hangars in case of emergency.

h. In case of fire within a hangar or in an adjacent building, and when it can be done with reasonable personnel safety, all aircraft will be immediately removed from the hangar to a safe distance. Supervisors on duty within the hangar or in the vicinity when a fire alarm sounds will remain in the area to assist in the aircraft removal.

i. Aircraft located inside hangars will be effectively grounded at all times to allow resistant static ground.

j. Housekeeping will be maintained at the highest level in hangars and shops associated with aircraft maintenance. Areas around and under aircraft will be kept free of flammable liquid and combustible waste.

k. Drip pans will be placed under engines in hangars and under other units or parts of engines which are likely to drip.

l. Use of volatile liquids, under pressure with flash point below 100 degrees F, for cleaning purposes is prohibited. Only authorized cleaning solvents will be used.

m. Gasoline engine powered air compressors will not be positioned in hangars at any time. Gasoline or diesel motor driven ground powered equipment is prohibited inside hangars.

n. Spray painting of complete aircraft in hangars is strictly prohibited. "Touch-Up" spray painting during regular maintenance on aircraft is authorized when accomplished within the guidelines set forth in NASPNCLAINST 5100.1J, and National Fire Code 410, Aircraft Cleaning, Coating, Painting, and Paint Removal. Touch-up painting is defined as the refinishing of only localized areas, limited to 10 percent of the surface area, exterior or interior, involving no more than 1 quart of material by spray or 1 gallon by brush or roller. Aircraft shall have static grounds and hangar doors open to provide cross ventilation. Aircraft maintenance and servicing shall not be permitted within 25 feet of spray-painting operations.

o. Smoking on the flight line is prohibited.

p. Fuel will not be drained from aircraft onto the ramp or allowed to run into sewer lines, ditches, etc. Drip cans and pans will be used to catch fuel leaking from aircraft. Metal drip cans and pans shall be properly grounded.

q. All fuel spills will be reported immediately to the NAS Consolidated Fire Department. Fuel spills are divided into three classes:

(1) Class I primary spills usually involve an area less than 2 feet in any plane dimension. Using agency will immediately clean up spill with approved absorbent material.

(2) Class II spills involve an area not over 10 feet in any plane dimension, or not over 50 square feet in area, and not of a continuing nature. These spills require a posted fire guard and immediate notification to the Fire Department. Maintenance Operations will cease, power equipment will be shut down, and the area will be cleared of personnel. Upon arrival, Fire Department personnel will supervise using agency personnel in clean-up operations.

NASPNCLAINST 11320.1G

(3) Class III large spills involve an area 10 feet in any plane dimension and over 50 square feet in any area or of a continuing nature. These spills will require a fire guard to be posted and immediate notification made to the Fire Department. Maintenance operations will cease, power equipment will be shut down, and the area will be cleared of personnel within 100 feet. Using agency personnel, attempt to contain spill until arrival of Fire Department personnel. Public Works Hazardous Waste Response Team will be notified by Fire Department Dispatcher for clean-up response.

r. Fire protection equipment will not be used to remove fuel, oil, and hydraulic fluid spills.

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

0511. Hazardous Activities

a. Tar Kettles

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

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

(3) A fire extinguisher rated not less than 10-B shall be available at all locations where heating devices or melting kettles are in use.

(4) Heating devices or melting kettles shall not be left unattended when in use.

(5) Tar melting kettles shall be provided with an effective lid or hood and a thermometer in operating condition, and shall not be heated above the flash point of the material.

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

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

(8) All open-flame devices, smoking, or other sources of ignition shall be prohibited in or near the material or its area of application.

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

b. Painting

(1) Spray painting shall not be conducted within buildings unless standard spray booths and exhaust systems are provided. Spray booths shall be designed and maintained in accordance with NFPA Standard No. 33. Interior spray painting of buildings may be permitted if all required safeguards are provided.

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

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

c. Battery Charging

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

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

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

(4) For a small number of batteries, a vented hood over the batteries may be satisfactory.

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

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

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

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

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

NASPNCLAINST 11320.1G

d. Welding and Cutting

(1) Welding, cutting, or brazing operations shall be conducted in locations that have been specifically designated in writing from the Fire Chief. Other locations may be used if they have been freed of fire hazards by removal of combustible materials, flammable liquids, and vapor or ducts, and if suitable precautions have been taken against the reaccumulation of such materials. Before conducting any welding, cutting, or brazing operations outside of approved welding shops, personnel must obtain a Hazardous Operations Permit, NASP 11320/22, from the Fire Department, 452-3211.

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

(3) All welding or burning operations shall be under the supervision and control of a competent supervisor who shall see that all regulations pertaining to welding and burning operations are complied with.

(4) No hot work is permitted on or adjacent to a wooden wharf or pier. Welding and cutting operations on barges and tugs while at a wooden pier or wharf shall be restricted to the side of the barge or tug away from the wharf or pier.

(5) A fire watch will be posted with necessary extinguishers or fire hoses utilized on all welding, cutting, and brazing operations. Fire watches shall be posted on both sides of a deck, bulkhead, wall, or ceiling being worked on when fire hazards exist on both sides. The fire watches shall remain at their stations for a reasonable time (at least 10 minutes) after the job is completed to ensure there are no live sparks or smoldering fires.

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

(7) All cylinders shall be handled carefully. Acetylene and liquefied gas cylinders shall be secured in vertical positions.

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

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

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

(11) Acetylene and oxygen valves shall be closed at the cylinders when the equipment is left unattended or when work is stopped. Detailed procedures are outlined in Subparagraph Q, Section 1910.252, OSHA Safety and Health Standards.

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

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

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

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

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

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

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

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

(d) Keep all open flames and spark-producing devices away from cleaning operations.

(e) Prohibit smoking in the area where work is being done.

NASPNCLAINST 11320.1G

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

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

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

(i) Fuses should be removed from electrical circuits, or breakers opened, prior to the start of floor cleaning operations which involve flammable liquids.

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

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

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

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

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

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

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

0512. Hazardous Material and Storage and Segregation

a. Chemicals Reacting with Water. Some chemicals must be stored in fire resistive structures without automatic sprinkler protection. These include calcium carbide, unslaked lime, sodium and potassium peroxide, metallic calcium, sodium, potassium, and other chemicals that react violently to water. They shall never be stored in a building containing combustible or valuable materials. If the quantities or values are small, they may be stored in small detached combustible warehouses in preference to buildings containing other

types of storage. Such storage, wherever located, must be specifically designated by signs to advise the Consolidated Fire Department of the nature of the material.

b. Explosives. Dynamite, blasting caps, and explosives must never be kept in general-storage buildings. They will be kept in magazines or other structures approved by Naval Sea Systems Command (NAVSEASYSKOM).

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

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

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

f. Flammable Liquids, Chemicals, and Gases

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

(2) Where occupancy requires the storage of small quantities of flammable liquids, such as office supplies, type-cleaner or ditto fluids required for laboratory work and other flammable liquids, will be stored in the approved "Flammable Storage Cabinet," and plainly labeled "FLAMMABLE - KEEP FIRE AWAY." Storage locations must be approved by the Fire Chief or designated representative. Cabinets will not be located in hallways, exit ways, or next to exit doors. Vent caps/plugs on flammable liquids cabinets will not be removed.

NASPNCLAINST 11320.1G

(3) A working stock (normally 1 day supply) of paints, oils, thinners, and cleaning solvents may be stored in paint shops, hobby shops, maintenance shops, and similar facilities where approved flammable liquid storage buildings are not provided. When not in use, all flammable liquids will be stored in an approved "Flammable Storage Cabinet." No individual container will exceed 5-gallon capacity. Rags and other combustible material will not be stored in cabinets used for flammable liquid storage.

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

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

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

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

(8) The storage of gasoline or other flammable liquids in family housing (living quarters, BOQ's and BEQ's) is prohibited. Containers of gasoline shall not be carried within the trunk of any government vehicle or of any privately owned vehicle when on station.

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

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

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

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

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

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

(15) The storage, handling, and use of compressed gases and explosive anesthetic agents will be in conformity with NFPA Codes.

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

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

(18) Cylinders will be stored upright and firmly secured to prevent upset and valve damage. Cylinders permitted inside buildings will be stored away from combustible material and located where they will not be exposed to excessive increase in temperature.

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

(20) Cylinders of flammable gases stored inside buildings, except when in actual use, will be limited to a total capacity of 2,000 cubic feet of gas. Flammable gas cylinders in excess of 2,000 cubic feet will be stored in a separate room or compartment of at least 1 hour fire-resistant construction, or they will be kept outside in a special building utilized for no other purpose. Such special building, room, or compartment will have no open flame heaters, equipped with approved electrical fixtures, and be well ventilated.

(21) The storage, use, and handling of flammable and combustible liquids will be in accordance with NFPA Standard No. 30.

g. Flammable Liquid Dispensing Equipment

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

NASPNCLAINST 11320.1G

(2) Dispensing equipment shall be checked at regular intervals for leaks at pipe connections, stuffing boxes, and meters. When leaks are found, they shall be repaired by an authorized repairman and the pumps shall remain out of service until repairs have been made.

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

(4) Bunges, caps, or stoppers shall not be left out of drums, barrels, tanks, or other flammable liquid containers, including empty containers.

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

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

h. Shipping and Transferring Hazardous Material

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

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

i. Radioactive Material

(1) The Fire Chief, or Senior Fire Officer present, shall be notified immediately of the transportation, storage, handling, or use of any radioactive material, including weapons, which come aboard this activity.

(2) The department controlling or using the material shall make the above notification and shall include the following information:

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

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

(c) Specific information on the physical properties and characteristics of the radioactive material which could be of aid in fighting a fire in which it may be associated.

(3) The Consolidated Fire Department must obtain the above information for the protection of fire fighters and other personnel in the event of fire or similar emergency involving nuclear material.

(4) The Consolidated Fire Department shall make appropriate prefire planning surveys to evaluate the hazards involved and prepare the best possible fire-protection principles of operation.

#### 0513. Fueling Operations

##### a. Personnel

(1) Only authorized and qualified personnel shall be permitted to operate fueling equipment. They shall have a thorough knowledge of the hazards involved and know the regulations for handling flammable liquids. Under no circumstances will a vehicle or vessel be fueled that does not have a gas cap. Also, the personnel must be familiar with:

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

(b) Telephone number of Fire Department.

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

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

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

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

NASPNCLAINST 11320.1G

b. Leaks and Spills

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

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

(3) All fuel spills will be reported immediately to the NAS Pensacola Consolidated Fire Department. All agencies which handle fuel shall maintain approved absorbent materials, brooms, shovels, and empty open-top drums in their work area for quick spill response.

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

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

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

e. Tank Trucks

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

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

f. Valves and Faucets

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

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

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

g. Nozzles. Nozzles used in connection with gasoline dispensing apparatus shall be labeled Underwriters' Laboratories (UL) and meet the requirements of NFPA Standard No. 30. The nozzles may be either the manually-controlled automatic-closing type, or have an approved build-in hold-open device. Wedges, gasoline tank caps, or other makeshift hold-open devices on gasoline dispensing nozzles are prohibited.

0514. Wharves and Piers

a. Fueling Equipment

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

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

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

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

c. Access lanes or sufficient width to permit free travel of emergency vehicles on and off piers and wharves shall be maintained.

0515. Dockside Refueling Operations. Shipboard officers and shoreside supervisors shall ensure close liaison is maintained between ship and shore to ensure adequate and effective fire safety measures are observed.

a. Fire Protection Equipment

(1) Fueling operations shall not be conducted by vessels at a naval activity without prior inspection by the Fire Department and the approval of the Fire Chief. The Consolidated Fire Department shall be notified again 30 minutes prior to the securing of fuel operations so an inspector may be on hand during the breaking of fuel lines.

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

NASPNCLAINST 11320.1G

(3) Shoreside fire equipment shall be in ready condition and a sufficient supply of Aqueous Fire Forming Foam (AFFF) shall be available for immediate use during abnormal fuel transfers.

b. Requirements Aboard Ship

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

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

c. Dockside Personnel Requirements and Duties

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

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

(3) At least one experienced and responsible Wharfman, in addition to Hose Watch, shall remain on duty at dockside during the entire period of fuel-transfer operations. The Hose Watch shall standby at all times to close the wharf valve and to order pumping or gravity transfer stopped upon signal from the ship or in the event of a spill or leak being observed. Fuel spills or fuel leaks shall be removed before fuel operations are resumed.

(4) Only persons on official duty shall be allowed on the wharf during fueling operations.

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

d. Sources of Ignition

(1) The smoking lamp shall be out aboard a ship involved in fuel-handling operations, as well as any other vessel within 100 feet of such ship. The smoking lamp shall be put out prior to the start of fueling operations and shall remain out until the Commanding Officer of the ship concerned deems it safe to remove the restriction. In no case, however, shall smoking be permitted until 15 minutes after completion of operations. Similarly, smoking will not be permitted in any area within 50 feet of pumping operations.

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

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

(4) Only nonsparking tools shall be used within the restricted area surrounding fuel transfer operations.

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

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

(7) Energized radars should not be aimed in the direction of operations involving fuels or fuel handling, explosives, or transfers of ammunition.

e. Bonding

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

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

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

(4) The Military Standardization Petroleum Operation Handbook, H201-B, shall be used for detailed information and precautions.

0516. Shipboard Fire. Fire on any vessel at any pier or wharf shall be immediately reported to the Consolidated Fire Department. Under no circumstances will such notification be delayed by the belief that the fire is trivial or of little consequence.

0517. Contractors and Concessionaires

a. Contractors will be briefed by a representative from the Fire Prevention Branch at the preconstruction conference prior to beginning work.

NASPNCLAINST 11320.1G

b. All contractors will comply with all DoD, local, and other pertinent directives.

c. Contractors will be issued a copy of the Contractors Fire Prevention Guide (enclosure 2) at each Preconstruction Conference. Contractors shall ensure subcontractors are familiar with all fire prevention regulations.

d. Project sites will be periodically inspected by the Fire Prevention Branch to ensure fire prevention practices are being complied with.

e. Willful violation of or failure to comply with fire safety procedures will be reported to the Resident Officer-in-Charge of Construction for appropriate corrective action.

0518. Occupants of Military Family Housing

a. Family sponsors are responsible for the fire safe condition of their assigned quarters. They will ensure dependents are familiar with and practice fire prevention safety. Occupants will receive a Fire Prevention Orientation, scheduled by the Navy Housing Director, as soon as possible upon being assigned quarters. Quarters will be inspected by the Fire Department on an annual inspection schedule.

b. Common fire prevention practices necessary to maintain quarters in fire-safe conditions are as follows:

(1) Frequently inspect quarters for:

(a) Accumulation of oily rags, paper, rubbish, and other combustible waste.

(b) Electrical deficiencies, such as:

1. Inoperative receptacles, light switches, and light fixtures/sockets.

2. Hot circuit breakers.

3. Broken receptacle and switch cover plates.

4. Loose receptacles and switches.

5. Extension cords will not:

a. Be extended through holes in walls, floors, ceilings, doorways, windows, or similar openings.

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

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

(2) Miscellaneous fire-safe practices:

- (a) Heater rooms will be kept clean and not used for storage.
- (b) Provide sufficient ashtrays and do not allow them to become overfilled. Dispose of discarded smoking materials in metal containers only, never in wastebaskets.
- (c) Do not smoke while in a reclining position on bed, sofa, or reclining chair.
- (d) Do not carry lighted matches or candles into closets or other confined areas where clothing or other combustibles are stored.
- (e) Paper or cloth shades will not be used on incandescent lamps.
- (f) The use of multiple plug adaptors, as well as space heaters, is prohibited.
- (g) Electrical cords will not be used in lieu of permanent wiring.
- (h) Extension cords will not be used in lieu of permanent wiring.
- (i) Deep freezers and refrigerators will not be operated by means of an extension cord.
- (j) Radios and television sets will be enclosed in cases or cabinets with back covers in place.
- (k) Coffee makers, waffle irons, pressing irons, etc., will be disconnected immediately after use.
- (l) Kitchen ranges, hoods, ducts, filters, and surrounding areas will be maintained free of grease deposits.
- (m) Filters will be installed in hoods when cooking is being accomplished.
- (n) Cooking will not be left unattended.
- (o) Charcoal type cooking equipment and propane grills will not be used inside of or within 10 feet of buildings or combustible material.
- (p) Insecticides, aerosol canned materials, flammables, and explosives will not be stored in excessive amounts or in areas subject to source of ignition or heat.
- (q) If fireplaces are used, they should be cleaned at least every 2 years.

NASPNCLAINST 11320.1G

(3) Fuel retained for use in law maintenance equipment will:

(a) Not be stored in family quarters.

(b) Be in an approved flammable liquid container having a spring-closure lid, spout cover, or other feature designed to safely relieve internal pressure and to provide safe storage for the liquid. Containers are not to exceed 3-gallon capacity, and shall be painted and labeled in accordance with NFPA Standard No. 30.

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

(4) Fuel powered lawn maintenance equipment will:

(a) Not be stored in family quarters.

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

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

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

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

(7) Burning of leaves and trash is prohibited.

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

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

(10) Black powder shall be prohibited in family housing and other occupancies not approved for storing NFPA Class B explosives.

c. Fire prevention training or inspections will be accomplished by contacting the Chief Fire Inspector, Building 25, phone 452-2898.

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

e. The Navy Family Housing maintenance supervisor shall be responsible for testing smoke detectors to ensure proper operation prior to occupancy of quarters. Detectors which are found to be inoperative or have missing or weak

batteries will be replaced, repaired, or provided with new batteries as appropriate. Occupants are encouraged to test smoke detectors frequently to ensure detectors are operating properly. Smoke detectors will be an item of inspection during the Fire Department annual fire inspection. Any discrepancies noted will be reported to the Housing Director for corrective action.

f. Privately Owned Mobile Homes. The installation of smoke detectors shall be a prerequisite for assignments of mobile home spaces on Navy property; verified during check-in inspection and subject to the same fire-safety inspection schedule as family housing units. The owners shall agree to comply with provisions of the station Fire Bill and to furnish, properly install, and maintain smoke detectors within the mobile home. The Fire Chief should be consulted in determining the number and location of smoke detectors within each mobile home.

g. The Fire Department will assist housing occupants by providing replacement batteries during weekends, after normal work hours, and during holiday periods. Assistance can be obtained by calling 452-3211.

h. Privately owned mobile homes shall comply with the same standards as military family housing occupants.

#### SECTION VI - Training

0601. Responsibility. Department Heads and Division Officers shall ensure personnel under their control are properly instructed in these fire regulations and are organized and given definite assignments for action in case of fire. These assignments are to be recorded on the Fire Bill and conspicuously posted and kept current. The Fire Chief is available to render assistance.

#### 0602. Drills

a. Quarterly. The Fire Chief will schedule fire evacuation drills on a quarterly basis in buildings where a minimum of 10 personnel work or are billeted. Such drills will be supervised by a member of the Consolidated Fire Department. Fire Department apparatus and personnel will not respond unless directed by the Fire Chief. Drills will simulate a small local fire; however, smoke bombs or candles will not be used. In the case of buildings with less than 10 personnel, such personnel will receive instruction in how to sound a fire alarm and proper evacuation procedures. Occupants of BEQ/BOQ and similar quarters are required to know the proper action to take in case of fire. Drills are not required in private, on-base quarters.

b. Monthly. The Consolidated Fire Department will conduct impromptu fire evacuation drills once a month in all wooden-type barracks where personnel are housed. Drills will be held monthly in schools and child care centers, and will be supervised by a qualified member of the Consolidated Fire Department. These drills will follow the same procedures as the quarterly drills mentioned above.

NASPNCLAINST 11320.1G

0603. Education. Qualified fire protection personnel shall provide the following fire education training:

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

b. Classes shall be conducted to instruct personnel on the use of first aid extinguishing equipment provided, and fire prevention practices.

c. Periodic sessions shall be conducted to review station fire protection regulations, fire reporting procedures, and use of fire fighting equipment.

d. The security force shall receive explicit instructions on fire reporting and responsibilities during a fire incident.

#### SECTION VII - Salvage

##### 0701. Records

a. Security. In case of fire or related disaster, the salvage of records and documents will be accomplished in accordance with instructions contained in the U.S. Navy Security Manual.

b. Priority for Removal. File cabinets, safes, etc., containing records and correspondence shall be identified on the most visible surface with numerals or letters to indicate priority for removal. Priority for removal should be assigned according to how disruptive the loss of the material would prove to the station mission.

#### SECTION VIII - Reference List

##### 0801. Navy Fire Prevention Criteria Listing (Partial)

|                     |  |
|---------------------|--|
| OPNAVINST 11320.23E | Shore Activities Fire Protection Program   |
| OPNAVINST 11320.25B | Reporting of Fire and Related Emergencies at Navy Shore Activities and Marine Corps Facilities |
| OPNAVINST 1700.9D   | Child Development Program  |
| OPNAVINST 3120.32C  | Standard Organization and Regulations of the U.S. Navy   |
| OPNAVINST 5100.23D  | Navy Occupational Safety and Health (NAVHOSP) Program  |
| OPNAVINST 5100.12F  | Issuance of Navy Traffic Safety Program  |

Enclosure (1)

52

NASPNCLAINST 11320.1G

|                       |  |
|-----------------------|--|
| NAVAIR 00-80-R-14     | NATOPS U.S. Navy Fire Fighting and Rescue Manual   |
| NAVAIR 00-80-R-14-1   | NATOPS Manual, U.S. Navy Emergency Rescue Information  |
| NAVAIR 00-80T-109     | Aircraft Refueling NATOPS Manual   |
| NAVFAC MIL-HDBK 1008B | Fire Protection for Facilities, Engineering, Design, and Construction  |
| NAVFAC P-930          | Family Housing Manual  |
| NAVFAC DM-22          | Petroleum Fuel Facilities  |
| NAVFAC DM-25          | Waterfront Operational Facilities  |
| NAVFAC Forms          | 11320/9 - Building Fire Bill<br>11320/10 - Quarters Fire Bill<br>11320/4 - Building Fire Prevention Inspection Record<br>11320/3 - Fire Extinguisher Record<br>11320/2 - Fire Extinguisher Inspection Record |
| FSN 0177-LF-440-0010  | - No Smoking Placard, 18" x 4"   |
| FSN 0177-LF-440-0000  | - No Smoking Placard, 18" x 6"   |
| NAVFAC P-300          | Management of Transportation Equipment   |
| NAVFAC DM-32          | Supply Facilities  |
| NAVFAC DM-32-1        | Open Storage   |
| NAVFAC MO-117         | Maintenance of Fire Protection Systems   |
| NAVFAC MO-30D         | Inactivation, Caretaker, Maintenance and Reactivation of Shore Facilities  |
| NAVFAC P-1021         | Navy Shore Establishment Fire Protection/Prevention Program  |
| NAVFACINST 5450.73C   | Mission, Organization and Functions of the Naval Facilities Engineering command's  |
| NAVFAC MANUAL MO-210  | Maintenance and Operation of Water Supply Treatment and Distribution Systems   |
| NAVFACINST 11320.22   | Navy Shore Establishment Fire Protection/Prevention Program  |

NASPNCLAINST 11320.1G

|                                   |   |
|-----------------------------------|---|
| MILHDBK 1006/1                    | Policy and Procedures for Construction Drawings and Specifications Preparation                                  |
| MILHDBK 1190                      | Facility Planning and Design Guide  |
| MCO-P-11000-11A                   | Real Property Facilities Manual, Vol. VIII, Fire Protection Program   |
| MCO-P-11000-17                    | Real Property Facilities Manual, Vol. XIII  |
| MCO 11320.25                      | Technical Investigation of Fires by Fire Marshals and Fire Protection Engineers                                 |
| COMNAVRESFORINST 11320.1 (Series) | Fire Protection Program and Evaluation of Naval Reserve Activities  |
| NAVSECGRUINST 11320.1 (Series)    | Fire Protection, Policy Guidance and Information  |
| NAVSEA OP-4, VOL. 2               | Ammunition Afloat (Include Piers)   |
| NAVSEA OP-5, VOL. 1               | Ammunition and Explosive Ashore (Safety Regulations for Handling, Storing, Production, Renovation and Shipping) |
| NAVMMACPAC                        | Work Center Staffing Standards Report: Fire Fighting Mission Area   |
| DD 4270.1-M                       | Construction Criteria Manual  |
| DOD 4145.19-R-1                   | Storage and Material Handling   |
| DOD INST 6055.6                   | Department of Defense Fire Protection Program   |
| DOD DIRECTIVE 1010.10             | Health Promotion  |
| JAGINST 5800.7C                   | Manual of the Judge Advocate General  |
| TITLE 5                           | United States Code Section 8401   |
| TITLE 42                          | United States Code 1856 (Notal)   |
| AFP 92-3                          | Fire Fighter Physical Fitness Program   |
| OSHA 29 CFR 1910                  | General Industry Safety and Health Standards  |
| OSHA 29 CFR 1926                  | Safety and Health Standard for Construction   |

OSHA 29 CFR 1960

Federal Employee Safety and Health  
Programs

National Fire Protection Association National Fire Codes - Current Edition

Fire Protection Handbook - Current Edition

International Fire Service Training Association (IFSTA) Manuals

Underwriters' Laboratories Publications

Factory Mutual Approval Guide

American Gas Association Directory

American National Standards Institute Standards (ANSI)

FIRE PREVENTION GUIDE AND CHECKLIST FOR CONTRACTORS

These guidelines and rules apply to all contractors performing work on properties under jurisdiction of this command and will comply with all DoD, NFPA, and base regulations/directives.

1. Reporting of Fires

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

b. All contractors having office space or trailers on base with telephone service will obtain and affix decal to each telephone. These decals have emergency numbers for fire reporting and other fire related emergencies. They can be obtained through the Fire Prevention Branch of the Base Fire Department, located in Building 25, phone 452-2898.

c. The fire reporting number on base is 2-3333. The caller should give their name, location, what is on fire, and any other information requested by the Fire Department dispatcher. Stay on the telephone until the dispatcher has all needed information.

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

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

2. Welding, Cutting, Brazing, or "Hot Work."

a. Before any "hot work" is performed on the job, NASP 11320/22, "Hazardous Operation Permit," must be obtained and displayed at the site of work for the duration of the permit.

b. Permits can be obtained only from a Fire Department official by calling 452-3211.

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

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

e. Additional information and regulations concerning "hot work" is covered in this instruction and NFC 51B.

3. Tar Pots/Kettles

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

NASPNCLAINST 11320.1G

b. After Fire Department approval is obtained, pots or kettles, when operated, will be under constant supervision by a qualified operator. The pots or kettles will be positioned at least 25 feet from the building being worked on. Adequate fire extinguishers will be placed within 25 feet and accessible to each pot or kettle.

4. Open Burning. Open burning of fires is strictly prohibited except with prior approval of the Fire Department.

5. Fire Hydrants/Hose

a. Fire hydrants will not be used without prior approval of the Fire Chief. Call 452-2898 for information.

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

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

d. If permission is granted for use of a fire hydrant, the contractor must furnish a gate valve to fit the 2 1/2" outlet and a proper hydrant wrench. When not flowing water, contractor will disconnect from hydrant.

6. Fire Protection Alarm Systems

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

b. At any time a fire protection/detection alarm system hampers accomplishment of contract work, have your ROICC representative contact PWC alarm electricians to secure the system.

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

8. Debris

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

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

c. The burning of trash or other waste material is strictly prohibited on base.

### 9. Portable Heaters and Lighting

a. All temporary heat will be provided by portable electric heaters that have been approved by UL. They will be kept away from combustibile or flammable material. A permit for portable electric heaters will be obtained from the Fire Protection Branch.

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

c. All unnecessary electrical appliances will be unplugged at the end of the work day.

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

### 10. Flammable and Combustible Liquids

a. All flammable and combustibile liquids will be removed from the building at the end of the work day and stored in an approved location.

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

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

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

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

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

11. Fire Protection/Prevention Advice and Assistance. The Fire Department is available 24 hours a day for advice and assistance on matters pertaining to fire prevention/protection. During normal work hours call 452-2898 and after duty hours call 452-3211.

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

NASPNCLAINST 11320.1G

CONTRACTOR'S ACKNOWLEDGEMENT

I have been briefed on rules and regulations pertaining to fire protection/ prevention on Naval Air Station Pensacola. (Includes NTTC Corry Station and Saufley Field.)

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

DATE \_\_\_\_\_

LOCATION OF WORK \_\_\_\_\_

SIGNATURE \_\_\_\_\_

=====

ROICC PROJECT MANAGER \_\_\_\_\_

ROICC INSPECTOR \_\_\_\_\_

CONTRACT NUMBER \_\_\_\_\_

START DATE (ACTUAL) \_\_\_\_\_

STOP DATE \_\_\_\_\_

REMARKS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Enclosure (2)

4