



UNITED STATES MARINE CORPS  
MARINE CORPS LOGISTICS BASE  
814 RADFORD BOULEVARD SUITE 20302  
ALBANY GA 31704-0302

MCLBAO 11320.2G  
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**27 OCT 21**

MARINE CORPS LOGISTICS BASE ALBANY ORDER 11320.2G

From: Commanding Officer  
To: Distribution List

Subj: FIRE PREVENTION AND PROTECTION PROGRAM

Ref: (a) MCO P11000.11A  
(b) SECNAVINST 5100.13  
(c) DoD Instruction 6055.06 of 3 October 2019  
(d) UNIFIED FACILITIES CRITERIA (UFC)  
(e) Factory Mutual Approval Directory  
(f) National Fire Protection Association Codes and Standards  
(g) Underwriters Laboratories (UL) Fire Resistance Directory

1. Situation. To provide policy and procedures, and assign responsibilities governing the Marine Corps Logistics Base Fire Prevention and Protection Program per references (a through g). This revision contains a substantial number of changes and should be reviewed in its entirety.

2. Cancellation. BO P11320.2F.

3. Mission. This order provides policy to protect the lives of installation personnel and the public and to prevent or minimize damage to Marine Corps property and the environment as a result of fire.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This order will enable an effective and efficient fire protection and emergency services program consisting of continuing public fire education for all installation personnel; inspection, identification and elimination of fire hazards; enforcement of fire regulations; adequate fire protection for facilities and activities; promotion of fire prevention campaigns throughout the year; first aid firefighter training; and fire investigations. Respective leaders will ensure fire protection and emergency efforts enhance Marine Corps mission capability by protecting installation personnel and property preventative risk management, education, emergency response and risk communication.

(2) Concept of Operations. The Fire and Emergency Services program aboard MCLB Albany will be implemented by applying the program elements.

(a) All fire and emergency services personnel are properly trained and certified for their assigned missions.

(b) All installation facilities are surveyed to identify and correct or control fire and life safety hazards.

(c) All fire protection systems are inspected, tested and maintained to ensure operational readiness.

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(d) All facility design, repair and construction projects incorporate required life safety and fire protection engineering standards.

(e) All installation fire and emergency services departments define and document their scope of services and are staffed, equipped and trained to meet the assigned services.

(f) All installation fire and emergency services departments utilize mutual aid agreements with local jurisdictions where the agreements will enhance emergency response capabilities.

(g) All installation fire and emergency services departments develop and provide public fire and injury prevention education programs to motivate installation personnel and families on their fire and injury prevention responsibilities.

b. Subordinate Element Missions

(1) Installation Fire Marshal. The Director, Public Safety Division, shall serve as the Installation Fire Marshal and is responsible for fire prevention and fire protection at MCLB Albany, satellite off-installation facilities, and other activities where facilities engineering support is provided. The Installation Fire Marshal is responsible for the technical development and execution of an effective fire prevention and protection program.

(2) Installation Fire Chief. The Fire Chief serves as the senior fire protection manager and technical representative to the installation commander.

(3) Assistant Fire Chief of Fire Prevention. Responsible for the day-to-day management of the fire prevention program.

(4) Tenant Commanders, Officer in Charge, Division Directors and Special Staff

(a) Ensure areas under your purview are inspected and maintained in accordance with Base fire regulations.

(b) Ensure area Fire Security Officer and Fire Wardens attend Fire Warden training.

(c) Ensure Fire Warden Inspections are completed and noted deficiencies have work requests submitted for correction and repairs.

(d) Ensure unit Fire Security Officers list and cause to be repaired all discrepancies submitted to them on all official fire department inspection reports. They shall notify the Fire Prevention section of all repairs.

(5) Director, Installation and Environment Division

(a) Ensure the minimum standards of cyclic maintenance as outline in Unified Facilities Criteria (UFC) 3-601-02, "O&M: Inspection, Testing and Maintenance of Fire Protection Systems," 8 September 2010.

(b) Ensure facility design, repair, and constructions projects incorporate required Life Safety and Fire Protection-engineering standards.

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5. Administration and Logistics

a. The word "his" in this Order shall include both the masculine and feminine genders. The word "shall" in this Order indicates a mandatory requirement. The word "should" in this Order indicates a recommendation or that which is highly advised but not required.

b. Recommendations concerning the contents of this Order will be forwarded to the CO, MCLB Albany via the Director, Public Safety Division, and the Adjutant.

6. Command and Signal

a. Command. This Order is applicable to all MCLB Albany personnel, tenant commands, and organizations operating aboard the installation.

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

M. J. FITZGERALD

Distribution: A

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## Chapter 1

General Fire Prevention and Protection Information

1. General. This chapter provides general information regarding fire prevention and fire protection aboard Marine Corps Logistics Base (MCLB) Albany.
2. References. Related publications are listed in Appendix A.
3. Need for Fire Prevention. The Department of the Navy and the Marine Corps require every activity to have an aggressive fire prevention program. Commanders, facility managers, and supervisors shall monitor their fire prevention program with emphasis on the indoctrination of personnel regarding prevention of needless fires.
4. Fire Prevention Standards. The Installation Fire Chief shall resolve hazardous conditions of a peculiar nature for which criteria have not been established or published.
5. Fire Reporting Procedures. It is the duty of each individual who discovers a fire to notify the installation fire department by the quickest means available, whether the fire has been extinguished or not.
  - a. Fire emergencies shall be reported using one of the following methods:
    - (1) On-installation commercial telephones and military family housing occupants - dial 911.
    - (2) Cell phones - dial (229) 639-5911.
  - b. Provide the following information to the emergency dispatch center when reporting a fire:
    - (1) Building name, number, and address.
    - (2) Nature and/or type of fire.
    - (3) Name and grade of person reporting the fire.
  - c. Do not hang up until instructed to do so by the 911-dispatch center operator. After reporting emergency to dispatch have someone meet arriving units at entrance and guide crews to location.
6. Supporting Activities
  - a. Emergency crews, designated by Installation and Environment (I&E) Public Works, shall respond to emergencies when notified to assist the fire department.
  - b. The Marine Corps Police Department, MCLB Albany shall dispatch patrols to the fire scene to provide traffic control, security of government property and assist in fire investigation when requested by the Installation Fire Chief or authorized representative.

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7. Authority to Commandeer. In the event of any fire, explosion, bomb threat, or similar emergency, the MCLB Fire & Emergency Services Fire Department shall be authorized to:

a. Enter any property, building, structure, vehicle, watercraft, aircraft, railroad car, or other place for the purpose of fighting the fire, explosion, or similar hazardous conditions in the opinion of the Senior Fire Officer (SFO)his designee, endangered by fire, explosion, bomb threat, or similar hazardous conditions;

b. Cut any wires, electrical or otherwise, or turn off any utility, as deemed necessary to preserve life or property;

c. Prevent the blocking of any public or private street, road or alley, way or driveway, or emergency lane during any such emergency and remove any vehicles or other obstructions necessary;

d. Confiscate supplies, chemicals, or equipment necessary for such emergency;

e. Make any necessary tests; and

f. Evacuate any building or area necessary.

Chapter 2

Procedures and Responsibilities

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with the Fire Prevention and Protection Program aboard MCLB Albany.

2. Fire Prevention Duties and Responsibilities

a. Installation Fire Marshal. The Director of Public Safety Division shall serve as the Installation Fire Marshal and is responsible to the Commanding Officer.

b. Area Security Officers. Directors and Branch Heads are appointed Area Security Officers and are responsible for the fire prevention program in their areas of responsibility. Area Security Officers shall:

(1) Appoint in writing a Fire Warden for each tenant/section/branch assigned under them. A copy of these written appointments shall be sent to the Assistant Chief of Fire Prevention. At a minimum, appointment orders shall contain the following:

(a) Full identification of the appointed individual.

(b) Assignment of a specific area of responsibility as determined by building and areas assigned to activity or unit.

(c) Special instructions directing each appointee to contact the Installation Fire Chief, the Assistant Chief of Fire Prevention or representative upon initial appointment.

(2) Ensure each new appointed facility Fire Warden completes the Fire Warden course within one month of appointment. This training may be obtained from the Fire Prevention section (229) 639-5610/5500.

(3) Ensure that employees are trained and understand their fire prevention responsibilities, fire reporting and facility evacuation procedures.

(4) Ensure Fire Wardens prepare and maintain records of monthly inspections, fire extinguishers, fire evacuation drills, and coffee and microwave approval letters for their assigned areas for a minimum of eighteen months.

(5) Report to their commanders or supervisors for appropriate action any person(s) causing damage by fire as a result of: failure to comply with the provisions of this Order; or acts of negligence or carelessness. Fire Marshals shall also report any person responsible for the transmission of false alarms or cause of such, by any attempt to alter or damage the function of fire detection and/or protective systems. MCLB F&ES must be notified of and damage or tampering. Violators will be charged under the guidance of the Uniform Code of Military Justice (UCMJ).

(6) Ensure emergency contact name and phone numbers are posted at the entrances of all buildings within their area of responsibility.

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(7) Ensure all buildings within their area of responsibility are numbered and the numbers are visible from all roads or submit required work request.

(8) Ensure that outstanding fire prevention deficiencies are corrected, documented, and submitted to the MCLB Albany Fire Prevention section each quarter.

(9) Ensure each facility, assigned area and/or geographical location under their area of responsibility has a Base Fire Bill, (see Appendix B and obtain from the Fire Prevention section)

### 3. Fire Evacuation Drills

a. Commanders responsible for the billeting of service members shall prepare an adequate plan to ensure that sleeping personnel are promptly awoken and evacuated in case of fire during the night.

b. When directed by the Area Fire Marshal, fire evacuation drills shall be held by the facility Fire Warden. The facility Fire Warden can request assistance or training from the Fire Prevention section.

(1) During a fire evacuation drill, participating individuals shall continue under drill discipline even after reaching the outside area or place of safe assembly to ensure complete evacuation and accountability of all personnel.

(2) When all personnel have assembled in the area designated by the area or facility Fire Warden, the appropriate Fire Warden shall perform a roll call and present a critique of the drill.

(3) It is prohibited to conduct fire evacuation drills using building fire alarm without warning and approval by the Installation Fire Chief.

(4) Activity supervisors shall be thoroughly familiar with these Regulations and shall ensure proper dissemination and compliance with these Regulations.

(5) The Fire Prevention section will perform fire evacuation drills only in facilities as required per the National Fire Protection Association (NFPA) 1 and NFPA 101 only.

### 4. Construction, Alterations, and Modernization

a. Sound fire protection engineering is required in all repair or construction projects as required by applicable codes and standards to include but not limited to: high rack storage and/or any storage arrangement, and fire lines/access to all facilities. This shall limit fire spread and save lives and property. Fire protection systems and construction features shall comply with Department of Defense fire protection policies, Unified Facilities Criteria (UFC) and NFPA standards. Special emphasis shall be placed on providing adequate fire protection in facilities that are highly susceptible to loss of life and those that house high-value or mission-essential processes or equipment.

b. Installation fire protection personnel shall review all repair, construction, alteration, and renovation projects. This includes Non-Appropriated Funds (NAF), Navy and Marine Corps Exchange Services and self-



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help projects. Repair, construction, alteration, and renovation projects shall be coordinated with the Director of Public Safety Division and The Fire Prevention Section prior to authorization to proceed with construction.

c. Interior finish materials installed as a part of change, alteration or modernization projects, and movable partitions shall be in accordance with UFC and other applicable codes. Fire retarding chemicals listed by recognized testing laboratories may be considered for treatment of existing interior finish materials.

d. Installation fire protection personnel shall be notified in writing of all pre-construction conferences, pre-final inspections, and final inspections and change of space and occupancy. A fire Department representative shall witness all Finals conducted on detection and suppression systems.

5. Life Safety. Existing facilities shall comply with the following:

a. Each facility exit shall be arranged for full compliance with NFPA Life Safety Code 101.

b. Restrictive hardware, such as padlocks and hasps, throw bolts and crossbars shall not be installed on any exit door except as permitted by NFPA Life Safety Code 101. Where either physical or classified security is a major concern, judicious use of a two-point (top and bottom) latching panic hardware, is an affective measure. Such doors, particularly when not normally under direct observation by operating personnel, may be provided with simple effective door alarm devices as an additional control measure.

c. Knockout or kick-out panels or emergency escape panels of any kind are not permitted in lieu of standard egress exits as required by NFPA Life Safety Code 101. When it is necessary to block, obstruct, or rearrange any existing exit in a manner which destroys or reduces its function, an additional exit or exits shall be designed, located, and arranged in strict conformance with NFPA Life Safety Code 101.

d. Padlocks and/or hasps are not permitted on interior or exterior doors, except for storage or industrial occupancies, unless arranged to be locked in the open position. Occupants of these types of buildings or rooms should be able to unlock doors from the inside without using a key.

e. Exit illumination and marking shall comply with NFPA Life Safety Code 101. It shall be the building occupants' responsibility to ensure proper operation and report any deficiencies in writing for immediate repair.

f. Stairs and stairways shall comply with NFPA Life Safety Code 101 with particular attention given to the following:

(1) Do not use stairway enclosures for storage or for any purpose other than a stairway.

(2) Protect openings to stairway enclosures by self-closing doors. Do not hold stairway door open by wedging or blocking or by any other device, which prevents the doors from closing automatically unless specifically designed.

g. Personnel shall not lock, open, block, or otherwise obstruct the normal operation of fire doors or fire shutters.

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- h. Removal of door closures (i.e. self-closures) shall be prohibited.
- i. Removal of fire doors shall be prohibited.
- j. Approved fire doors shall not be altered or modified.
- k. No exit door shall be locked while the building is occupied.

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

6. Draperies and Decorations

a. Furnishings and decorations in building occupancies such as healthcare, daycare, and places of assembly shall comply with the requirements of NFPA Life Safety Code 101.

b. Burning scented or decorative candles and similar open-flame devices are prohibited.

7. Care of Building

a. Rubbish and Debris

(1) Regularly monitor working and storage areas, new construction and repair areas to reduce fire hazards.

(2) Daily dispose of rubbish and scrap materials in properly identified noncombustible cans, bin, or receptacles, and keep work areas reasonably free of combustible debris accumulation.

(3) Use containers that are approved by a nationally-recognized testing laboratory for disposal of combustible rubbish inside buildings.

(4) Place dumpster units and other central rubbish disposal units as required by UFC 4-010-01. Dumpster lids shall be kept closed, except when refuse is being loaded into the dumpster.

(5) Store soiled rags in metal containers with self-closing metal covers until removed from building.

(6) Store steel wool, a combustible material, separately in covered metal containers.

b. Personnel Service Rooms

(1) Metal or testing-laboratory-listed plastic trash receptacles with self-closing lids shall be used in all restrooms or latrines and in other areas where paper towels or disposable paper or plastic cups are used.

(2) Clothing lockers shall be adequately ventilated and kept in a clean and orderly condition. Materials shall not be stored on top of or underneath lockers. Work clothing in lockers should be regularly aired and cleaned.

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(3) Flammable liquids, chemicals, paints, paint-soaked rags and similar materials shall not be kept in clothing lockers.

(4) Combustible materials shall not be placed on radiators, heaters, or steam pipes.

c. Attics and Concealed Spaces

(1) Attics and concealed spaces shall be kept clean.

(2) Attics without a sprinkler system shall not be used for storage.

d. Securing Buildings at Close of Workday

(1) All doors, including fire doors and windows shall be properly secured at the close of working hours unless accepted in writing by the Installation Commander or authorized representative.

(2) Exit doors shall not be secured in any manner, which prevent their use as an exit at all times when the building is occupied.

(3) Mops, cleaning gear and other material subject to spontaneous ignition shall be kept outside of buildings or stored in metal containers with tight-fitting self-closing lids or doors.

(4) Unused paint, brushes, drop cloths, rags and like items shall be removed from buildings at the close of each workday. An exception to this rule is in paint shops where full precautions are taken daily to store paints and related supplies. Any material left at the job site shall be placed in a metal container with a tight-fitting, self-closing lid and placed at least fifteen feet from the building. Rubbish and other waste material shall be removed daily.

(5) Soiled rags used in connection with repair shops, painting or other such operations shall be removed from the building or placed in an Underwriters Laboratories Approved metal container with a tight-fitting, self-closing lid.

e. Vacant Buildings

(1) Vacant buildings shall be secured to prevent unauthorized trespass. Doors shall be locked and windows barred with wood or fixed shutters to prevent access where necessary.

(2) If possible, secure power switches with a padlock. Power for fire alarm systems and support of sprinkler systems shall be maintained unless written documentation is submitted to the Installation Fire Chief that said building is surplus and has no value to the government.

(3) Fuel inlet valves shall be closed and sealed on furnaces, boilers and other means of heating in vacant buildings where heat is not required to prevent freezing of sprinkler systems and plumbing.

(4) The Fire Prevention section shall be notified in writing when a building becomes vacant and prior to reassignment.

f. Parking of Vehicles

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(1) Parking of vehicles shall be controlled to ensure free access of emergency response equipment to all sides of buildings, structures, fire alarms, post indicator valves, fire department connections, and fire hydrants.

(2) Vehicles shall park as outlined in UFC 4-010-01.

(3) Vehicles shall not be permitted in any building for repairs or storage, except for approved maintenance buildings or with written approval of the Installation Fire Chief.

## 8. Use of Buildings

### a. Sleeping Areas

(1) Using buildings or portions of buildings, unless approved by MCLB Fire & Emergency Services Fire Prevention Sections for sleeping facilities is prohibited.

(2) Using attic space in any building, including quarters, as a sleeping area is prohibited.

(3) Using space in any building accessible only by scuttle, hatch, or trap door, or served by other than a standard stairway, as a sleeping area is prohibited.

### b. Changing Occupancy or Use

(1) The Installation Fire Marshal and/or the Installation Fire Chief shall review changes in the use of occupancy of any building, structure, or area. In any building or structure, whether necessitating a physical alteration or not, a change from one occupancy classification to another, or from one occupancy sub-classification to another sub-classification of the same occupancy, shall be permitted only if such building or structure conforms with the requirement of NFPA Life Safety Code 101.

(2) Pump houses, generator buildings, transformer stations and furnace electrical equipment and mechanical equipment rooms shall not be used for other than their designed purposes. Storage is prohibited in these areas. These areas shall be secured to prohibit unauthorized entry.

(3) Plans for major changes or closing of roadways shall be coordinated with the Installation Fire Marshal and/or the Installation Fire Chief.

## 9. Common Hazards

### a. Heat

(1) All building heating equipment shall be labeled and/or listed by the American Gas Association, Underwriters Laboratories (FM) and shall be installed, maintained and operated under the approved listings, manufacturer's operating instructions and the National Fire Codes.

(2) There shall be adequate clearances between heating equipment and combustible material. Clearances for listed equipment shall not be less than

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the minimum given in the listings. Existing unlisted equipment shall be governed by the clearances indicated in the National Fire Codes.

(3) The use of unvented hydrocarbon-fueled heating appliances inside a building is prohibited, unless prior approval is obtained from the Installation Fire Chief for temporary use. These types of heaters are designed for outside operation and are intended primarily for field uses such as heating large tents, maintenance shelters, operator's compartment for tactical vehicles and preheating aircraft engines or keeping them warm during idle periods.

(4) Using open flame heating devices is prohibited in areas subject to accumulation of flammable vapors such as gasoline stations, garages, paint shops, and aircraft hangars. Exceptions are the installation of suspended oil furnaces and gas-fired unit heaters when the use, location and installation of such equipment is permitted by specific provisions of pertinent sections of the National Fire Codes and the unit is specifically listed and/or approved for such installation.

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

(6) The use of toasters, portable heaters, hot plates and similar equipment (microwave ovens and coffee makers are excluded) is prohibited.

(7) Lint traps for domestic type clothes dryers shall be cleaned after each use. Dryers must be properly vented to the outside of each building. Avoid excessive length of vertical runs of vent pipe to reduce lint accumulation in piping. Ensure vent piping is hooked up and in proper working order at all times.

b. Electricity

(1) The current edition of NFPA 70 National Electric Code shall be the minimum standard for all electrical wiring and equipment. Only authorized electricians shall install, repair and change electrical wiring, fitting or attachments for electrical appliances.

(2) Defective electrical equipment shall be reported to the work order branch of Public Works for repair or removal by authorized electricians.

(3) Use only electrical appliances and devices that bear the UL label or those listed by other approved testing agencies. Appliances or devices that do not have the UL label or other approved listing (e.g. decorative lamps and small electrical appliances acquired in Europe and the Orient) shall not be connected to a power source.

(4) All electrical wiring equipment and devices, including electrically-operated vending machines, water coolers, and clocks installed and operated in automotive repair shops, and other occupancies where flammable vapors, gases or dusts may be present, shall be UL listed for the particular hazardous area and comply with NFPA 70.

(5) Soldering irons, coffee makers, office machines and other non-fixed electrical devices shall be turned off when not in use. There shall be adequate clearance between all heat-producing electrical devices and

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combustible material. The use of automatic timers to control power supplies is prohibited.

(6) Fusing of circuits shall be compatible with the safe current-carrying characteristics of the circuit wire (i.e. circuits shall not be over-fused). Ground-fault-circuit interrupters shall be provided in accordance with NFPA 70.

(7) Electric switches, circuit breakers, and fuses in power panels shall be labeled correctly to indicate the circuits or devices they control. Clear access to all panels shall be maintained.

(8) Devices that interfere with the normal operation of a circuit breaker or fuse(s) shall not be installed. Whenever a circuit has been interrupted by a tripped breaker or blown fuse, the source of the disturbance shall be located and eliminated before restoring power to the interrupted circuit. Circuit breakers are not to be used as switches, unless the breaker is specifically designed for switching.

(9) Lamp fixtures in damp or hazardous locations and in areas subject to grease accumulation (such as refrigeration units, under hoods over cooking ranges or fryers) shall be of types specifically approved for such locations.

(10) Not more than two electrical cords per outlet are permissible. The "Octopus," "piggybacking" or "daisy-chaining" arrangements of multiple plugs shall be prohibited.

(11) All domestic style washing machines, clothes dryers, vending machines, portable electric tools and lights shall be electrically grounded in accordance with NFPA 70.

(12) Electrical cords shall be without splices and shall not be hung over nails, rafters, or in a manner, which would constitute a fire hazard. Electrical cords shall not be placed under rugs, carpets or other combustible materials. Extension cords shall not be used in lieu of permanent wiring and shall not run through walls, ceilings, floors, doorways, windows, or other similar openings. Extension cords shall not be equipped with more than one male and one female connection. The use of multiple type plugs shall be prohibited.

(13) Surge protectors shall be permitted for use on computers, printers, facsimile machines, and like equipment. The use of surge protectors for extra or more convenient outlets shall be prohibited.

c. Smoking

(1) Comply with reference (b).

(2) The facility occupants shall provide for their use an adequate number of suitable Underwriters Laboratories, Inc. or Factory Mutual Laboratories (FM) approved receptacles for discarding smoking materials. Such receptacles shall not be used as wastebaskets.

(3) Smoking materials shall not be thrown from vehicles.

d. Air Conditioning and Air Handling

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(1) Air conditioning and air handling equipment rooms, including boiler and furnace rooms, should be secure rooms for authorized entry only and shall not be used for storage.

(2) Electrical circuitry supply to air conditioning units shall be in conformance with NFPA 70.

#### 10. Special Hazards

a. Flammable and combustible liquids. All flammable and combustible liquid storage shall be in conformance with the requirements of NFPA 30. Flammable liquids are defined as any liquid with a flash point below 100 degrees Fahrenheit. Flammable liquids include gasoline, alcohol, naphtha, lacquer paints, and thinners. Combustible liquids are defined as any liquid which shall burn but has a flash point in excess of 100 degrees Fahrenheit. Combustible liquids include those such as kerosene, mineral spirits, or diesel fuel.

(1) Flammable liquids shall not be used for cleaning equipment parts. Nonflammable cleaners or solvents and/or water-solvent detergents shall be used for such purpose.

(2) Flammable liquids shall not be used to clean or refinish floors, desks, or other furniture and furnishings.

(3) Personnel shall observe the following precautions if combustible liquids (mineral spirits) are used for floor cleaning or refinishing:

(a) Provide all possible ventilation and/or adequate mechanical ventilation to dissipate vapors.

(b) Prohibit smoking in the workplace.

(c) Keep all open flames and spark-producing devices away from the work area.

(d) Shut off all pilot lights in the vicinity.

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

(f) Restrict the amount of fluid used to only what is necessary for the immediate operation.

(g) The use of paste wax on floors shall be prohibited.

(4) Day-to-day stocks of flammable liquids shall be kept only in an approved flammable liquid cabinet. Containers shall be plainly marked to indicate the nature of the contents. Storage shall be arranged to comply with NFPA 30.

(5) Gasoline and other flammable liquids shall not be kept, stored, used, or dispensed within any building except by means of listed safety cans in good condition, unless in a flammable liquid dispensing room. Glass containers are prohibited, except where permitted by NFPA 30 for storage of chemically pure liquids.

(6) Gravity discharge of any flammable liquid from tanks, drums, or containers other than listed safety cans is prohibited within all buildings.

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(7) Flammable liquids shall be drawn from or dispensed into tanks or containers within buildings only with the drum in an upright position, using an approved manually-operated barrel pump, and only in locations approved as flammable liquid dispensing rooms.

(8) Combustible liquids shall be stored in closed metal containers having an individual capacity of not more than five gallons. The use of glass or plastic containers other than listed safety cans is prohibited, except where permitted by NFPA 30 for storage of chemically pure liquids.

(9) Tanks, hoses and containers shall be bonded while flammable liquids are being poured or dispensed to prevent static electricity discharge.

(10) Transfer of flammable liquids or purging of tanks or containers by compressed air or gases is prohibited.

(11) Gasoline, oil or any other flammable and/or combustible liquid shall not be discharged into, or permitted to accumulate in, storm drains or sanitary sewers.

(12) Flammable liquids shall not be stored in any place of public assembly (i.e. enlisted and/or officers clubs, BEQ, BOQ, theater or any buildings used as sleeping quarters).

(13) Gasoline storage in family quarters is prohibited. The storage of fuel in containers or in power mowers, outboard motors and in similar equipment with fuel tanks shall be in an outside building, cabinet or such storage. If storage building is lacking, the following conditions shall be met:

(a) The aggregate amount in the container or equipment shall not exceed five gallons.

(b) The storage area shall not contain and shall be remote from any possible source of ignition (e.g. water heaters, furnaces, electrical appliances).

(c) Adequate ventilation of storage area shall be provided to prevent the accumulation of flammable vapors.

(d) Storage areas shall not be occupied as living space or used as an exit.

(e) Items stored shall not be subject to mechanical damage.

(f) All openings from the fuel tank and the supply line to the engine shut off where a valve is provided shall be tightly closed.

(g) Gasoline shall be stored only in a safety can that is listed by a nationally-recognized testing laboratory.

(h) No refueling shall be conducted inside or within 15 feet of any building, including garages, basements or attached right-of-way.

(i) Occupants shall be liable for losses by fire caused by the occupant's negligence in storage and use of flammable liquids.



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(j) Gasoline-fueled lanterns shall be allowed to cool before refilling.

(k) Paste wax shall not be burned or heated over open flame.

(14) The use of gasoline-fueled field ranges inside buildings is prohibited.

(15) Use gasoline as fuel only. Other uses of gasoline are prohibited.

b. Fueling Operations

(1) Only authorized and properly-trained personnel shall be permitted to operate major fueling equipment. Knowledge of the equipment, hazards involved and the regulations for handling flammable liquids shall be required. The operator shall be familiar with emergency shutdown procedures and the location of the nearest telephone, how to call the fire department, and location and operation of first line fire-fighting equipment.

(2) Operators of vehicles and mobile equipment shall turn off engine, lights, and radio transmitters before taking on fuel.

(3) Vehicle operators, attendants, or others shall not smoke or light a match or lighter during fueling, and there shall be no open flame in the vicinity.

(4) Latching or locking devices, which restrict or impede the ability to automatically stop the flow of fuel, shall not be permitted on any gasoline or other flammable liquid dispensing nozzle. This does not preclude the use of listed and approved automatic nozzles.

(5) Operating any vehicle leaking fuel or excessive amounts of oil shall be prohibited until necessary repairs have been performed.

(6) Flammable liquid containers found to be leaking shall be moved to a safe location and contents transferred to serviceable containers. Leaking containers shall be disposed of properly.

(7) Glass or plastic containers other than plastic containers listed by a nationally-recognized testing laboratory (i.e. UL or FM approved) shall not be used for gasoline.

(8) Vehicles transporting explosives shall not be refueled with gasoline while explosives are in the vehicle. In emergency situations, and only with the engine stopped, all lights and radios turned off and static grounding devices properly connected, with vehicles transporting explosives be refueled.

(9) Defective or leaking fuel dispensing equipment (e.g. nozzles, hoses, pumps) shall not be operated until restored to proper operational condition.

(10) Makeshift fuel dispensing or defueling arrangements are prohibited. Fuel dispensing, storage locations, arrangement, and equipment shall be in conformance with the pertinent requirements of UFC or NFPA Codes. Defueling into open containers is prohibited.

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(11) Automotive vehicles and other spark-producing equipment shall not be operated within 50 feet of any fuel spill involving gasoline or fuels or similar characteristics until the spill has been cleaned up and all flammable vapors have dissipated.

c. Parking of flammable liquid transport vehicles. Tank vehicles used for transporting flammable or class II combustible liquids shall be grounded (for static electricity) and shall be parked in groups of not more than three with a 50-foot separation between groups. Parking locations shall be selected so that the vehicles are accessible from all sides for firefighting operations and so that any of the tank vehicles can be moved (either under their own power or towed) from their location without moving another vehicle.

d. Hazardous chemicals. Incompatible chemicals and compounds shall be kept separate and precautions taken to prevent accidental contact or contamination with incompatible materials, compounds, and agents. Many chemicals and compounds, which are completely inert under normal conditions, may become violently explosive when in contact with other compounds.

e. Tar pots and kettles

(1) Kettles for heating tar, asphalt, and similar materials shall be equipped with proper heat controls and means of agitation to assure controlled uniform temperatures throughout the contents to prevent spot heating.

(2) Tar pots or kettles shall not be operated inside, on the roof, or within 25 feet of any building and shall be attended by a competent operator, who will stay within line of site of unit and no more than 25 feet away from units at all times. Kettles shall not block means of egress, gates, roadways or entrances.

(3) A minimum of two, approved 2-A:40-B:C fire extinguishers shall be provided and maintained within 25 feet of each operating kettle. A minimum of one approved 4-A:40-B:C fire extinguisher shall be provided and maintained on the roof in close proximity to the roofing operations while the roofing material is being applied. Fire extinguishers shall be mounted in an accessible and visible or identified location at all times. Requirements of NFPA 1, NFPA 10 and NFPA 241 shall be adhered to at all times.

(4) When material is applied within buildings or enclosed areas, the atmosphere shall be free of dust and adequate ventilation provided to completely remove all smoke and fumes.

f. Welding and cutting

(1) All welding, cutting, sweating of copper piping or burning operations shall be under the supervision and control of a competent supervisor who shall ensure compliance at all times per NFPA 51B.

(2) Oxygen, acetylene and other fuel gases shall be handled carefully and cylinders shall be secured by lashing, strapping, chaining, or clamping in an upright position. Cylinders shall be capped during storage or while being transported.

(3) Oxygen cylinders shall be kept free of oil and grease at all times. (A high-pressure leak from an oxygen cylinder may cause sufficiently

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rapid oxidation to ignite gasoline, oil, grease, alcohol, or organic material and result in fire or explosion.)

(4) Oxygen and fuel gas systems in use shall be frequently inspected for evidence of leaks in hoses, couplings, valve stems and fittings, and other points in the system.

(5) Acetylene and oxygen valves at the cylinders shall be closed whenever the equipment is left unattended or when work is stopped for more than 15 minutes.

(6) Operators of electric welding equipment needing to leave or stop work for any appreciable time shall open the power supply switch to the equipment and disconnect the equipment from the source of power.

(7) The Fire Prevention section shall be notified when any cutting or welding is to be performed in permit required areas. A qualified fire department representative shall:

(a) Inspect the worksite before the operation is started to ensure all necessary fire prevention precautions are taken.

(b) Ensure the proposed operation does not constitute a hazard to life and property.

(c) Company performing work shall have two extinguishers on hand and instruct the person who will be responsible for fire watch with their responsibilities per NFPA 51B. Extinguishers shall be two, ten pound multi-purpose 4A:80B:C fire extinguishers.

(8) The Fire Prevention section recommends that a two-and-a-half gallon pressurized water extinguisher or five-gallon bucket of water be located at the worksite. If the operation is deemed safe, a Hot Work Permit signed by the inspector shall be given to the operator and a copy maintained by the fire department. At no time, shall a person conduct any cutting or welding operation without an approved Hot Work Permit.

(9) All contractors performing work on the installation shall be required to have two, ten pound 4A:80B:C multi-purpose fire extinguishers that are in service. The Fire Prevention section recommends that a two-and-a-half gallon pressurized water extinguisher or five-gallon bucket of water be at the worksite.

(10) Permanent areas designated for Hot Work shall be reviewed at least annually.

g. Cooking

(1) Cooking is permitted only in properly arranged and equipped authorized locations.

(2) Hoods and ductwork over cooking surfaces shall be cleaned and maintained in accordance with NFPA 96.

(3) Exhaust systems over cooking surfaces where smoke or grease-laden vapors are produced shall have removable noncombustible filters or listed grease extractors. Cooking shall not be done unless all filters are in place in accordance with NFPA 96.

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(4) Hoods and associated duct systems over commercial-type cooking equipment where grease-laden vapors are produced (e.g. clubs, snack bars, cafeterias and other large food preparation facilities) shall be protected, serviced and maintained in accordance with NFPA 96.

(5) A standard supply of portable fire extinguishers listed for class K fire shall be installed at all locations where cooking is conducted in accordance with NFPA 96. Fire extinguishers are recommended, but not required, for cooking facilities in family housing or barracks with kitchenettes.

(6) Charcoal grills shall not be used inside buildings, on porches, or on balconies. Charcoal grills shall be located at least 35 feet away from combustible materials when in use. When cooking has been completed, hot coals shall be quenched with water or covered with a noncombustible cover to prevent sparks or hot coals from being scattered by the wind until cold to the touch of the hand.

#### h. Painting

(1) Paint that requires flammable solvents, thinners or other flammable cleaners shall not be used without removing all potential sources of ignition in the immediate area.

(2) Flammable thinners, solvents and cleaners shall be handled, stored, dispensed and used only in accordance with this regulation and shall conform to the standards pertaining to flammable liquids contained in paragraph 8.

(3) Tarpaulins and drop cloths used with oil-based painting operations shall not be stored within buildings, but shall be folded and stored in metal lockers that are detached at least 15 feet from any building.

(4) Spray paint shall not be used within buildings unless standard spray booths or rooms constructed and arranged in accordance with NFPA 33 are provided for this purpose.

(5) Minor touch-ups, involving the use of small aerosol pressurized spray cans, may be conducted outside of a painting standard spray booth, provided all precautions of adequate ventilation are observed. Such operations shall be very limited in scope.

(6) Spray booths shall be equipped with an exhaust ventilation system. Fans shall be of a non-sparking nature, with explosion-proof fan motors located outside the booth. Exhaust systems shall be installed to conform to the standards of NFPA.

(7) Smoking must be conducted at least 50 feet away from spray booths.

(8) Clean filters and filter rolls shall be of noncombustible construction. They shall be inspected after each use and clogged filters shall be removed and disposed of.

(9) Combustible materials shall not be stored within three feet of spray booths.

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(10) Before refinishing floors, eliminate all sources of ignition including pilot lights for water heaters and appliances.

i. Open Fires

(1) No open fires shall be permitted on the installation at any time without the express approval and permission of the Installation Fire Chief.

(2) Burning of wood for use of heat or flame-producing device is prohibited within any building.

(3) The use of open flame devices for removing paint from any structure is prohibited.

j. Batteries. All batteries shall be handled, stored, and disposed of properly per the manufacturer's guidelines.

11. Fire Protection Equipment

a. Fire Hydrants

(1) Parking of vehicles and/or equipment shall not be permitted within 15 feet of any fire hydrant.

(2) Fire hydrants shall be used only for their intended purposes and shall be operated only by authorized personnel using only standard hydrant wrenches.

(3) When no other source of water is available at construction sites and water is required for construction purposes, permission may be granted by the Directorate of Public Works to use a hydrant as a source of water. In such cases, immediate written notice shall be given to the fire department and the usage shall be subject to the following limitations:

(a) Connection to a fire hydrant shall require back flow or double check valve and be limited to not more than one 2.5-inch hose.

(b) Only one connection shall be permitted per hydrant.

(c) Each connection shall be by a gated or valve connection to a single two and one half inch outlet of a hydrant. Flow shall not be throttled by means of the main hydrant valve which, when in use, allows the hydrant valves to be fully opened.

(d) The fire department shall not furnish hose, valves, etc.

(e) Any fire hydrant found to be leaking, damaged, or defective shall immediately be reported to the Director of I&E Public Works and the fire department so proper repair can be made.

(f) When any fire hydrant is placed out of service for any reason, and when said fire hydrant is restored to service, the fire department shall immediately be notified.

b. Fire Lanes

(1) No vehicle, equipment, or storage shall obstruct a prescribed fire lane.

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(2) Fire lanes shall be clearly marked in accordance with NFPA.

c. Sprinkler Equipment. Automatic sprinkler systems shall be installed and maintained in accordance with UFC and NFPA.

(1) Sprinkler systems, which operate during an actual fire, shall not be shut off except upon direction of the senior fire officer.

(2) Sprinkler systems, which operate due to system malfunction or breakage or other non-fire related incident, shall be shut off as soon as it is determined that no fire exists. The fire department shall immediately be notified of the system impairment by facility manager or I&E.

(3) Only properly authorized personnel shall maintain and test sprinkler systems per UFC 3-601-02.

(4) When any sprinkler system is withdrawn from service for any reason, compliance with UFC 3-601-02 shall be followed and the fire department shall immediately be notified.

(5) Storage shall be kept at least 18 inches below all sprinkler heads and/or piping.

(6) All building modification projects in buildings with sprinkler systems shall include provisions for rearranging the sprinkler system as necessary for compliance with NFPA 13, UFC and all applicable codes.

d. Fire Extinguishers

(1) The facilities engineer will furnish the initial purchase and installation of fire extinguishers in newly-constructed facilities and the tenant and/or occupant will provide replacements in existing facilities, per NFPA 101 and NFPA 10.

(2) The fire department will inspect and determine the type, size and location of all fire extinguishers as required per NFPA 10 in each building.

(3) NFPA 101 shall be used as the guide for the installation, maintenance, and use of portable first-line fire appliances. Exception: For Industrial and Storage occupancies, provide and install extinguishers in accordance with NFPA 10.

(4) Department heads, Division Directors, and branch heads are responsible to properly care for and use fire extinguishers in their areas, and shall ensure all required training for their use is received by their personnel. The Fire Prevention section may be contacted at commercial (229) 639-5500/5610 for assistance in conducting demonstrations and practical applications.

(5) Supervisors will ensure locations of firefighting equipment are not changed without prior approval of the Installation Fire Chief.

(6) Where possible, mount fire extinguishers on a wall or other surface in clear view per NFPA height requirements.

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(7) In areas where fire extinguishers are not readily visible, post a sign with letters a minimum of 2 inches high and place a large red circle or other approved and/or acceptable marking to indicate extinguisher location. Contact the Fire Prevention Section for assistance.

(8) Do not block or obscure fire extinguishers from sight.

(9) Except in the event of fire, fire extinguishers located in buildings shall not be used, moved, or removed from their installed location by anyone other than fire department personnel.

(10) Building Fire Wardens will be responsible for keeping extinguishers clean and clear of stored material, which might obstruct their use and maintain monthly records of their Fire Warden inspections.

(11) When fire extinguishers have been damaged, used to control fire, accidentally discharged, or have a broken seal, the responsible command will immediately notify the Fire Prevention section at commercial (229) 639-5610/5500 with the who, what, when and how information. Building tenants are responsible for replacing inoperable extinguishers with serviceable ones.

(12) Any person responsible for damage to any fire extinguisher or fire protection system (through misuse or negligence) will be held financially liable. Violators will be charged under the guidance of the Uniform Code of Military Justice (UCMJ)

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

(14) The mounting and servicing (as required) of all fire extinguishers are the responsibility of each respective using organization.

(15) Using fire extinguishers for any purpose other than what it is designed for is prohibited.

(16) If there is more than one tenant located in the facility with common areas, the Fire Warden closest to a fire extinguisher will be responsible for passageway fire extinguishers.

## 12. Forest Fire Prevention

a. Cigarettes shall not be discarded until field stripped and completely extinguished. Burned matches shall not be discarded until completely extinguished and cooled. Cigarettes shall not be thrown from vehicles.

b. Signs of smoke in grass or wooded areas shall immediately be reported to the fire department. Stationary phone lines shall use 911 and cell phones use commercial (229) 639-5911 to report signs of smoke.

c. Burning of trash, debris, leaves, pine needles grass, etc., or burning off any area on the installation is prohibited except for prescribed burning performed by the Environmental Branch.

d. It is incumbent upon each individual to ensure all matches, cigarettes, cigars, etc., and ashes are completely extinguished before disposal.

13. Storage and Warehouses

a. A clearance of at least 24 inches shall be maintained between ceilings, ceiling lights, electrical fixtures, and stored materials in areas without a sprinkler system.

b. Storage shall not interfere with fire lanes or inhibit access to fire valves, fire hoses, fire extinguishers, fire escapes, fire exits, or fire doors. A clearance of at least 18 inches shall be maintained between sprinkler heads and storage, ceilings, ceiling lights, electrical fixtures, and stored materials. Stacks more than 15 feet high or which contain unusually hazardous materials shall be piled no closer than 36 inches from sprinkler heads.

c. Doors and exits shall not be blocked.

d. Access aisles shall be maintained to provide convenient access to all portions of the storage areas. Access aisles shall not be less than 8 feet in width.

e. Cross aisles of not less than 4 feet in width shall be provided for stacks up to 10 feet in height. Where stacks exceed 10 feet in height, cross aisles shall be at least 5 feet.

f. Combustible materials such as excelsior, rags, and shredded paper shall be stored in fire resistant bins with fusible link or self-closing doors.

g. Materials shall not be stored under stairs or piled against building doors, exits or in stairways. Materials shall not be stored closer than 25 feet from any structure.

h. A 24-inch to 36-inch space shall be maintained between stored combustible materials and interior finish, firewalls and partitions.

i. Containers, drums, or other approved receptacles containing flammable liquids shall not be stored in general storage areas, but shall be stored in locations specifically constructed according to current directives for this type of storage. This also applies to empty flammable liquid containers.

j. Packing materials shall be kept in the original bales until used. Broken bales shall be kept in all metal lined bins with automatic self-closing covers. Waste from packing and/or unpacking or other sources shall not be allowed to accumulate in hazardous quantities. All waste shall be removed at the end of the workday and /or shift and disposed of in designated containers.

k. Floor sweeping compound shall be stored in metal containers with a tight-fitting, self-closing lid.

l. Boiler rooms, utility rooms, and hot water heater enclosures shall not be used for storage purposes.

m. Storage is prohibited under stairways and in stairwells.

n. Gasoline-powered equipment shall not be refueled or serviced inside any storage building.



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- o. Empty pallets shall be stored outside of any structure.
- p. Applicable NFPA codes shall be adhered to at all times.

14. Family Housing. It is expected that adult occupants shall exercise ordinary prudence in their own conduct and shall impose reasonable control on minors in their households. The prevention of fires is the paramount objective.

a. Smoking in bed is prohibited. Individuals are responsible for safe disposal of smoking materials.

b. Accumulation of trash on floors or near buildings is prohibited. Outdoor trash containers shall be a safe distance from the building.

c. Charcoal grills shall not be used indoors, on porches, in garages, or under carports or on balconies. Charcoal grills shall be located at least 35 feet away from combustible materials when in use. When cooking has been completed, hot coals shall be quenched with water or covered with a noncombustible cover to prevent sparks or hot coals from being scattered by the wind until cold to the touch of the hand. Barbecue devices, when in use, shall be under close supervision of an adult at all times.

d. All fireworks are prohibited.

e. Storage is prohibited in heater rooms or heater closets.

f. Flammable liquids shall be kept in safe containers, away from sources of ignition and safe from tampering by children. Flammable liquids shall be kept in standard UL-listed, self-closing safety bins. Quantities over one pint shall not be stored in living quarters.

g. Electrical installation, repair, and changes in electrical wiring, fittings, or attachments for electrical appliances shall not be permitted except by authorized electricians.

h. To ensure the safety of all occupants, a fire plan shall be developed. The plan should be clear and uncomplicated so all members can easily understand and carry out their assignments. The following principles are essential:

(1) Upon discovery of a fire, all family members shall immediately leave or be removed from the building.

(2) Once outside, reentry into the building is prohibited.

(3) Ensure the doors close behind the last person to exit the building.

(4) Designate a meeting place outside. If someone is missing, notify the first firefighter to arrive.

(5) When possible, report the fire to the fire department using 911 from land lines or commercial (229) 639-5911 from cell phones. At no time, shall a person risk personal injury by using a telephone from within the burning structure.

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(6) Notify all occupants in adjoining quarters or houses when a fire is present.

i. Grease hoods and fans shall be kept clean. Combustibles shall be kept at a safe distance from open flame areas. Grease fires in kitchens can normally be safely controlled from the start. Fires in skillets, broilers, and deep fat devices can usually be extinguished by covering with a lid. A lid should be kept conveniently available for this purpose. Turn off the burner control as soon as possible and do not attempt to move any type of container that contains hot or burning grease.

j. Commercially-manufactured fire pits shall not be used indoors, on porches, in garages, or under carports and shall be under close supervision of an adult at all times when in use. Fire pits shall be of a type approved by MCLB Fire and Emergency Services and enclosed on all sides, with a cover. Fire pits shall be located at least 10 feet away from combustible materials and/or all buildings when in use. When use has been completed, hot coals shall be quenched with water or covered with a noncombustible cover to prevent sparks or hot coals from being scattered by the wind.

15. Fire Prevention for Contractors and Concessionaires. Contractors and/or concessionaires shall comply with this regulation to include the following:

a. Smoking is prohibited in any area, building, or location where such an act shall result in possible loss of life or destruction of property by fire or explosion. Smoking materials shall be deposited in designated smoking receptacles.

b. Remove debris from building or area before end of the workday and/or shift each day and deposit in accordance with installation disposal requirements.

c. The use of heat producing devices in or adjacent to buildings shall be coordinated with Fire Prevention section.

d. Proper fire extinguisher(s) shall be the responsibility of the contractor.

e. Any work that shall affect the operation of an installed fire alarm system shall be coordinated with Fire Prevention section.

f. All employees shall be indoctrinated on methods of preventing and reporting fires.

g. All fires aboard MCLB Albany shall be reported.

h. Welding and cutting operations shall be in accordance with paragraph 8 of this Regulation.

i. Contractors shall not use or close off water mains or hydrants without approval of the Installation Fire Chief.

16. Places of Work

a. Managers of public assembly and recreational facilities shall establish a sound fire prevention program and shall ensure employees are trained and understand their fire prevention responsibilities, fire

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reporting, facility evacuation procedures and first aid firefighting procedures.

b. Managers or assistants shall conduct closing inspections. This responsibility shall not be delegated to janitorial personnel. A closing inspection checklist shall be prepared by managers, and, as a minimum, shall include the following:

(1) All electrical kitchen equipment switches are placed in the off position.

(2) Portable electrically-operated devices or appliances, including amusement and vending machines, not essential for after-hours maintenance, shall have the switches placed in the off position.

(3) Trash shall be removed from building daily and placed in authorized receptacles and placed in authorized containers, located at a safe distance from the building and as not to obstruct traffic or operations.

(4) Cigarette materials shall be separated from other combustibles in cleanup operations.

(5) A noncombustible container with self-closing lid shall be used in restrooms for disposition of paper towels.

(6) All clean rags shall be stored in an air tight can with a self-closing lid.

(7) All greasy dirty rags shall be stored in an air tight can with a self-closing lid.

(8) The employer shall establish and maintain good housekeeping practices to eliminate hazards to employees to the extent practicable.

c. Prior to entry of patrons, operating personnel shall be designated to check fire exits daily to ensure doors are unlocked and panic-type hardware and exit lights are properly functioning.

d. Managers of facilities where commercial or restaurant-type cooking is performed shall establish and enforce the following procedures:

(1) All installed grease filters and exposed surface of kitchen range hoods shall be cleaned daily to prevent accumulation of grease. A spare set of filters is required in continuously-operating kitchens.

(2) Cleaning of kitchens, to include range hoods, exhaust ducts, fans, roofs, louvers, exterior walls, cupolas, etc. and where systems are designed to exhaust to the outside, shall be cleaned in accordance with NFPA 96.

(3) Managers shall maintain on file copies of the following information for each range hood and forward copies to the Fire Prevention section:

(a) Date hood, ducts, and filters were last cleaned.

(b) Name of contractor who serviced and/or cleaned the system.

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(c) Date extinguishing system was checked, serviced and name of individual that inspected the system.

(4) Ensure no cooking is conducted under range hoods without a grease filter or grease filters installed.

(5) Provide a metal clad cover for each deep fat fryer or preposition cover for immediate use in case of a grease fire.

e. Use of candles and other open flame devices for decorative or lighting purposes in places of public assembly is prohibited.

f. Carpets, curtains and draperies shall be fire resistant and/or treated for fire resistance. Certification shall be maintained by the managers.

g. All decorations to be used for special events (i.e. hunting banners, artificial floral designs, lighting, and Christmas decorations) shall be approved by the Installation Fire Chief and inspected by a fire prevention inspector prior to use. Any decoration declared a fire hazard by the Installation Fire Chief shall be removed.

h. The manager shall conduct no-notice inspections of assigned facilities to ensure compliance with this Regulation.

#### 17. Holiday and Facility Decorations

a. Combustible decorations such as paper, flowers, tinsel, streamers, scenery, etc., shall not be used in any buildings. Decorations shall have the UL approval and be marked FLAMEPROOF. Prior to the installation of any special decorative materials, approval shall be obtained from the Installation Fire Chief. In all cases, decorations should be kept to a minimum to prevent the possibility of fire.

b. The following precautions shall be observed for Christmas trees:

(1) Keep the tree outside of the building until ready to install a few days before Christmas.

(2) Cut the bottom of the tree at an angle about one inch above the original cut, set in water or wet sand and securely brace the tree in its stand. Water shall be added daily.

(3) Keep the tree away from radiators, stoves and other sources of heat. The tree shall not be located near entrance or exit doors, nor near any elevator or stairwell.

(4) Use only UL-approved electrical lights that are in good condition and not worn or frayed.

(5) Do not leave the tree lights burning when no one is in the building or after retiring at night.

(6) If lights are desired in windows, all curtains and other combustible materials should be at least six inches from the lights.

c. Any concerns with decorations should be referred to the Fire Prevention section at commercial (229) 639-5610/5500.

18. Locking of Buildings, Doors and Gates

a. Knox Box Key Vaults

(1) Knox Box key vaults shall be required on all facilities equipped with a fire alarm system, detection system or suppression system and where identified by the fire department.

(2) The Knox Box key vault shall have all necessary keys to gain total access as required to locate activated devices or fires.

(3) Division Directors or Building Managers shall immediately notify the fire department and provide new key(s) or other devices, any time a lock is changed or re-keyed and a key or other device to that lock is contained in the access box. The facilities managers' name with point of contact information shall also be placed in the Knox Box key vault.

b. After Hours Access to Enclosed Areas

(1) Any area that the fire department is refused access to shall have 24-hour security detail posted on-site to allow fire department to immediately gain entry.

(2) Fences, gates or compounds locked by padlocks shall have the Knox Box key vault affixed to the entrance point with the keys to all areas placed inside.

(3) In all cases where security of an area or building has been broken by firefighters in the line of duty, a police officer will remain at the location to provide security until arrival of tenants and/or occupants.

19. Emergency Vehicle Priority

a. All installation emergency vehicles responding to an emergency have the right-of-way over all other traffic. Upon hearing or observing approaching emergency vehicles with warning lights and siren in operation, traffic will immediately clear all intersections, move as far to the right as possible, come to a complete stop and remain stopped until all visible responding emergency vehicles have passed.

b. Fire emergency vehicles shall have the right-of-way at all intersections, stop signs and thoroughfares while on emergency responses.

c. Fire emergency vehicles will be permitted to proceed on one-way streets, when necessary, regardless of direction of traffic, while on emergency responses exercising due regard at all times.

d. Vehicles shall not follow closer than 500 feet behind fire emergency vehicles.

e. Vehicles shall not be driven over fire hoses and shall stay clear of building and all other areas involved with firefighting operations unless authorized to approach.

f. For the safety of first responders, vehicle operators shall reduce their speed at the scene when:

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(1) Emergency personnel are displaying rotating or flashing lights on emergency vehicles stopped or working at an emergency;

(2) And move as far to the opposite side as possible when permitted and proceed with due caution, stop or respond as directed by the emergency personnel working at the scene.

g. The Marine Corps Police Department, MCLB Albany will dispatch a suitable number of patrols to the scene of a fire emergency to provide traffic control and security of government property. These patrols will report to the senior fire officer at the scene.

APPENDIX A

REFERENCE INFORMATION

MARINE CORPS ORDER P11000.11  
MARINE CORPS FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

SECNAVINST 5100.13F December 2, 2020  
DOD INSTRUCTION 6055.06, DECEMBER 3, 2020  
DOD FIRE AND EMERGENCY SERVICES (F&ES) PROGRAM

UNIFIED FACILITIES CRITERIA (UFC)  
[http://www.wbdg.org/ccb/browse\\_cat.php?o=29&c=4](http://www.wbdg.org/ccb/browse_cat.php?o=29&c=4)

Factory Mutual Approval Directory  
(This directory may be purchased from the following sources):

Order Processing Factory Mutual Engineering  
1151 Boston-Providence Highway  
Norwood, MA 02062-9102

National Fire Codes and Standards  
(These codes and standards, published by the National Fire Protection Association, may be purchased from the following commercial source):

NFPA,  
ATTN: Publication Sales Department  
1 Batterymarch Park  
Post Office Box 9146  
Quincy, MA 02269-9146

Underwriters Laboratories (UL) Fire Resistance Directory  
(This index may be purchased from the following commercial source):

Underwriters Laboratories, Inc.  
Publications Stock  
333 Pfingsten Road  
Northbrook, IL 60062-2096

APPENDIX B

# FIRE BILL

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

## IN CASE OF FIRE

1. **USE NEAREST FIRE PULL STATION**

OR

**TELEPHONE EXT. (229) 639 - 5911**

a. Know the location for the nearest pull station and the nearest telephone in your area.

b. When using telephone, **REPORT BUILDING NUMBER.**

c. Upon arrival direct Fire Department to the scene of fire.

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

All personnel except fire parties clear the area.

3. **IF TIME PERMITS,** CLOSE DOORS AND WINDOWS to contain the fire and prevent drafts. **DO NOT ENDANGER YOURSELF OR OTHERS IN THIS EFFORT.**

4. **Exit Facility** and report to your designated area for accountability until an "All Clear" is given by the Fire Department.



APPENDIX C

SAMPLE FIRE SECURITY OFFICER APPOINTMENT LETTER

UNIT LETTERHEAD

IN REPLY REFER TO:  
5100  
Originator Code  
dd Mon yy

From: Director, (SECTION NAME)  
To:

Subj: APPOINTMENT AS (SECTION NAME) FIRE SECURITY OFFICER

Ref: (1) BO BO P11320.2F  
(2) 29 CFR 1910.38

1. In accordance with the references, you are hereby appointed as the Fire Security Officer for (the) (SECTION NAME).
2. You are responsible for ensuring that (SECTION NAME) employees exercise proper fire safety work practices and our facility(ies) remain in compliance with applicable fire safety and fire prevention codes and regulations. You are also required to report to the (SECTION NAME) (Director, Branch Head, etc.) for all fire protection-related matters.
3. This appointment will remain in effect until your transfer or reassignment, unless sooner cancelled by a separate letter.

I. M. DIRECTOR

Copy to:  
Director, PSD  
File

APPENDIX D

SAMPLE FIRE WARDEN APPOINTMENT LETTER

UNIT LETTERHEAD

IN REPLY REFER TO:  
5100  
Originator Code  
**DD MON YY**

From: Fire Security Officer (Your SECTION NAME)  
To:

Subj: APPOINTMENT AS (SECTION NAME) PRIMARY FIRE WARDEN

Ref: (1) BO BO P11320.2F  
(2) 29 CFR 1910.38

1. In accordance with the references, you are hereby appointed as the Fire Warden for (area assigned).

2. You are responsible for ensuring that (area assigned) and all employees exercise proper fire safety work practices and our facility(ies) remain in compliance with applicable fire safety and fire prevention codes and regulations. You are to attend and maintain all required training and documents as outlined in said training. You are also required to report to Fire Security Officer for all fire protection-related matters or the Director, Branch Head, etc. (Your SECTION NAME) in my absence.

3. You are directed to contact the Installation Fire Prevention Office at 229-639-5500/5610 upon appointment and for any assistance to ensure the program success.

4. This appointment will remain in effect until your transfer or reassignment, unless sooner cancelled by a separate letter.

I. M. Fire Security Officer

Copy to:  
Director, PSD  
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