

15 April 1996

Civil Engineering

FIRE PROTECTION PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFRC WWW site at: <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM) published monthly.

OPR: 913 SPTG/CE (Mr. Nelson Bruce)
Supersedes 913 AGR 92-1, 1 July 1993

Certified by: 913 SPTG/CC (Lt Col Kay B. Long)
Pages: 7
Distribution: F

This instruction implements Air Force Policy Directive 32-20. It establishes policies for personnel who develop and implement fire protection and fire prevention at the Willow Grove Air Reserve Station. It applies to all elements of the 913th Airlift Wing and all tenant organizations located at the Willow Grove Air Reserve Station, with the exception of the 111th FW, Pennsylvania Air National Guard.

SUMMARY OF REVISIONS

This instruction is updated with realignment, references, proper format, and proper numbering. Paragraph 6.1 adds coordination with the NAS Fire Department. Paragraph 7 adds the contractor responsibility to provide all fire extinguishers and gas free testing and certification for all hot work hot operations performed at job site. It also establishes the requirement for fire extinguishers for all tar pots and includes requirement for work permit.

1. General Fire Prevention. The objectives of fire prevention are twofold. First, eliminate the causes of fire, and second, minimize loss if fire does occur. Accomplishing these objectives requires a distinct effort to motivate personnel to reduce unsafe practices, conditions, and fire hazards. This requires command emphasis and enforcement of safe practices by the Wing, Group Commanders and Supervisors. Responsibility for execution of the Fire Prevention and Fire Fighting programs is fixed by AFI 32-2001. All military and civilian personnel attached or assigned to the 913th Airlift Wing and organizations as noted above on this facility, will assist in the prevention of fire losses by familiarizing themselves with and aggressively practicing the principles established in this instruction. Building managers will be responsible for the prominent posting of this instruction on bulletin boards or structure utilized or occupied by personnel.

2. Wing Commander's Responsibilities. The Wing Commander establishes installation fire protection and prevention programs and is responsible for fire protection of the resources under his jurisdiction. The Wing Commander exercises primary responsibility through the Civil Engineer.

3. Base Civil Engineer. The Base Civil Engineer is designated as Base Fire Marshall to assist the Wing Commander in discharging the fire protection and prevention responsibilities, administering the fire protection and prevention programs, and ensuring the incorporation of current essential fire protection engineering in all project, in house and self help work projects under AFI 32-5001 and AFI 32-8001.4.

4. Squadron and Flight Commanders and Supervisors:

4.1. Supervision is responsible for and must ensure that sound fire protection and prevention procedures are established and practiced in each activity or facility under their jurisdiction. They will:

- 4.1.1. Advise the Base Fire Marshall of fire hazards which cannot be corrected by unit personnel.
- 4.1.2. Immediately inform the Base Fire Marshall, in writing, of any fire extinguishers or any installed fire protection system, which was discharged or damaged,
- 4.1.3. Ensure fire prevention orientation is given to newly assigned personnel and custodians.
- 4.1.4. Conduct fire prevention inspections in areas which are their responsibility. (Additionally, it is their responsibility to arrange immediate access to these facilities for Naval Air Station (NAS) Fire Department personnel to perform prevention inspections.)

5. Fire Reporting Procedures:

5.1. It is the duty of all military and civilian personnel who discover a fire, regardless of how minor in nature, to notify the NAS Fire Department immediately by one of the following methods:

- 5.1.1. Fire alarm boxes located throughout the base which are easily identifiable. These alarm boxes contain a lever to actuate the alarm and signal directly to the Base Fire Department.
- 5.1.2. Calling Extension 1333 on an administrative base phone.
- 5.1.3. Calling (215) 443-1333 from a telephone.
- 5.1.4. In person at the NAS Fire Station.

5.2. The person reporting a fire will give the alarm room operator the following information:

- 5.2.1. Location of fire.
- 5.2.2. Type of fire, if known.
- 5.2.3. Name of person reporting fire.

5.3. The following procedures will be followed immediately after discovery of fire: immediately after discovery of fire:

- 5.3.1. Warn all occupants.
- 5.3.2. Call the NAS Fire Department.
- 5.3.3. Evacuate the building.
- 5.3.4. Close all doors and windows, if possible.

5.3.5. Turn off switches to fans and ventilators, if possible.

5.3.6. Have someone alerted to direct the responding fire equipment.

6. Fire Evacuation Drills:

6.1. Fire Drills will be held in coordination with the NAS Fire Department.

6.2. Drill schedules will be maintained by the Base Fire Marshall with a record of dates on which held.

6.3. The Fire Marshall or designated assistant will be present at all fire drills.

6.4. Evacuation of the buildings will be orderly.

7. Fire Prevention Responsibility of Contractors:

7.1. The NAS Fire Chief or a representative will attend all pre-construction conferences to brief the contractor on pertinent fire regulations. Contractors will be responsible for fire safe conditions of the job site upon which they are working (prior to any open flame cutting, welding or brazing, the NAS Fire Department will be notified and a representative of that section will inspect the area for safe conditions).

7.2. The Contractor will be responsible for providing their own fire extinguishers, gas free testing and certification for all hot work operation performed on the job site. Hot work permits and fire extinguishers are required for all tar pots. Hot work permits are issued through the NAS Fire Department.

8. Fire Vehicle Right of Way. Fire vehicles and equipment responding to emergency calls on Air Force property will be given the right of way. Upon approach of a fire department vehicle with red light and/or siren in operation, all traffic will immediately clear the intersection, move as far to the right as possible, and come to a full stop. Vehicles other than ambulances and security police will not follow fire equipment to the scene of a fire.

9. Inspections:

9.1. Monthly inspections shall be made of all buildings and areas by the NAS Fire Department. Hazardous areas shall be inspected at more frequent intervals.

9.2. The purpose of the inspection is to eliminate the fire hazards and to ensure that hazardous operations are carried out in a safe manner.

9.3. The Installation Commander will be notified immediately when a violation occurs that requires immediate action to correct.

10. Fire Extinguishers:

10.1. Building Managers are responsible for ensuring that fire extinguishers are sealed and kept in serviceable condition and readily accessible at all times. They will ensure that these units are not moved except in the event of a fire and that all assigned personnel are familiar with their location and proper use. The Base Fire Marshall will be notified prior to modification, alteration, additional requirements or deletions to a facility or area which would require relocation, addition or removal of portable fire extinguishers. Building Managers do not have the authority to move fire extinguishers.

10.1.1. When fire extinguishers have been used to control fire, accidentally discharged, had seals broken or become inoperative for any other reason, the Building Manager will notify the Base Fire Marshall.

10.1.2. Placement of fire extinguishers around aircraft is the responsibility of the appropriate Aircraft Maintenance Duty Officer/NCO. Placement will be in the yellow painted box provided for that purpose.

10.1.3. The using activity will notify the Base Fire Marshall of extinguishers that require maintenance or replacement.

10.1.4. Building Managers will investigate damage to the fire extinguishers. Persons deemed negligent will be held pecuniary liable for damages.

11. Parking Apron - Flight Line Extinguishers:

11.1. The following procedures will be followed in conducting inspections of 150 pound Halon Fire Extinguishers in accordance with T.O. 13F-4-4-121, paragraph 5-8.

11.1.1. Inspection Procedure; the 150 pound, halon gas, fire extinguisher requires ordinary care to ensure reliable operation at all times. However, periodic maintenance should be performed to determine the exact condition of the equipment. Service maintenance should be performed after a fire condition; and corrective maintenance and repair performed as applicable.

11.1.2. Check Procedure; fire extinguisher check procedures are performed as follows:

11.1.2.1. Storage Area:

11.1.2.1.1. Check fire extinguisher storage area for free and each access to and egress of fire extinguisher. Inspect storage area for cleanliness and obstructions.

11.1.2.2. Fire Extinguisher. (See T.O. 13F4-4-121, Page 2-1 for gauge temperature corrections).

11.1.2.2.1. Inspect fire extinguisher pressure gauge indicator is in green zone, 200 + 20 PSIG at 70 degrees Fahrenheit ambient temperature.

11.1.2.2.2. Inspect agent level gauge is on the full ark at 70 degrees Fahrenheit ambient temperature.

11.1.2.3. Hose Support. Inspect support and mounting hardware to see that it is securely tightened and not damaged.

11.1.2.4. Cylinder Assembly. Check cylinder for leakage, particularly in the area of the welds and fittings. There must be no weld cracks. Tighten loose fittings and/or mounting hardware. Unit must be free of corrosion.

11.1.2.5. Safety Outlet. CAUTION: ONLY TIGHTEN THE LARGE HEX NUT OF THE ASSEMBLY. THE SMALL HEX NUT CONTAINING THE SAFETY EXHAUST HOLES IS FACTORY SET TO A TORQUE VALUE.

11.1.2.6. Discharge Valve. Check discharge valve for leakage, tightness, and damage. There must be no leakage or damage and all parts securely connected.

11.1.2.7. Hose. (For how to coil hose on support, see T.O. 13F4-4-121, page 5-24, fig 5-1).

Inspect hose for abrasions, cuts, deterioration and proper installation. Tighten loose hose. The hose must be free of defects.

11.1.2.8. Nozzle Valve Assembly.

11.1.2.8.1. Check that nozzle valve assembly is securely attached to the hose.

11.1.2.8.2. Check that the nozzle hole is clean and free of obstruction.

11.1.2.8.3. Check to see if the nozzle lever moves smoothly and with ease by operating level from closed to open position.

11.1.2.8.4. Ensure lever is in the closed position when reinstalling the nozzle valve or mount clips.

11.1.2.9. Tires and Wheels.

11.1.2.9.1. Check to see that tires are not worn or damaged.

11.1.2.9.2. Check to see that the wheels are properly secured, greased and rotate freely. Apply grease per MIL-G-81322D (preferred) or MIL-G-10924 to grease fittings as applicable.

11.1.2.10. Carriage.

11.1.2.10.1. Check that welds are in good condition.

11.1.2.10.2. Check that carriage frame is not distorted or damaged.

11.1.2.10.3. Extinguisher repair is the responsibility of the Base Engineering organization.

12. Building Managers:

12.1. Will ensure that the following fire prevention measures are performed in each building at closing time.

12.1.1. Complete physical inspection of the building. Any discrepancies should be recorded and abatement action instituted.

12.1.2. Inspect to determine that the contents of all trash containers and soiled paper towel containers are free of smoldering material.

12.1.3. The Building Manager will accomplish the monthly inspection of all portable fire extinguishers in his/her buildings. This inspection will be completed within the first seven calendar days of each month IAW NASJRBWILGROINST 11320 10 F.

12.1.4. Check heating facilities to ensure fire safety.

13. Fire Plan:

13.1. Building managers will develop processes and operating instructions for their building to follow in case a fire is discovered. This plan will be submitted to the Base Civil Engineer and sent to the NAS Fire Marshall. The instructions will include as a minimum:

13.1.1. Fire reporting.

13.1.2. Safeguarding of classified information.

13.1.3. First Aid fire fighting:

13.1.3.1. The assignment of fire extinguisher guards who are trained in the location and use of fire fighting equipment in their respective areas. Specify when fire extinguishers may be used in coordination with NAS Fire Marshall.

13.1.3.2. The assembly and accounting for all personnel after evacuation.

13.1.3.3. Stand-by crew for emergency removal of aircraft from the hangar when instructed by the NAS Fire Chief.

13.1.3.4. A procedure in the event of accidents involving fuel handling coordinated with NAS Fire Chief.

13.1.3.5. The protection of high-value and critical material.

14. Vehicle Parking:

14.1. Parking areas for petroleum fuel trucks will be established not less than 100 feet from any building, structure or stored material. Where existing local conditions preclude a 100 foot distance each separation may be modified with consideration to size, (nature and importance of exposed buildings and/or areas). In no case will this distance be less than 50 feet without written approval from the Base Fire Marshall.

14.1.1. Petroleum fuel trucks will not be parked where the ground slopes toward any building, structure, stored material or storm drain, unless there is an adequate protective ditch or dike between the vehicle and the building, structure, stored materials or drains. Protective mats are required over drains.

14.1.2. A minimum of 25 feet on centers will be maintained between fueling vehicles in designated parking areas. Distance between rows of such parked vehicles will vary depending upon the type and length of the vehicles and their turning characteristics. Vehicles will be parked in single rows and will be capable of being driven out of the parking areas in a single turn.

14.1.3. Parking is prohibited within 20 feet of any building unless it is in a designated parking spot.

14.1.4. Motor vehicles, including motorcycles and motor scooters, will not be parked inside any building not previously designated for such purposes the NAS Fire Department. Unsafe conditions will revoke such designations.

14.1.5. Vehicles and/or trailers will not be parked in any manner that would preclude access by fire apparatus to all sides of buildings, in fire lanes, or within 15 feet of fire hydrants.

14.1.6. Parking of privately owned vehicles is not authorized on the flightline. When an aircraft is on the Wash Rack, parking within 50 ft. is prohibited.

14.1.7. Vehicles will never be driven over fire hoses unless bridges have been provided.

14.1.8. Vehicles will not be parked within 100 feet of aircraft open fuel cells.

14.1.9. Petroleum fuel trucks, whether loaded or empty, will not enter or be parked in hangars or other buildings unless the structure is designated for that purpose.

15. Lectures and Demonstrations. Fire prevention classes are available by the NAS Fire Department when arranged through the Base Fire Marshall.

16. Miscellaneous:

16.1. Vegetation Control - Dry grasses and other combustible vegetation will not be permitted within 18 inches of any building.

16.2. Water Heaters and Boiler Rooms - Boiler rooms will not be used for shops or storage. Room will be kept free of all combustible materials.

16.3. Weapons Rooms - Weapons rooms where small arms ammunition is stored will have the required symbol posted. Symbols will be so located that they will be visible to fire fighting forces from each approach into the room or area.

16.4. Storage and use of gasoline powered equipment - Storage or garaging of gasoline powered equipment is prohibited in or within 20 feet of any building or structure unless the fuel tank is drained and purged.

17. Fire Prevention Principles. The base-wide fire prevention program will be discussed at the installation Occupational Safety, Fire Prevention and Health Committee's quarterly meetings.

18. Control of Fire Area. Buildings in which a fire occurs will be evacuated in accordance with the Fire Evacuation Plan. Buildings, which have been evacuated, will not be re-entered without the authority of the Fire Department representative. Supervisors will not authorize re-entry into buildings in which a fire has been reported until authorized.

19. Total Programming. This instruction supplements AFI 32-2001 providing more concise guidance in the development of the fire protection and prevention and the organizations responsibilities for total programming and establishes those procedures for correcting fire protection and prevention deficiencies. The Base Fire Marshall or a designated representative shall review all DD Forms 1391, **Certificates of Compliance**, Military Construction Project Data, and AF Forms 332, **Work Requests**. The Base Fire Marshall or designated representative will certify the review by initialing the respective form. If necessary, sufficient data will be extracted to provide adequate follow-up information.

20. Processing Fire Protection and Prevention Violations. Violators of the provisions of this instruction and other current Air Force directives concerned with fire prevention and protection are subject to disciplinary action. Disciplinary action against military personnel will be taken in accordance with the UCMJ and where civilian employees are involved, disciplinary action will be in accordance with Air Force and OPM directive. NAS Willow Grove Fire Inspector Reports of Deficiencies will receive top priority.

RICHARD R. MOSS, Col, USAFR
Commander