



Defense Logistics Agency MANUAL

DLAM 6055.01
February 19, 2013

DS

SUBJECT: Fire Prevention Program

References: See Enclosure 1

1. PURPOSE. In accordance with the authority in Reference (a), this manual sets minimum requirements necessary to establish a reasonable level of fire prevention, life safety and property conservation within Defense Logistics Agency (DLA).

a. This program is partially comprised of limited text references extracted from Unified Facility Criteria (UFC), National Fire Protection Association (NFPA) codes and other applicable standards in an effort to bring together information useful during field inspections, code interpretation, building occupancy classification, design review and all other related activities.

2. APPLICABILITY. This DLA Manual applies to Headquarters (HQ) DLA and DLA Primary Level Field Activities (PLFA), other DLA Field Activities, and DLA Business.

3. DEFINITIONS. See Glossary.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. The manual implements DLA Instruction (DLAI) 4308 Fire and Emergency Services Program. It includes existing, UFC, DoDI 6055.06, Department of Defense Fire and Emergency Services Program, NFPA and other applicable codes and local policies. When other codes and standards are applicable to the scope of this program, they are referenced herein. The provisions of this program are applicable to the following:

a. Inspection of buildings, processes, equipment, systems, and other fire related life safety situations.

b. Investigation of fires, explosions, hazardous materials incidents, and other related emergency incidents handled by Fire & Emergency Service personnel trained and certified in those areas.

c. Review of construction programs, drawings, and specifications for life safety systems, fire protection systems, access, water supplies, processes, hazardous materials as well as other fire and life safety issues.

d. Fire and Life Safety education to employees, responsible parties, and tenant activities.

e. Existing occupancies, design and construction of new buildings, sustainment restoration and modernization (SRM) of existing buildings.

f. Storage, use, processing, handling, and on-site transportation of hazardous materials, flammable or combustible gases, liquids, and solids.

g. Design, SRM, construction, maintenance, and testing of fire protection systems and equipment.

h. Access requirements for Fire & Emergency Services (F&ES) operations.

i. Hazards from outside fires in vegetation, trash, building debris, and other materials.

j. Program and control of special events including but not limited to exhibits, trade shows, days of recognition, haunted houses, picnics, and any others defined by the local Authority Having Jurisdiction (AHJ).

k. Interior finish, decorations, furnishings, and other combustibles that contribute to fire spread, fire load, and smoke production.

6. INFORMATION REQUIREMENTS.

a. An appointment Order (memorandum) shall be sent to the PLFA Fire Prevention Office, by Supervisors assigning Fire Wardens to a facility or to an area of a facility. See Enclosure 2, 9a.

b. Fire related construction documents or approved shop drawings shall be prepared and submitted to the Fire Chief or Fire Prevention Office. The Installation Fire Department will then forward items to the DLA Fire Protection Engineer for review. See Enclosure 3 Chapter 1, 10g and Chapter 3, 1b.

c. A Commercial Kitchen Exhaust Hood & Duct System Certification will be filled out and submitted to the Fire Prevention Office after any cleaning or work of a hood & duct system is performed by installation or non-installation personnel. See Enclosure 4

7. INTERNAL CONTROLS. The PLFA Site Directors, PLFA Chief, Security & Emergency Services, PLFA Fire Chiefs, Fire Prevention Officers and Fire Prevention Inspectors shall ensure compliance of the Fire Prevention Program.

8. RELEASEABILITY. UNLIMITED. This Manual is approved for public release and is available on the Internet from the DLA Issuances Website at <http://www.dla.mil/DLAPS/>.

9. EFFECTIVE DATE. This Manual is effective upon its publication to the DLA Issuance Website.


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Enclosures(s)

- 1 - References
- 2 - Responsibilities
- 3 - Procedures
- 4 - Commercial Kitchen Exhaust Hood & Duct System Certification Inspection and Cleaning Procedures.

Glossary

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ENCLOSURE 1

REFERENCES

- (a) DLAI 4308, "Fire and Emergency Services Program." 5 August 2010
www.dla/dlaps/
- (b) DoDI 6055.06, "DoD Fire and Emergency Services Program." 21 December 2006
www.dtic.mil/whs/directives/corres/pdf/605506m.pdf
- (c) UFC 1-200-01, "General Building Requirements." 16 August 2010
www.wbdg.org/ccb/browse_cat.php?o=29&c=4
- (d) UFC 3-600-01 "Unified Facilities Criteria Fire Protection Engineering for Facilities" 26 September 2006
www.wbdg.org/ccb/browse_cat.php?o=29&c=4
- (e) UFC 3-601-02, "Unified Facilities Criteria Operations and Maintenance: Inspection, Testing and Maintenance of Fire Protection Systems." 8 September 2010
www.wbdg.org/ccb/browse_cat.php?o=29&c=4
- (f) UFC 4-740-14, "Design Child Development Centers." 1 August 2002
www.wbdg.org/ccb/browse_cat.php?o=29&c=4
- (g) NFPA, "National Fire Protection Association." For specific NFPA codes go to www.nfpa.org
- (h) OSHA, "Codes of Federal Regulations (CFR)." For Specific OSHA code go to www.osha.gov
- (i) IBC, "International Building Code." For Specific IBC codes go to www.iccsafe.org
- (j) DLA Physical Security Manual, 2 December 2011
This manual is available on the DLA Issuances Program website located within the DLA eWorkplace Portal
- (k) DoD 5200.8-R, "Physical Security Program." 9 April 2007
www.dtic.mil/whs/directives/corres/html/520008r.htm

ENCLOSURE 2

REPONSIBILITIES

1. DIRECTOR, DLA INSTALLATION SUPPORT.

a. Provide management support that conforms to the requirements and procedures in this Manual.

b. Emphasize prevention as a means to enhance the total F&ES effort and other fire prevention techniques to eliminate the causes of fires and to prevent death, injuries, and property damage if fire occurs.

2. DIRECTOR, DLA SECURITY AND EMERGENCY SERVICES.

Provide support to establish an effective F&ES Fire Prevention program to safeguard personnel, environment and property.

3. DLA FIRE & EMERGENCY SERVICES PROGRAM MANAGER.

The DLA, F&ES Program Manager shall establish policy and procedures, and review the activities and functions within the Fire and Emergency Services Program.

4. DLA FIRE PROTECTION ENGINEER (FPE).

The DLA Fire Protection Engineer is the Authority Having Jurisdiction as stated in this manual and will be responsible for reviewing final approved shop drawings, contract drawings, and specifications for all DLA fire protection engineering projects related to fire rated construction, fire detection, fire suppression, fire pumps, water supply, or life safety systems, in accordance with UFC 3-600-01 and applicable NFPA Codes.

5. INSTALLATION CHIEF, SECURITY AND EMERGENCY SERVICES.

The Installation Chief, Security and Emergency Services shall provide oversight of all actions pertaining to the F&ES Program on DLA Installations.

6. INSTALLATION FIRE CHIEF.

The Installation Fire Chief shall coordinate, control and complete all action in accordance with the UFCs, NFPA Codes and DLA Programs pertaining to the operations of the Fire Prevention and Protection Program.

7. FIRE PREVENTION OFFICE.

a. Have Installation Fire Prevention personnel complete all actions to maintain code compliance and retain inspection records digitally, for every building or structure on DLA installations.

b. Make Fire inspectors responsible for developing and delivering public fire and life safety prevention education programs including instruction in fire prevention measures. This will be through classes, lectures, published media, and other sources.

c. Develop public fire and injury prevention education programs to inform and motivate DoD/DLA personnel and families of DoD/DLA personnel, who reside or work on DLA installations or in Government-leased facilities, as to their individual responsibilities in fire prevention.

d. Make fire prevention and/or life safety materials an integral part of the Public fire Education program, including nominal value incentive and educational items an authorized expenditure of funds in promoting fire prevention and safety in accordance with DoDI 6055.06, Enclosure 7.

e. DLA Fire Prevention personnel will assist and coordinate with trained personnel to perform origin and cause determination. The responsible designee will also secure, preserve and maintain evidence within a chain of custody. Personnel with the appropriate training and certification will be responsible for determining cause and origin of all fires on each respective installation.

f. Be responsible to provide preliminary review and coordinate all comments with the DLA Fire Protection Engineer (FPE) on final approved shop drawings, contract drawings, and specifications for the installation projects related to fire rated construction, fire detection, fire suppression, fire pumps, water supply, or life safety systems, and shall be in accordance with UFC 3-600-01 and applicable NFPA Fire Codes.

g. Utilize a Fire Protection Engineer (FPE) for tasks that exceed the Fire Prevention Office level of expertise or certification.

8. AUTHORITY HAVING JURISDICTION (AHJ).

As used in the National Fire Codes and in standards referenced by UFC Fire Protection Codes, AHJ is the component office of responsibility, which for DLA is Installation Management (DS-I). AHJ duties may be assumed by a host if the DLA Installation is a tenant and no agreement is in place with that host to delegate AHJ duties to the DLA FPE. The DLA FPE, who resides within DS-I, is responsible for DLA AHJ duties as it pertains to projects involving fire suppression, fire alarm evacuation systems, automatic fire detection systems, MNS, life safety, fire zoning design specifications, and fire protection drawings/working plans.

9. FIRE WARDEN.

a. A Supervisor of each major installation activity/unit shall designate Fire Wardens (Primary & Alternate) to the fire prevention office with the name, title, telephone number, email address, building, and exact work location on a memorandum (Appointment Orders). Supervisors will assign only competent persons qualified to exercise leadership, and update the fire prevention office with personnel changes as needed.

b. Attend initial and semi-annual refresher training conducted by the fire prevention office. The fire prevention office may change the frequency, depending on the trends. The exact topics of the training shall be determined based on local needs, identified trends and/or problems.

c. Comply with this program and other directives as established by the Fire Chief, and this policy.

d. Be responsible for their work area Fire Prevention Program and evacuation of their work area during an incident.

e. Ensure that all personnel assigned to their building or area of responsibility are familiar with provisions of all emergency and non-emergency evacuation programs to include, fire, natural disasters, and man-made disasters.

f. Ensure that all mobility impaired employees in their area are aware of the emergency procedures and are assigned a primary and alternate assistant.

g. Ensure that his/her building has an emergency evacuation program posted at exits and conspicuous areas throughout the building. Evacuation programs shall include a building floor diagram indicating all exits, instructions to follow in case of fire, muster points and names of area fire wardens. The posted diagram shall include color coding to differentiate primary and alternate evacuation routes. Fire evacuation program shall be approved by the Fire Prevention Office prior to posting and shall include a legend.

h. Brief new employees ensuring they are familiar with emergency evacuation procedures.

i. Ensure emergency procedure information is disseminated within the work area as it is provided.

j. Perform a daily inspection of the assigned work area noting, correcting, and/or reporting possible fire hazards, deficiencies, discrepancies, oversights, or problems to the installation Fire Prevention Office.

k. Perform a monthly visual inspection of Fire Extinguishers within the assigned work area noting the inspection on the inspection card on the fire extinguisher, the monthly fire inspection report, and report discrepancies to the Fire Prevention Office as necessary. Fire extinguisher inspections include checking the hose for cracks or breaks, ensuring the pressure is in the safe zone (normally identified by a needle within a green zone), and there are no large dents in the container.

ENCLOSURE 3

PROCEDURES

CHAPTER 1 - ADMINISTRATION AND ENFORCEMENT

1. AUTHORITY

- a. The programs outlined in this program are intended to support and follow the directions outlined in DLAI 5301, Management of Policy and Procedures and DLAI 4308 Fire and Emergency Services Program.
- b. This program shall be administered and enforced by the Installation Fire Chief or Fire and Emergency Services designee.
- c. The Fire Chief has the authority to delegate to other qualified individuals such powers as necessary for the proper administration and enforcement of this program.
- d. The Fire Chief shall have authority to inspect, at all reasonable times, any building or premises for dangerous or hazardous conditions or materials as set forth in this program. The Fire Chief shall have authority to order any person(s) to remove, remedy, or abate such dangerous or hazardous condition or material. Any person(s) failing to comply with such order shall be in violation of this program.
- e. The Fire Chief or persons authorized to enter and inspect buildings, structures, vehicles, and premises as herein set forth shall be identified by proper credentials issued by the governing authority.
- f. The Fire Chief shall have overall authority to investigate the cause, origin, and circumstances of any fire, explosion, or other hazardous condition and may delegate tasks that exceed their level of certification. The Fire Chief shall have the authority to take custody of all physical evidence relating to the cause of the fire, explosion, or other hazardous condition. Confidential information shall be reviewed by appropriate security personnel prior to becoming part of the public record.
- g. The Fire Chief shall have the authority to order the immediate evacuation of any occupied building deemed unsafe when such building has hazardous conditions that present imminent danger to building occupants.
- h. The Fire Chief shall have the authority to ensure that appropriate or duly authorized public fire safety education programs or public fire safety messages are disseminated to the general public.
- i. The Fire Chief and AHJ shall have the authority to review all fire related programs and specifications to ensure compliance with applicable fire and life safety codes and standards.

2. GENERAL

a. In the event a situation exists which is not covered by the provisions of this program, the Codes and Standards as described in UFC 3-600-01, 3-601-02 and NFPA Codes will apply. The Fire Chief will be consulted when there is doubt as to proper procedures or solutions to fire protection or prevention problems.

b. F&ES personnel will use their F&ES apparatus and equipment only for firefighting or training. Any operation that impacts fire protective equipment including hydrants, fire alarms, sprinklers, fire pumps, etc. is prohibited without coordination through F&ES and Chief, Installation Management.

3. APPLICATION

a. This program shall apply to both new and existing conditions and to all construction or SRM projects.

b. Any reference in the DLA Fire Prevention Program to another code or standard shall reflect the most current edition of that reference at the time of acceptance, provided a significant time delay between acceptance and construction has not passed.

c. Details regarding processes, methods, specifications, equipment testing and maintenance, design standards, performance, installation, or other pertinent criteria contained in those standards and codes listed in this program shall be considered a part of this program.

d. Where the requirement differs between this program and referenced documents, the more stringent requirements of the referenced documents shall apply.

e. Buildings in existence or permitted for construction prior to the adoption of this program shall comply with the provisions stated herein or in the noted references. Existing buildings or installations that do not comply with the provisions of the publications referenced in this program shall be permitted to remain in use, unless the Authority Having Jurisdiction determines that the lack of conformity with these codes and standards presents an imminent danger.

Exception: A limited but reasonable time shall be allowed for compliance with any part of this program for existing buildings, commensurate with the magnitude of expenditure, disruption of services, and degree of hazard.

f. Buildings permitted for construction after the adoption of this program shall comply with the provisions stated herein for new buildings.

g. When in fixed locations and occupied as buildings, vehicles, vessels, or other similar conveyances, as described in the NFPA 101®, Life Safety Code®, shall be treated as buildings and comply with this program.

h. The building area impacted by SRM shall conform to the requirements of a new building without requiring the remaining areas of the building to comply with all the requirements of this program. SRM repairs shall not cause an existing building to become unsafe or adversely affect the performance of the building.

i. Where two or more classes of occupancy occur in a combined facility, the facility shall comply with the more stringent UFC requirements for the occupancy classification involved.

4. EQUIVALENCIES AND ALTERNATIVES

a. Nothing in this program is intended to prevent the use of systems, methods, or devices of equivalent or superior quality, strength, fire resistance, effectiveness, durability, and safety to those prescribed by this program. Equivalencies shall comply with UFC 3-600-01 section 1-3.7.

b. Buildings with alternative fire protection features approved by the AHJ shall be considered as conforming to this program.

5. OCCUPANCY

a. Occupancy and sub-classifications, as defined, shall be in accordance with NFPA 101, Life Safety Code®.

b. Defense Logistics Agency Fire Protection Engineer (AHJ) or Fire Chief with approval from AHJ, will issue an occupancy certificate, if a facility meets all applicable codes and regulations.

c. New construction or SRM project buildings shall not be occupied in whole or in part without commissioning acceptance testing of life safety systems as outlined in UFC 3-601-02.

d. Existing buildings that are occupied at the time of adoption of this program shall remain in use provided that the following conditions are met:

(1) The occupancy classification remains the same.

(2) There exists no condition deemed hazardous to life or property that would constitute imminent danger.

e. Buildings or portions of buildings shall not be occupied during construction or SRM projects execution if required means of egress are impaired or required fire protection systems are out of service.

Exception: Routine maintenance or repair.

f. Any change in occupancy classification shall be in compliance with UFC 3-600-01 Chapter 1-3.2.4, Conversion of Use/Change of Occupancy.

6. TESTING, MAINTENANCE AND INSPECTION

a. Whenever or wherever any device, equipment, system, condition, arrangement, level of protection, or any other feature is required for compliance with the provisions of this program, NFPA 101 and UFC 3-601-02 shall be followed. Such components shall be continuously maintained in accordance with the applicable NFPA requirements or as directed by the AHJ thereafter.

b. Any non-required system that creates an unsafe or hazardous condition shall be removed.

c. Existing life safety features obvious to the public, if not required by this program, NFPA 101, or UFC 3-600-01, shall be either maintained or removed.

d. Testing, maintenance and inspection of all fire protection systems shall be performed by trained or qualified personnel as stated in UFC 3-601-02 "Personnel Qualifications" and witnessed by the installation fire prevention office. The testing, maintenance and inspection of systems shall be performed and witnessed at specified intervals in accordance with applicable provisions of UFC 3-601-02, Operations and Maintenance: Inspection, Testing and Maintenance of Fire Protection Systems, applicable NFPA standards, or as directed by the AHJ.

7. RECORDS AND REPORTS

a. All records, reports, and certificate paperwork required for acceptance tests, inspections, and maintenance shall be documented in accordance with UFC 3-601-02 and retained as required by law or DLA document retention requirements.

b. The fire prevention office shall receive a copy of all inspection, testing, and maintenance records pertaining to fire protection or life safety systems.

8. FIRE REPORTING AND FALSE ALARMS

a. The person discovering any fire, regardless of magnitude, shall take the following actions:

(1) Immediately notify others in the area and, initiate evacuation by activating the fire alarm system (manual pull station).

(2) Dial 911 or your local emergency reporting number.

(3) Take appropriate action to extinguish the fire, if trained and equipped.

(4) Meet and direct Fire & Emergency Services F&ES personnel upon their arrival at the scene.

b. The owner, manager, occupant, or any person in control of such building or premises, upon discovery of a fire, or evidence of there having been an unwanted fire, even though it has apparently been extinguished, shall immediately notify F&ES of the existence of such fire, circumstances of same, exact location and any other pertinent information.

c. There shall be no delay in reporting an emergency to F&ES.

d. No person shall maliciously initiate an alarm of fire.

9. TAMPERING WITH FIRE SAFETY EQUIPMENT

a. No person shall render any portable or fixed fire-extinguishing system, device or any fire warning system inoperative or inaccessible.

Exception: As necessary during emergencies, maintenance, drills, prescribed testing, restorations, or renovations. This shall only be accomplished by fire department personnel or licensed certified technicians.

b. No person shall render a system or device inoperative during an emergency unless by direction of the incident commander or his designee.

c. No person, except a person authorized by the Installation Chief, Security and Emergency Services shall remove, unlock, destroy, or tamper with in any manner any locked gate, door, or barricade; chain; enclosure; sign; tag; or seal that has been required by the AHJ.

Exception: Installation Fire & Emergency Service Officers, during an emergency situation.

10. PROGRAMS REVIEW

a. Construction documents, including blueprints, specific programs complete scope of work and approved shop drawings for new construction, modification, or rehabilitation, shall be submitted for review by the AHJ and Fire Prevention Office as provided in this section.

b. It shall be the responsibility of the applicant to ensure that the conditions listed below are met.

c. Construction documents include all of the following fire protection requirements:

(1) Shop drawings are correct and in compliance with the applicable codes and standards.

(2) Construction documents are provided to the fire prevention office and DLA FPE with adequate time for review and comments.

(3) Scope and size of the project will dictate the number of reviews necessary by the fire prevention office.

(4) All projects shall be reviewed during each phase by the FPE and Fire Prevention Office personnel.

d. It shall be the responsibility of the Fire Chief to promulgate rules that cover the following:

(1) Criteria to meet the requirements of Programs Review.

(2) Review of documents and shop drawings within established time-frames for the purpose of acceptance or providing reasons for non-acceptance.

e. Review and approval by the Fire Chief shall not relieve the applicant of the responsibility of compliance with this program.

f. When required by the Fire Chief, revised construction documents or approved shop drawings shall be prepared and submitted for review and approval to illustrate corrections or modifications necessitated by field conditions or other revisions to approved programs.

g. All construction documents shall be reviewed with consideration given to all building components directly or indirectly related to life safety, egress and fire protection systems. This review, at a minimum, shall be in accordance with the following programs,:

(1) UFC 1-200-01 General Building Requirements

(2) UFC 3-600-01 Unified Facilities Criteria Fire Protection Engineering for Facilities

(3) UFC 3-601-02 Unified Facilities Criteria Operations and Maintenance: Inspection, Testing and Maintenance of Fire Protection Systems

(4) All applicable NFPA codes

h. Additional programs will be used, where applicable, depending on the scope of the project in addition to any special hazards or design elements.

11. NOTICE OF VIOLATIONS

a. Whenever the Fire Chief determines a violation(s) of this program exists, the Fire Chief shall issue a written notice confirming such findings.

b. The Fire Chief shall cause such notice or an order of notice issued pursuant to this program to be served upon the owner, operator, occupant, or other person responsible for the condition or violation. A copy of the Notice of Violation shall be sent to the Installation Site Director.

c. Non-compliance of any order or notice may be forwarded to the Installation Site Director for resolution.

PROCEDURES

CHAPTER 2 - SPECIFIC PROVISIONS

1. BUILDING EVACUATION

a. All personnel shall immediately leave the building when notified of a known or perceived emergency. This notification will come from building management and or other authorized person and may be conveyed via electronic Mass Notification System (MNS) message, fire alarm, and PA announcement or in person, verbal order.

b. Personnel shall be directed to leave any overcrowded premises. Premises are overcrowded when the occupant load exceeds the exit capacity or the posted occupancy load.

2. FIRE DRILLS

a. Emergency egress and relocation drills shall be conducted in accordance with the applicable chapters of NFPA 101, or as deemed necessary by the Fire Chief.

b. Emergency evacuation and relocation drills, conforming to the frequency provisions of the DLA Instruction 4308, shall be held with sufficient frequency to familiarize occupants with the drill procedure and to establish conduct of the drill as a matter of routine.

c. Real world fire alarm activations shall not be used in lieu of a fire evaluation drill at any time.

(1) Emergency evacuations are not evaluated and alarm activations are normally mitigated prior to 100 percent accountability of building personnel.

(a) F&ES shall meet with Fire Wardens after an emergency evacuation to discuss any deficiencies noted during egress.

(b) Any deficiencies shall be addressed and corrected.

(2) The purpose of emergency egress and relocation drills is to educate the participants in the fire safety features of the building, the egress facilities available, and the procedures to be followed.

d. Responsibility for coordinating and conducting drills shall be assigned only to competent persons qualified to exercise leadership. Drills shall include suitable procedures to ensure that all persons subject to the drill participate.

e. The focus of drills shall be to emphasize a safe and orderly evacuation, not the speed of the evacuation.

f. Drills shall be held at expected and unexpected times and under varying conditions to simulate the unusual conditions that can occur in an actual emergency.

g. Drill participants shall relocate to a predetermined location (rally point) and remain at such location until a recall or dismissal signal is given.

h. An employee headcount shall be performed during all evacuations and the results shall be relayed to the F&ES on-scene Incident Commander or designee.

i. If individuals are unaccounted for the accountability, supervisor shall immediately notify the Incident Commander.

j. All records related to fire drills, including any maintenance required as a result of a fire drill, shall be maintained as outlined in chapter 1-7.b of this program.

3. SMOKING

a. Smoking is only allowed in designated smoking areas, in compliance with DoD and DLA smoking policies. These areas shall not be within 25 feet of a primary door, fresh air intake, or within 50 feet of a hazardous or flammable material. More stringent policy may be set by PLFA's.

b. In areas where smoking is permitted, noncombustible ashtrays/ receptacles shall be provided.

c. Removal or destruction of any required "No Smoking" sign shall be prohibited.

d. Smoking or depositing any lighted or smoking materials in a place where "No Smoking" signs are posted shall be prohibited.

e. Disposing of any lighted or smoking materials in waste paper receptacles, on floors, grounds or from vehicles is prohibited. All smoking materials shall be disposed of in approved containers.

f. Approved smoking receptacles and ashtrays shall be thoroughly cleaned on a regular basis.

4. OPEN OUTDOOR FIRES, INCINERATORS, AND OUTDOOR FIREPLACES

a. Outdoor fires for any reason must be approved in advance by the Fire Chief, and a hot work permit will be issued for the duration of the outdoor fire.

b. The Fire Chief shall have the authority to prohibit any or all open fires when atmospheric conditions or local circumstances make such fires hazardous.

c. No charcoal or liquefied petroleum gas (LPG) grills, cookers, or outdoor stoves, shall be used without a valid hot work permit as issued by the installation fire prevention office.

d. No charcoal or liquefied petroleum gas (LPG) grills, cookers, or outdoor stoves shall be used on combustible balconies/overhangs or within 10 ft (3 m) of combustible patios on ground floors.

e. Cylinders having water capacities greater than 2 1/2 lb. (1 kg) [nominal 1 lb. (0.5 kg)] LP-Gas capacity shall not be located on balconies above the first floor that are attached to a multiple family dwelling of three or more living units located one above the other.

(1) *Exception: Family housing can use these devices as long as they are in compliance with 4.d & e*

(2) *Exception: Where such balconies are served by outside stairways and where only such stairways are used to transport the cylinder.*

f. Every commercial incinerator and commercial barbecue fireplace shall be equipped and maintained with a spark arrestor and shall be maintained in good condition, working order, and repair at all times.

5. FIRE DEPARTMENT ACCESS

General fire department access shall be in accordance with NFPA 1 and UFC 3-600-01.

6. ACCESS CONTROL

a. The AHJ shall have the authority to require an access box to be installed in an accessible location where access to or within a structure or area is difficult because of security.

b. The access box shall be a type approved by the Installation Chief, Security and Emergency Services and shall contain keys or other devices necessary to gain access.

c. The operator of the premises shall immediately notify the Fire Chief and provide new keys or other devices any time a lock is changed or re-keyed. Any modification of keys or access cards in a key box shall be under the F&ES Key Control Officer.

7. FIRE PROTECTION MARKINGS

a. New and existing buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. These numbers shall be a minimum of 4 inches in height with a minimum of a 3/4-inch stroke.

- b. Stairs serving five or more stories shall be provided with signage in accordance with NFPA 101.
- c. Elevators shall be provided with signage in accordance with NFPA 101.

8. VACANT BUILDINGS

a. Any person owning or assigned with the responsibility of managing any vacant building shall remove all combustible waste, and lock, barricade, or otherwise secure all windows, doors, and other openings in the building to prohibit entry by unauthorized persons.

b. All required fire detection, sprinkler and standpipe systems shall be maintained in vacant buildings in operational status or coordinated with Chief Installation Management if inactivated. The associated water-flow and sprinkler supervisory alarm systems shall also be maintained in service.

Exception: As approved by the Fire Chief or AHJ.

c. The Fire Chief shall have the authority to require an inspection and test of any sprinkler system, standpipe system, or fire alarm system that has been out of service for 30 days or more before it can be restored back into service to ensure system integrity.

PROCEDURES

CHAPTER 3 - CONSTRUCTION

1. CONSTRUCTION, SUSTAINMENT, RESTORATION AND MODERNIZATION PROJECTS

a. Follow specific guidance outlined in UFC 3-600-01 Chapter 1-6 for 'Fire Protection During Construction' and ensure all contract specifications reflect the requirement.

b. Construction projects shall be coordinated with F&ES Fire Prevention Office and DLA FPE prior to advertising, bid, or authorization to proceed with construction. The projects shall be reviewed at regular design phases, and more often if necessary, at criteria development/pre-planning, thirty-five percent (35%), sixty-five percent (65%), ninety-five percent (95%) stages and prior to final design at or near one hundred percent (100%) completion stage.

c. The DLA FPE who is the AHJ shall receive and approve all Fire Protection projects with assistance from PLFA Fire Prevention Office personnel. Installation of any Fire Protection system shall not be authorized without final approval from the DLA FPE.

d. Any area of a facility or structure that is subject to inspection shall not be concealed until the inspection has been completed and approved.

e. Whenever any facility or structure subject to inspection is covered or concealed without having first been inspected, the Fire Chief shall have the authority to require that such work be exposed for inspection. The Fire Chief shall be notified when the facility or structure is ready for inspection and shall direct the Fire Prevention Office to conduct the inspection within a reasonable period.

f. When any construction or installation work is being performed in violation of this program and specifications as approved by the FPE, a written notice shall be issued from the Fire Prevention Office to the responsible party to stop work on that portion of the work that is in violation. The notice shall state the nature of the violation and no work shall be continued on that portion until the violation has been corrected. The Fire Prevention Office shall notify the FPE of the violation.

g. Self-help projects will follow the same fire protection criteria as other construction.

h. Interior finish materials installed as part of construction, occupancy change, restoration, or modernization project and movable partitions will be in accordance with UFC 3-600-01, NFPA, and this program for flame spread and smoke development. Fire retardant chemicals listed by recognized testing laboratories may be considered for treatment of existing interior finish material.

i. Furnishings, furniture, and contents in buildings and structures shall meet the requirements outlined in accordance with applicable UFC, NFPA requirements, and this program for flame spread and smoke development and percentage of wall coverage.

2. CONSTRUCTION

a. Where required by this program, building construction shall comply with UFC 1-200-01, General Building Requirements, International Building Code (IBC), and UFC 3-600-01.

b. Temporary Structures, Portable Structures, Trailers, and Vessels will be treated as permanent structures and shall comply with UFC-3-600-01 and NFPA codes for design and construction when the intent to use exceeds 180 days or more. Construction contractors are exempt from this provision.

c. UFC 3-600-01 chapter 2-1.4 states to use the IBC to determine separation distance between buildings except as modified by the UFC.

3. FIRE-RESISTANT ASSEMBLIES

The design and construction of fire walls and fire barrier walls that are required to separate buildings or subdivide a building to prevent the spread of fire shall comply with applicable UFC and NFPA code or standards for fire walls and fire barrier walls.

4. FIRE DOORS AND WINDOWS

The installation and maintenance of assemblies and devices used to protect openings in walls, floors, and ceilings against the spread of fire and smoke within, into, or out of buildings shall comply with this section and all applicable sections of the UFC and NFPA 80, Standard for Fire Doors and Other Opening Protectives.

5. SLEEPING AREAS

a. Using building or portions of buildings other than approved barracks or quarters as sleeping facilities is prohibited except upon written approval by the Installation Fire Chief or their authorized representative.

b. Using third floor or higher areas in quarters or the attic space of any building regardless of whether or not the area is constructed for bedrooms as a sleeping area is prohibited unless means of egress complies with NFPA 101.

c. Any building space not served by a standard stairway shall not be used as a sleeping area. The use of below-grade basement areas for living and sleeping is only permitted when there is a second means of escape in compliance with NFPA 101.

6. DETECTION, NOTIFICATION & SUPPRESSION SYSTEMS

a. Fire Alarm Reporting Systems. Fire alarm systems must be connected to the fire alarm reporting system as means for automatically and manually reporting fires to a central alarms location and must comply with NFPA 72.

b. Automatic Fire Detection Systems. Fire detection systems must be provided in areas requiring fire detection by NFPA standards and specific criteria contained in UFC 3-600-01.

c. Sprinklers. All automatic sprinkler systems for DLA projects must be installed with schedule 40 piping in accordance with UFC 3-600-01.

PROCEDURES

CHAPTER 4 - COMMON HAZARDS

1. HEATING

a. This program, directives from Fire & Emergency Services, and NFPA codes will be the governing authority for all units and heaters on DLA Installations.

b. Use of heaters locally purchased, privately owned, and installation management installed heating units will be covered within these paragraphs.

c. Heating units installed within buildings or structures will be serviced, installed, and maintained by installation management personnel and/or approved contractor personnel.

d. All building heating equipment will be labeled and/or listed by the American Gas Association, Underwriters' Laboratories (UL), or Factory Mutual Laboratories (FM) and will be installed, maintained, and operated under the approval listings, manufacturer's operating instructions, and the National Electrical Code.

e. Clearances of thirty-six inches (36") between heating equipment and combustible material shall be maintained at all times. Clearances for listed equipment will not be less than the minimum given in the listings. Existing unlisted equipment will be governed by the clearances indicated in the National Fire Code.

f. The use of un-vented hydrocarbon-fueled heated appliances inside buildings is prohibited. Hydrocarbon fuels include natural gas, gasoline, fuel oil, alcohol and petroleum based oils and kerosene. Duct-type portable gasoline-fired heaters (e.g., Herman Nelson or similar models) are not authorized for heating any building unless prior approval is obtained from the Installation Fire Chief and only if the use is temporary and held to a minimum. These types of heaters are designed for outside operation and are intended primarily for field uses such as heating large tents, maintenance shelters, operators' compartments for tactical vehicles, and preheating aircraft engines or keeping them warm during idle periods.

g. Using open flame heating devices is prohibited in areas subject to accumulation of flammable vapors such as gasoline stations, garages, and paint shops.

Exception: 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.

h. The operation and usage of any portable heaters on the installation, including areas such as offices, motor pools, maintenance shops, buildings and structures, are prohibited unless approval has been granted, in writing, by the Fire Chief or designee.

i. Covered metal containers will be provided for ashes where solid fuels are used.

j. Portable heating devices are prohibited unless approved by the Fire Prevention Office. A doctor's permission in writing may be required and the work area will need to be evaluated by a licensed electrician, so the wattage used will not exceed the electrical load on a designated circuit.

k. Portable heating devices shall comply with the following requirements:

- (1) Electrically powered.
- (2) UL or FM listed.
- (3) Installed tip-over protection that shuts off unit when activated.
- (4) Output wattage rating not exceeding the local installation policy.
- (5) A standard electrical cord and plug compatible with the intended outlet.

1. Portable heaters in compliance with 4-1.10.1 shall have a three foot clearance from easily ignitable materials.

m. Portable heaters shall be disconnected from the outlet whenever the heater is not in use and at the end of the working day.

n. Open-flame heating, in any area, is prohibited unless approval has been granted from the Fire Chief or his/her designee.

o. Combustible materials shall not be stored in mechanical rooms, boiler rooms, or electrical equipment rooms. Materials and supplies for the operation of such equipment may be permitted.

2. ELECTRICAL FIRE SAFETY

a. This section shall apply to new, existing, permanent, or temporary electrical appliances, equipment, fixtures, or wiring.

Exception: Existing installations shall be permitted provided the lack of conformity does not present an imminent hazard danger.

b. NFPA 70 (National Electrical Code) will set the minimum standard for all electrical wiring and equipment. Only authorized electricians will install, repair, and change electrical wiring, fittings, or attachments for electrical appliances.

c. Defective electrical equipment will be reported to Installation Management for repair or removal by authorized electricians.

d. Use only electrical appliances and devices that bear a label from an independent testing laboratory. (Underwriters Laboratories and/or Factory Mutual) Electrical appliance shall not be used outside approved break rooms so that systems furniture or outlets are not overloaded.

e. Electrical appliance shall not be used outside approved break rooms to prevent systems furniture or outlets from becoming overloaded.

f. Do not leave any heat producing electrical appliances unattended while in use.

g. Electrical wiring and operated devices such as vending machines, lights, water coolers, and clocks shall be UL-listed for the particular hazardous area they will be operated in. A particular hazardous area as classified by National Electrical Code (NFPA 70) may be aircraft hangars, automotive repair shops, paint shops, and areas where flammable vapors, gases, or dust may be present.

h. Permanent wiring abandoned in place shall be tagged or otherwise identified at its termination and junction points as "Abandoned in Place" or removed from all accessible areas and insulated from contact with other live electrical wiring or devices.

i. Extension cords shall not be used as a substitute for permanent wiring.

j. Extension cords and flexible cords shall not be affixed to structures; extend through walls, ceilings, or floors, or under floor or floor coverings; or be subject to environmental or physical damage.

k. Power strips shall be directly plugged into an outlet and not daisy chained together. Items plugged into the power strips cannot exceed the maximum load amperage of the power strip or the outlet and arranged to protect them from damage.

l. Proper clearance of thirty-six inches (36") shall be maintained around all indoor panel boards and transformers.

3. HOUSEKEEPING

a. Effective housekeeping is an essential fire prevention tool, effective guidelines for housekeeping are provided below:

(1) Clean all working and storage areas, new construction, and repair areas regularly.

(2) Dispose of rubbish and scrap materials in properly identified noncombustible cans, bins, or receptacles. All places of public assembly shall have containers with self-closing lids.

(3) Remove rubbish from buildings at the close of the normal workday and take to locations approved for rubbish disposal.

(4) Place dumpster units and other central trash disposal units at least 10 feet from any building. Dumpster lids shall be kept closed in compliance with force protection standards.

(5) Store soiled rags in metal containers with self-closing metal covers.

(6) Place combustible trash in shop and storage areas in a metal can with a tight fitting cover.

(7) Secure all doors and windows properly at the close of working hours. Fire doors that do not have automatic releases shall not be propped open at any time.

(8) Have area supervisors or Area Fire Wardens turn off portable electric appliances and heating devices when not in use.

b. Attics and concealed spaces shall be kept clean. Attics without sprinklers in other than family quarters shall not be used for storage.

4. COMBUSTIBLE VEGETATION

a. Combustible vegetation shall not be permitted in assembly, business, educational, day-care and health care facilities.

b. Artificial combustible vegetation shall be labeled or otherwise identified or certified by the manufacturer as being flame retardant or flame resistive.

c. Combustible vegetation shall not be allowed to obstruct corridors, exit ways, or other means of egress.

d. Combustible vegetation shall not be located near heating vents or other fixed or portable heating devices that could cause it to dry out prematurely or be ignited.

5. SEASONAL DECORATIONS

a. Seasonal decorations including artificial Christmas trees shall be labeled or otherwise identified or certified by the manufacturer as being flame retardant or flame resistive, and shall not be allowed to obstruct corridors, exit ways, other means of egress, or placed near heat producing items.

b. All seasonal or temporary decorations shall not obstruct any building fire protection feature including exits, signage, extinguishers, and sprinklers and shall be made of non-combustible materials. Natural materials shall not be used unless treated with approved fire retardant chemicals which were listed by recognized testing laboratories designed for the treatment of existing interior finish material and approved by the Fire Chief or his/her designee.

c. Christmas trees if authorization are approved by the Installation Fire Chief or authorized representative are permitted in facilities that are completely equipped with a sprinkler system and an alarm is transmitted to the installation emergency dispatch center. The bottom end of the tree trunk shall have a straight fresh cut of at least 1/2 in. (13 mm) above the end prior to placing the tree in a stand to allow the tree to absorb water. The tree shall be placed in a suitable stand with adequate water. The water level shall be maintained above the fresh cut and checked at least once daily. The tree shall be removed from the building immediately upon evidence of dryness.

d. Only approved/listed electrical lights and wiring shall be used on seasonal decorations, Christmas trees, and similar decorations.

e. Electrical lights shall be prohibited on metal artificial trees.

f. Seasonal Candles are prohibited as referenced in Chapter 5-9 Open Flame.

6. SPECIAL OUTDOOR EVENTS, PICNICS, CARNIVAL AND FAIRS

a. The Fire Chief in accordance with NFPA shall be permitted to regulate all outdoor events such as picnics, carnivals and fairs as it pertains to access for emergency vehicles; access to fire protection equipment; placement of stands, concession booths, and exhibits; and the control of hazardous conditions dangerous to life and property. Advance coordination with the Fire Chief or his/her designee is highly recommended.

b. The Fire Chief shall be permitted to require standby fire personnel when potentially hazardous conditions exist, due to the type of performance, display, exhibit, activity, or the number of persons present.

c. All concession operators shall provide a minimum of one portable fire extinguisher sized appropriately for the specific hazard in accordance with NFPA 10 – Standard for Portable Fire Extinguishers, NFPA 1 - Fire Code, and Chapter 6.2 of this program.

d. Electrical equipment and installations shall comply with Section 5-2 of this program.

e. For egress requirements during special events refer to NFPA 1 – Fire Code chapter on “Special Outdoor Events, Carnivals, and Fairs”.

PROCEDURES

CHAPTER 5 - SPECIAL HAZARDS

1. FLAMMABLE AND COMBUSTIBLE LIQUIDS

a. All flammable and combustible liquid storage, handling, transfer and dispensing shall be in conformance with the requirements of NFPA 30 and/or NFPA 30A.

b. Flammable liquids shall not be used for cleaning equipment parts. Nonflammable cleaners or solvents and/or water-solvent detergents will be used for such purposes.

c. Flammable liquid shall not be used to clean or refinish floors, desks, or other furniture and furnishings.

d. Gasoline, oil, or any other flammable liquid shall not be discharged into, or permitted to accumulate in, storm drains or sanitary sewers.

e. Flammable liquids shall not be stored in any place of public assembly, club, barracks, transient quarters, child development centers, or building classified as sleeping quarters.

f. Only gasoline shall be used as fuel. Other uses of gasoline are prohibited. Fueling operations shall comply with NFPA 30 and NFPA 30A.

g. Day-to-day stocks of flammable liquids shall be arranged and stored only in designated areas with approved lockers and will be in compliance with applicable UFC 3-600-01 sections and NFPA 30. Such storage lockers will be well ventilated and marked to indicate the storage of flammable liquids. Containers will be grounded and plainly marked to indicate the nature of the contents.

h. Flammable storage cabinets for indoor storage of flammable liquids shall not be ventilated. Flammable storage cabinets shall be located in designated areas approved by the Fire Chief. The cabinet shall not be located within 35 feet of any ignition source or where hot work is performed.

i. The use of gasoline-fueled field ranges inside buildings is prohibited, except where special approval is granted in writing by the Fire Chief. When approval is granted for use inside the building, all fueling and proof firing of unit must be conducted outside of the building immediately prior to use of the burner inside the building. If fuel is to be stored in the building, a flammable liquids storage room in accordance with criteria contained in NFPA 30 is required.

j. Tank vehicles used for transporting flammable or class II combustible liquids may be parked in groups of not more than three with a 50-foot separation between groups. Parking locations will 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.

k. Temporary storage of any product that is in transshipment shall not be on site for longer than 24 hours. Any product temporarily in a storage location for more than 24 hours shall be considered stored and must comply with section 6-1.8.

2. HAZARDOUS CHEMICALS

a. Hazardous/flammable materials including pesticides shall be identified, labeled, handled, and stored in accordance with all applicable UFC and NFPA standards.

b. All chemicals shall be handled only by personnel properly instructed in the potential hazards and characteristics of the material involved and duly authorized to perform such work.

c. Damaged or leaking containers will be removed immediately to a safe place and if feasible, the contents placed in a properly sealed container. Properly dispose of the damaged container in accordance with local jurisdictional policies. Do not use trashcans, dumpsters, or similar ordinary refuse receptacles for disposal of hazardous chemicals. Inspect chemical storage areas frequently to determine the condition of containers and storage methods. Take immediate corrective actions and notify the F&ES of all hazardous material releases.

d. All buildings used for the receiving, handling, processing, storage, and/or distribution of hazardous or flammable materials including pesticides will be identified and signage in compliance with NFPA 704 and shall be installed on the exterior of the structure.

3. HAZARDOUS GASES

Compressed gases shall be stored and handled under appropriate Unified Facilities Criteria and NFPA standards.

4. EXPLOSIVES, BLASTING AGENTS, AND PYROTECHNICS

Explosives, Blasting Agents, and Pyrotechnics shall be stored and handled under appropriate UFC and NFPA standards.

5. AMMUNITION

a. Handling and storage of all types of ammunition shall be in accordance with DoD 5200.8-R, Physical Security Program; DLA Physical Security Manual and NFPA 495 Code for Explosive Materials.

b. DLA PLFA Commanders may authorize the storage of privately-owned weapons and ammunition in installation family housing provided the weapons and ammunition are properly secured in accordance with local security and safety regulation. Privately-owned weapons and ammunition will not be stored in Temporary Quarters or visitor quarters.

6. HAZARDOUS CARGO

F&ES will be notified of all other than routine proposed bulk transfers of explosives, oil, gasoline, or other hazardous materials. Such transfers shall be subject to applicable programs, installation instructions, and orders. All fire precautions will be observed. A fire watch, approved by the Fire Chief, will be posted and proper fire extinguishing equipment will be provided. Under special or unusual conditions, fire fighters, and apparatus may be required for stand-by. The Fire Chief will determine fire watch requirements.

7. WELDING AND CUTTING

a. All spark producing operations including but not limited to: welding, cutting, grinding, tar kettle operations, sweating of copper piping or burning operations shall be under the supervision and control of a competent and trained person who will ensure compliance with this program. Any guidance provided by F&ES upon issuance of a "Hot Work Permit" and any applicable NFPA codes will apply. The person responsible for ensuring compliance shall receive proper training provided by the F&ES prior to starting the project. This training can be accomplished during a pre-construction meeting or in any manner which the Fire Chief approves.

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

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

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

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

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

g. When welding or cutting is to be performed in any confined space other than in an authorized welding shop, gas cylinders will be left outside unless specifically approved by Fire & Emergency Service and the Installation Safety Office.

8. HOT WORK PERMITS

a. Work performed in shops designated for welding, cutting, and soldering shall be inspected every day prior to the commencement and following the completion of any spark producing work by trained personnel.

b. The Fire Prevention Office will be notified whenever any cutting or welding is to be performed outside of an established shop or designated hot work area. No person will conduct any cutting or welding operation outside of an established, properly authorized shop or designated hot work area without an approved permit. Permits for operations in buildings under the control of a contractor may be written for extended operational periods up to but not to exceed thirty (30) days granted all areas of work have been inspected to be fire safe.

c. The Fire Prevention Office shall inspect the work site before starting the operation to determine that all necessary fire prevention precautions have been taken. Once the operation is deemed safe, the DLA approved Hot Work Permit will be filled out and signed by the inspector, and must be kept on site for the duration of the operation.

(1) A properly instructed fire watch equipped with the proper size and type of fire extinguisher will remain in the immediate area where the welding, cutting, or soldering was conducted for thirty (30) minutes after the completion of work.

d. A copy of all hot work permits shall be kept in the fire prevention office, and recorded in the department's record management system. Each separate operation, work site, will require an inspection and issuance of a permit.

9. COOKING

a. Cooking is permitted only in authorized locations.

b. No cooking or use of hot plates, electric frying pans, and similar small electrical appliances is permitted in private rooms of transient housing areas and similar buildings. Microwave ovens may be authorized in transient housing areas facilities provided the electrical power supply has been determined adequate by installation management personnel.

c. Hoods and associated duct systems over commercial cooking equipment where grease-laden vapors or smoke are produced in clubs, snack bars, cafeterias, and other large food preparation facilities shall be protected and serviced, in accordance with NFPA 96 (Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations). The cleaning and inspection shall be in full accordance with Appendix J of this program.

d. Exhaust systems over cooking surfaces where smoke or grease-laden vapors and smoke are produced will have removable noncombustible filter or listed grease extractors. Cooking will not commence unless all filters are in place. Filters will be removed, cleaned, replaced, and inspected frequently. Depending upon the amount and type of cooking, it may be necessary to clean filters daily.

e. Hoods and ductwork over cooking surfaces shall be inspected in accordance with NFPA 96 and cleaned periodically as recommended by a fire inspector to prevent excess grease accumulations. Snack bars and similar locations where cooking operations result in the production of substantial amounts of grease-laden vapors will require cleaning more frequently than other cooking areas.

f. Commercial cooking facilities shall be equipped with fire suppression systems in accordance with UFC-3-600-1 and NFPA 96.

g. A standard supply of portable fire extinguishers listed for Class "K" fires shall be provided at all locations where cooking is conducted in accordance with NFPA 10. Fire extinguishers are required for cooking areas in family quarters.

h. For other than one and two-family dwellings, no hibachi, grill, or other similar devices used for cooking, heating, or any other purpose shall be used or kindled on any balcony, under any overhanging portion, or within 10 ft (3 m) of any structure in accordance with NFPA 1.

i. Prior to commencing all cooking operations that are not taking place at the installation dining facilities, a hot-work permit shall be kept on the premises until cooking is finished. Coals must be extinguished prior to vacating the area. Approval by the Fire Chief or an authorized representative must be obtained and a hot work permit shall be issued.

10. OPEN FIRES

a. No open fires will be permitted on the installation at any time without the express approval and permission of the Fire Chief.

b. Controlled burning of areas such as brush or grasslands will be done only with the consent and approval of the Installation Fire Chief, and appropriate land management precautions have been taken. Compliance with all local, State, and Federal air pollution programs is required.

- c. Burnishing of wood by use of a heat -- or flame-producing device is prohibited within any building.
- d. The use of open flame devices for removing paint from any structure is prohibited.
- e. Burning scented or decorative candles, incense and similar open-flame devices is prohibited

11. CHILD DEVELOPMENT CENTERS

- a. A monthly inspection of all child development center facilities shall be conducted by fire and emergency services fire prevention office staff in accordance with applicable sections on DLA INSTRUCTION 4308 and DoD/DLA Child and Youth Program guidelines.
- b. A monthly un-announced fire evacuation drill of all child development center facilities shall be conducted by fire and emergency services fire prevention staff.
- c. Specific guidelines for fire prevention activities for Child Development Centers operated on DLA Installations are outlined in the DoD Child and Youth Programs, and DLA Child Development Center Guidelines.
- d. CDC design projects shall comply with UFC 4-740-14 Design: Child Development Centers.

12. DLA HOUSING OCCUPANTS

- a. The Installation Fire Prevention Office will coordinate with the DLA housing representative to attain an updated list of housing occupants and schedule a housing fire prevention orientation.
- b. The housing orientation shall include services provided by the Fire Department; the emergency number and how to report an emergency; explain and demonstrate how smoke detectors and fire extinguishers operate; explain how Exit Drills In The Home (EDITH) work; conduct a fire safety inspection with the occupants and answer any questions the housing occupants may have regarding Fire and EMS services.
- c. Gasoline storage in family quarters is prohibited. The storage of fuel in containers or in equipment with fuel tanks should be in an outside building or garage in a cabinet designed for such flammable liquid storage.
 - (1) The gasoline must be kept in unvented containers approved for gasoline.
 - (2) The gasoline must be kept in the garage or approved flammable storage cabinet/locker.

- (3) The container must be closed or capped at all times.
- (4) The container shall not be stored below grade or in a basement.
- (5) The container shall not be stored near an ignition source.

PROCEDURES

CHAPTER 6 - FIRE PROTECTION EQUIPMENT

1. FIRE HYDRANTS

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

b. Fire hydrants will be used only for their intended purposes and will be operated only by authorized personnel using only standard hydrant wrenches.

c. When no other source of water is available at construction sites and water is required for construction purposes, permission may be granted by the Fire Chief or Chief of Installation Management to use a hydrant as a source of water. In such cases, immediate written notice (hydrant permit) issued by the F&ES or Installation Management and the usage shall be subject to the following limitations:

(1) Connection to fire hydrant will be limited to one 1-1/2-inch hose.

(2) Each connection will be made by a gated or ball valve connection to a single 2-1/2-inch outlet of a hydrant. Flow will not be throttled by means of the main hydrant valve which, when in use, will be fully opened.

(3) The F&ES is not required to furnish hose, valves, etc.

(4) If the Chief of Installation Management is granting permission, notification to the Fire Department must be made.

d. Any fire hydrant found to be leaking, damaged, or defective will be reported to F&ES and Installation Management immediately so that proper repair may be initiated. All repairs and maintenance shall be conducted in accordance with UFC 3-601-02.

e. Whenever any fire hydrant is placed out of service for any reason, F&ES shall be notified immediately. Out-of-service hydrants shall be marked in accordance with NFPA 291. F&ES shall be notified immediately whenever an out-of-service hydrant is restored to service.

2. FIRE EXTINGUISHERS

a. Placement of fire extinguishers is determined by NFPA 10 Standard for Portable Fire Extinguishers and fire and emergency services and will be in compliance with appropriate NFPA and UFC requirements. Fire Prevention, using NFPA codes and standards, the work activity, and building layouts will make a determination of fire extinguisher requirements. When work activities change or a building modification has taken place, Fire Prevention shall be contacted and requested to make an inspection and determine if the extinguisher placement is adequate.

b. Fire extinguishers shall not be moved or relocated from building to building or from one location to another within a building or structure without prior approval from Fire & Emergency Services.

c. Designated installation personnel shall be periodically instructed in the use of portable fire extinguishers, as required by NFPA 101 and Occupational Safety and Health Administration (OSHA) CFR 1910.157.

d. Fire extinguishers shall be inspected once every thirty days in accordance with NFPA 10, by fire wardens. Extinguishers found to be unserviceable or needing annual inspection shall be taken out of service and inspected by F&ES or a certified company for further action.

e. Fire extinguisher inspection, testing, and maintenance shall be conducted in accordance with NFPA 10.

3. FIRE ALARM CONTROL PANELS

a. Access to and operation of fire alarm control panels shall be restricted to properly trained and/or certified personnel.

b. Personnel requiring access without the proper credentials must consult with the Installation Fire Prevention office or appropriate Installation management section.

c. The Installation Fire Prevention Office shall be informed of modifications to a fire alarm system or its components by appropriate Installation Management sections.

ENCLOSURE 4



DLA – Fire and Emergency Services, Fire Prevention Branch

Commercial Kitchen Exhaust Hood & Duct System Certification Inspection and Cleaning Procedures

Name of Contractor _____

Name and Building Number of Job Site _____

Date of Inspection/Cleaning _____ Time _____

Cleaning Approved/ Not Approved

Fire Inspector Signature _____

Fire Inspector Name _____

Fire Inspection Checklist

At the start of the cleaning process, electrical switches that could be activated accidentally shall be locked out.

Components of the fire suppression system shall not be rendered inoperable during the cleaning process. Fire-extinguishing systems shall be permitted to be rendered inoperable during the cleaning process where serviced by properly trained and qualified persons.

Flammable solvents or other flammable cleaning aids shall not be used.

Cleaning chemicals shall not be applied on fusible links or other detection devices of the automatic extinguishing system.

Hood and Ducts – Cleaned to bare metal – No water leaking from seams or joints (liquid tight systems). Hoods, grease removal devices, fans, ducts, and other appurtenances shall be cleaned to remove combustible contaminants prior to surfaces becoming heavily contaminated with grease or oily sludge. Yes No

Comments _____

Access Panels – All open for inspection – Adequate number to complete the cleaning and inspection. When cleaning procedures are completed, all access panels (doors) and cover plates shall be restored to their normal operational condition. Yes No

Comments _____

Access Panel Gaskets – Gaskets / Seals on the inside of access panels are in good condition. Yes No

Comments _____

Access Panel Doors – Cleaned to bare metal – All wing nuts present to re-install the access doors. Yes No

Comments _____

Certificate and Label – Inspection certificate and cleaning label shall be provided. A service company label or tag preprinted with the name of the company and giving the date of inspection or cleaning shall be affixed near the affected access panels. Yes No

Comments _____

Wet Chemical Systems Fusible Links – Reasonably clean Discharge Nozzles – Cleaned and all rubber or metal caps installed.

Manual Pull Stations – Unobstructed and located along the exit path from the kitchen. Yes No

Comments _____

Fire Sprinkler Protected Hoods – Sprinkler Head Type Fusible Link Glass Bulb – reasonably clean Yes No

Comments _____

Hood System Extinguisher Service Company _____ Service Date _____

Portable Extinguisher Company _____ Service Date _____

Class K fire extinguisher – located within 30 feet of cooking equipment.

Comments _____

OSHA Approved Ladder – or interior roof access ladder for roof access to exhaust fan
Proper angle – 3 rungs above roof line – no oil or grease residue Yes No

Comments

Exhaust Fan Assembly Fan Housing – Clean to bare metal Fan Blades – Clean to bare metal on both sides and in good condition Fan Electrical Wiring – Electrical conduit in good condition – no breaks in casing / conduit Fan Assembly equipped with hinges? Yes No

Comments

When cleaning procedures are completed, all electrical switches and system components shall be returned to an operable state.

When an exhaust cleaning service is used, a certificate showing the name of the servicing company, the name of the person performing the work, and the date of inspection or cleaning shall be maintained on the premises and with F&ES Fire Prevention Section.

After cleaning or inspection is completed, the exhaust cleaning company and the person performing the work at the location shall provide the owner of the system with a written report that also specifies areas that were inaccessible or not cleaned.

Return completed form to the local DLA Fire Prevention office.

Signature of Contract representative

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AHJ	Authority Having Jurisdiction
EDITH	Exit Drills In The Home
FPE	Fire Protection Engineer
NFPA	National Fire Protection Association
SRM	Sustainment Restoration and Modernization
UFC	Unified Facility Criteria

PART II. DEFINITIONS

Acceptance Test. Test performed on new fire protection system installations to document the complete and satisfactory system operation in accordance with National Fire Protection

AHJ. The person assigned the authority to act in the best interest of the government with the responsibility to interpret and apply this program and other applicable fire codes.

Area of Responsibility. A pre-defined area assigned to an Individual, where they have the authority to plan and conduct fire prevention activities.

Automatic Sprinkler System. A fire extinguishing system with pipes and automatically activated heads which distributes water or water based extinguishing agents over a fire area.

Combustible Materials. Material made of, or surfaced with wood, compressed paper, plant fibers, plastics, or other material that can ignite and burn, whether flame proofed or not.

Emergency Medical Services. The portion of the emergency services program which provides rapid and quality care to people who are suffering from sudden injury of illness

Fire Department Access. Any paved surface of required width, designed and maintained to support imposed loads of fire apparatus for the specific purpose of providing access to a building during an emergency situation.

Fire and Emergency Services Department. The primary DLA organization responsible for providing fire protection and emergency services to the installation and surrounding jurisdictions.

Fire Prevention. A program which seeks to prevent the outbreak of fire through education, inspection, enforcement and investigation.

Fire Prevention Orientation Program. A public fire education program for all new installation employees and housing occupants which addresses fire escape planning, fire and emergency reporting, home fire hazards, smoke detectors, and other fire protection features.

Fire Prevention Personnel. Fire and Emergency Services department personnel trained and responsible for administering the fire prevention program.

Fire Safety Equipment. Fire safety equipment reduces the risk of starting a fire or the spread of fire and reduces the risk of injury in the event of a fire

Fire Suppression System. Equipment that controls and extinguishes fires without human intervention

Fire Warden. Designated individuals outside the installation fire department who are responsible for executing and implementing the fire prevention program within their building, facility or unit.

Flammable or Combustible liquids. A flammable liquid is defined as a liquid whose flash point does not exceed 100°F, while a combustible liquid is one whose flash point is 100°F or higher

Flash Point. The lowest temperature at which a volatile liquid can vaporize to form an ignitable mixture in air.

Hazardous Condition. An existing or potential condition in the workplace which, by itself or by interacting with other variables, can result in injury, property damage, and/or other losses.

Hazardous Material. Substances that can cause harm to people, facilities or the environment when improperly handled. Hazardous materials require segregation from non-hazardous items, special storage, movement and disposal systems, and documentation that identifies them as such when being shipped.

Hazardous Material Incident. An emergency situation that involves spills or releases of hazardous materials or substances.

Hot Work Permit. An official document issued by the F&ES department which allows for the use, handling, storage, occupancy or control of specific hazardous operations or conditions.

Means of egress. ability to exit a structure, primarily in the event of an emergency, such as a fire. Specifically, a means of egress is broken into three parts: the path of travel to an exit, the exit itself, and the exit discharge.

NFPA. Association bringing together volunteers representing varied viewpoints and interests to achieve consensus on fire and other safety issues.

Occupancy Classification. refer to categorizing structures based on their usage and are primarily used for building and fire code enforcement.

Occupancy Permit. A permit issued by the DLA Fire Protection Engineer to grant the owner permission to occupy a building or space.

Public Fire Education. A fire prevention strategy which seeks to improve human fire safety behavior through the teaching and disseminating of fire protection information.

Qualified Personnel. A competent and capable person or company that has met the requirements and training for a given field acceptable to the authority having jurisdiction

Relocation Area. An area or a fixed location being vacated (such as a residence or business) and settling in a different one.

Senior Fire Officer. The senior most fire department official on an emergency or non-emergency incident.

SRM. A management program to make facilities last longer.

Temporary Structure. Any structure that can be readily and completely dismantled and removed from the site between periods of actual use.

UFC. A system prescribed by MIL-STD 3007 and provides planning, design, construction, sustainment, restoration, and modernization criteria, and applies to the Military Departments, the Defense Agencies, and the DoD Field Activities in accordance with USD(AT&L Memorandum dated 29 May 2002.