



Defense Logistics Agency MANUAL

DLAM 6055.06 Volume 1
March 12, 2018

DLA Installation Management, Security & Emergency Services Policy (DM-S)

SUBJECT: Fire Prevention Program

References: See Enclosure 1

1. PURPOSE. In accordance with (IAW) DLAI 4308 (Reference (b)), this Manual implements procedures and assigns responsibilities to set minimum requirements necessary to establish a reasonable level of fire prevention, life safety, and property conservation within DLA.

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

b. The objective is to establish requirements for Fire Protection Program and emergency response organizations to:

(1) Minimize the likelihood of occurrence of a fire-related event.

(2) Reduce the consequence of a fire-related event affecting the public, workers, environment, property, and missions.

(3) Provide a level of safety protection consistent with the “highly protected risk” class of industrial risks.

c. It cancels and reissues DLAM 6055.01 (Reference (o)) as DLAM 6055.06 Volume 1.

2. APPLICABILITY. This Manual applies to all DLA activities.

3. DEFINITIONS. See Glossary.
4. RESPONSIBILITIES. See Enclosure 2.
5. PROCEDURES. The Manual implements DLAI 4308 (Reference (b)). It incorporates language from UFC (Reference (k-n)), DoDI 6055.06 (Reference (f)), NFPA Codes and Standards (Reference (i)), and other applicable codes and local policies. The provisions of this program are applicable to:
 - 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 (F&ES) 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, and 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, and 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 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. Supervisors assigning Fire Wardens to a facility or an area of a facility (See Enclosure 2, 9a) must send an appointment order (memorandum) to the Major Subordinate Command (MSC) Fire Prevention Office.

b. Prepare and submit fire-related construction documents, or approved shop drawings, to the Fire Chief or Fire Prevention Office and the DLA Fire Protection Engineer (FPE).

c. Installation or non-installation personnel must fill out and send a *Commercial Kitchen Exhaust Hood & Duct System Certification* to the Fire Prevention Office after any cleaning or performing work of a hood and duct system (See Enclosure 4).

7. INTERNAL CONTROLS. The DLA Installation Operations (DF) Site Directors, Chief, Security & Emergency Services, Fire Chiefs, Fire Prevention Officers, and Fire Prevention Inspectors must ensure compliance with the Fire Prevention Program. Internal controls to ensure compliance include Security Program Reviews, Agency Management Reviews, and internal audits.

8. RELEASEABILITY. UNLIMITED. This Manual is approved for public release and is available on the DLA Issuances Internet Website.

9. EFFECTIVE DATE. We will reissue or cancel this Manual by the third anniversary of the publication date. If not, it will automatically expire effective March 12, 2021.

DAWSON.PHILLIP
P.R.1230221045
PHILLIP R. DAWSON
Acting Director
DLA Installation Management

Digitally signed by
DAWSON.PHILLIP.R.1230221045
Date: 2018.03.12 10:53:19
-04'00'

Enclosures:

Enclosure 1 - References

Enclosure 2 - Responsibilities

Enclosure 3 - Procedures

Enclosure 4 - Commercial Kitchen Exhaust Hood & Duct System Certification, Inspection, and Cleaning Procedures.

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....	6
ENCLOSURE 2: RESPONSIBILITIES.....	7
ENCLOSURE 3: PROCEDURES.....	10
CHAPTER 1: ADMINISTRATION AND ENFORCEMENT	10
AUTHORITY	10
GENERAL.....	11
APPLICATION	11
EQUIVALENCIES AND ALTERNATIVES	12
OCCUPANCY.....	12
TESTING, MAINTENANCE, AND INSPECTION.....	13
RECORDS AND REPORTS.....	13
FIRE REPORTING AND FALSE ALARMS.....	13
TAMPERING WITH FIRE SAFETY EQUIPMENT.....	14
PROGRAM REVIEW	14
NOTICE OF VIOLATIONS.....	15
CHAPTER 2: SPECIFIC PROVISIONS	16
BUILDING EVACUATION.....	16
FIRE DRILLS.....	16
OPEN OUTDOOR FIRES, INCINERATORS, AND OUTDOOR FIREPLACES	17
FIRE DEPARTMENT ACCESS.....	17
ACCESS CONTROL.....	17
FIRE PROTECTION MARKINGS.....	18
VACANT BUILDINGS	18
CHAPTER 3: CONSTRUCTION	19
CONSTRUCTION, SUSTAINMENT, RESTORATION, AND MODERNIZATION	19
CONSTRUCTION.....	19
FIRE RESISTANT ASSEMBLIES.....	20
FIRE DOORS AND WINDOWS.....	20
SLEEPING AREAS.....	20
DETECTION, NOTIFICATION & SUPPRESSION SYSTEMS	20

CHAPTER 4: COMMON HAZARDS	21
HEATING	21
ELECTRICAL FIRE SAFETY	22
HOUSEKEEPING	23
COMBUSTIBLE VEGETATION.....	24
SEASONAL DECORATIONS	24
SPECIAL OUTDOOR EVENTS, PICNICS, CARNIVALS, AND FAIRS	25
CHAPTER 5: SPECIAL HAZARDS	26
FLAMMABLE AND COMBUSTIBLE LIQUIDS	26
HAZARDOUS CHEMICALS.....	27
HAZARDOUS GASES	27
EXPLOSIVES, BLASTING AGENTS, AND PYROTECHNICS	27
AMMUNITION.....	27
HAZARDOUS CARGO.....	28
WELDING AND CUTTING.....	28
HOT WORK PERMITS	28
COOKING	29
OPEN FIRES	30
CHILD DEVELOPMENT CENTERS (CDCs).....	30
DLA HOUSING OCCUPANTS	31
CHAPTER 6: FIRE PROTECTION EQUIPMENT.....	32
FIRE HYDRANTS	32
FIRE EXTINGUISHERS	32
FIRE ALARM CONTROL PANELS	33
ENCLOSURE 4: COMMERCIAL KITCHEN EXHAUST HOOD AND DUCT SYSTEM CERTIFICATION INSPECTION AND CLEANING PROCEDURES.....	34
GLOSSARY	37
PART I: ABBREVIATIONS AND ACRONYMS	37
PART II: DEFINITIONS.....	37

ENCLOSURE 1REFERENCES

- (a) International Building Code, current edition¹
- (b) DLAI 4308, “Fire and Emergency Services Program,” August 5, 2010
- (c) DLAI 6055.07, “Mishap and Near Miss Reporting and Safety Mishap Investigations,” July 18, 2017
- (d) DLAM 5200.08, “Physical Security,” July 21, 2016
- (e) DLAM 6055.07, “Mishap and Near Miss Incident Investigation Procedures,” April 7, 2017
- (f) DoDI 6055.06, “DoD Fire and Emergency Services Program,” December 21, 2006
- (g) DoD 5200.8-R, “Physical Security Program,” May 27, 2009
- (h) Factory Mutual, FM Global Data Sheets, current edition²
- (i) National Fire Protection Association (NFPA) Codes and Standards, current edition³
- (j) Occupational Safety and Health Administration (OSHA), Codes of Federal Regulations (CFR), 29 CFR 1910
- (k) UFC 1-200-01, General Building Requirements, June 20, 2016
- (l) UFC 3-600-01 Unified Facilities Criteria Fire Protection Engineering for Facilities, November 28, 2016
- (m) UFC 3-601-02, Unified Facilities Criteria Operations and Maintenance: Inspection, Testing and Maintenance of Fire Protection Systems, 8 September 2010
- (n) UFC 4-740-14, Design Child Development Centers, 1 August 2002
- (o) DLAM 6055.01, “Fire Prevention Program,” February 28, 2013 (hereby canceled)

¹ International Building Code: <https://codes.iccsafe.org/public/document/toc/542/>

² FM Global Data Sheets: <https://www.fmglobal.com/research-and-resources/fm-global-data-sheets>

³ NFPA Codes: <http://www.nfpa.org/Codes-and-Standards/All-Codes-and-Standards/List-of-Codes-and-Standards>

ENCLOSURE 2
RESPONSIBILITIES

1. DIRECTOR, DLA INSTALLATION MANAGEMENT (DM-D) will:
 - a. Serve as the senior official for the F&ES Fire Prevention Program.
 - b. Establish Agency policy, standards, and procedures for implementation and compliance with fire prevention requirements.
 - c. Provide management support to conform with requirements and procedures in this Manual.
 - d. Emphasize prevention as a means to enhance the total F&ES effort and champion other fire prevention techniques to eliminate the causes of fires to prevent death, injuries, and property damage.

2. STAFF DIRECTOR, DM-S will establish and maintain an effective F&ES Fire Prevention Program to safeguard personnel, environment, and property.

3. DLA F&ES PROGRAM MANAGER will manage and administer the F&ES Fire Prevention Program.

4. DLA FIRE PROTECTION ENGINEER (FPE) will act as the AHJ and has final approval for 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. These must be IAW UFC 3-600-01 (Reference (l)) and applicable NFPA Fire Codes (Reference (i)).

5. DF CHIEFS, SECURITY AND EMERGENCY SERVICES will oversee all actions for the Fire Prevention Program on their installation(s).

6. DF FIRE CHIEFS will coordinate, control, and complete all action IAW the UFCs, NFPA, and DLA programs for local Fire Prevention Program operations.

7. MSC FIRE PREVENTION OFFICE will:

d. Ensure fire prevention personnel complete all actions to maintain code compliance and will digitally retain inspection records for every building or structure on DLA installations.

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

f. Develop public fire and injury prevention programs for personnel and their families residing or working on DLA installations or in government-leased facilities. Inform them of responsibilities.

g. Make fire prevention and life safety materials an integral part of the public fire education program. Include nominal value incentives and educational items as an authorized expenditure of funds IAW Reference (f).

h. Have DLA fire prevention personnel assist and coordinate with trained personnel to perform origin and cause determination. Secure, preserve, and maintain evidence within a chain of custody. Personnel with the appropriate training and certification are responsible for determining cause and origin of all fires on an installation. For losses exceeding \$1 million, or with injuries, invite DLA FPE to participate in the investigation.

i. Designate a Certified Fire Inspector II or Plans Examiner to provide a preliminary review to verify all construction has required fire protection and life safety features. The DLA FPE will conduct a technical design review and has final approval for 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. These must be IAW UFC 3-600-01 (Reference (l)) and applicable NFPA Fire Codes (Reference (i)). At non-DLA host sites, the AHJ is the host agency.

j. Have DLA FPE perform tasks that exceed the Fire Prevention Office level of expertise or certification.

k. Develop a Fire Warden Program and solicit points of contact from each organization. Organizational supervisors assign only competent persons qualified to exercise leadership. Supervisors designate a primary and alternate Fire Warden in writing to the Fire Prevention Office and provide updates immediately when personnel change.

8. HOST AUTHORITY HAVING JURISDICTION (AHJ) will:

a. A host installation may assume AHJ duties if DLA is a tenant and no agreement is in place with that host to delegate AHJ duties to the DLA FPE. The DLA FPE is responsible for AHJ duties for projects involving fire suppression, fire alarm evacuation systems, automatic fire detection systems, mass notification, life safety, fire zoning, design specifications, and fire protection drawings and working plans.

b. The F&ES Programs and Policy resides within the office of HQ, DM Security and Emergency Services, under the Fire and Emergency Program Manager. At non-DLA hosted sites, the AHJ is the host agency.

9. FIRE WARDEN will:

a. Attend initial and semi-annual refresher training conducted by the Fire Prevention Office. Depending on trends, the Fire Prevention Office may increase training frequency. Local needs, trends, or problems determine the exact topics of the training.

b. Comply with the Fire Warden Program.

c. Be responsible for the Fire Prevention Program and evacuation procedures for their work area during an incident.

d. Ensure all personnel in assigned buildings or areas of responsibility are familiar with provisions of all emergency and non-emergency evacuation plans. This includes fire and natural and man-made disasters outlined in the applicable facility Occupant Emergency Plan (OEP).

e. Ensure all mobility-impaired employees know emergency procedures and assign a primary and alternate assistant.

f. Post emergency evacuation plans at exits and prominent areas throughout the building. Evacuation plans must include a building floor diagram indicating all exits, instructions to follow in case of fire, assembly points, and names of area fire wardens. Color-code the diagram to differentiate primary and alternate evacuation routes. The diagram must include a legend. The Fire Prevention Officer approves evacuation programs before posting.

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

h. Disseminate emergency procedure information throughout the work areas.

i. Perform daily inspections of assigned work areas noting, correcting, and reporting fire hazards, deficiencies, discrepancies, oversights, or problems to the Fire Prevention Office.

j. Perform a monthly visual inspection of fire extinguishers within the assigned work area. Annotate the inspection on the inspection card on the fire extinguisher, the monthly fire inspection report, and report any discrepancies to the Fire Prevention Office. Check fire extinguisher hose for cracks or breaks, pressure level in the safe zone (normally identified by a needle within a green zone), large dents, and intact pin tamper tags.

ENCLOSURE 3PROCEDURESCHAPTER 1 - ADMINISTRATION AND ENFORCEMENT1. AUTHORITY

- a. The guidance in this Manual support and follow the directions in DLAI 4308 (Reference (b)).
- b. The Installation Fire Chief or F&ES designee administers and enforces the Fire Prevention Program.
- c. The Installation Fire Chief has the authority to delegate to other qualified individuals the powers necessary for the proper administration and enforcement of the Fire Prevention Program.
- d. The Installation Fire Chief must have authority to inspect, at all reasonable times, any building or premises for dangerous or hazardous conditions or materials. The Installation Fire Chief must have authority to order any person to remove, remedy, or abate such dangerous or hazardous condition or material. Any person failing to comply with these orders is in violation of the program.
- e. The Installation Fire Chief, or persons authorized to enter and inspect buildings, structures, vehicles, and premises, must have proper credentials.
- f. The Installation Fire Chief must 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 Installation Fire Chief must have the authority to take custody of all physical evidence relating to the cause of the fire, explosion, or other hazardous condition. Appropriate security personnel must review confidential information before it becomes part of the public record.
- g. The Installation Fire Chief will 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 Installation Fire Chief will have the authority to ensure appropriate public fire safety education programs and to disseminate messages to the installation population.
- i. The Installation Fire Chief and AHJ must have the authority to review all fire related programs and specifications to ensure compliance with applicable fire, UFC and life safety codes and standards.

2. GENERAL

a. Highly Protected Risk Criteria: DLA is committed to providing a level of fire protection, loss prevention, and risk management consistent with the best-protected class of industrial risks, commonly referred to as “highly protected risk” or “improved risk.”

b. If a situation exists not covered by the provisions of this manual, the codes and standards in UFC 3-600-01, 3-601-02, and NFPA Codes will apply. Consult with the Fire Chief when there is doubt about proper procedures, solutions to fire protection, or prevention.

c. F&ES personnel will use their equipment only for firefighting or training. Any operation outside of firefighting or training that affects fire protective equipment including hydrants, fire alarms, sprinklers, fire pumps, etc. is prohibited without prior coordination through F&ES and Chief, Installation Management Division.

3. APPLICATION

a. This Manual will 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 must 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 relevant criteria contained in those standards and codes and listed in this Manual are considered a part of this program.

d. Where the requirement differs between this Manual and referenced documents, the more stringent requirements must apply.

e. Buildings in existence or permitted for construction before the adoption of this Program will comply with the provisions herein or in the noted references. Existing buildings or installations that do not comply with the provisions of the published references in this Manual will remain in use, unless the AHJ determines that the lack of conformity with these codes and standards presents an imminent danger.

f. Buildings permitted for construction after the adoption of this program must 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, must be treated as buildings and comply with this program.

h. The building area impacted by SRM must 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 must 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 must comply with the more stringent UFC requirements for the occupancy classification involved.

4. EQUIVALENCIES AND ALTERNATIVES

a. Nothing in this Manual 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 must comply with Section 1-8 of UFC 3-600-01.

b. Consider buildings with alternative fire protection features approved by the AHJ as conforming to this program.

5. OCCUPANCY

a. Occupancy and sub-classifications, as defined, must comply with NFPA 101, Life Safety Code.

b. DLA FPE or Fire Chief with approval from the HQ AHJ, will issue an occupancy certificate, if a facility meets all applicable codes and regulations.

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

d. Occupied existing buildings at the time of adoption of this program must remain in use if they meet the following conditions:

(1) The occupancy classification remains the same.

(2) No hazardous conditions exist that would constitute imminent danger to life or property.

e. Do not occupy buildings or portions of buildings during construction or SRM project execution if means of egress are impaired or required fire protection systems are out of service. *Exception: Routine maintenance or repair.*

f. Any change in use or occupancy classification must initiate a reanalysis for compliance with UFC 3-600-01.

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, follow NFPA 101 and UFC 3-601-02. Maintain such components continuously IAW NFPA requirements or as directed by the AHJ thereafter.

b. Remove any non-required system that creates an unsafe or hazardous condition.

c. Maintain or remove existing life safety features obvious to the public, if not required by this program, NFPA 101, or UFC 3-600-01.

d. Only trained and qualified personnel must perform testing, maintenance, and inspection of all fire protection systems to comply with UFC 3-601-02 “Personnel Qualifications” and witnessed by the Fire Prevention Office. Perform and witness testing, maintenance, and inspection of systems at specific intervals IAW 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.

e. Because UFC 3-601-02 is based on reliability-centered maintenance concepts, its routine Inspection, Testing, and Maintenance task frequencies are often less stringent than codes and standards such as NFPA 25. In case of conflicts between NFPA and UFC 3-601-02, the UFC inspection, testing, and maintenance frequencies prevail.

7. RECORDS AND REPORTS

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

b. The Fire Prevention Office must receive a copy of all inspection, testing, and maintenance records on fire protection or life safety systems.

c. The preferred method is to store all such records in digital form on network drives. Such locations will be accessible to maintenance staff, the Fire Prevention Office, and the AHJ. Clearly explain file, folder, path, and directory-naming conventions in a “read me” file.

8. FIRE REPORTING AND FALSE ALARMS

a. Upon discovering any fire, regardless of magnitude, 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 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 unwanted fire, even though it has apparently been extinguished, must immediately notify the fire department of the existence of such fire, circumstances of same, exact location, and any other relevant information.

c. There must be no delay in reporting an emergency to the fire department.

d. No person will maliciously sound an alarm of fire.

9. TAMPERING WITH FIRE SAFETY EQUIPMENT

a. No person will render any portable or fixed fire-extinguishing system, device, or any fire warning system inoperative or inaccessible. *Exception: Fire department personnel or licensed certified technicians have this authority as necessary during emergencies, maintenance, drills, testing, restorations, or renovations.*

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

c. No person, except those authorized by the Chief of Security and Emergency Services will 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.

10. PROGRAM REVIEW

a. Submit construction documents e.g., blueprints, specific programs, complete scope of work, and approved shop drawings for new, modification, renovations or rehabilitation to the AHJ and Fire Prevention Office for review.

b. It is the responsibility of the applicant to ensure meeting these conditions.

c. Construction documents include the following fire protection requirements:

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

(2) Provide construction documents 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 must be reviewed during each phase by the FPE and Fire Prevention Office.

d. It is 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 acceptance or providing reasons for non-acceptance.

e. Review and approval by the Fire Chief must 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 must be prepared and re-submitted for review and approval to illustrate corrections or modifications necessitated by field conditions or other revisions to approved programs.

g. Review all construction documents with consideration given to all building components directly or indirectly related to life safety, egress, and fire protection systems. This review, at a minimum, must be IAW the following:

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

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

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

(4) All applicable NFPA codes

h. Use additional programs, where applicable, depending on the scope of the project in addition to any special hazards or design elements.

11. NOTICE OF VIOLATIONS

a. The Fire Chief must issue a written notice confirming all findings.

b. The Fire Chief must 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 must be sent to the DF Site Director and the Safety & Occupational Health office (DM-O).

c. Forward non-compliance notices to the DF Site Director for resolution.

PROCEDURES

CHAPTER 2 - SPECIFIC PROVISIONS

1. BUILDING EVACUATION

a. All personnel must immediately leave the building when notified of a known or perceived fire emergency. This notification will come from building management or other authorized person by electronic mass notification system message, fire alarm, public address announcement, or verbal order.

b. Direct personnel 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. Conduct emergency egress and relocation drills IAW the NFPA 101 (Reference (i)). Conduct drills as often as the Fire Chief deems necessary.

b. Hold emergency evacuation and relocation drills, conforming to the frequency provisions of DLAI 4308, with sufficient frequency to familiarize occupants with the drill procedure and to establish proper response as a matter of routine.

c. Do not use “real world” fire alarm activations in place of fire evaluation drills.

(1) Emergency evacuations are not evaluated and alarm activations are normally mitigated before 100% accountability of building personnel.

(a) Fire department personnel must meet with Fire Wardens after an emergency evacuation to discuss any deficiencies noted during egress.

(b) Address and correct any deficiencies.

(2) The purpose of emergency egress and relocation drills is to prevent the loss of life by educating participants in the fire safety features of the building, the egress facilities available, and the procedures to follow.

d. Responsibility for coordinating and conducting drills must be conducted by fire department personnel or as approved by the Fire Chief.

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

f. Conduct drills at expected and unexpected times and under varying conditions to simulate the unusual conditions that can occur in an actual emergency.

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

h. During all evacuations, supervisors will perform an employee headcount. If individuals are not located, the supervisor will verbally notify the incident commander immediately.

i. Maintain all fire drill records, including any maintenance required because of a fire drill, IAW Chapter 1 paragraph 7.b of this Manual.

3. OPEN OUTDOOR FIRES, INCINERATORS, AND OUTDOOR FIREPLACES

a. The Fire Chief must approve all outdoor fires in advance, and a hot work permit will be issued during the outdoor fire.

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

c. Do not allow the use of charcoal, liquefied petroleum gas (LPG) grills, cookers, or outdoor stoves, without a valid hot work permit issued by the Fire Prevention Office.

d. Do not use charcoal, LPG grills, cookers, grease fryers or outdoor stoves on combustible balconies/overhangs or within 10 feet (3 meters) of combustible patios on ground floors.

e. LPG cylinders having water capacities greater than 2 1/2 lb. (1 kg) [nominal 1 lb. (0.5 kg) LPG capacity] must 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.

- *Exception: Family housing can use these devices as long as they comply with 4.d & e.*

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

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

4. GENERAL FIRE DEPARTMENT ACCESS must comply with NFPA 1 and UFC 3-600-01.

5. ACCESS CONTROL

a. The AHJ will have the authority to request the installation of an access box in a convenient location for entry into secure structures or areas.

- b. The access box must be a type approved by the Installation Chief, Security and Emergency Services and must contain keys or other devices necessary to gain access.
- c. The operator of the premises must 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 must be under the fire department Key Control Officer.

6. FIRE PROTECTION MARKINGS

- a. New and existing buildings must have approved address numbers placed in a position plainly legible and visible from the street or road fronting the property. These numbers must contrast with their background. Address numbers must be Arabic numerals or alphabet letters. These numbers must be a minimum of 4 inches in height with a minimum of a 3/4-inch stroke.
- b. Provide signage for stairs serving five or more stories and elevators IAW NFPA 101.

7. VACANT BUILDINGS

- a. Any person owning, or assigned with the responsibility of managing a vacant building(s), must 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. Maintain all required fire detection, sprinkler, and standpipe systems in operational status in vacant buildings or coordinated with Chief Installation Management if inactivated. Maintain associated water-flow and sprinkler supervisory alarm systems. *Exception: As approved by the Fire Chief or AHJ.*
- c. The Fire Chief must 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 IAW NFPA 25, before restoring it to service to ensure system integrity.

PROCEDURES

CHAPTER 3 - CONSTRUCTION

1. CONSTRUCTION AND SRM 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. Coordinate construction projects with the Fire Prevention Office and DLA FPE before advertising, bidding, or authorizing to proceed with construction. Review projects at regular design phases, but more often if necessary.
- c. The DLA HQ FPE, who is the AHJ, must receive and approve all fire protection projects with assistance from Major Subordinate Command Fire Prevention Office personnel. The DLA FPE will approve the installation of any Fire Protection system.
- d. Do not conceal any area of a facility or structure that is subject to inspection until the inspection has been completed and approved.
- e. Whenever a facility or structure (subject to inspection) is covered or concealed, the Fire Chief will have the authority to require the work be exposed for inspection. Notify the Fire Chief when the facility or structure is ready for inspection. The Fire Chief will direct the Fire Prevention Office to conduct the inspection within a reasonable period.
- f. When any construction or installation work is in violation of this program or specifications as approved by the FPE, the Fire Prevention Office will issue a written notice to the responsible party. The notice will state the nature of the violation and work will stop in that area until corrected. The Fire Prevention Office will 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 IAW UFC 3-600-01, NFPA, and this program for flame spread and smoke development. Consider fire retardant chemicals listed by recognized testing laboratories for treatment of existing interior finish material.
- i. Furnishings, furniture, and contents in buildings and structures must comply with 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 must comply with UFC 1-200-01, General Building Requirements, International Business Code, and UFC 3-600-01.

b. IAW UFC 3-600-01 and NFPA Codes for Design and Construction, treat temporary structures, portable structures, trailers, and vessels as permanent structures when the intended use exceeds 180 days or more. Construction contractors are exempt from this provision.

c. IAW UFC 3-600-01, use the International Business Code 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 must comply with applicable UFC and NFPA code or standards.

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 must comply with all applicable sections of the UFC and NFPA 80, *Standard for Fire Doors and Other Opening Protectives*.

5. SLEEPING AREAS

a. Use only approved barrack or quarters as sleeping facilities. All exceptions require 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. Do not use any building space not served by a standard stairway as a sleeping area. Permit the use of below-grade basement areas for living and sleeping when there is a second means of escape in compliance with NFPA 101.

6. DETECTION, NOTIFICATION, AND SUPPRESSION SYSTEMS

a. Fire Alarm Reporting Systems. Connect fire alarm systems to the fire alarm reporting system as a means to automatically and manually report fires to a central alarm location. They must comply with NFPA 72.

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

c. Sprinklers. Install all automatic sprinkler systems for DLA projects with schedule 40 piping IAW 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. The following paragraphs cover the use of heaters purchased locally, privately owned, and installation management installed heating units.
- c. Installation Management Division personnel or approved contractor personnel will service, install, and maintain heating units installed in buildings or structures.
- d. All building heating equipment will be labeled 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 NFPA 70.
- e. Maintain clearances of 36 inches (1m) between heating equipment and combustible material at all times. Clearances for listed equipment will not be less than the minimum given in the listings. The National Fire Code will indicate and govern the clearances of existing unlisted equipment.
- f. The use of un-vented hydrocarbon-fueled heated appliances inside buildings is prohibited. Hydrocarbon fuels include natural gas, gasoline, fuel oil, alcohol, 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 the Installation Fire Chief gives prior approval, and only if the use is temporary and held to a minimum. These 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 relevant sections of the National Fire Codes and the unit is specifically listed and/or approved for such installation.*
- h. Using any portable heaters on the installation, including areas such as offices, motor pools, maintenance shops, buildings and structures are prohibited unless the Fire Chief, or designee, approves and grants the request in writing.
- i. Provide covered metal containers for ashes where solid fuels are used.

- j. The Fire Prevention Office must approve the use of all portable heating devices.
- k. Portable heating devices must comply with the following requirements:
 - (1) Electrically powered
 - (2) UL or FM listed
 - (3) Installed tip-over protection that automatically shuts the unit off.
 - (4) Output wattage rating not exceeding local installation policy
 - (5) A standard electrical cord and plug compatible with the intended outlet.
- l. Portable heaters that comply with 4-1.10.1 must have a three-foot clearance from easily ignitable materials.
- m. Disconnect portable heaters from the outlet whenever the heater is not in use and at the end of the working day.
- n. The Fire Chief, or designee, must approve the use of open-flame heating in any area.
- o. Do not store combustible materials 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 applies to new, existing, permanent, or temporary electrical appliances, equipment, fixtures, or wiring.

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

- b. NFPA 70 (National Electrical Code) sets 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. Report defective electrical equipment 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, such as UL or FM. Do not use electrical appliances used outside approved break rooms so that systems furniture or outlets are not overloaded.
- e. Do not leave any heat producing electrical appliances unattended while in use.

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

g. Tag or otherwise identify permanent wiring at its termination and junction points as “Abandoned in Place” or remove from all accessible areas and insulate from contact with other live electrical wiring or devices.

h. Do not use extension cords as a substitute for permanent wiring.

i. Do not attach extension or flexible cords to structures; extend through walls, ceilings, or floors, or under floor or floor coverings; or be subject to environmental or physical damage.

j. Plug power strips directly into an outlet and do not daisy chain 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.

k. Maintain proper clearance of 36 inches (1m) around all indoor panel boards and transformers.

3. HOUSEKEEPING

a. Effective housekeeping is an essential fire prevention tool; effective guidelines for housekeeping follow:

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

(2) Dispose rubbish and scrap materials in properly identified noncombustible cans, bins, or receptacles. All places of public assembly must 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 (3m) from any building. Keep dumpster lids closed to comply 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. Do not prop open fire doors that do not have automatic releases at any time.

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

b. Keep attics and concealed spaces clean. Do not use attics without sprinklers for storage, except in family quarters.

4. COMBUSTIBLE VEGETATION

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

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

c. Do not allow combustible vegetation to obstruct corridors, exit ways, or other means of egress.

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

5. SEASONAL DECORATIONS

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

b. All seasonal or temporary decorations must not obstruct fire protection feature such as exits, signage, extinguishers, and sprinklers and must be made of non-combustible materials. Natural materials must not be used unless treated with fire retardant chemicals that are listed by recognized testing laboratories designed for the treatment of existing interior finish material and approved by the Fire Chief or designee.

c. Christmas trees, if approved by the Fire Chief or designee, 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 must have a straight fresh cut of at least 1/2 inch. (13 mm) above the end before placing the tree in a stand to allow the tree to absorb water. Place the tree in a suitable stand with adequate water. Maintain the water level above the fresh cut and inspect it at least once daily. Remove the tree from the building immediately upon evidence of dryness.

d. Only use approved UL or FM listed Light Emitting Diodes electrical lights and wiring on seasonal decorations, Christmas trees, and similar decorations.

e. Do not use electrical lights on metal artificial trees.

- f. Do not use candles, candle warmers, or scented plug-ins of any type.

6. SPECIAL OUTDOOR EVENTS, PICNICS, CARNIVAL, AND FAIRS

a. IAW NFPA, the Fire Chief will 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 designee, is highly recommended.

b. The Fire Chief must 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 will provide a minimum of one portable fire extinguisher appropriately sized for the specific hazard IAW NFPA 10, Standard for Portable Fire Extinguishers, NFPA 1, Fire Code, and Chapter 6.2 of this Manual.

d. Electrical equipment and installations must comply with Chapter 4.2 of this Manual.

e. Find egress requirements during special events in NFPA 1, Fire Code (Special Outdoor Events, Carnivals, and Fairs).

PROCEDURESCHAPTER 5 - SPECIAL HAZARDS1. FLAMMABLE AND COMBUSTIBLE LIQUIDS

- a. All flammable and combustible liquid storage, handling, transfer, and dispensing must be in conformance with the requirements of NFPA 30 and NFPA 30A.
- b. Do not use flammable liquids for cleaning equipment parts. Use only nonflammable cleaners or solvents or water-solvent detergents.
- c. Do not use flammable liquid to clean or refinish floors, desks, or other furniture and furnishings.
- d. Do not discharge or allow the accumulation of gasoline, oil, or other flammable liquid into or around storm drains or sanitary sewers.
- e. Flammable liquids will not be stored in places of public assembly, club, barracks, transient quarters, CDCs, or building classified as sleeping quarters.
- f. Use gasoline only as fuel. Fueling operations must comply with NFPA 30 and NFPA 30A.
- g. Store day-to-day stocks of flammable liquids in designated areas with approved lockers and comply with applicable UFC 3-600-01 sections and NFPA 30. Storage lockers will be well ventilated and marked to indicate the storage of flammable liquids. Ground and clearly mark containers to indicate the nature of the contents.
- h. Flammable storage cabinets for indoor storage of flammable liquids must not be ventilated. Locate flammable storage cabinets in designated areas approved by the Fire Chief. The cabinet must at least 35 feet away from 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, all fueling and proof firing of unit must be conducted outside the building immediately before use of the burner. If fuel is to be stored in the building, a flammable liquids storage room IAW NFPA 30 is required.
- j. Park tank vehicles used for transporting flammable or Class II combustible liquids in groups of three or less with a 50-foot separation between groups. Select parking areas that allow access to the vehicles from all sides for firefighting operations and so that 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 transit will not be on site for longer than 24 hours. Products in any storage location longer than 24 hours are considered “stored” and must comply with Chapter 5.2 of this Manual as applicable.

l. Powered industrial trucks, usage, and locations must be classified IAW NFPA and NFPA 505 Annex B.

2. HAZARDOUS CHEMICALS

a. Hazardous and flammable materials, including pesticides, must be identified, labeled, handled, and stored IAW applicable UFC and NFPA standards.

b. Only trained personnel are authorized to handle hazardous materials.

c. Move damaged or leaking containers immediately to a safe place, and if possible, place the contents into a properly sealed container. Properly dispose of the damaged container IAW legal and local 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 fire department of all hazardous material releases.

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

e. Smoking is prohibited in the following locations.

(1) Within 25 feet of outdoor storage areas, dispensing areas, or open use areas.

(2) In rooms or areas where hazardous materials are stored, dispensed or used in open systems in amounts requiring a permit IAW Section 1.8 of NFPA 400.

3. HAZARDOUS GASES. Hazardous gases must be stored and handled under appropriate UFC and NFPA standards.

4. EXPLOSIVES, BLASTING AGENTS, AND PYROTECHNICS. Store explosives, blasting agents, and pyrotechnics under appropriate UFC and NFPA standards.

5. AMMUNITION. Handling and storage of all ammunition types must be IAW DoD 5200.8-R (Reference (g)), DLAM 5200.08 (Reference (d)), and NFPA 495 (Reference (i)).

6. HAZARDOUS CARGO. Notify F&ES of all non-routine proposed bulk transfers of explosives, oil, gasoline, or other hazardous materials. Such transfers must be subject to applicable programs, installation instructions, and orders. All fire precautions will be observed. Develop a fire watch plan, approved by the Fire Chief, and utilize proper fire safety equipment. The Fire Chief will determine if, under special or unusual conditions, firefighters and apparatus are required for stand-by.

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 must 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 must receive proper training provided by F&ES before starting the project. This training can be completed during a pre-construction meeting or in any manner approved by the Fire Chief.

b. Carefully handle oxygen, acetylene, and other fuel gases and secure cylinders by lashing, strapping, chaining, or clamping in an upright position. Cylinders must be capped and secured during storage or while in transit.

c. Inspect oxygen and fuel gas systems that are frequently in use and look for evidence of leaks in hoses, couplings, valve stems, fittings, and other points in the system.

d. Keep oxygen cylinders 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. Close the valves on cylinders containing acetylene and oxygen whenever the equipment is 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 power source.

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 the fire department and the Installation Safety Office.

8. HOT WORK PERMITS

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

b. Notify the Fire Prevention Office before any cutting or welding takes place outside of an established shop or designated hot work area. Do not allow any cutting or welding 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 granted for extended periods not to exceed thirty (30) days for all work areas that have been inspected for fire safety.

c. The Fire Prevention Office must inspect the work site before work commences to ensure all necessary fire prevention precautions are in place. When the operation passes inspection, the DLA approved Hot Work Permit (with appropriate instructions from NFPA and OSHA) will be completed and signed by the inspector, and kept on site for the duration of the operation.

d. A properly instructed fire watch monitor who is equipped with the proper size and type of fire extinguisher will remain in the immediate area where the welding, cutting, or soldering is conducted IAW NFPA 51B.

e. Each operation and work site requires a separate inspection and permit. The Fire Prevention Office will retain a copy of all hot work permits and will record it into the F&ES records management system.

9. COOKING

a. Cooking is permitted only in authorized locations.

b. Cooking or use of coffee pots, hot plates, electric frying pans, toasters, toaster ovens, crockpots and similar small electrical appliances are not permitted in office cubes, meeting or conference rooms, private offices, private rooms, or transient housing areas and similar buildings. The local fire department may authorize microwave ovens, coffee pots, and toasters approved for use in community breakrooms, transient housing areas, and facilities if the installation management finds the electrical power supply is adequate.

c. Hoods and associated duct systems over commercial cooking equipment that emit grease-laden vapors or smoke in clubs, snack bars, cafeterias, and other large food preparation facilities must be protected and serviced, IAW NFPA 96. The cleaning and inspection must be in full accordance with Enclosure 4 of this Manual.

d. Exhaust systems over cooking surfaces that emit smoke or grease-laden vapors will have removable noncombustible filters or listed grease extractors. Cooking will not commence unless all filters are in place. Clean, replace and inspect filters frequently. Depending on and type of cooking, it may be necessary to clean filters daily.

e. Hoods and ductwork over cooking surfaces must be inspected IAW 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 must be equipped with fire suppression systems IAW UFC 3-600-1 and NFPA 96.

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

h. IAW NFPA 1, do not use hibachis, grills, or similar appliances used for cooking, heating, or other purpose on balconies or under overhangs, or within 10 feet. (3 m) of any structure.

i. For cooking operations not taking place at installation dining facilities, keep a hot work permit on the premises until cooking is complete. Extinguish coals before vacating the area.

10. OPEN FIRES

a. Open fires are not permitted on DLA-operated installations unless express approval is first obtained from the Installation Fire Chief.

b. Controlled burning of brush or grasslands will be done with the approval of the Installation Fire Chief, and after taking appropriate land management precautions. Compliance with all local, state, and federal air pollution regulations is required.

c. Burnishing wood with 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 in any building is prohibited

11. CHILD DEVELOPMENT CENTERS (CDCs)

a. The Fire Prevention Office will conduct a monthly inspection of all DLA CDC facilities IAW DLAI 4308 (Reference (b)) and Child and Youth Program guidelines.

b. The Fire Prevention Office will conduct monthly fire evacuation drills at all DLA CDC facilities.

c. The Fire Prevention Office ensures adequate fire prevention practices are in place at all DLA CDC facilities.

d. CDC design projects must comply with UFC 4-740-14 (Reference (n)).

12. DLA HOUSING OCCUPANTS

a. The Fire Prevention Office will coordinate with DLA housing representatives to attain an updated list of housing occupants and schedule a housing fire prevention orientation.

b. The housing orientation must include:

(1) An overview of services provided by the fire department.

(2) Contact phone numbers and emergency reporting.

(3) A smoke detector and fire extinguisher demonstration.

(4) An overview of NFPA's *Exit Drills In The Home* (E.D.I.T.H) program.

(5) A joint fire safety inspection with the occupant.

c. Do not store gasoline in family quarters. Store gasoline (in containers or in equipment with fuel tanks) in an outside building, garage, or approved cabinet designed for flammable liquid storage.

d. Keep gasoline in closed or capped approved unvented containers. The container must not be stored below grade, in a basement, or near an ignition source.

PROCEDURES

CHAPTER 6 - FIRE PROTECTION EQUIPMENT

1. FIRE HYDRANTS

- a. Do not park vehicles or equipment within 15 feet of a fire hydrant.
- b. Only use fire hydrants for their intended purpose. Only authorized personnel using standard hydrant wrenches will open or close fire hydrants.
 - c. When no other source of water is available at construction sites and water is required for construction purposes, the site's Installation Fire Chief or Chief, Installation Management Division can grant the use of a fire hydrant as a source of water. In such cases, a written notice (fire hydrant permit) is issued and is subject to the following:
 - (1) Limit fire hydrant connections to one 1-1/2 inch hose.
 - (2) Make each connection 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 fire department is not required to furnish hose, valves, or other supplies.
 - (4) If the Chief, Installation Management Division grants permission, notify the fire department as soon as possible.
- d. Immediately report leaking, damaged, or defective fire hydrants to the fire department or the Installation Management Division to initiate repair. All repairs and maintenance must be IAW UFC 3-601-02 (Reference (m)).
- e. When a fire hydrant is out of service for any reason, notify the fire department immediately. Mark out-of-service hydrants IAW NFPA 291. Notify F&ES immediately when an out-of-service hydrant is back in service.

2. FIRE EXTINGUISHERS

- a. Determine placement of fire extinguishers using NFPA 10 Standard for Portable Fire Extinguishers (Reference (i)) and comply with all other NFPA and UFC requirements. Fire Prevention personnel, taking into consideration the NFPA codes and standards, the work activity, and building layouts will make a determination of fire extinguisher requirements and placement. When work activities change or a building modification has taken place, ask Fire Prevention to conduct an inspection to determine if the extinguisher placement is adequate.

- b. Do not move fire extinguishers between buildings or from one location to another within a building or structure without approval from the Fire Prevention Office.
- c. Periodically train designated personnel how to use portable fire extinguishers as required by NFPA 101 (Reference (i)) and OSHA CFR 1910.157 (Reference (j)).
- d. Fire wardens will inspect fire extinguishers once every 30 days IAW NFPA 10 (Reference (i)). Remove extinguishers found to be unserviceable for inspection by F&ES or a certified company.
- e. Conduct fire extinguisher inspection, testing, and maintenance IAW NFPA 10 (Reference (i)).
- f. UFC 3-600-01 (Reference (l)) states portable fire extinguishers are no longer required in most occupancies if they are equipped with automatic sprinklers and a fire alarm system. DLA Fire Chiefs should make a plan to remove extinguishers in areas that meet this criterion. The plan should identify which facilities will lose extinguishers and provide a timeline for removal.

3. FIRE ALARM CONTROL PANELS

- a. Access to, and operation of, fire alarm control panels must be restricted to properly trained and certified personnel IAW NFPA 72 (Reference (i)).
- b. Personnel requiring access without the proper credentials must consult with the site Installation Fire Prevention Office or appropriate Installation Management Division.
- c. Inform the Installation Fire Prevention Office of any modification to a fire alarm system or its components.

ENCLOSURE 4

COMMERCIAL KITCHEN EXHAUST HOOD & DUCT SYSTEM CERTIFICATION
INSPECTION AND CLEANING PROCEDURES



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 must be locked out.

Components of the fire suppression system must not be rendered inoperable during the cleaning process. Fire-extinguishing systems must 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 must not be used.

Cleaning chemicals must 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 must be cleaned to remove combustible contaminants before 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 must 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 must be provided. A service company label or tag preprinted with the name of the company and giving the date of inspection or cleaning must 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. Yes No

Comments

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. Yes No

Comments _____

OSHA Approved Ladder –Interior or exterior roof access ladders for access to exhaust fans placed at proper angle with three rungs above the 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 must 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 must be maintained on the premises and with the fire prevention office.

After cleaning or inspection is completed, the exhaust cleaning company and the person performing the work at the location must 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
FPE	Fire Protection Engineer
MSC	Major Subordinate Command
NFPA	National Fire Protection Association
SRM	Sustainment Restoration and Modernization
UFC	Unified Facility Criteria

PART II. DEFINITIONS

Acceptance Test. Test performed on newly installed fire protection system to document the complete and satisfactory system operation IAW National Fire Protection

Authority Having Jurisdiction. 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 that 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.

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 that seeks to prevent fires through education, inspection, enforcement and investigation.

Fire Prevention Orientation Program. A public fire education program for all new installation employees and housing occupants that 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. Flammable and combustible liquids are liquids that can burn. They are classified, or grouped, as either flammable or combustible by their flashpoints. Generally speaking flammable liquids will ignite (catch on fire) and burn easily at normal working temperatures. Combustible liquids have the ability to burn at temperatures that are usually above working temperatures.

There are several specific technical criteria and test methods for identifying flammable and combustible liquids. Under the Workplace Hazardous Materials Information System (WHMIS) 1988. Flammable liquids have a flashpoint below 37.8°C (100°F). Combustible liquids have a flashpoint at or above 37.8°C (100°F) and below 93.3°C (200°F).

Flammable and combustible liquids are present in almost every workplace. Fuels and many common products like solvents, thinners, cleaners, adhesives, paints, waxes and polishes may be flammable or combustible liquids.

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, 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 fire department that 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. Categorizes structures based on their usage and are primarily used for building and fire code enforcement.

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

Public Fire Education. A fire prevention strategy that seeks to improve human fire safety behavior by teaching and disseminating fire protection information.

Qualified Personnel. A competent and capable person or people who meet the requirements and training for a given field acceptable to the AHJ.

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 most senior fire department official on an emergency or non-emergency incident.

SRM. A management program overseeing the sustainment, restoration and modernization of buildings to extend their useful life.

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 IAW USD (AT&L) Memorandum dated 29 May 2002.