



DEPARTMENT OF THE ARMY
HEADQUARTERS
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
FORT LEONARD WOOD, MISSOURI 65473-5000

FLW Regulation
No 420-2

15 August 2002

Facilities Engineering
POST FIRE REGULATION

Summary. The change to this regulation reflects transition to the United States Army Maneuver Support Center and Fort Leonard Wood, (MANSCEN & FLW) and incorporates C1 into basic regulation.

Applicability. This regulation applies to all personnel who live, work, or visit on Fort Leonard Wood. This regulation also applies to tenant units and United States Army Reserve Centers (USARCs) that are supported by this installation.

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by Headquarters, MANSCEN.

Suggested Improvements. The proponent agency of this regulation is the Directorate of Public Works (DPW). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to DPW, ATTN: ATZT-DPW-F, 1334 First Street, Fort Leonard Wood, MO 65473-8944.

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\*This regulation supersedes FLW Reg 420-2, dated 1 October 1998 and FLW Reg 420-2, C1, dated 7 September 1999.

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1. Purpose. This regulation gives policies and procedures for instituting sound fire prevention for the installation, as prescribed by AR 420-90. This regulation applies to all personnel who live, work, or visit on Fort Leonard Wood. This regulation also applies to tenant units and United States Army Reserve Center (USARC) that are supported by this installation.

## 2. References and Forms.

### a. Required References.

(1) AR 420-90 (Fire and Emergency Services). Cited in paragraphs 1 and 9f.

(2) AR 608-10 (Child Development Services). Cited in paragraph 6a(2)(b).

(3) Fire Prevention Requirements for Contractors. Cited in paragraph 7b.

### b. Related References.

(1) Military Handbook 1008-Series.

(2) NFPA 10 (National Fire Prevention Association, Portable Fire Extinguishers).

(3) NFPA 495 (National Fire Prevention Association, Explosive Materials Code).

(4) OSHA 1910.252 (Occupational Safety and Health Act, Fire Prevention and Protection).

(5) Resource Conservation and Recovery Act.

### c. Referenced Forms.

(1) DA Form 4283 (Facilities Engineering Work Request).

(2) DA Form 5383-R (Hot Work Permit).

(3) FLW Form 132 (Area Fire Marshal (AFM) and Building Fire Warden (BFW) Fire Inspection Checklist).

(4) FLW Form 962 (Fire and Emergency Services Division).

3. Explanation of Acronyms. The acronyms and abbreviations used in this regulation is explained in the glossary.

4. Standards. Fire protection standards developed by recognized professional organizations will apply to conditions not specifically covered by this regulation or other Army publications. Such organizations include, but are not limited to, the American Insurance Association, Factory Mutual (FM), and the National Fire Protection Association (NFPA). Hazardous conditions for which no guidelines have been developed will be corrected by actions recommended by the Fire Marshal and the Fire Chief.

## 5. Fire Reporting.

a. All fires shall be reported to the fire department, regardless of size, amount of damage, and whether or not they have been extinguished. All fires will be investigated by the fire department, except where permits for controlled burns have been issued.

b. To report a fire dial 9-1-1.

c. When reporting an emergency provide the following to the fire alarm dispatcher:

(1) Location, building number, name of street, name of building, (such as Post Exchange, Hoge Hall, Lincoln Hall, Clarke Library, etc.).

(2) The type of emergency (fire, medical, chemical spill, gas leak, etc.).

(3) Give your name and a call-back telephone number.

(4) Stay on the line until the dispatcher tells you to hang up, if safety allows.

(5) Have someone meet the fire department on arrival for additional information.

d. Emergency phone stickers will be affixed to all Government phones. Stickers can be obtained from the fire department.

## 6. Fire Drills.

a. Conduct fire drills to practice actions needed in case of fire. Use good safe judgment in deciding what actions to take and what actions to simulate. Fire alarm systems will not be activated unless the fire department is present for the fire drill.

(1) Area Fire Marshals/Building Fire Wardens may conduct fire drills. Prior notification must be given to the fire department (596-0883).

(2) The frequency of mandatory fire drills is as follows:

(a) Training units will conduct a fire exit drill during the first week of each training cycle and another drill the second half of the cycle.

(b) Child care facilities will conduct fire drills in accordance with (IAW) AR 608-10.

(c) Permanent party military and civilian personnel will have at least one fire drill annually within their assigned work area.

b. The fire department will be notified before and after conducting fire drills.

## 7. Contractors and Concessionaires.

a. Must practice good fire prevention habits and comply with this regulation. See appendix A for checklist.

b. Contractors will appoint a responsible fire safety person by job site, name, and telephone number in writing to the fire department. Obtain from the fire department a copy of the Fire Prevention Requirements for Contractors pamphlet.

8. Yielding Right-of-Way. Firefighting vehicles responding to an emergency must be given the right-of-way. When approaching firefighting vehicles that have flashing lights and sirens operating, drive to the right side of the road (if practical) and stop. Red lights and sirens are used for emergencies only. If you are in the middle of an intersection, continue through, pull over as far to the right as possible, and then stop. Stay at least 500 feet behind responding fire vehicles.

## 9. Responsibilities.

a. Unit Commanders, Functional Managers, and Supervisors.

(1) Commanders at all levels are responsible for and must ensure an aggressive and continuing fire prevention program (FPP) is established in each activity or facility under their jurisdiction. The program will be designed to motivate personnel to a higher degree of fire prevention consciousness to eliminate fires caused by unsafe practices and procedures, misuse of smoking materials, improper use of handling of flammable liquids, willful violation of regulations, and carelessness.

(2) Each commander must be knowledgeable of fire safe practices, recognize fire hazards, and develop a written standard operating procedure (SOP) for each area of responsibility to follow if a fire occurs. Annually, in November review and update the SOP, as necessary. The SOP must cover fire evacuation, fire reporting, fire extinguisher and fire prevention training. (Example at appendix B).

b. Area Fire Marshal (AFM)/Building Fire Warden (BFW): Each command element will designate in writing one AFM and one BFW per building within area of responsibility. Alternate AFM may be appointed as needed. Furnish the fire department a copy of AFM appointment orders. Within ten working days of appointment, the AFM will arrange for an orientation briefing from the fire department.

(1) AFM duties will consist of -

(a) Acting for the commander in establishing fire-safe conditions through the development and implementation of an effective fire prevention program (FPP).

(b) Ensuring that required BFW are designated, briefed, and qualified to carry out the fire prevention program (FPP). Provide the Fire Chief an updated list of appointed BFW (Rank, Name, Building, Phone).

(c) Coordinating with the DPW on any deficiencies beyond his/her ability to correct.

(d) Conducting quarterly inspections using FLW Form 132 (Area Fire Marshal (AFM) and building Fire Warden (BFW) Fire Inspection Checklist) under his/her responsibility. (See appendix C, figure C-1.)

(e) Establishing a training schedule to ensure adequate fire prevention and fire reporting training is provided for newly assigned personnel, civilian and military.

(f) Evaluating the Commanders'/Directors' fire prevention program (FPP) IAW AR 420-90, using FLW Form 962 (Fire Inspection Checklist), with inspectors from the fire department. (See appendix C, figure C-2.)

(2) BFW duties consist of -

(a) Acting for the AFM in establishing fire-safe conditions in his/her area of responsibility.

(b) Conducting monthly inspections of buildings, using FLW Form 132, under his/her responsibility.

(c) Inspecting all fire extinguishers monthly and documenting on FLW Form 132.

(d) Inspecting all fire exit doors daily to ensure they are unlocked and pathways are unobstructed.

(e) Reporting to AFM any deficiencies beyond his/her ability to correct.

(f) Providing orientation briefings for all newly assigned personnel.

(g) Ensuring illuminated exit signs are lighted at all times a building is occupied. Replacement bulbs can be obtained at the DPW Self-Help Store, Bldg 2222.

(h) Inspecting emergency lighting fixtures monthly. Deficiencies will be reported to the DPW Service Order Desk.

(i) Immediately reporting defective installed fire protection equipment, to the fire department. Personnel will not repair or misuse installed equipment.

10. Places of Public Assembly/Business Occupancy.

a. Fire prevention in places of assembly is important since many people are involved. It calls for superior fire prevention knowledge on the part of all staff members in these buildings; they must know beyond any doubt what to do in case of emergency so they can inform patrons.

b. Managers/supervisors of public assembly places and recreational facilities must, as a minimum: (See appendix D for checklist).

(1) Establish and maintain a record that reflects that each employee is trained and understands their fire prevention responsibilities (fire reporting, fire evacuation procedures, how to activate building fire alarms/fire suppression systems, and use of portable fire extinguishers).

(2) Make daily inspections at closing time to ensure that the building is in a fire-safe condition.

(3) Inform the Fire Prevention Section (596-0886) before any special event that calls for out of the ordinary decorating schemes so they can inspect for fire safety. Examples: Halloween, Thanksgiving, Christmas, etc. Make sure that maximum building occupancy load is not exceeded.

(4) Always keep all exits and aisles clear and make sure aisles leading directly to exits are at least as wide as the exit.

(5) Keep the area outside of exits clear of ice, snow, and other items that would prevent the use of the exit.

(6) Make sure fire exits are not locked, obstructed, or secured in any manner when the building is occupied.

(7) Ensure open-flame decorations are prohibited. Exception: Candles in dining, dancing, and bar areas are permitted as long as the holders are non-combustible and have a suitable globe. Make sure that enough clearance is kept between candles and combustibles.

(8) Assist fire department personnel during "no notice" walk-through inspections, which may be conducted at the department's discretion during normal hours of operation.

(9) Ensure that all electrical fire exit lights and emergency lights are operational prior to opening the facility.

(10) Ensure facility/building occupancy capacity will not be exceeded. Exceptions may be granted by the Fire Chief for special events. For exceptions, submit a request to the Fire Chief at least one week in advance.

(11) Establish a written building fire evacuation plan which states the responsibilities of all employees and procedures to follow in the event of a fire.

11. Family Housing Occupants.

a. A fire prevention orientation is mandatory for all sponsors and will be presented as part of the DPW Self-Help briefing. Family members are encouraged to attend.

b. Occupants are responsible for testing smoke detectors monthly. Defective smoke detectors will be reported to the DPW Service Order Desk.

c. Over-the-range automatic extinguishing systems will not be tampered with. Occupants are required only to wipe off nozzles, fusible links, hood exhaust fans and range hood to prevent grease build-up. If the system discharges, notify the fire department immediately. The cabinet containing the extinguishing system will not be used for storage.

d. Storage of any kind is prohibited in the furnace/hot water heater room/areas.

e. Gasoline-operated vehicles or machinery will not be stored or repaired in quarters. Exception: Permitted in storage sheds, garages provided for that purpose.

f. Flammable liquids will not be used for cleaning purposes and will not be inside of quarters.

#### 12. Fire Extinguishers.

a. All personnel will be familiar with the location and proper use of fire extinguishers in their areas. The Fire Prevention Section (596-0886) will provide training when requested.

b. The fire department provides extinguishers for the protection of real property structures only. The types and locations of extinguishers will be determined by the fire department. Fire extinguishers will only be used for fire fighting purposes. See appendix E for provisions of NFPA 10.

c. Fire extinguishers that require service shall be taken, by the organization, to Fire Station #1 (Monday thru Friday, 0800-1130). Pick-up of extinguishers is within 48 hours of turn-in.

d. Fire extinguishers required for vehicles or other equipment will be purchased by the using agency through unit supply channels. Maintenance/service of these extinguishers shall be done by certified extinguisher maintenance personnel and paid for by the using agency.

e. Fire extinguishers will be mounted IAW NFPA 10, Portable Fire Extinguishers. Using organizations can pick up mounting brackets at Fire Station #1 and mount the fire extinguisher or call the DPW Service Order Desk to have extinguishers installed. Mounting Requirements of NFPA 10:

(1) Fire extinguishers having a gross weight not exceeding 40 lbs. Shall be installed so that the top of the fire extinguisher is not more than five feet above the floor.

(2) Fire extinguishers having a gross weight greater than 40 lbs. (except wheeled types) shall be so installed that the top of the fire extinguisher is not more than three feet above the floor.

(3) In no case shall the clearance between the bottom of the fire extinguisher and the floor be less than four inches.

13. Smoking and Smoking Materials. Directors/commanders/supervisors shall enforce the Department of Defense (DOD) and Fort Leonard Wood smoking policy.

#### 14. Flammable Liquids and Gases.

a. Storage and use of flammable and combustible liquids can be reasonably safe when proper safety precautions are taken. Failure to use caution when dealing with these items is dangerous and a leading cause of fire.

b. Flammable liquids stored indoors must be stored in specially designed flammable storage cabinets. Contact the Fire Prevention Section (596-0886) to select a safe area for the flammable storage cabinet.

c. Do not use flammable or combustible liquids for cleaning purposes unless specifically designed for such use by the manufacturer.

d. Do not store or transport flammable liquids in glass or similar containers. Plastic/metal containers used for storage of gasoline or fuel must be approved by certified testing laboratories, bearing the Underwriters Laboratory (UL) or Factory Mutual (FM) seal.

The Post Exchange service station and the Post Petroleum, Oil, and Lubricant (POL) station shall not allow fuel to be dispensed into other than authorized/properly marked containers.

e. Storage of flammable liquids is prohibited in places of public assembly, commissary, Post Exchange, barracks, bachelor enlisted quarters (BEQs), bachelor officer quarters (BOQs), etc.

f. Cleaning/degreasing tanks shall be equipped with fusible links so the lid will automatically close in case of fire. Lids shall be kept closed when tanks are not in use.

g. Do not flush or pour gasoline, oil, or other flammable liquids in drains or storm sewers.

h. Keep lids of flammable liquid containers tightly in place when not in use.

i. Store flammable compressed gases according to National Fire Codes.

j. Gasoline/diesel-powered equipment will not be refueled inside any building or while the engine is running. Gasoline-powered equipment will not be stored or parked inside warehouses, mechanical/boiler rooms, or any other building or facility not designated for the purpose without prior written approval of the Fire Chief.

(1) Approval will be a one-time requirement for each building, not each piece of equipment.

(2) Request will be submitted in memorandum format, containing building number, area within the building to be used for storage/parking, and the type and number of gasoline-powered equipment.

k. Soiled rags must be placed in metal/lid container stenciled "Dirty Rags". All liquid must be removed from rags. Soiled rags can be taken to the post laundry to be exchanged for clean rags, or turned in as a hazardous waste, as required by Resource Conservation and Recovery Act (RCRA).

l. Storage of flammables such as paint, varnishes, lacquers, and other finishing materials will be limited to a one-day supply, except in designated storage areas.

m. Flammable liquids will be stored in safety cans having an individual capacity of not more than five gallons. Excluding fuel distribution and similar storage facilities.

n. Burning/melting of paste wax/shoe polish is prohibited in any building or facility.

#### 15. Electrical Installation, Equipment, and Appliances.

a. No one except DPW electricians, authorized contractors, or qualified licensed electricians will install, adjust, or alter normal voltage electrical components on installed appliances owned by the government.

b. On a regular basis, users will check electrical extension and equipment cords for excessive bending, kinking, tension, and signs of wear. Immediately replace defective cords.

c. Extension cords must bear the label of a recognized testing authority or be fabricated by DPW electricians/contractors for special applications. The cord assembly must be of equal or greater size rating as the cord to which it is being attached. Do not connect cords used for automobile engine heaters or circulating pumps to receptacles inside buildings.

d. When in use, extension cords will not be placed under rugs, hung on nails, run through doorways, windows, or used in any manner that may subject the wire to physical damage.

e. Extension cords are for temporary use only and will not be used in place of permanent wiring.

f. Electrical outlets, junction boxes, breaker boxes, and power panels will have cover plates and doors. Circuit breakers will be properly identified in electrical breaker panel.

g. Power strips and surge protectors bearing the label of a recognized testing authority such as UL are authorized for use, subject to the manufacturer's limitations. Multiple outlet adapters are not authorized except by special permission of the Fire Chief or his/her designee.

h. All electrical installations and appliances must strictly comply with the National Fire Codes.

i. All coffee pots must bear the label of a recognized testing authority, such as UL or FM and must be in good repair, placed on a dry surface and away from highly combustible materials such as paper, and either unplugged or turned off when not in use.

j. If portable electrical heaters are needed to temporarily supplement the installed heating system, the heater must be UL or FM listed, labeled, and equipped with a tip-over switch for safety. Heater must never be left unattended and must have a clearance of at least 36 inches from all combustible materials.

k. Do not force circuit breakers to remain in the "ON" position with tape or by any other means.

l. All deep fat fryers, operated in dining facilities or commercial food operations – will be equipped with two thermostats. The primary thermostat must have a maximum of 475 degrees Fahrenheit. Both thermostats must be tested semiannually by a certified electrician or by an electrical contractor. The test date must be recorded on the appliance.

m. The use of hot plates, broilers, grills, electric frying pans, or other food preparation appliances is prohibited in all buildings/facilities.

n. When cooking in a facility with a kitchen area, individuals must never leave the food unattended during the cooking process whether cooking on top of the stove, in the oven, or using a microwave.

#### 16. Heating Equipment, Grease Hoods, and Filters.

a. Storage is not allowed in any furnace/closet, valve room, or utility room except for non-combustible tools and equipment needed to maintain the heating system by DPW/Contractor personnel.

b. Using organization will clean grease hoods, trough, and filters daily. Area immediately in, around, behind, and beneath cooking appliances will be kept free of grease. Grease extracting system ducts and fans will be cleaned by contractor, as required. Records of the last cleaning must be kept by the using organization and be readily available to the fire inspector.

c. The use of gasoline, kerosene, or other flammable liquid heaters is prohibited inside any building unless approved in writing by the Fire Chief. Exception: oil-fired heaters used during training to heat personnel tents.

d. No one except authorized DPW or contractor personnel will adjust or alter any part of furnaces or furnace controls, except to adjust standard thermostats to regulate heat.

e. Combustible materials will not be stored or placed near heating units or water heaters.

17. Warehousing. All storage and warehousing will be done according to OSHA, National Fire Codes, and other applicable directives.

a. Height of bins or stacks, below automatic sprinkler heads is limited as follows:

(1) When heights do not exceed 15 feet, maintain 18-inch clearance.

(2) When heights exceed 15 feet, maintain 36-inch clearance.

b. Slating of decks and walkways in mezzanine storage area is not acceptable in areas equipped with sprinklers.

c. Maintain 18-inch clearance on all sides of light fixtures. Maintain 36-inch clearance from fuse boxes, circuit breaker panels, and any other equipment which may require access for maintenance.

d. **DO NOT BLOCK** fire doors. Always keep the immediate area clear of obstruction.

e. If doors in warehouse must be blocked, place a sign with 2-inch lettering stating "THIS DOOR BLOCKED" on the outside of doors. No two consecutive doors will be blocked. Doors will not be blocked without prior approval of the fire department.

f. Fire protection appliances, sprinklers, risers, or controls will never be blocked to prevent immediate access or easy visibility.

#### 18. Vehicles and Liquid Fuel-Powered Equipment.

a. Do not park or store vehicles or liquid fuel-powered equipment in any building not specifically authorized for that purpose.

b. The Fire Chief may authorize temporary storage of vehicles/equipment in unauthorized building only if the mission of the installation will be directly affected. Submit a written request to ATZT-DPW-F, in duplicate, showing a sketch of the building and area requested for parking. Privately owned vehicles (POVs) are strictly prohibited.

c. Vehicles with gas tanks mounted higher than the carburetor must have a fuel shut-off valve on the tank. This valve must be shut off when the equipment is parked inside the building.

d. Do not add fuel to vehicles or powered equipment inside building.

e. Never prime carburetors inside building.

f. Do not park or drive vehicles inside buildings except approved facilities.

g. Forklifts or other material handling equipment must have designated parking areas.

h. Do not park, place, or store vehicles, equipment, or materials within 15-feet of any building, except in specified parking areas or for loading or unloading. Housing areas are excluded from this requirement. Exception: post engineer/military police (MP) vehicles.

i. Do not park vehicles within 15-feet of fire hydrants or fire department connections.

j. Vehicles must not block fire lanes or access to any building.

k. Vehicle maintenance facilities should arrange vehicles so that they can readily be removed in case of fire. Keys should be left in the ignition.

#### 19. General Housekeeping and Control of Special Hazards.

a. Keeping all buildings and areas free of rubbish, oily rags, and accumulations of dust and waste material.

b. Soiled rags must be placed in metal/lid container stenciled "Dirty Rags". All liquid must be removed from rags. Soiled rags can be taken to the post laundry to be exchanged for clean rags, or turned in as a hazardous waste, as required by Resource Conservation and Recovery Act (RCRA).

c. All wastebaskets and trash containers must be made of non-combustible materials. All wastebaskets and paper recycle containers will be emptied as needed.

d. Do not store materials such as mop racks, cartons, waste cans, etc., in any fire aisle, fire escape, stairway, or vestibule.

e. Do not let weeds and vegetation grow excessively or build up in the vicinity of buildings or fuel storage or dispensing areas.

f. Do not store combustibles beneath stairways used for exit. Storage beneath combustible stairways is prohibited.

g. Do not light fires on the installation without the permission of the Fire Chief or his/her designee. Permission will be granted only for a specific date, time, and place. Any change to the date, time or place of lighting a fire requires further permission. A responsible person must be available during the entire burning and must take every precaution to make sure the fire is completely out before leaving the area. The fire department shall determine if lighting fires is permissible according to weather conditions.

h. Do not use attic areas for storage without approval of the Fire Chief.

i. Always use charcoal barbecuing equipment outside. Make sure equipment is well supported and at least ten feet from any structure of combustible materials. Barbecue equipment will not be used on any building porch areas.

j. Seasonal or special event decorations.

(1) Live Christmas trees are prohibited in all areas on post except family housing. Artificial trees will bear the label of a recognized testing authority, such as UL or FM. Recommend live trees be treated with a fire retardant. Exception to this policy shall be approved by the Fire Chief.

(2) Do not use combustible vegetation (cornsilk, palm, hay, etc.) for decorations or to provide atmosphere. Do not use computer paper for decoration.

(3) Christmas tree lights will bear the label of a recognized testing authority, such as UL or FM.

#### 20. Pyrotechnics, Explosives, Blasting Agents, Fireworks.

a. Buildings and/or rooms containing explosives will be placarded with the fire hazard symbol of the most hazardous material contained in the storage location.

b. Explosives, blasting agents, and similar materials, other than military explosives, will be stored, handled, and used in compliance with NFPA 495, Explosive Materials Code.

c. Military explosives and pyrotechnics will be stored, handled, used, and transported in compliance with applicable Army directives.

d. No explosives, blasting agents, or pyrotechnics will be transported by any person on the installation without the full knowledge and approval of the senior fire officer on duty. Authorized transportation of items, such as military ammunition or explosives, are excluded from this requirement.

e. Sales, storage, transportation, possession, or use of fireworks of any description on the installation, is prohibited. Rockets, signal flares, and similar pyrotechnic devices, which are officially used by the Army, will be handled and stored under current directives. Public pyrotechnic displays must be conducted by an experienced and state-licensed private contractor. Compliance with all pertinent codes and regulations is required.

#### 21. Welding, Cutting, and Other "Hot Work".

a. A DA Form 5383-R (Hot Work Permit) is required prior to commencing any hot work outside an approved shop area. Obtain at Fire Station #1.

(1) A Hot Work Permit will be issued by the fire department after all necessary precautions have been taken, such as wetting down the area, protection of combustible material, and positioning of fire extinguishing equipment. Preparation and protection for such areas are the responsibility of the shop, agency, or contractor accomplishing the work. An inspection will be made of such areas, not less than 30 minutes or more than 1 hour, after work has stopped for the day. The fire department will be notified prior to commencement and upon final inspection of hot work operations.

(2) Hot Work Permits will be issued/ re-issued to permanent shops during their routine fire prevention inspections.

b. Only qualified personnel will be permitted to perform welding, cutting, soldering, or burning operations, under the supervision and control of a competent supervisor, who will ensure compliance.

c. Operators will be responsible for checking all equipment prior to each day's use. The checks must include, as a minimum, the condition of the hoses and connections, grounds, regulators, and first aid and fire extinguishing equipment.

d. 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 will be capped during storage and while being transported.

e. Acetylene and oxygen cylinder valves will be closed whenever the equipment is left unattended.

f. Detailed information is contained in OSHA 1910.252.

22. Self-Help Projects. Self-Help projects must be approved on a DA Form 4283 (Facilities Engineer Work Request). Any self-help project that does not have written approval must be removed by the using organization.

#### 23. Carpets, Draperies, and Curtains.

a. Only flame-retardant draperies and curtains may be installed in public assembly buildings. Public assembly building managers must tell the Fire Prevention Section before installing new draperies to see if they are flame retardant. The user must give a copy of the manufacturer's certification specification to the Fire Prevention Section. The fire department's concurrence will be submitted with the requisition for purchase.

b. Carpeting will be according to Military Handbook 1008-series.

#### 24. Fire Doors, Exit Lights, Emergency Lights, and Means of Exits.

a. Doors identified as exits must be capable of being opened from the inside without the use of a key when the building is occupied. Bars, chains, hasps, and similar locking devices are prohibited.

b. Fire doors not equipped with automatic closing devices will be left closed.

c. Blocked doors will bear identifying signs on both sides. (This Door Blocked)

d. Illuminated exit signs will be lighted at all times a building is occupied.

e. Emergency lighting, when provided, will be checked at least monthly to ensure operability. Any deficiencies will be reported immediately, to the DPW Service Order Desk, for corrective action.

#### 25. Fire Protection Systems.

a. Fire alarm shall only be manually activated for emergency only.

b. Report activated smoke detectors, sounding bell/horn strobe devices, activated manual pull stations, sprinkler system/fire suppression system activation, malfunction and damage to any fire alarm system immediately by dialing 9-1-1.

c. Test, service, and maintenance of fire protection systems shall be accomplished by DPW contractors or FLW fire department personnel.

26. Commandeering Personnel and Equipment. The Fire Chief, Assistant Fire Chief, or senior firefighter has the authority to commandeer military personnel and equipment during emergencies; except medical personnel and equipment.

27. Fire Alarms. It is unlawful to disconnect, disable or tamper with a smoke detector or fire detection device located in any building or structure on Fort Leonard Wood. This provision applies to all civilian, contractor, and military personnel residing upon, assigned to, or working on the installation, regardless of physical location. A violation of this policy subjects military personnel to disciplinary action under the Uniform Code of Military Justice. Violation of this policy may also subject individuals to criminal prosecution, civil liability, termination of installation housing privileges and/or action to bar the individual from entering the installation.

### Appendix A FIRE PREVENTION CHECKLIST/REQUIREMENTS FOR CONTRACTORS AND CONCESSIONAIRES

The following identifies and outlines the responsibilities of contractors/concessionaires working in any area where fire protection is furnished by the Fort Leonard Wood Fire Department.

#### A-1. Debris.

a. Provide suitable containers for disposal of trash/waste products.

b. Do not place trash containers, such as dumpsters, within 25 feet of a building (overnight).

c. Do not pile debris, awaiting removal, in fire lanes or anywhere that would interfere with or retard effective firefighting.

d. Keep debris accumulation to a minimum inside of any building. Thoroughly clean job site (inside and outside) on completion of contract.

e. Do not burn trash or other waste materials.

#### A-2. Heating.

a. All sources of temporary heat will be Underwriters Laboratory (UL) approved and located to avoid ignition of combustible materials.

b. Do not connect electrical heaters to extension cords unless cords are of enough gauge to run the unit without overheating the plug or cord. All electric heaters will be equipped with emergency knock-over switches.

c. Open drum fires are prohibited.

#### A-3. Electrical.

a. All temporary electric wire will be installed in a safe manner and placed in such a position as to avoid damage from other operations.

b. Use only explosion-proof electrical fixtures, appliances, or equipment in areas where explosive vapors might be present.

c. Extension cords shall be of continuous length without splices or tape. Extension cords shall not be used as permanent wiring.

d. Unplug all nonessential, portable, electrical appliances and equipment at the end of each workday.

#### A-4. Welding, Cutting, and other "Hot Work".

a. DA Form 5383-R (Hot Work Permit) is required prior to commencing any hot work outside an approved shop area. Obtain at Fire Station #1.

b. A Hot Work Permit will be issued by the fire department after all necessary precautions have been taken, such as wetting down the area, protection of combustible material, and positioning of fire extinguishing equipment. Preparation and protection for such areas are the responsibility of the shop, agency, or contractor accomplishing the work. An inspection will be made of such areas, not less than 30 minutes or more than 1 hour, after work has stopped for the day. The fire department will be notified prior to commencement and upon final inspection of hot work operations.

c. Only qualified personnel will be permitted to perform welding, cutting, soldering, or burning operations, under the supervision and control of a competent supervisor, who will ensure compliance.

d. Operators will be responsible for checking all equipment prior to each day's use. These checks must include, as a minimum, the condition of the hoses and connections, grounds, regulators, and first aid and fire extinguishing equipment.

e. 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 will be capped during storage and while being transported.

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

g. Detailed information is contained in OSHA 1910.252.

A-5. Flammables.

a. Inside of buildings (use and storage), hold to an absolute minimum highly flammable liquids such as paints, thinners, etc.

b. Do not place large storage tanks for gasoline or fuel oil within 50 feet of a building. Make sure they are properly grounded/bonded, secured and vented.

c. Do not store or transport flammable liquids in glass or similar containers. Use plastic or metal containers of the approved type – UL or FM listed.

A-6. Smoking. Observe all smoking restrictions in occupied areas.

A-7. Fire Reporting.

a. All fires shall be reported to the fire department, regardless of size, amount of damage, and whether or not they have been extinguished. All fires will be investigated by the fire department.

b. To report a fire dial 9-1-1.

c. When reporting an emergency, provide the following information to the fire alarm dispatcher:

(1) Location, building number, name of street, name of building, i.e. Post Exchange, Hoge Hall, Lincoln Hall, Clarke Library, etc.

(2) The type of emergency, i.e. fire, medical, chemical spill, gas leak, etc.

(3) Give a call-back telephone number.

(4) Stay on the line until the dispatcher tells you to hang up.

(5) Have someone meet the fire department on arrival for additional information.

d. Emergency phone stickers will be installed on all Government phones. Stickers can be obtained from the fire department.

Appendix B  
SAMPLE FIRE EVACUATION PLAN

Office Symbol (420)

Date

MEMORANDUM FOR ALL EMPLOYEES, BLDG \_\_\_\_\_

SUBJECT: Fire Evacuation Plan for Building \_\_\_\_\_

1. OBJECTIVES. To establish an orderly means for the safe and expedient evacuation of personnel.
2. POLICIES. The Building Fire Warden or, in his/her absence, the highest ranking person present is to be in charge pending the arrival of the fire department.
3. PROCEDURES. Any person discovering a fire endangering lives or property will:
  - a. Shout "FIRE"
  - b. Evacuate the building
  - c. Immediately call the fire department. The caller should not hang up until receipt of confirmation that the dispatcher has complete information regarding the situation.
4. EVACUATION OF PERSONNEL.
  - a. Upon notification of fire, the occupants will proceed in an orderly manner to evacuate the building at the nearest exit available.
  - b. Evacuees will assemble in a prearranged area, where a designated supervisor will account for all personnel.
  - c. Supervisor will advise the senior fire officer if 1)all individuals are present or 2)any persons are missing.

Commander's  
Signature block

Appendix C  
SAMPLE OF FLW FORMS

AREA FIRE MARSHAL (AFM) AND BUILDING FIRE WARDEN (BFW)

| <u>Bldg #</u>                    | FIRE INSPECTION CHECKLIST              | <u>Date</u>              |
|----------------------------------|--|--------------------------|
|                                  |  | <u>SPECIFICS / NOTES</u> |
|                                  | <b><u>BLDG FIRE PREV FOLDER</u></b>    |                          |
| _____                            | BFW Appointment Orders.                | _____                    |
| _____                            | FLW Fire Regulations.                  | _____                    |
| _____                            | Unit Fire SOP.                         | _____                    |
| _____                            | Bldg Fire Evacuation Plan.             | _____                    |
| _____                            | Monthly Fire Inspections.              | _____                    |
| _____                            | Fire Prevention Training Forms.        | _____                    |
| _____                            | Fire Drill Documentation.              | _____                    |
| _____                            | Work Orders Submitted.                 | _____                    |
|                                  | <b><u>HOUSEKEEPING</u></b>             |                          |
| _____                            | Improper type of trash receptacles.    | _____                    |
| _____                            | Improper storage of cleaning products. | _____                    |
| _____                            | Improper control of trash disposal.    | _____                    |
|                                  | <b><u>ELECTRICAL</u></b>               |                          |
| _____                            | Use of multiple outlets/adapters.      | _____                    |
| _____                            | Use of unauthorized extension cords.   | _____                    |
| _____                            | Defective wiring.                      | _____                    |
|                                  | <b><u>HEATING</u></b>                  |                          |
| _____                            | Unauthorized appliances.               | _____                    |
| _____                            | Unauthorized connections.              | _____                    |
|                                  | <b><u>SMOKING</u></b>                  |                          |
| _____                            | Area properly designated.              | _____                    |
| _____                            | Smoking in prohibited areas.           | _____                    |
| _____                            | Improper disposal facilities.          | _____                    |
|                                  | <b><u>EXTINGUISHERS</u></b>            |                          |
| _____                            | Required monthly inspection.           | _____                    |
| _____                            | Requires recharging.                   | _____                    |
| _____                            | Seal, pin missing.                     | _____                    |
| _____                            | Improperly located.                    | _____                    |
| _____                            | Blocked, inaccessible.                 | _____                    |
|                                  | <b><u>INOPERABLE LIGHTING</u></b>      |                          |
| _____                            | Exit light.                            | _____                    |
| _____                            | Emergency lights.                      | _____                    |
|                                  | <b><u>FIRE DOORS</u></b>               |                          |
| _____                            | Door blocked/propped open.             | _____                    |
|                                  | <b><u>EXITS</u></b>                    |                          |
| _____                            | Blocked by furniture/equipment.        | _____                    |
| _____                            | Not unlocked during operation.         | _____                    |
|                                  | <b><u>POL</u></b>                      |                          |
| _____                            | Unsafe practices.                      | _____                    |
| _____                            | Unauthorized storage.                  | _____                    |
| _____                            | Unauthorized use of flammables.        | _____                    |
|                                  | <b><u>FIRE DRILL</u></b>               |                          |
| _____                            | <b><u>FIRE PREVENTION TRAINING</u></b> | _____                    |
| Occupant/Facility Manager: _____ |  | Inspected by: _____      |

FLW Form 132 (Rev 1 Feb 97) Previous Edition Obsolete

Figure C-1. Sample of FLW Form 132.

Inspector \_\_\_\_\_

Date \_\_\_\_\_

Fire & Emergency Services Division (FESD)  
 Directorate of Public Works (DPW)  
 Fire Prevention Program (FPP) Checklist

Unit \_\_\_\_\_

Representative \_\_\_\_\_

REFERENCE: AR 420-90

STANDARDS: Commanders, Directors, and supervisors will establish a well-planned Fire Prevention Program in compliance with AR 420-90.  
 A "Strength" (S) rating will be given for compliance with standards.  
 A "Strength with Comments" (S/C) rating will be given for standards met, with comments.  
 A "Follow Up" (F) rating will be given for noncompliance to standards.

Has the unit met the standard? \_\_\_\_\_  
 (YES/NO) \_\_\_\_\_ COMMENTS \_\_\_\_\_

| S   | S/C | F | AREA FIRE MARSHAL (AFM) RESPONSIBILITIES |   |
|---|-----|---|--|---|
|   |     |   | 1  | Was AFM appointed on orders and a copy provided to the FLW FESD?  |
|   |     |   | 2  | Did the AFM receive an orientation from the FESD staff within ten working days of appointment?  |
|   |     |   | 3  | Is a FPP SOP established by the commander and updated each November?  |
|   |     |   | 4  | Does the AFM have a complete listing of Building Fire Wardens (BFW) for each area of responsibility, and was listing provided to FESD?  |
|   |     |   | 5  | Is adequate training provided by the AFM for all assigned BFW and is it documented by AFM & BFW?  |
|   |     |   | 6  | Are DPW Fire Hazards/Deficiency Reports returned to FESD in a timely manner by the AFM?   |
|   |     |   | 7  | Is documentation maintained by the AFM of random quarterly facility and records inspections?  |
|   |     |   | 8  | Is fire prevention training conducted by AFM or commander being documented?   |
|   |     |   | 9  | Does the AFM's fire prevention booklet contain required FPP documentation?  |
|   |     |   | 10                                       | Does a progressive FPP exist and is it supported by the commander?  |
| BUILDING FIRE WARDEN (BFW) RESPONSIBILITIES |     |   |  |   |
|   |     |   | 11                                       | Are BFWs receiving support from the AFM in correcting deficiencies beyond their capability to correct?  |
|   |     |   | 12                                       | Does the BFW's fire prevention booklet contain required FPP documentation?  |
|   |     |   | 13                                       | Are service and work order numbers maintained on file to document corrective action of fire deficiencies?   |
|   |     |   | 14                                       | Are hazardous locations posted to prevent unauthorized smoking?<br>Are authorized smoking areas properly established using DA Form 5560-1-R and discarded smoking materials disposed of safely?     |
|   |     |   | 15                                       | Are fire prevention training sessions conducted and documented for all employees (to include, but not limited to, training in fire reporting, emergency evacuation, and use of fire extinguishers)? |
|   |     |   | 16                                       | When required, are fire drills being conducted?   |
|   |     |   | 17                                       | Are flammable liquids and gasses safely used and stored in approved storage cabinets and designated areas, where required?  |
|   |     |   | 18                                       | Is documentation maintained for monthly facilities inspections conducted by the BFW?  |
|   |     |   | 19                                       | Are completed FESD Fire Hazard/Deficiency Inspection Reports returned to the AFM in a timely manner?  |
|   |     |   | 20                                       | Is building fire evacuation plan established and posted for employees' knowledge?   |

FLW Form 962 (Rev May 97)  
 Previous Edition Obsolete

Figure C-2. Sample of FLW Form 962.

Appendix D  
CLOSING INSPECTION CHECKLIST FOR  
PLACES OF PUBLIC ASSEMBLY

- D-1. Physically inspect all areas in the building to make sure they are clean and in a fire-safe condition.
- D-2. Make sure all smoking materials are cold-safe before disposing of them in dumpsters. Wet down if necessary.
- D-3. Empty all trash and waste receptacles in a safe manner outside the building.
- D-4. Make sure all rags are stored in metal containers with lids. Ensure that disposal of contaminated rags complies with environmental requirements of RCRA.
- D-5. Disconnect all nonessential electrical appliances.
- D-6. Make sure all cooking equipment has been properly cleaned, is free of grease, and is turned off. All filters will be washed and cleaned daily.
- D-7. Ensure all flammable liquids are stored according to National Fire Codes.
- D-8. Ensure all heating/air conditioning equipment is properly regulated or turned off.
- D-9. Ensure all heating devices are not in contact with curtains, drapes; or other combustibles.
- D-10. Inspect all furniture for smoldering smoking materials. Remove loose cushions during inspections.
- D-11. Ensure fireplaces, if applicable, have been cleaned, ashes removed, and ashes are cold-safe before disposing of them in dumpsters.
- D-12. Ensure all fire prevention practices are being complied with by all personnel.

Appendix E  
NFPA 10  
STANDARD FOR PORTABLE FIRE EXTINGUISHERS

The provisions of this standard apply to the selection, installation, inspection, maintenance, and testing of portable extinguishing equipment. The requirements give herein are MINIMUM. Portable fire extinguishers are intended as a first line of defense to cope with fires of limited size.

The type, size, and location of fire extinguishers shall be determined by the fire department. NFPA 10 is available for review at the fire department.

There are four classifications of fire:

Class A Fires. Fires in ordinary combustible materials, such as wood, cloth, paper, rubber, and many plastics.

Class B Fires. Fires in flammable liquids, oils, greases, tars, oil-base paints, lacquers, and flammable gases.

Class C Fires. Fires that involve energized electrical equipment when the electrical non-conductivity of the extinguishing media is of importance (when electrical equipment is de-energized, fire extinguishers for Class A or B fires may be used safely).

Class D Fires. Fires in combustible metals, such as magnesium, titanium, zirconium, sodium, lithium and potassium.

Glossary

AFM  
Area Fire Marshal

AR  
army regulation

BEQ  
bachelor enlisted quarters

BFW  
Building Fire Warden

BOQ  
bachelor officer quarters

DA  
Department of the Army

DOD  
Department of Defense

DPW  
Directorate of Public Works

FLW  
Fort Leonard Wood

FM  
Factory Mutual

FPP  
Fire Prevention Program

IAW  
in accordance with

MANSCEN & FLW  
United States Army Maneuver Support Center  
And Fort Leonard Wood (same as MANSCEN)

MP  
military police

NFPA  
National Fire Prevention Association

OSHA  
Occupational Safety and Health Act

POL  
petroleum, oil, and lubricants

POV  
privately owned vehicle

RCRA  
Resource Conservation and Recovery Act

SOP  
standing operating procedures

TM  
technical manual

UL  
Underwriters Laboratory

USARC  
United States Army Reserve Center