Department of the Army
Headquarters, United States Army
Maneuver Support Center of Excellence
Fort Leonard Wood, Missouri 65473-5000

***FLW Regulation 420-2**

23 July 2015

Facilities Engineering
FIRE REGULATION

FOR THE COMMANDER:

OFFICIAL:

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History. This publication is an administrative revision to this regulation. The portions affected are listed in the summary of change.

Summary. The change to this regulation reflects transition to the United States (U.S.) Army Maneuver Support Center of Excellence (MSCoE).

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

Proponent and Exception Authority. The proponent agency of this regulation is the Fire Protection and Prevention Division, Directorate of Emergency Services (DES).

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

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Directorate of Emergency Services (IMWE-LNW-ES), 261 19th Street, Suite A, Fort Leonard Wood, MO 65473-8971.

Distribution. Electronic medium only and posted on the FLW Web Site.

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*This regulation supersedes FLW Reg 420-2, 3 April 2014.

Summary of Changes

FLW Reg 420-2
Fire Regulation

This summary of changes dated 23 July 2015—

- Requires contractors and concessionaires to have current, serviceable fire extinguisher(s) (see paragraphs 7c and 7d).
- Adds the requirement to notify the Fire Prevention Division (573) 596-0883) before any special event that calls for the cooking or heating of food inside of any facility (see paragraph 9c(3)).
- Adds the requirement to detail/designate personnel to maintain a continuous watch of the area where the food is being heated during any special event and to have a readily accessible and serviceable chemical fire extinguisher located within the immediate area for use if needed. (see paragraphs 9c(4) and 15o).
- Provides the requirement for personnel detailed/designated to maintain the continuous watch of the area where the food is being heated to have a readily accessible and serviceable chemical fire extinguisher located within the immediate area for use if needed and to be made aware of the location of any fire protective devices, to include fire alarm/fire suppression pull stations (see paragraphs 9c(5) and 15p).
- Adds the requirement for large rooms and certain locations where visual obstructions cannot be avoided to indicate the extinguisher location (see paragraph 11e(4)).
- Provides the requirements for enforcing the Department of Defense (DOD) and FLW smoking policy designate smoking areas (see paragraphs 12a and 12b).
- Requires that flammable or combustible liquids and cabinets shall not be stored in areas used for exits, stairways, or normally used for the safe passage of people (see paragraph 13c).
- Adds the requirement for all coffee makers to bear the label of a recognized testing authority, such as UL or FM, be in good repair, used on stable surfaces, and connected directly to a proper electrical outlet and provides placement restrictions for the coffee maker (see paragraph 14i).
- Adds the requirement when cooking in any facility, regardless whether or not it is equipped with a kitchen area, individuals shall never leave the food unattended during the cooking or heating process whether cooking on top of the stove, in the oven, or using a microwave (see paragraph 15n).

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1. Purpose

a. This regulation gives policies and procedures for instituting sound fire prevention for the installation, as prescribed by AR 420-1, chapter 25. This regulation applies to all personnel who live on, work at, or visit FLW. This regulation also applies to tenant units and USARCs that are supported by this installation.

b. The applicable fire codes and regulations on FLW are National Fire Protection Association (NFPA) 101, AR 420-1, this regulation, and the applicable portions of any other publications referenced in the afore mentioned codes and regulations. All facilities, construction projects, operations, and activities will be conducted in accordance with (IAW) with the above codes and regulations. Where there is conflict between the various codes and regulations the more stringent code or regulation shall be applicable.

2. References and forms

Required and related publications and prescribed and referenced forms are listed in appendix A.

3. Explanation of acronyms

The acronyms and abbreviations used in this regulation are 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 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 immediately to the FLW Fire Department, regardless of size, amount of damage, and whether or not they have been extinguished. All fires will be investigated by the FLW Fire Department, except where permits for controlled burns have been issued.

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

Figure 1. For Emergencies Dial 911

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

(1) Location, building number, name of street, name of building, (for example, Post Exchange, Hoge Hall, Lincoln Hall, or Clarke Library).

(2) Type of emergency (for example, fire, medical, chemical spill, or gas leak).

(3) Your name and a callback telephone number.

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

(5) Have someone meet the FLW Fire Department on arrival for additional information.

d. Emergency phone stickers will be affixed to all government phones. Stickers can be obtained from the FLW Fire Department.

6. Fire drills

a. Per NFPA 101, fire evacuation drills are required in assembly, educational, day care, ambulatory health care, hotel, dormitory, and large mercantile occupancies; facilities with a total occupant load of 500 or more people; or an occupant load of 100 persons above or below the level of the exit discharge (ground level). Specific occupancies also require fire drills as set forth in regulation, code, law, or when determined necessary by the FLW Fire Department. In addition, high-hazard facilities such as industrial occupancies and aircraft maintenance facilities require fire drills. Contact the Fire Prevention Division at 596-0883 for specific requirements and coordination of fire evacuation drills in post facilities.

b. For facilities that do not require actual fire evacuation drills, supervisors shall ensure that employees are familiar with fire reporting and fire evacuation procedures.

c. The purpose of a fire drill is to evaluate personnel effectiveness in performance of their duties in case of fire per the unit Fire Emergency Action Plan. The emphasis for the drill shall be placed on orderly evacuation rather than on speed.

d. In educational occupancies fire drills are an exercise in school or employee management, with the chief purpose of the drill being the control of the class to allow the expedient and efficient evacuation of the pupils or children. Classes will meet at an outside meeting point where an accountability of children will be conducted. Missing children will immediately be reported to the principal who will inform the Fire Chief. Staff will inspect all exit doors and exit paths daily to ensure that doors operate freely and paths are clear for evacuation.

e. Drills shall be held at expected and unexpected times and under varying conditions to simulate the unusual conditions that can occur in an actual emergency. Drill participants shall relocate to a predetermined location and remain at such location until a recall or dismissal signal is given.

f. Fire evacuation drills will be conducted semi-annually or twice per calendar year unless required more often as set forth in regulation, code, law, or when determined necessary by the FLW Fire Department. Day care occupancies require monthly fire drills. Educational occupancies (Waynesville Schools) fall under Missouri State law. The State requires two fire drills per school term, but the Waynesville school system is exceeding the State standards and is completing four drills per school term. Fire drills in assembly-, mercantile-, and hotel-type occupancies do not require the evacuation of customers or patrons.

g. Fire evacuation drills at the base hospital (execution of the reaction plan) shall be conducted quarterly on each shift. Drills should be as realistic as possible, without involving movement of infirm or bedridden patients. Actual fire alarm transmission should occur. Drills conducted between 2100 and 0600 may use a coded announcement instead of audible alarms.

h. 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 FLW Fire Department is present for the fire drill.

i. Evacuation of the facility when the fire alarm sounds shall be IAW NFPA 1.10.5.3, and paragraph 27 of this regulation. Fire safety information shall be provided to predetermined facilities and special occupancies as determined by FLW Fire Department to allow senior management and safety officials of those facilities to make informed decisions for their personnel to evacuate to the outside, to evacuate to an area of refuge, to remain in place, or to employ any combination of the three options.

(1) Area fire marshals (AFMs)/building fire wardens (BFWs) may conduct fire drills. Prior notification must be given to the FLW 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) 43d Adjutant General (AG) Battalion (BN) (Reception) will conduct monthly fire drills.

(c) Child care facilities will conduct fire drills monthly IAW AR 608-10.

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

j. The FLW Fire Department will be notified before and after conducting fire drills.

7. Contractors and concessionaires

a. Contractors must practice good fire prevention habits and comply with this regulation. See appendix B for a checklist.

b. Contractors will appoint a responsible fire safety person by providing the job site, name of individual, and telephone number (in writing) to the FLW Fire Department. Contractors will obtain a copy of the pamphlet, Fire Prevention Requirements for Contractors, from the FLW Fire Department.

c. Contractors shall provide a current, serviceable fire extinguisher (minimum 4A 60 B:C rated 10lb size ABC multipurpose type dry chemical [see Figure 2]) readily available for use on any job site where hot work is to be conducted, for example, welding, cutting, grinding, and/or soldering.

(10lb ABC Fire Extinguisher)
*4A 60B:C Rated or Higher

(Class K Extinguisher)
*2A:K Rated

(5lb ABC Extinguisher)
*2A 10B:C Rated or Higher

Figure 2. Examples of Typical Fire Extinguishers

d. Concessionaires shall provide current, serviceable fire extinguisher(s) where any cooking operations are to be conducted (one minimum 2A 10B:C rated 5lb ABC dry chemical for non-frying operations). Additionally, if frying/cooking with oils of any appreciable depth is to be conducted, a readily available Class K type fire extinguisher (minimum 2A:K rated 6 liter wet chemical fire extinguisher – pictured above in Figure 2) shall be provided.

8. Responsibilities

a. Unit commanders, functional managers, and supervisors.

(1) Commanders at all levels are responsible for and must ensure that 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 standing operating procedure (SOP) for each area of responsibility to follow if a fire occurs. Each 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 C).

(3) Each command element will designate in writing one AFM and one BFW per building within area of responsibility. An alternate AFM may be appointed, as needed. Furnish the FLW Fire Department a copy of the AFM appointment orders.

b. AFMs/BFWs. The AFM/BFW will contact the Fire Prevention Division at 596-0883 to arrange for fire prevention training. The AFM/BFW shall be trained by the Fire Prevention Division within 45 days of taking the position. The Fire Prevention Division will conduct annual refresher training for all AFMs/BFWs.

(1) AFM duties will consist of—

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

(b) Ensuring that required BFW are designated, briefed, and qualified to carry out the FPP. Provide the FLW Fire Department an updated list of appointed BFWs (rank, name, building, and telephone number).

(c) Coordinating with the Directorate of Public Works (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 D. figure D-1.)

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

(f) Evaluating the commander's/director's FPP IAW AR 420-1, chapter 25, by using FLW Form CI 03-03 (Fire Prevention Program [FPP]). (See appendix D, figure D-2.)

(g) Documenting and ensuring that all personnel assigned to the building are familiar with this regulation and review it at least annually.

(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, using FLW Form 132, of buildings under his/her responsibility.

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

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

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

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

(g) Ensuring that lighted exit signs are illuminated at all times while a building is occupied.

(h) Inspecting and testing emergency lighting fixtures monthly.

(i) Reporting, immediately, defective installed fire protection equipment to the FLW Fire Department. Personnel will not repair or misuse installed equipment.

(j) Documenting and ensuring that all personnel assigned to the building are familiar with this regulation and review it at least annually.

(k) Acting as the evacuation coordinator.

(l) Reporting deficiencies to the DPW Service Order Desk 596-0333.

9. Places of public assembly/business occupancy

a. Establish a written building fire evacuation plan that states responsibilities of all employees and procedures to follow in the event of a fire. Assembly occupancies shall be provided with a minimum of one trained crowd manager or crowd manager supervisor. Where the occupant load exceeds 250, additional trained crowd managers or crowd manager supervisors shall be provided at a ratio of 1:250.

b. The ratio of trained crowd managers to occupants shall be permitted to be reduced where, in the opinion of the authority having jurisdiction, the existence of an approved, supervised automatic sprinkler system and the nature of the event warrant. Post evacuation plans at all exit and rooms to show visitors to building the evacuation route and meeting area.

c. Managers/supervisors of public assembly places and recreational facilities must (see appendix E for a checklist), as a minimum:

(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) Notify the Fire Prevention Division (573) 596-0883 before any special event that calls for the cooking or heating of food inside of any facility (to include kitchen areas), such as the use of chafing dishes with Sterno ® fuel cans, hot plates, or any out of the ordinary decorating schemes (Halloween, Thanksgiving, or Christmas) that may involve combustible materials. The fire department shall inspect the facility for fire safety (for example: ensure chafing dishes are placed on noncombustible surfaces with fire resistive table cloths, fire extinguishers are available, and the maximum building occupancy load is not exceeded).

(4) During any special event that requires the heating or cooking of any food; sufficient and able personnel shall be specifically detailed/ designated to maintain a continuous watch of the area where the food is being heated until a time at which the heating or cooking is completed, and all appliances/heating devices used are turned off and are no longer in use or needed.

(5) Personnel that have been detailed/designated to maintain a continuous watch of food heating or cooking areas shall have a readily accessible and serviceable 10lb ABC (4A 60B:C rated) dry chemical fire extinguisher located within the immediate area for use if needed. Personnel shall also be made aware of the location of any fire protective devices, to include fire alarm/fire suppression pull stations if equipped, to summon the fire department in the event of an emergency.

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

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

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

(9) Ensure that open-flame decorations (to include candles) are prohibited in government buildings, including barracks, bachelor enlisted quarters (BEQs), bachelor officer quarters (BOQ), family child care, child day care, single Soldier housing, and similar sleeping occupancies. Exception: Candles in worship facilities, dining, dancing, and bar areas are permitted as long as the holders are noncombustible and have a suitable globe. Ensure that enough clearance is kept between candles and combustible materials.

(10) Assist fire department personnel during “no notice” walk-through inspections, which may be conducted at the department’s discretion during normal hours of operation.

(11) Ensure that all illuminated exit signs and emergency lighting is operational prior to opening the facility.

(12) Ensure facility/building occupancy capacity is IAW NFPA 101, table 7.3.1.2.

(13) New and existing buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property.

(14) After hours emergency contact information shall be conspicuously posted at the main entrance of normally occupied facilities that are not operated or occupied 24 hours a day. Contact information shall be updated when changes are made.

(15) Knox Box® with building keys shall be installed on all facilities for rapid emergency access (family housing excluded). In the event locks are changed/replaced new keys shall be furnished to the FLW Fire Department.

10. Family housing occupants/single Soldier housing

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

b. Occupants are responsible for testing smoke detectors monthly and replacing batteries twice a year. Defective smoke detectors will be reported to either DPW Service Order Desk for single Soldier housing and Balfour Beatty Housing Service Order Desk for family housing.

c. Over-the-range automatic extinguishing systems will not be tampered with. If the system discharges, notify the FLW Fire Department immediately.

d. Storage of any kind is prohibited in all electrical, furnace, boiler, and hot water heater rooms/areas.

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

f. Flammable liquids will not be used for cleaning purposes and will not be stored inside of quarters or family housing.

g. Commercially produced/purchased outdoor fire places (such as chimineas and fire pits) are authorized for use in the family housing areas. Only wood may be burned. Flammable liquids may not be used to start the fire. The fire shall never be left unattended. They shall not be used in carports, garages, under any overhangs, trees, or on any wooden deck at any time. IAW NFPA 1, chapter 10, a distance of not less than 25 feet shall be maintained in all directions from structures or combustible materials. A readily available water source, such as a garden hose, pail of water, or a suitable fire extinguisher, shall be nearby to extinguish any errant sparks or embers while the fireplace is in use. Homemade outdoor fire places and fire pits are prohibited on FLW. Non-prescribed burning is prohibited on FLW.

h. The use of outdoor fireplaces, to include chimineas, fire-rings, or fire pits, shall be strictly prohibited at all single Soldier housing, lodging, dormitory, and barracks facilities.

11. Fire extinguishers

a. All personnel will be familiar with the location and proper use of fire extinguishers in their areas. The Fire Prevention Division (573) 596-0883 will provide training when requested.

b. DPW/the user shall provide fire extinguishers for the protection of real property structures only. The contractor shall provide fire extinguishers as part of the contract for new construction and buildings under renovation. The type, size, and locations of fire extinguishers will be determined by the FLW Fire Department. Fire extinguishers will only be used for firefighting purposes. See appendix F for provisions of NFPA 10.

c. Fire extinguishers that require service shall be taken, by the organization, to the Logistics Readiness Center (LRC), Maintenance Division, Building 5265, Bay 9, Monday through Friday, 0800-1600) with a service order. The pick-up of fire extinguishers is required within 24 hours of notification of completion from the Maintenance Division. Contact information is (573) 596-0877. Servicing/ recharging of fire extinguishers may also be serviced by a licensed, certified, off-post agency at the unit's expense.

d. Fire extinguishers required for vehicles or other equipment will be purchased by the using agency through unit supply channels or by the Maintenance Division. Fire extinguishers that require service shall be taken, by the organization, to the Maintenance Division. Pick-up of the fire extinguishers is required within 24 hours of completion notification from the Maintenance Division.

e. Fire extinguishers will be mounted IAW NFPA 10. The using organizations can pick up mounting brackets from the Maintenance Division or the FLW Fire Department and mount the fire extinguisher or call the DPW Service Order Desk to have extinguishers installed.

(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 5 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 3 feet above the floor.

(3) In no case shall the clearance between the bottom of the fire extinguisher and the floor be less than 4 inches.

(4) In large rooms and in certain locations where visual obstructions cannot be completely avoided, means shall be provided to indicate the extinguisher location, such as the use of installed signs or other suitable location identifiers.

(5) All fire extinguishers shall have a monthly inspection tag or sticker affixed to them. The AFM/BFW shall inspect each fire extinguisher monthly to ensure that it is charged; ensure it is in its designated location, is accessible, serviceable, and undamaged; and ensure that the pull pin and proper tamper seal is in place (do not use zip ties). Upon completion of monthly inspections the AFM/BFW shall initial the inspection tag or sticker in the box corresponding to the month and year. If a fire extinguisher is found not in compliance, it shall be taken to the Maintenance Division for repair.

(6) Fire extinguishers shall not be tampered with, misused, or used for any other purpose other than that of a fire extinguisher. Incidents of tampering or malicious usage shall be reported to the FLW Fire Department and may be subject to punishment under Uniform Code of Military Justice (UCMJ), Article 134, or criminal prosecution.

(7) Fire extinguishers and cabinets shall be required per Unified Facilities Criteria (UFC) 3-600-01, section 4-9.

12. Smoking and smoking materials

Directors/commanders/supervisors shall enforce the Department of Defense (DOD) and FLW smoking policy, and may designate smoking areas IAW DOD and FLW policies and regulations.

a. Areas that have been designated for smoking shall be equipped with disposal containers made specifically for the proper disposal of smoking materials.

b. Disposal containers for smoking materials shall be emptied on a regular basis.

13. 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. Cabinets shall be kept closed and latched when not removing items from or returning them to the cabinet. Contact the Fire Prevention Division (596-0883) to select a safe area for the flammable storage cabinet.

c. Flammable or combustible liquids and cabinets shall not be stored in areas used for exits, stairways, or normally used for the safe passage of people.

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

e. 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 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.

f. Storage of flammable liquids is prohibited in places of public assembly, Commissary, Post Exchange, barracks, BEQs, or BOQs.

g. 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.

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

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

j. Store flammable compressed gases IAW NFPA 55 & 58.

k. 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 that 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.

l. Soiled rags must be placed in a metal container with a tight fitting lid and stenciled “Dirty Rags”. All liquid must be removed from the 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).

m. Storage of flammables, such as paint, varnishes, lacquers, and other finishing materials, will be limited to a 1-day supply, except in designated storage areas.

n. Flammable liquids will be stored in safety cans having an individual capacity of not more than 5 gallons. Excluding fuel distribution and similar storage facilities.

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

p. Flammable liquids and gases will not be stored inside of fabric-structure maintenance facilities. 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 the leading cause of fire. Flammable liquids must be stored in specially designed flammable storage cabinets outside of these facilities. Contact the Fire Prevention Division (596-0883) to select a safe area for the flammable storage cabinet.

14. 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 (such as UL) or be fabricated by DPW electricians/contractors for special applications. The cord assembly must be of an 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.

Figure 3. Recognized Testing Authorities

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

e. In accordance with NFPA 1, chapter 11, 11.1.7.6, extension cords shall not be used as a substitute for permanent wiring. Surge protectors can be used in place of extension cords. Surge protectors cannot be used with high wattage appliances (for example, microwaves, refrigerators, or air conditioning units, to include coffee makers). Extension cords can be used for temporary wiring; examples of temporary wiring are as follows: Temporary electrical power and lighting installations shall be permitted during the period of construction, remodeling, maintenance, repair, or demolition of buildings, structures, equipment, or similar activities.

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.

h. All electrical installations and appliances must strictly comply with the national fire codes.

i. All coffee makers must bear the label of a recognized testing authority, such as UL or FM, and must be in good repair. Always read and follow manufacturers' operating instructions before operating. Do not place coffee makers on unstable surfaces or adjacent to readily combustible materials. Follow

manufacturer guidelines for placement. If none are present, provide at least 18 inches clearance between coffee makers and combustible material. Connect directly to proper electrical outlets using the original manufacturer's cord. Do not use extension cords in lieu of permanent wiring.

j. If portable electric 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(s) must never be left unattended and must have a minimum clearance on all sides of the heater no less than 36 inches from any 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, toaster ovens, or any other food preparation appliances is prohibited in all buildings/facilities. Exception: facilities that have been constructed with full built-in kitchens.

n. When cooking in any facility, regardless whether or not it is equipped with a kitchen area, and/or during any special event, individuals shall never leave the food unattended during the cooking or heating process whether cooking on top of the stove, in the oven, or using a microwave.

o. During any special event that requires the heating or cooking of any food, sufficient and able personnel shall be specifically detailed/designated to maintain a continuous watch of the area where the food is being heated until a time at which the heating or cooking is completed, and all appliances/heating devices used are turned off and no longer needed.

p. Personnel designated to maintain a continuous watch of food heating or cooking areas shall have a readily accessible and serviceable 10lb ABC (4A 60B:C rated) dry chemical fire extinguisher located within the immediate area for use if needed.

15. Heating equipment, grease hoods, and filters

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

b. The using organization will clean grease hoods, trough, and filters daily. The 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 a contractor, as required. Records of the last cleaning must be kept by the using organization and be readily available to a fire inspector.

c. The use of gasoline, kerosene, or other flammable liquid heaters is prohibited inside any structures. 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.

16. Warehousing

a. All storage and warehousing will be done according to Occupational Safety and Health Act (OSHA), national fire codes, and other applicable directives.

b. The height of bins or stacks, below automatic sprinkler heads, is limited as follows:

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

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

c. Slatting of decks and walkways in a mezzanine storage area is not acceptable in areas equipped with sprinklers.

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

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

f. If doors in a warehouse must be blocked, place a sign with 2-inch lettering stating “THIS DOOR IS BLOCKED” on the outside of doors. No two consecutive doors will be blocked. Doors will not be blocked without prior approval from the FLW Fire Department.

Figure 4. Examples of Door Signage

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

17. 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. 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.

c. Do not add fuel to vehicles or powered equipment inside of any building or tent.

d. Never prime carburetors inside a building.

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

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

g. 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.

h. Vehicles shall not park within 15 feet of any fire hydrant or fire department connection (FDC) at any time.

i. Non-emergency vehicles shall not park in fire lanes or block access to any building at any time.

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

18. General housekeeping and control of special hazards

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

b. Soiled rags must be placed in a metal container (with a metal lid) stenciled “Dirty Rags”. All liquid must be removed from the 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 RCRA.

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

d. Do not store materials (such as mop racks, cartons, or waste cans) 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 as an exit. Storage beneath combustible stairways is prohibited.

g. Controlled burns: All controlled burns shall be coordinated through the Fire Prevention Division at 596-0883. 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 call the Assistant Fire Chief (596-0883) 1-hour prior to the lighting of the fire, be available during the entire burning, and must take every precaution to make sure the fire is completely out before leaving the area. The FLW Fire Department shall determine if the lighting of fires is permissible according to weather conditions.

h. Do not use attic areas for storage.

i. Always use charcoal barbecuing equipment outside. Make sure equipment is well-supported and at least 15 feet away from any structure. Barbecue equipment shall not be used on or under any building deck or porch area. This includes wooden decks and under overhangs of buildings. Charcoal, or liquefied petroleum gas (LPG), liquefied natural gas (LNG) grills used outside shall not be placed in the path of the exit egress, including stairs and exit discharge.

j. Seasonal or special event decorations.

(1) Live Christmas trees are prohibited in all areas on post except family housing and unaccompanied enlisted personnel housing (UEPH). Soldiers in UEPH will need their chain of command’s approval (meaning the chain of command assumes the proper risk mitigation). The chain

of command at the battalion level will assess the risk and be held responsible to ensure that their Soldiers are being safe in their UEPH. It is recommended that live trees be treated with a fire retardant. Artificial trees will bear the label of a recognized testing authority, such as UL or FM (see figure 3).

(a) When picking out a live tree, choose a fresh one. Shake the tree. Very few, if any, needles should fall off. If the tree starts to drop needles, it has become too dry and should be taken down.

(b) Water the tree every day! The tree stand should hold a quart of water for every inch of trunk diameter. A 6-foot tree will have about a 4-inch trunk. So, the tree stand should hold at least one gallon of water.

(c) Place the tree in a sturdy stand away from radiators, windows, stoves, and other sources of heat. Do not place Christmas trees near entrance doors, exits, or other locations that could block the path of egress.

(2) Do not use combustible vegetation (corn silk, palm, hay, paper, tinsel, streamers, scenery, or incense) for decorations or to provide atmosphere. Do not use computer paper for decoration.

(3) If using lights on the tree ensure that the lights are UL listed (tag will be attached to the wiring). With the lights unplugged, check light strings for frayed insulation, loose connections, and exposed bare wires. Repair or discard sets displaying these potential trouble spots.

19. Pyrotechnics, explosives, blasting agents, and fireworks

a. Buildings/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, is excluded from this requirement.

e. Sale, 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.

20. Welding, cutting, and other “hot work”

a. A hot work permit is required prior to commencing any hot work outside an approved shop area. Obtain at Fire Station 1, building 580.

(1) A hot work permit will be issued by the FLW Fire Department after all necessary precautions have been taken, such as wetting down the area, protection of combustible material, and a readily accessible 10lb ABC (4A 60B:C rated) dry chemical (minimum size) fire extinguisher. 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.

(2) Hot work permits will be issued/reissued 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 while in 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.

21. 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.

22. Construction, alterations, and modernization

a. Sound fire protection engineering is required in all repair and construction projects; this shall limit fire spread and save lives and property. Fire protection systems and construction features shall comply with Department of Defense fire protection policies, UFC 3-600-01, and NFPA standards.

b. Special emphasis shall be placed on providing adequate fire protection in facilities that are highly susceptible to loss of life and those that house high-value or mission-essential processes or equipment.

c. DODI 6055.06 requires the plans for all military construction projects, facility modernization, rehabilitation programs, or self-help projects be reviewed by qualified fire prevention personnel for compliance with the NFPA codes/standards and UFC 3-600-01.

d. Fire Prevention Division will review DPW design plans and self-help projects that involve fire and life safety issues.

e. Alteration or modernization projects and movable partitions shall be in accordance with UFC 3-600-01 criteria.

f. Fire retarding chemicals listed by recognized testing laboratories might be considered for treatment of existing interior finish materials.

NOTE: Construction alterations/self-help projects must be submitted on a DA Form 4283.

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 Division 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 Division. The FLW Fire Department's concurrence will be submitted with the requisition for purchase.

b. Carpeting will be according to ETL 07-4 and NFPA 101.

24. Fire doors, exit lights, emergency lights, and means of exit

a. Doors identified as exits must be capable of being opened from the inside without the use of a key while 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 IS BLOCKED). See figure 4.

d. Ensure that all illuminated exit signs and emergency lighting are operational at all times while building is occupied.

e. Emergency evacuation plans shall be conspicuously posted in offices, corridors, and exits to direct personnel to the nearest exit(s) from the facility in the event of an emergency. Exception: Small facilities with only one door where the "Exit" is obvious to the occupants this requirement shall not apply.

f. Emergency evacuation plans for lodging, hotel, and dormitory facilities shall be posted on the interior door of individual rooms to direct occupants or guests to the nearest exit(s) from the facility in the event of an emergency.

g. Any deficiencies will be reported immediately to the DPW Service Order Desk for corrective action.

25. Fire protection systems

a. Fire alarms shall only be manually activated for emergencies only.

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

c. Testing, servicing, 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

a. It is unlawful to disconnect, disable, or tamper with any smoke detector or fire detection device located in any building or structure on FLW. This provision applies to all civilian, contractor, and military personnel residing upon, assigned to, or working on the installation, regardless of physical location.

b. A violation of this policy subjects military personnel to disciplinary action under UCMJ. Violation of this policy may also subject individuals to criminal prosecution, civil liability, and termination of installation housing privileges/action to bar the individual from entering the installation.

c. Building evacuation requirement: IAW NFPA 1.10.5.3, persons shall not fail to leave a building when a fire alarm system is activated, unless otherwise provided for in an approved building fire evacuation plan or during routine testing or maintenance. All personnel who are physically capable to do so shall evacuate via the nearest exit in the event the fire alarm system is activated in any facility on FLW unless otherwise provided for.

d. Mass Notification System (MNS): An MNS is for emergency use only and shall not be used for non-emergency purposes such as a building public address (PA) system. When used for non-emergency purposes (such as a PA), the MNS overrides the building fire alarm systems, which could significantly delay fire detection and reporting to building occupants.

28. Life Safety Threat

The Senior Fire Officer has the authority to issue a stop-work order or issue an evacuation order concerning violations that present a significant life safety threat or continuous failure to correct an indentified violation.

Appendix A
REFERENCES AND FORMS

Section I. Required References.

a. AR 420-1, Army Facilities Management. Cited in paragraphs 1a, 1b, and 8b(1)(f).

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

c. DODI 6055.06, DoD Fire and Emergency Services (F&ES) Program. Cited in paragraph 22c.

d. ETL 07-4, Air Force Carpet Standard. Cited in paragraph 23b.

e. Fire Prevention Requirements for Contractors. Cited in paragraph 7b.

f. NFPA 1, Fire Code. Cited in paragraphs 6i, 10g, 14e, and 27c.

g. NFPA 10, Standard for Portable Fire Extinguishers. Cited in paragraphs 11b, 11e, and F-2.

h. NFPA 55, Compressed Gases and Cryogenic Fluids Code. Cited in paragraph 13j.

i. NFPA 58, Standard for the Storage and Handling of Liquefied Petroleum Gases. Cited in paragraph 13j.

j. NFPA 101, Life Safety Code. Cited in paragraphs 1b, 6a, 9c(12), and 23b.

k. NFPA 495, Explosive Materials Code. Cited in paragraph 19b.

l. OSHA 1910.252, Fire Prevention and Protection. Cited in paragraphs 20f and B-4g.

m. UFC 3-600-01, Design: Fire Protection Engineering for Facilities. Cited in paragraphs 11e(7), 22a, 22c, and 22e.

n. Uniform Code of Military Justice. Cited in paragraph 11e(6).

Section II. Related References.

a. Engineering Technical Letters (ETL).

b. National Fire Prevention Association Standards.

c. Occupational Safety and Health Act.

d. Resource Conservation and Recovery Act.

e. Unified Facilities Criteria (UFC).

Section III. Prescribed Form. FLW Form 132 (Area Fire Marshal (AFM) and Building Fire Warden (BFW) Fire Inspection Checklist). Cited in paragraphs 8b(1)(d), 8b(2)(b), and 8b(2)(c).

Section IV. Referenced Forms.

a. DA Form 2028, Recommended Changes to Publications and Blank Forms.

b. DA Form 4283, Facilities Engineering Work Request.

c. FLW OIP Form CI 03-03, Fire Prevention Program (FPP).

Appendix B
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 FLW Fire Department.

B-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.

B-2. Heating.

a. All sources of temporary heat will be 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.

B-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.

B-4. Welding, cutting, and other “hot work”.

a. Hot work permit is required prior to commencing any hot work outside an approved shop area and can be obtained at Fire Station 1, building 580.

b. A hot work permit will be issued by the FLW 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.

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.

B-5. Flammables.

a. Hold to an absolute minimum highly flammable liquid such as paints or thinners inside of buildings (use and storage).

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).

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

B-7. Fire Reporting.

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

b. To report a fire, activate fire alarm and call 911 from outside of the building that is on fire.

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

(1) Location, building number, name of street, name of building, for example, Post Exchange, Hoge Hall, Lincoln Hall, or Clarke Library.

(2) Type of emergency, for example, fire, medical, chemical spill, or gas leak.

(3) A call-back telephone number.

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

(5) Have someone meet the FLW Fire Department on arrival for additional information.

d. Emergency phone stickers will be installed on all government phones. Stickers can be obtained from the FLW Fire Department.

Appendix C
SAMPLE FIRE EVACUATION PLAN

Office Symbol Date

MEMORANDUM FOR All Employees in Building (Number)

SUBJECT: Fire Evacuation Plan for Building (Number)

1. Objective. 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 FLW 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 FLW 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 D
SAMPLE OF FLW FORMS

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

FIRE INSPECTION CHECKLIST

Proponent - Directorate of Emergency Services; Prescribing Directives - AR 420-90 - FLW Reg 400-2

BuildingNumber: DATE: 22nd March 2014

AREA OF CONCERN:	Pass	Fail	N/A	Comments
Building Fire Prevention Folder				
Copy of Appointment Orders (current and in book)				
FLW Fire Regulation 420-2 (current and in book)				
Unit Fire Prevention SOP (posted and in book)				
Bldg Fire Evacuation Plan (posted and in book)				
Monthly Fire Inspection Forms present/complete				
Fire Prevention/Safety Trng documented for all occupants				
Fire Drills documented (frequency IAW FLW Reg 420-2)				
Copy of all fire safety related work/service orders				
General Housekeeping				
Area free of trash/rubbish accumulation				
All combustible materials stored in an orderly manner				
Electrical				
Check all power cords for excessive bending/wear				
Extension cords not used as permanent wiring				
No daisy chained cords or multi-outlet adapters				
No cords under rugs, on nails, through doorways, etc.				
Cover plates in place on all outlets/switches/junction boxes				
Coffee pots bare UL/FM label-turned off when not in use				
Hot plates, broilers, electric frying pans not in use				
No storage in mechanical rooms				
Clearance of 36" from breaker panels				
Clearance of 18" from all light fixtures				
Heating				
Portable heaters unplugged when not in use				
36" clearance maintained around all heaters				
Flammable liquid heaters prohibited in all facilities				
Occupants not to adjust/modify facility heaters				
Smoking/Candles				
No smoking/evidence of smoking in the facility				
DoD/Ft. Leonard Wood Smoking Policies Enforced				
Designated smoking area has proper disposal device				
Open Flame (candles, etc.) decorations prohibited				
Fire Extinguishers				
All Fire Extinguishers are present and unobstructed				
All Fire Extinguishers are in good repair				
All Fire Extinguishers are pressurized				
All Fire Extinguishers have pin and tamper seal in place				
Fire Extinguisher is proper class for the building contents				
Fire Extinguisher label is facing outward				
Fire Extinguishers have not been removed from mount/case				
Emergency Exit Lighting/Illuminate Exit Signs				
All illuminated exit signs in working condition				
Exit signs/emergency lighting not obstructed				
All bulbs working on all illuminated exit signs				
30 second test on battery back up for lighted exit signs				
30 second test conducted on emergency lighting battery				

Sample

FLW 132 (Rev Apr 2006) Previous edition obsolete

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Figure D-1. Sample of FLW Form 132 (Page 1 of 3)

AREA OF CONCERN:	Pass	Fail	N/A	Comments
POL/Flammable/Combustible Liquids/Cylinders				
MSDS Book Present, Available to all, and Current				
All flammable liquids in approved containers and labeled				
No flammable liquids present in path of egress				
All flammable liquids stored in approved, labeled cabinets				
Flammable liquid container covers in place when not in use				
Compressed gas containers in good repair				
Cylinders stored with the valve closed				
Soiled POL rags stored in approved containers				
No Flammable liquids stored in basement on un-vented room				
Fire Doors				
Fire Doors are not obstructed and not propped open				
Exits/Means of Egress				
Evacuation Routes Posted				
Storage under stairs used for egress prohibited				
Travel distance does not exceed 200 feet from any point				
Means of egress checked daily for obstruction				
Egress width not reduced below 36"at any point				
Corridors and Hallway clear width not reduced below 44"				
Exits not locked from outside (no hasps or chains)				
Exit doors do not require excessive force to open				
Egress does not require passing through hazardous area				
Alarm and Suppression Systems				
No damage to or misuse of fire alarm or suppression system				
Alarm strobes, horns and sprinkler heads not obstructed				
Manual pull stations unobstructed [illegible] plain vi[illegible]				
Warehousing/Storage				
3' clearance from heaters, d[illegible] hea[illegible]c.				
Maintain a clear means of egre[illegible] or[illegible]				
Storage does not violate 18" space [illegible]m li[illegible] nd sprinklers				
Vehicles/Liquid Fuel-Powered [illegible]nt				
No vehicles in buildings not specifically designed for such				
No vehicle within 15' of building except loading/unloading				
Fire lanes, FD Connections, hydrants not blocked				
Exterior				
No excessive vegetation growth				
Area free of trash and rubbish				
Modifications/Renovation/Self-Help Projects				
Changes have not increased exit travel distance to>200'				
or increased Fire Extinguisher travel distance to >75'				
All projects have been submitted to FESD for approval				
Fire Prevention/Fire Safety Training				
All newly assigned personnel been briefed on FPP and;				
Fire Reporting and Evacuation Procedures				
Fire Extinguisher Selection and Use				
Fire Hazard Corrections and Reporting				
Other Unit/Facility Specific Necessary Checks				

Sample

FLW 132 (Rev Apr 06) Previous edition obsolete

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Figure D-1 (continued). Sample of FLW Form 132 (Page 2 of 3)

Comments, notes, etc.

Date of Last Fire Drill:	Evacuation Time Min/Sec	Accountability Time Min/Sec	Next Fire Drill Due NLT

Building Fire Warden Name, Rank/Title	Building Fire Warden Signature	Date:

Area Fire Marshal Name, Rank/Title	Area Fire Marshal Signature	Date:

Building Manager Name, Rank/Title	Building Manager Signature	Date:

The Building Fire Warden shall conduct a fire safety inspection of the facility at least once per month and document the inspection on this form. The completed form shall be kept in the Building Fire Warden Book for inspection by FESD Fire Protection Inspectors. The Area Fire Marshal shall conduct a fire safety inspection of each facility within his/her area of responsibility each quarter and document it on this form. The completed forms shall be kept in the Area Fire Marshal Book for inspection by the FESD Fire Protection Inspect[illegible]. If defici[illegible] found involving a fire alarm or fire suppression system device, DO NOT attempt to repair it. Call the Fort Leonard Wood Fire [illegible]ergen[illegible]rvic[illegible]ision immediately to report the deficiency at 573-596-0883. Notify FESD of change of appointed AFM or BFW.

Sample

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Figure D-1 (continued). Sample of FLW Form 132 (Page 3 of 3)

FIRE PREVENTION PROGRAM (FPP)

Proponent for Inspection:	DES	ICI Date:	
Commander Inspected:		ICI Inspector's Name:	
Assumed Command:		SAV/SI Date:	
Unit Name:		SAV/SI Inspector's Name:	
Unit Phone Number:		SCI/SI Date:	
Unit Representative:		SCI/SI Inspector's Name:	

REFERENCES

a. FLW Reg 420-2, 2 Aug 2010 b. FLW Form 132, 1 Oct 94

STANDARDS

"T"= 90% success rate of evaluated tasks with no failed critical tasks. "P"= 70% success rate of evaluated tasks with no failed critical tasks. "U"=

UNIT OVERALL RATING		T P U		T P U		T P U		REFER TO REMARKS (LINE)
INSPECTION CRITERIA	Inspecting UNIT LEVEL	ICI		SAV / SI		SCI / SI		
		GO	NO GO	GO	NO GO	GO	NO GO	
AREA FIRE MARSHAL (AFM) RESPONSIBILITIES								
1. **CRITICAL:** Was Area Fire Marshal (AFM) appointed on orders and a copy provided to the FLW FESD/higher HQs? (FLW Reg 420-2 Para 8b(3))	ALL							
2. Did the AFM receive an orientation from the FESD staff within thirty working days of appointment? (FLW Reg 420-2 Para 8b)	ALL							
3. **CRITICAL:** Is a FPP SOP established by the commander and updated each November? (FLW Reg 420-2 Para 8a(2))	ALL							
4. **CRITICAL:** Does the AFM have a complete listing of Building Fire Wardens (BFW) for each area of responsibility, and was listing provided to FESD/higher HQs? (FLW Reg 420-2 Para	ALL							
5. Is adequate training provided by the AFM for all assigned BFW and is it documented by AFM & BFW? (FLW Reg 420-2 Para 8b(1)(e) & FLW Form 132?	ALL							
6. Are Fire Hazards/Deficiency Reports returned to FESD in a timely manner by the AFM? (as stated on violation notice)								
7. Is documentation maintained by the AFM of random quarterly facility and records inspections? (FLW Reg 420-2 Para 8b(1)(d))	ALL							
8. Is fire prevention training conducted by AFM or commander being documented? (FLW Form 132)	ALL							
9. Does the AFM's fire prevention booklet contain required FPP documentation? (FLW Reg 420-2)	ALL							
10. Does a progressive FPP exist and is it supported by the commander? (FLW Reg 420-2 Para 8a(1))	ALL							
11. Does the AFM's fire prevention booklet contain the fire extinguisher inventory? (FLW Reg 420-2 Para 8.2(c))	ALL							
BUILDING FIRE WARDEN (BFW) RESPONSIBILITIES								
12. **CRITICAL:** Was Building Fire Warden (BFW) appointed on orders and a copy provided to the FLW FESD/higher HQs? (FLW Reg 420-2 Para 8b(3))	ALL							

Sample

FLW FORM CI - 03-03
(Dated June 2012)

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Figure D-2. Sample of FLW Form CI 03-03 (Page 1 of 3)

FIRE PREVENTION PROGRAM (FPP)

UNIT OVERALL RATING		T P U		T P U		T P U		REFER TO REMARKS (LINE)
INSPECTION CRITERIA	Inspecting UNIT LEVEL	ICI		SAV / SI		SCI / SI		
		GO	NO GO	GO	NO GO	GO	NO GO	
13. Are BFWs receiving support from the AFM in correcting deficiencies beyond their capability to correct? (FLW Reg 420-2 Para 8b(2)(e))	ALL							
14. Does the BFW's fire prevention booklet contain required FPP documentation? (FLW Reg 420-2 Appendix C)	ALL							
15. Are service and work order numbers maintained on file to document corrective action of fire deficiencies? (FLW Form 132)	ALL							
16. Are hazardous locations posted to prevent unauthorized smoking? Are authorized smoking areas properly established using DA Form 5560-1-R and discarded smoking materials disposed of safely? (FLW Reg 420-2 Para 12)	ALL							
17. 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)? (FLW Reg 420-2 Para 8b(1)(e) and FLW Form 132)	ALL							
18. When required, are fire drills being conducted? (FLW Reg 420-2 Para 6)	ALL							
19 Are flammable liquids and gasses safely used and stored in approved storage cabinets and designated areas, where required? (FLW Reg 420-2 Para 13)	ALL							
20. Is documentation maintained for monthly facilities inspections conducted by the BFW? (FLW Reg 420-2 Para 8b(2)(b))	ALL							
21. Does the BFW's fire prevention booklet contain the fire extinguisher inventory? (FLW Reg 420-2 Para 8.2(c))	ALL							
22. Are completed FESD Fire Hazard/Deficiency Inspection Reports returned to the AFM in a timely manner? (as stated on violation notice)	ALL							
21. Is building fire evacuation plan established and posted for employees' knowledge? (FLW Reg 420-2 Para 8a (2)and Para 9a	ALL							

Sample

FLW FORM CI - 03-03
(Dated September 2011)

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Figure D-2. Sample of FLW Form CI 03-03 (Page 2 of 3)

FIRE PREVENTION PROGRAM (FPP)

REMARKS AND FINAL COMMENTS			
LINE	INSPECTION	ITEMS	REMARKS
EX	ICI	3	DD Forms 458 not being processed IAW MCM and AR 27-10 to higher. Recommendation:
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Sample

FLW FORM CI - 03-03
(Dated September 2011)

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Figure D-2. Sample of FLW Form CI 03-03 (Page 3 of 3)

Appendix E
CLOSING INSPECTION CHECKLIST FOR PLACES OF PUBLIC ASSEMBLY

E-1. Physically inspect all areas in the building to make sure they are clean and in a fire-safe condition.

E-2. Make sure all smoking materials are cold-safe before disposing of them in dumpsters. Wet down if necessary.

E-3. Empty all trash and waste receptacles in a safe manner outside the building.

E-4. Make sure all rags are stored in metal containers with lids. Ensure that disposal of contaminated rags complies with environmental requirements of RCRA.

E-5. Disconnect all nonessential electrical appliances.

E-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.

E-7. Ensure all flammable liquids are stored according to national fire codes.

E-8. Ensure all heating/air conditioning equipment is properly regulated or turned off.

E-9. Ensure all heating devices are not in contact with curtains, drapes; or other combustibles.

E-10. Inspect all furniture for smoldering smoking materials. Remove loose cushions during inspections.

E-11. Ensure fireplaces, if applicable, have been cleaned, ashes removed, and ashes are cold-safe before disposing of them in dumpsters.

E-12. Ensure all fire prevention practices are being complied with by all personnel.

Appendix F
NFPA 10 STANDARD FOR PORTABLE FIRE EXTINGUISHERS

F-1. 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 fires line of defense to cope with fires of limited size.

F-2. The type, size, and location of fire extinguishers shall be determined by the FLW Fire Department. NFPA 10 is available for review at the Fire Department.

F-3. There are five 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.

- Class K Fires. Class K fires are fires in cooking appliances that involve combustible cooking media (vegetable or animal oils and fats).

Glossary

AFM
area fire marshal

AG
Adjutant General

AR
Army regulation

BN
battalion

BEQ
bachelor enlisted quarters

BFW
building fire warden

BOQ
bachelor officer quarters

DA
Department of the Army

DES
Directorate of Emergency Services

DOD
Department of Defense

DODI
Department of Defense Instruction

DPW
Directorate of Public Works

ETL
engineering technical letter

F&ES
Fire and Emergency Services

FDC
fire department connection

FLW
Fort Leonard Wood

FM
Factory Mutual

FPP
Fire Prevention Program

IAW
in accordance with

LNG
liquefied natural gas

LPG
liquefied petroleum gas

LRC
Logistics Readiness Center

MNS
Mass Notification System

MP
military police

MSCoE
Maneuver Support Center of Excellence

NFPA
National Fire Prevention Association

OSHA
Occupational Safety and Health Act

PA
public address

POL
petroleum, oil, and lubricants

RCRA
Resource Conservation and Recovery Act

SOP
standing operating procedures

UCMJ
Uniform Code of Military Justice

UFC
unified facilities criteria

UEPH
unaccompanied enlisted personnel housing

UL
Underwriters Laboratory

U.S.
United States

USARC
United States Army Reserve Center