

BASE MOTOR TRANSPORT  
Marine Corps Base  
Camp Lejeune, North Carolina 28542

35/CWM/ew  
11320  
27 Feb 1974

DEPARTMENTAL INSTRUCTION 4-74

From: Motor Transport Officer  
To: Distribution List

Subj: Base Motor Transport Fire Bill

Ref: (a) BO 11320.1\_

Encl: (1) Fire Bill  
(2) Fire Inspection Checklist

1. Purpose. To publish a fire protection plan for the Base Motor Transport Department.
2. Cancellation. Departmental Instruction 5-71
3. Action. Reference (a) contains regulations pertaining to fire prevention. Division Directors, civilian supervisors and NCOICs will comply with the above reference and provisions outlined in enclosure (1) and will assure that all persons under their supervision are familiar with the procedures therein.

  
L. I. FEIN

DISTRIBUTION: "A" plus one for each supervisor and each NCOIC

CONFIDENTIAL

SECRET

DEPARTMENT OF DEFENSE

Chief, Defense Research Agency

Subject: [Illegible]

Date: ( ) 1951

Ref: ( ) [Illegible]

( ) [Illegible]

1. Purpose: To [Illegible]

2. [Illegible]

3. [Illegible]

DISTRIBUTION: [Illegible]

## FIRE BILL

1. In event a fire is discovered in or around Building No. \_\_\_\_\_, the person discovering the fire will notify the Fire Department (telephone 3333), giving his name, the location, and the type of fire. He will then notify the Base Motor Transport Officer or his assistant and proceed to the road nearest the fire to assist in directing the Fire Department to the fire.
2. The individual receiving notice of the fire will sound the fire alarm (one long blast on the alarm). When the alarm is sounded, it will be the responsibility of each Shop or Branch Supervisor to see that all fire fighting equipment is manned, all windows and doors are closed, and electrical machines/appliances are off, and all personnel not necessary for the manning of the equipment are removed from the building.
3. The office personnel will close all windows and doors in their respective offices and leave the building. Other designated employees will close the windows and doors in the heads and hallways and leave the building. It will be the responsibility of the Maintenance Chief or NCOIC of the Branch/Section to cut off all electrical current in the building.
4. When the fire is secured, a short blast will be sounded.
5. Officers, NCOs or civilians who are assigned the responsibility for a certain building, portion of building, or open storage lot will be responsible for the following:
  - a. That specific personnel are designated and are trained as building fire fighting details to handle the fire fighting equipment in each building. The name of the section that is responsible to provide specific personnel for all fire fighting equipment will be posted near the fire fighting apparatus.
  - b. For guarding against the creation of fire hazards. General cleanliness in the entire area is essential for the prevention of fires.
  - c. For maintaining programs of fire prevention and for inspection and elimination of fire hazards.
  - d. That supervised fire drills are held at least once every three months. A record of such drills will be kept by the organization subject to inspection by the Fire Marshal or his representative.
6. Inspections
  - a. A daily fire prevention inspection will be conducted by an Officer, NCO, or Civilian Supervisor of the Division, Branch, or Section concerned.
    - (1) The fire hazard checklist, enclosure (2), may be used by the individual assigned to conduct the fire inspection.

FIRE DEPT.

1. In event a fire is discovered in or around building No. \_\_\_\_\_ the person discovering the fire will notify the Fire Department (telephone \_\_\_\_\_), giving his name, the location, and the type of fire. He will then notify the Base Motor Transport Officer of his activities and proceed to the road nearest the fire to assist in directing the Fire Department to the fire.

2. The individual receiving notice of the fire will sound the fire alarm (one long blast on the alarm). When the alarm is sounded, it will be the responsibility of each group or person supervising to see that all fire fighting equipment is manned, all windows and doors are closed, and all persons are evacuated from the building, and all persons not necessary for the running of the equipment are removed from the building.

3. The office supervisor will be responsible for the evacuation of the building and the removal of all personnel from the building. It will be the responsibility of the supervisor to see that all personnel are accounted for and all electrical equipment in the building is disconnected.

4. Officers, WOODS or civilians who are assigned the responsibility for a certain building, portion of building, or open air area for fire response will be responsible for the following:

a. That a fire is reported and the fire department is notified as soon as possible. The name of the location that is responsible to provide assistance will be provided to the fire department.

b. For guarding against the extension of the hazard. General clean-up in the active area is essential for the prevention of fires.

c. The fire department will be notified of the location and the nature of the situation of the fire.

d. A record of such activities will be kept by the organization subject to inspection.

Approved: \_\_\_\_\_

1. The fire department will be notified of the location and the nature of the situation of the fire.



7. Divisions, Branches and/or Sections will maintain a current fire bill and will have it posted at all times. The report of fire drills will be submitted by the first of January, April, July and October of each year to the Motor Transport Officer's secretary.

8. All fire stations will have persons assigned to man them in event of a fire. Officers, NCOs and Section Heads are responsible for ensuring persons designated are made aware of their assignments to their respective fire stations. Names of the persons responsible for ensuring that each station is properly manned will be printed on a 5 x 8 card and posted at each station.

9. Smoking or the carrying of lighted cigars, cigarettes or pipes near pumps, batteries, vent pipes on in the immediate areas where motor vehicles are being repaired is prohibited. No smoking or use of open flames will be permitted in the immediate areas where vehicles are being repaired. Only designated smoking areas will be used.

7. Divisions, Branches and/or Sections will maintain a current fire drill and will have it posted at all times. The report of fire drills will be submitted by the first of January, April, July and October of each year to the Motor Transport Officer's secretary.

8. All fire stations will have persons assigned to man them in event of a fire. Officers, NCOs and Section Heads are responsible for ensuring persons designated and made aware of their assignments to their respective fire stations. Names of the persons responsible for ensuring that each station is properly manned will be printed on a 2 x 8 card and posted at each station.

9. Smoking or the carrying of lighted cigars, cigarettes or pipes near pumps, batteries, vent pipes or in the immediate areas where motor vehicles are being repaired is prohibited. No smoking or use of open flames will be permitted in the immediate areas where vehicles are being repaired. This regulation applies to all areas.

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FIRE INSPECTION CHECKLIST

Inspected by \_\_\_\_\_

Date \_\_\_\_\_

YES      NO

- |  |       |       |
|--|-------|-------|
| 1. Are the required number of fire extinguishers in each area and are they in working order? | _____ | _____ |
| 2. Are lights secured, except for standing lights where required?                            | _____ | _____ |
| 3. Are smoking areas secured?  | _____ | _____ |
| 4. Are electric heaters secured?   | _____ | _____ |
| 5. Are coal, wood, and oil heaters secured?  | _____ | _____ |
| 6. Are exits free from obstructions?   | _____ | _____ |
| 7. Are floors free from grease and oil?  | _____ | _____ |
| 8. Are oily rags or flammable materials kept in approved containers?                         | _____ | _____ |
| 9. Is machinery free from dripping oil and grease?   | _____ | _____ |
| 10. Are work areas clean and free of paper, refuse, etc.?                                    | _____ | _____ |
| 11. Are fire doors and windows secured?  | _____ | _____ |
| 12. Are electrical equipment and appliances disconnected at the receptacle?                  | _____ | _____ |
| 13. Are ash trays and butt kits free of smoldering fires?                                    | _____ | _____ |
| 14. Are dempster dumpsters free of smoldering fires?   | _____ | _____ |
| 15. Cigarette butt boxes.  |       |       |
| a. Are butt boxes filled with at least three inches of sand?                                 | _____ | _____ |
| b. Are butt boxes kept free of paper, flammable trash, etc.?                                 | _____ | _____ |
| c. Are butt boxes clean?   | _____ | _____ |



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