



UNITED STATES MARINE CORPS  
COURTHOUSE BAY AREA  
MARINE CORPS BASE  
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO  
AreaO 11320.4H  
SPT/GWG/jk  
4 August 1977

AREA ORDER 11320.4H

From: Area Commander  
To: Distribution List  
Subj: Fire Protection Plan

Ref: (a) BO 11320.1F  
(b) BO P4600.1  
(c) BO 11320.5B  
(d) BO 11090.1

Encl: (1) Organizational Fire Bill (Example)  
(2) Building Responsibility Designation  
(3) Building Nightly Fire Security Check List

1. Purpose. To supplement reference (a) with specific instructions for the Courthouse Bay Area. To ensure a fire protection plan is in effect and to provide fire prevention inspections of all assigned areas before securing after working hours.

2. Cancellation. AreaO 11320.4G

3. Action

a. Organizational and tenant commanders will familiarize themselves with the contents of reference (a).

b. Organizational and tenant commanders will be responsible for compliance with the provisions of reference (a) and this order.

4. Area Deputy Fire Marshal

a. The appointment of an Area Deputy Fire Marshal, for the Courthouse Bay Area, will be made by the Area Commander by separate area directive.

b. Each Organization billeted within the Courthouse Bay Area will appoint an Organizational Fire Marshal who will be responsible for the area and buildings occupied by that organization. He or she will assist the Area Deputy Fire Marshal as required. The Area Deputy Fire Marshal will be informed in writing of all appointments and changes in the assignment of Organization Fire Marshals.

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c. The Organizational Fire Marshal will conduct weekly fire hazard inspections to include all fire extinguishers for damage, broken or missing safety seals, and to ascertain that the extinguishers are full and operational.

d. With any change in Building Assignment, the Organizational Fire Marshals will submit a current list of the number, type and location of all fire extinguishers to the Area Deputy Fire Marshal. The Area Deputy Fire Marshal will maintain a file of this information and update it as changes are received.

e. The Area Deputy Fire Marshal and Organization Fire Marshals will be guided in their duties by the provisions of this order.

## 5. Fire Drills

a. Organizational Commanders will hold supervised monthly fire drills in buildings in which personnel are quartered and in shops. Fire drills will be conducted in other buildings not less than once every three months. A record of fire drills must be kept by the organization subject to inspection by the Base Fire Chief or his representative. When such a drill is held, telephone confirmation will be made to the Area Deputy Fire Marshal (telephone 7153) for record purposes. During drills personnel are required to perform their assigned duties as outlined in the organizational fire drill. In association with the drills, programs of fire prevention will be conducted.

b. Prior to conducting a fire drill, the organizational commanders, the officer or NCO in charge will notify the Area Fire Department (telephone 3004) and request personnel to supervise the fire drill.

c. The Area Deputy Fire Marshal will keep an Area Fire Drill Log of such drills. His record will include all those reports made by organizations/units as specified in subparagraph 5a above. He will provide this record to the Base Fire Marshal or his representative for inspection as required.

## 6. Fire Extinguishers

a. No extinguisher or other fire fighting equipment will be removed from its assigned space except for maintenance or to fight fires.

b. No extinguisher or fire fighting equipment will be utilized or expended for any purpose other than to fight fires. In the event an extinguisher, other than that organic to motor transport or engineer equipment, is expended, and no fire occurred, the Base Fire Dispatcher (5856) will be notified as soon as practicable.

c. Water pump cans will be kept filled with water by organizations to which they are assigned.

d. Prior permission of the Base Fire Department (5856) is required to use a stand pipe hose for purposes other than fighting a fire. Should unauthorized use be discovered, a report will be made to the Base Fire Dispatcher (telephone 5956) as soon as practicable. Additionally, a report will be made regarding the circumstances to the Base Fire Chief, via the Area Deputy Fire Marshal, Courthouse Bay.

e. Motor vehicle fire extinguishers will be inspected in accordance with references (b) and (c).

f. Engineer equipment fire extinguishers will be inspected in accordance with reference (c).

#### 7. Fire Bills

a. An organizational fire bill must be located in each building and/or area in such manner that is is conspicuous from each fire station within that area.

b. All station assignments will be made by billet whenever possible. When it is necessary to make assignments by name, such assignments will be kept current.

c. Enclosure (1) will be used as a guide for organization and unit fire bills.

#### 8. Building Responsibility

a. A responsible person will be assigned by Organizational Commanders for every building that is normally unoccupied after working hours.

b. Enclosure (2) will be completed in duplicate for each building. The original will be displayed so as to be readily visible at the main entrance of all buildings normally unoccupied after working hours. The duplicate will be forwarded to the Area Deputy Fire Marshal.

c. Building responsibility forms will be kept current.

d. Forms are available from the Area Deputy Fire Marshal.

#### 9. Fire Prevention

a. Organizational Commanders will ensure an inspection is made of all assigned buildings and areas at the completion of working hours, or upon cessation of operations to ensure that no fire hazards exist.

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b. Particular attention will be paid to the following:

- (1) Heating devices
- (2) Electrical equipment
- (3) Waste containers
- (4) Upholstered furniture
- (5) Butt boxes
- (6) Fuel containers

c. The persons indicated below, or their authorized representatives, will be responsible for having the Area Fire Inspection, Courthouse Bay Area (3004), conducted each night of the below listed facilities, utilizing enclosure (3). Facilities will be prepared for closing prior to the inspection, in order that the Fire Inspector may be the last person to leave the building.

<u>Facility</u>	<u>Person Responsible</u>
Area Theater (BB-2)	Theater Attendant
Library (BB-15)	Library Attendant
Special Services (BB-30)	Special Services Duty Personnel
COM (Open) Annex (BB-45)	Club Manager
Staff NCO Club (BB-27)	Club Manager
Enlisted Service Club (BB-54)	Club Manager
Laundry (BB-16)	Laundry NCO

d. The disposal of any gasoline, kerosene, oil, paint, thinner, solvent or other flammable liquids through a drainage system, either surface or subterranean is forbidden. Disposal instructions shall be requested from the Base Fire Department and as required by reference (d).

e. Use of Flammable Liquids. The use of gasoline for any purpose, other than as a motor fuel, is prohibited. The use of benzine, naphtha, kerosene, paint thinner, alcohol, paint remover or other flammable solvents with a flash point of less than 100 degrees fahrenheit for cleaning ordnance equipment, automotive parts or floors of buildings is prohibited unless prior approval is obtained from the Base Fire Inspector. He will issue a written

permit for such work. Appropriate fire extinguishers will always be immediately available when such work is being conducted. Solvents, with flash points below 200 degrees fahrenheit used inside buildings, will be kept in containers equipped with self-closing or automatic covers.

f. Mattresses or pads will be stacked no closer than 12 inches to another stack. Rows of such stacks shall be at least six inches from the deck, on platforms. No moist or oily mattresses will be placed in inside storage.

g. Fire lanes in storage warehouse will be maintained as prescribed in NAVMC-1101.

h. Stoves and Heaters

(1) Whenever heating stoves are installed or moved, they will be inspected and approved by the Base Fire Inspector before being put in operation unless such stoves have been installed or moved by Base Maintenance Personnel.

(2) Portable kerosene-type heaters or the fuel tanks thereof will be removed from the building for the purpose of filling. They will be filled only at a designated safe location outside the building.

(3) Stoves will not be left burning when a building is secured.

(4) Smoke pipes and flues will be inspected weekly when in use and will be kept in good condition.

(5) Oil stoves, that are installed on wooden decks, must have a sheet metal base with edges turned up to hold any spilled oil. Sand boxes will not be used in conjunction with oil heaters.

(6) Only authorized Marine Corps Base Maintenance personnel will be permitted to repair defective stoves, and they should be summoned by the Organizational Commander with the defective stove or his designated representative.

i. Area Theater

(1) The chief operator in Courthouse Bay Area Theater will inspect fire prevention/fire fighting equipment and fire shutters once each day. Any defects noted must be reported to the Base Fire Department immediately. In no case will movies be shown unless all fire fighting/prevention equipment is in proper working order.

(2) Motion picture machines will be operated only by authorized personnel.

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(3) All motion picture film, except that actually in use, shall be kept in closed cans.

(4) No combustible furniture, cleaning gear or other combustibles will be kept or stored in any projection booth or rewind room.

(5) Film magazines will be kept closed except when changing films.

(6) Nitrocellulose film is highly flammable and its fumes are toxic. Such film shall be removed from the film magazine in projection booths only. No more than one film shall be exposed at a time. Clippings will be disposed of by immediately immersing them in water until they can be removed from the building. During projector operation, doors and windows of the booth will remain closed.

(7) Upon receipt of nitrocellulose film by any organization for storage, a written report will be made to the Base Fire Department showing the amount received and how film is stored.

(8) Smoking is prohibited in any projection booth.

(9) In case of fire in a projection booth, the operator will:

(a) Make an immediate effort to halt the fire.

(b) Clear the theater.

(c) Close all doors on projectors.

(d) Turn off all switches pertaining to motion picture equipment.

(e) Clear the booth and close tightly.

(f) Notify the Base Fire Department.

(g) Notify the NCO in charge.

10. In Case of Fire Within Courthouse Bay Area

a. During Working Hours

(1) Notify the Fire Department (3333).

(2) Carry out Fire Bill.

(3) Notify Area Deputy Fire Marshal (7153).

(4) Notify Appropriate Organizational Commander.

b. After Working Hours

- (1) Notify Fire Department (3333).
- (2) Carry out Fire Bill.
- (3) Notify Area Officer of the Day (7136).

c. Area Officer of the Day. After ascertaining that the Fire Department has been notified, call the following if the fire endangers life or property:

- (1) Area Dispensary.
- (2) Area Deputy Fire Marshal.
- (3) Area Commander (Assistant Area Commander if Area Commander is not available).
- (4) Organizational Commander and section in whose area the fire has occurred.

11. Fire Reports

a. All fires must be reported to the Fire Department, even though already extinguished.

b. Organizational Commanders

(1) Will cause an investigation to be made of all fires occurring within their area of responsibility, resulting in loss and/or damage of government property. The investigation will be forwarded to the Commanding General, Marine Corps Base (Attn: AC/S, Facilities) and the Base Fire Chief, via the Area Commander (Attn: Deputy Area Fire Marshal).

(2) Will provide personnel who will be the organization's fire fighting detail as required by this Order, paragraph 12a.

(3) Ensure that the Marines of their organization attached to the detail have the required uniform and equipment as required by this Order, paragraph 12d.

12. Forest Fires. On receiving a call from the Fire Marshal, (Fire Dispatcher, Marine Corps Base, Camp Lejeune, North Carolina, telephone 5956) for a fire detail, the Officer of the Day/Area Deputy Fire Marshal will:

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a. Assemble a fire fighting detail consisting of 20 Marines from the following organizations:

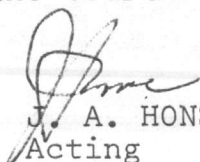
(1) 2d AsltPhibBn	1 NCO	7 Marines
(2) H&S Co., MCES	1 NCO	2 Marines
(3) CEIC, MCES	1 NCO	2 Marines
(4) UIC, MCES	1 NCO	2 Marines
(5) EEIC, MCES	1 NCO	2 Marines

b. One box of necessary tools will be drawn by the detail from the Courthouse Bay Area Fire Station (BB-8), prior to being dispatched to the fire scene. During normal working hours, dispatch the detail on transportation provided by Marine Corps Base Motor Transport Dispatcher (3585). After normal hours, weekends and holidays, transportation will be furnished by the Base Fire Dispatcher (7221). A pickup point will be designated by the Area Deputy Fire Marshal. The noncommissioned officer in charge will report, with the detail, as directed by the Fire Dispatcher. The NCOIC will carry out the instructions received from the Officer in Charge at the scene of the fire and carry out those instructions until relieved.

c. Direct the Noncommissioned Officer in Charge to submit a complete roster of personnel prior to departing for the fire and be able to provide a list of his personnel to the Fire Department Officer in Charge at the fire.

d. Ensure that the personnel of the detail wear the full utility uniform and are equipped with web belt with canteen cup, filled canteen, jacket, poncho and winter type clothing, if appropriate.

13. Applicability. Having received the concurrence of the Commanding Officer, Marine Corps Engineer School and the Commanding Officer, 2d Amphibious Assault Battalion, this Order is applicable to all organizations within the Courthouse Bay Area.

  
J. A. HONSE  
Acting

DISTRIBUTION: A  
Plus (20) to D/S  
(1) Each Qtrs



ORGANIZATIONAL FIRE BILL (EXAMPLE)

UNIT HEADING  
FIRE BILL FOR BUILDING/AREA

1. Persons Detecting Fire. The first person to detect a fire in the building or area will:
  - a. Immediately alert all personnel endangered.
  - b. Notify the Fire Department by dialing 3333 and give the following information:
    - (1) Name and Rank
    - (2) Location of Fire
    - (3) Type of fire if known
  - c. Attempt to extinguish fire with means at hand until relieved by fire fighting detail or other competent authority.
    - (1) Use foam, CO<sub>2</sub>, or dry powder extinguisher on grease, oil, gasoline, or other flammable liquids.
    - (2) Use water on ordinary combustibles (trash, paper, wood, etc.)
    - (3) On electric fires DO NOT USE FOAM OR WATER; use CO<sub>2</sub> or dry powder extinguishers.
  - d. Notify the Area Officer of the Day 7136.
2. Duties of Senior Man. The senior man present will:
  - a. Designate someone to stand by to direct Fire Department personnel to the location of the fire.
  - b. Ensure that fire fighting equipment located in the building is properly manned.
  - c. Ensure that all outside doors and windows are closed to prevent drafts.
  - d. Assign personnel to maintain security of records and files.
  - e. Direct fire fighting details until relieved by Fire Department personnel.

ENCLOSURE (1)

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3. Station and Duty Assignments. Fire Stations and Duty assignments are as follows:

a. Fire extinguisher number (location)

(1) (Billet)

(2) (Billet)

(3) (Billet)

b. Water Pump Can Number (Location)

(1) (Billet)

c. Records and Files (Location)

(1) (Billet)

(2) (Billet)

4. The nearest first aid station is. \_\_\_\_\_

5. Special Fire Prevention measures for this Building. \_\_\_\_\_

\_\_\_\_\_

6. Other Personnel. All personnel not assigned a station will muster (location) or as otherwise directed by senior man present.

ENCLOSURE (1)

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BUILDING RESPONSIBILITY DESIGNATION

\_\_\_\_\_  
Date

Building No. \_\_\_\_\_

\_\_\_\_\_  
During Working Hours Contact (Name-Rank)

\_\_\_\_\_  
Located at

\_\_\_\_\_  
Phone

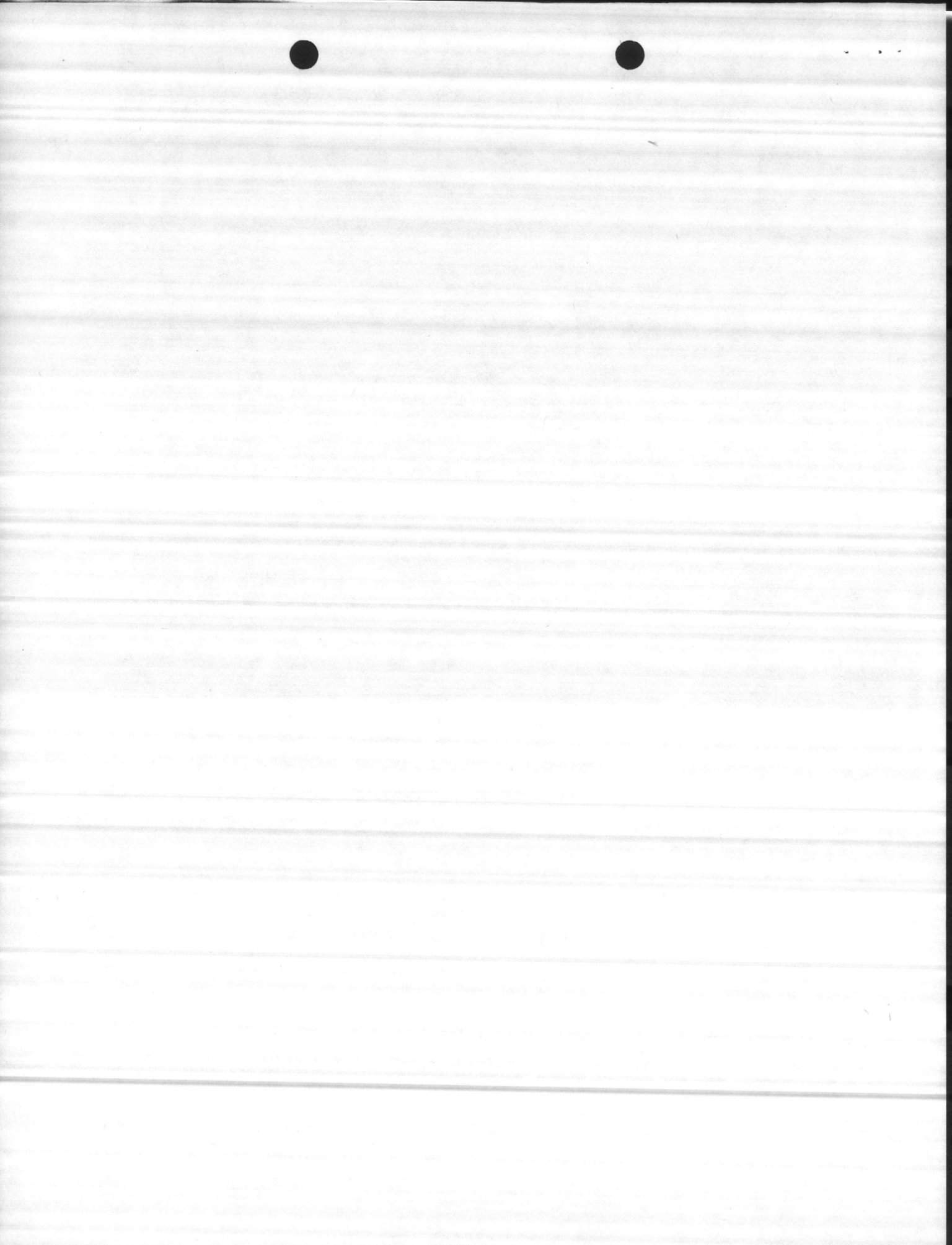
\_\_\_\_\_  
After Working Hours Contact (Name-Rank)

\_\_\_\_\_  
Located at

\_\_\_\_\_  
Phone

\_\_\_\_\_  
If above person is not available, telephone the Area Officer of  
the Day 7136

ENCLOSURE (2)



BUILDING NIGHTLY FIRE SECURITY CHECK LIST

INSTRUCTION: All question below must be completed. Discrepancies will be checked and listed under remarks. Place completed copy in proper building fire jacket.

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BUILDING INSPECTED                      DATE INSPECTED TIME BUILDING SECURED

ITEMS TO BE CHECKED	YES	NO
1. All upholstered furniture has been THOROUGHLY Checked?		
2. All electrical appliances (other than equipment, refrigerators, clocks, etc.) have been turned off?		
3. All combustible trash has been removed to the proper containers for combustible trash?		
4. Cigarette butts and ash trays have been emptied into container for combustible trash?		
5. All closets, coatrooms, storerooms, heads, and other similar places have been checked?		
6. All doors and windows have been secured?		
7. All exit doors are free of obstacles and unlocked from the inside?		

REMARKS: If no, explain)

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SIGNATURE (Fire Inspector)

SIGNATURE (Person in Charge)

ENCLOSURE (3)

