



UNITED STATES MARINE CORPS

MARINE CORPS BASE QUANTICO
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MARINE CORPS BASE ORDER 11320.1A

From: Commander

To: Distribution List

Subj: FIRE PROTECTION/PREVENTION PROGRAM

Ref: (a) MCO 11000.11
(b) National Fire Protection Association (NFPA) (NOTAL)
(c) Unified Facilities Criteria (UFC) 3-600-01
(d) Unified Facilities Criteria (UFC) 3-600-10N
(e) Unified Facilities Criteria (UFC) 4-010-01
(f) Federal Specification TT-P-26C
(g) 29 CFR 1910.106
(h) 29 CFR 1910.120
(i) 29 CFR 1910.1200
(j) 29 CFR 1910.1096
(k) MCO P8020.10B
(l) OPNAVINST 11320.25B (NOTAL)
(m) MCBO P11101.1A
(n) DoDI 6055.16
(o) SECNAVINST 5100.17
(p) 26 CFR 1926, Subpart P

Encl: (1) Fire Protection/Prevention Program Policy and
Procedures

1. Situation. Per the references and the enclosure, this Order provides policy and procedures to protect Marine Corps Base Quantico (MCBQ) personnel, families, tenant commands, contractors, and visitors from loss of life, injury and illness due to fire and other emergencies. The Order is not limited to fires and defines emergencies as a result of installation activities, operational training, aircraft operations, destructive weather, and terrorist incidents.

2. Cancellation. MCBO P11320.1 w/Ch 1.

3. Mission. To publish policy, responsibilities, and procedures in order to establish an effective and efficient Fire Protection and Emergency Services Program that incorporates

15 Apr 13

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.
fire prevention and public fire education; fire protection engineering; all-hazards emergency response; fire protection systems inspection; testing and maintenance.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MCBQ will provide the facilities, programs and services required to support MCBQ readiness and provide the infrastructure for current and future mission requirements. All personnel aboard MCBQ are encouraged to prevent or minimize damage to Marine Corps property and the environment.

(2) Concept of Operations

(a) All MCBQ Fire and Emergency Services department will utilize mutual aid agreements with local jurisdictions where the agreements will enhance emergency response capabilities and support firefighting, emergency services and/or emergency medical technician training.

(b) MCBQ Fire and Emergency Services department will develop and provide public fire and injury prevention education programs to motivate installation, tenant commands, civilian Marines, contractors, and families on their fire and injury prevention responsibilities.

b. Subordinate Elements Tasks

(1) Commanding Officers

(a) Will implement this Order, including the requirements of references (a) through (p), as applicable. Ensure all training programs and standing operating procedures include proactive safety requirements with adequate controls to minimize hazards and ensure force preservation.

(b) Shall establish and maintain a fire protection/prevention program. This program will enhance force preservation and warfighting capabilities by preventing mishaps and reducing personnel and materiel losses.

(2) Commanding Officer, Marine Corps Air Facility shall establish and maintain an effective and efficient Aircraft

15 Apr 13

Rescue and Fire Fighting (ARFF) Program that incorporates immediate response to aircraft emergencies, hazardous material emergency response, and aircraft fire suppression.

(3) Commanders, Directors and Officers-In-Charge, Tenant Activities and Commands:

(a) Will ensure fire protection and emergency services program enhance Marine Corps mission capability by protecting personnel, property, aircraft, and equipment through preventive risk management, education, emergency response, and risk communication;

(b) Shall ensure adequate staff and budgets are provided to implement a comprehensive fire and emergency services program that meet the requirements of this Order and other applicable orders; and

(c) Shall integrate risk management strategies into appropriate planning, orders, training and indoctrination programs, fire prevention and life safety publications, checklists, and standard operating procedures.

(4) Supervisors are responsible and accountable to ensure the intent of this Order is executed to include risk mitigation of all manpower, equipment, and other logistics requirements.

(5) Fire Chief. Responsible to ensure the below requirements are instituted and documented, to include:

(a) All MCBQ Fire and Emergency Services personnel are properly trained and certified for their assigned mission;

(b) All MCBQ facilities are surveyed to identify and correct or control fire and life safety hazards;

(c) All MCBQ fire protection systems are inspected, tested and maintained to ensure operational readiness;

(d) All MCBQ facility design, repair and construction projects incorporate required life safety and fire protection engineering standards;

(e) All MCBQ Fire and Emergency Services departments/sections define and document their scope of services and are staffed, funded, equipped and trained to meet the assigned services; and

15 Apr 13

(f) Marine Corps Air Facility maintain an ARFF capability that is staffed, funded, equipped and trained to meet assigned mission responsibilities.

(6) Director, Safety Division

(a) During pre-incident phases, safety personnel will attend planning meetings for the purpose of providing mishap prevention guidance.

(b) When an incident occurs, assign a safety specialist who will:

1. Provide immediate mishap prevention feedback to the Fire Chief or his/her representative.

2. Identify unsafe acts or conditions to the Fire Chief or Incident Commander (IC) for immediate correction to prevent mishaps during fire emergencies;

3. Provide 'time critical' risk management for the Fire Chief or IC to make process related decisions to meet fire emergency requirements; and

4. Provide the Fire Chief or IC with qualified safety specialists when a mishap occurs and the commander orders a mishap investigation to include recommendation for the composition of the investigation and/or board as appropriate.

5. Administration and Logistics. All recommendations concerning this Order must be submitted to the Fire Chief, Fire and Emergency Services, MCBQ.

6. Command and Signal

a. Command. This Order is applicable to all activities, organizations and personnel aboard MCBQ.

b. Signal. This Order becomes effective when signed.

/s/

DAVID W. MAXWELL

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LOCATOR SHEET

Subj: FIRE PROTECTION/PREVENTION PROGRAM

Location: _____
(Indicate location(s) of copy(ies) of this Order.)

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 1	FIREFIGHTING PROCEDURES AND RESPONSIBILITIES.....	1-1
1.	GENERAL FIREFIGHTING PROCEDURES	1-1
2.	BRUSH AND FOREST FIREFIGHTING PROCEDURES. . .	1-2
3.	AIRCRAFT RESCUE FIRE FIGHTING PROCEDURES. . .	1-10
4.	RESPONSIBILITIES	1-10
Figure 1-1	EXAMPLE OF THE ORGANIZATIONAL STRUCTURE OF THE INCIDENT COMMAND SYSTEM IN THE OPERATIONAL PHASE	1-17
Figure 1-2	FIRE DANGER CLASSIFICATION CHART	1-18
Figure 1-3	FIRE SITUATION REPORT FORMAT	1-20
Chapter 2	FIRE REPORTING PROCEDURES	2-1
	DISCOVERY OF A FIRE	2-1
Chapter 3	GUIDELINES FOR ORGANIZATIONAL FIRE PREVENTION ORDERS	3-1
1.	FIRE DRILLS AND EVACUATION PLANS	3-1
2.	EVACUATION PLANS	3-1
3.	FIRE DRILLS	3-2
4.	TRAIL RUN DRILLS	3-2
Chapter 4	FIRE PROTECTION EQUIPMENT AND EXITS	4-1
1.	FIRE ALARM EQUIPMENT	4-1
2.	SPRINKLER SYSTEMS	4-1
3.	FIRE HYDRANTS AND SPRINKLER/STANDPIPE CONNECTIONS	4-2
4.	FIRE HOSE	4-3

MCBO 11320.1A
15 Apr 13
Enclosure (1)

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
5.	EMERGENCY FIRE EXITS AND FIRE SEPARATION DOORS	4-3
Chapter 5	FIRE PREVENTION REGULATIONS	5-1
1.	FIRE PREVENTION INSPECTIONS	5-1
2.	GENERAL FIRE PREVENTION REGULATIONS.	5-1
3.	SMOKING REGULATIONS	5-3
4.	RUBBISH, TRASH AND DEBRIS	5-4
5.	STORAGE OF COMBUSTIBLES/HAZARDOUS MATERIAL.	5-5
6.	FLAMMABLE LIQUIDS	5-6
7.	DISPENSING FLAMMABLE LIQUIDS AND COMBUSTIBLES	5-7
8.	OPERATION OF SERVICE STATIONS	5-9
9.	FUEL CARRYING VEHICLES	5-10
10.	OPERATORS OF MOTOR VEHICLES	5-11
11.	STORAGE AND PARKING OF MOTOR VEHICLES	5-11
12.	HEATING SYSTEMS	5-12
13.	ELECTRICAL HAZARDS	5-13
14.	WELDING AND CUTTING OPERATIONS	5-17
15.	TAR HEATING UNITS	5-18
16.	CLEANING FLOORS	5-19
17.	REFINISHING FLOORS	5-19
18.	MAINTENANCE ON OR NEAR FLAMMABLE STORAGE AREAS	5-20
19.	EXCAVATIONS	5-20

MCBO 11320.1A
15 Apr 13
Enclosure (1)

TABLE OF CONTENT

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
20.	PAINTING	5-21
21.	EXHAUST SYSTEMS	5-21
22.	CONCEALED SPACES AND ATTICS	5-21
23.	GENERAL STORAGE WAREHOUSES	5-21
24.	CARPENTER AND WOODWORKING FACILITIES	5-23
25.	THEATERS	5-24
26.	BATTERY CHARGING FACILITIES	5-25
27.	HOLIDAY DECORATIONS	5-25
Chapter 6	PORTABLE FIRE EXTINGUISHERS	6-1
1.	RESPONSIBILITY OF THE FIRE CHIEF, QUANTICO FIRE AND EMERGENCY SERVICES (QFES).	6-1
2.	RESPONSIBILITIES OF UNIT COMMANDERS AND OFFICERS IN CHARGE	6-1
3.	FIRE EXTINGUISHERS ON COMMERCIAL-TYPE VEHICLES	6-2
4.	MARINE CORPS AIR FACILITY (MCAF) FLIGHT LINE EXTINGUISHERS	6-3
Chapter 7	LIFE SAFETY	7-1
1.	PLACES OF PUBLIC ASSEMBLY	7-1
2.	INTERIOR FINISH	7-3
3.	FIRE RETARDANT PAINTS	7-5
4.	FLOOR COVERINGS	7-5

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 8	HAZARDOUS MATERIALS	8-1
1.	STORAGE	8-1
2.	SPIILLS AND DAMAGED CONTAINERS	8-2
3.	PESTICIDES	8-2
4.	GAS LEAKS	8-2
Chapter 9	AMMUNITION MAGAZINES AND AMMUNITION	9-1
1.	GENERAL	9-1
2.	STORAGE	9-2
3.	PYROTECHNICS	9-2
Chapter 10	RADIOACTIVE MATERIAL	10-1
	GENERAL	10-1
Chapter 11	FAMILY HOUSING	11-1
1.	GENERAL	11-1
2.	FIRE EMERGENCY EVACUATION ACTIONS FOR FAMILY HOUSING	11-4
3.	FIRE PREVENTION	11-5
4.	FAMILY HOUSING EMERGENCY INFORMATION	11-6
Chapter 12	FIRE PROTECTION FOR CRITICAL MATERIAL	12-1
1.	GENERAL	12-1
2.	POLICY	12-1
3.	DEFINITIONS	12-1

MCBO 11320.1A
15 Apr 13
Enclosure (1)

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
4.	CONSTRUCTION OF FACILITIES	12-1
5.	FIRE PROTECTION SYSTEMS	12-2
6.	RAISED FLOOR PROTECTION	12-2
7.	FIXED FIRE SUPPRESSION SYSTEMS	12-2
Chapter 13	TRAINING OF FIRE AND EMERGENCY SERVICES PERSONNEL	13-1
1.	GENERAL	13-1
2.	FIRE FIGHTING TRAINING	13-1
APPENDIX		
A	INCIDENT COMMAND SYSTEM AND FIRE SUPPRESSION TERMINOLOGY	A-1
B	FIRE PROTECTION SYSTEMS INSPECTION, TESTING, AND MAINTENANCE FREQUENCY SCHEDULE	B-1
C	FIRE EXTINGUISHER INSPECTION TAG	C-1
D	EMERGENCY FIRE BILL.	D-1

Enclosure (1)

CHAPTER 1

Firefighting Procedures and Responsibilities

1. General Firefighting Procedures. Marine Corps Base, Quantico (MCBQ) has adopted the relevant codes and standards of references (a) through (p) as minimum fire protection and emergency services requirements.

a. Fire Protection. The use of military fire apparatus and equipment is limited to MCBQ, tenant organizations and those areas of Mutual Aid Agreement within the counties of Northern Virginia (NOVA). Any request for response outside the NOVA agreement or any counties having a Memorandum of Understanding (MOU) with MCBQ will require the approval from the Chief of Staff, MCBQ during normal working hours and the Marine Corps Base Quantico (MCBQ) Command Duty Officer (CDO) after working hours.

b. Staffing. Staffing of the Fire Protection/Prevention Program Order is in accordance with Department of Defense Instruction (DoDI) 6055.06 criteria.

c. Firefighting (Structural). Responsibilities and duties in case of structural fires are as follows:

(1) The Quantico Fire and Emergency Services (QFES) Fire Chief or his/her designated representative will in the event of a major fire, immediately cause the below listed officers to be notified by telephone. Note that if the numbers below have changed, the updated numbers can be found in the MCBQ base directory or on the MCBQ website; the CDO in Lejeune Hall will also have copies of the updated points of contact.

(a) MCBQ CDO (after working hours 784-2707).

(b) Aircraft Rescue and Fire Fighting (ARFF) Section (784-3629/4862).

(c) Provost Marshal Military Police (MP) Desk Sergeant (784-2338/6793).

(d) Director, G-3 Operations Division (784-2658/2811).

Enclosure (1)

MCBO 11320.1A

15 Apr 13

(e) Assistant Chief of Staff (AC/S), G-4 Logistics
Division (784-2599/2883).

Enclosure (1)

15 Apr 13

(f) Director, G-5 Facilities Maintenance Services (784-2557/2333).

(g) AC/S, G-6 Communications (784-3383/4429).

(h) Director, Safety Division (784-5725/2527).

(2) The QFES Fire Chief or his/her designated representative will immediately report to the scene of the fire and assume command of the QFES activities. The location and distribution of all fire apparatus and equipment is directed by the first Fire Officer (or NOVA Officer) and will assume the duties of the Incident Commander (IC) regardless of jurisdiction, until duties of the IC are transferred to the appropriate command officer. The Fire Chief or the IC will request from the Director, G-5, Facilities Maintenance Services such personnel and assistance as may be required. When the fire is out, the Fire Chief or the IC will advise the Director, G-5, Facilities Maintenance Services what type of support (personnel and equipment) to remain as a precaution if any are necessary.

(3) The Director, G-5, Facilities Maintenance Services or his/her representative will, when notified, attend all fires and provide such tools and assistance as may be required.

(4) The Provost Marshal or a representative will, when notified, direct military police to the scene of the fire to control traffic and preserve order.

2. Brush and Forest Firefighting Procedures. Responsibilities and duties in case of brush and forest fires are as follows:

a. East of 1-95

(1) Upon report of brush fire, the following personnel are notified:

(a) Fire Chief (911/784-3734).

(b) Director, G-5, Forestry Unit Section (784-5324).

(c) Director, G-3, Operations Division (784-2658/2811).

(d) Safety Manager, Safety Division (784-2866).

MCBO 11320.1A

15 Apr 13

(e) MCBQ CDO (after working hours (784-2702)).

Enclosure (1)

15 Apr 13

(f) ARFF Section (784-2571/2312).

(g) Director, Safety Division (784-5725).

(2) Brush and forest fires occurring in those areas of the reservation which are to the east of I-95 are the mutual responsibility of the QFES, and the Director, G-5, Facilities Maintenance Services, Forestry Unit to control and extinguish. These individuals will support the IC and the G-3, G-4, G-5 and Safety representatives. Should there be a need for additional personnel to support the fire suppression, the Commanding Officer (CO), Officer Candidates School (OCS) will provide 25 personnel with a noncommissioned officer in charge as an augmentation force. Brush firefighting equipment for the activated force is provided by the Director, G-5 and Forestry Unit Section. Requests for activation of this force are from the IC, or the Director, G-5, Forestry Unit to the CO, OCS or OCS Duty Officer, who will arrange for transportation to the area designated by the IC.

b. West of 1-95

(1) All brush or forest fires are to be reported to the Emergency Operations Center (EOC) (911), which will immediately notify the personnel listed below:

(a) Fire Chief, QFES (911/784-3734).

(b) Director, G-5, Forestry Unit Section (784-5324), Public Works Branch (784-5444).

(c) Director, G-3, Range Control Officer (784-5366), Range Schedule/Safety Desk (784-5502).

(d) Director, G-3, Operations Division (784-2658/2811)

(e) Director, Safety Division (784-5725).

(f) MCBQ CDO (784-2707).

(g) ARFF (784-3629/4862).

(h) Explosive Ordnance Disposal (EOD)/Officer in Charge (OIC) (784-5314).

15 Apr 13

(2) The Range Control Section, and/or QFES upon receiving notification of a brush/forest fire, will report to the scene and assess the situation. The exact location of the fire and the assessment will then be reported to the Fire Chief (784-3734) and the Director, Forestry Unit Section, Public Works Branch, Facilities Maintenance Services (784-5324). The first unit on the scene will function as the initial attack IC problem director, and coordinate efforts in fighting the fire with the equipment and resources on hand. In doing so, the IC will ensure that unsafe areas are not entered. Should the fire be in an area determined to be unsafe (DUD Area), the Director, Range Control Section, Training Branch, Operations Division will immediately request the services of the EOD Officer (784-5314), who will then notify the IC as to the situation and recommended action. All efforts are made to contain the fire within those fire breaks that can be safely utilized.

(3) The initial attack IC will relinquish command at the request of the Fire Chief, QFES/the Director, Forestry Unit Section, Public Works Branch, Facilities Maintenance Services or their designated representatives. These individuals will assume command as ICs in a "Unified Command Structure." The initial attack IC will remain on the scene and render necessary assistance.

(4) Upon encountering a brush/forest fire of such magnitude that control and extinguishment cannot be accomplished by the initial attack forces, additional support, as addressed in figure 1-3, is requested from the Director, Operations Division. The Director, Operations Division will coordinate helicopter support from the CO, (MCAF). A request for helicopter reconnaissance, or water drop support, is initiated by the IC by placing the request with the Director, Operations Division (784-2813) who will notify the CO, MCAF (784-2908) of the request.

(5) The CO, MCAF will provide helicopter support to the IC for wildfire suppression efforts by supplying helicopter sling load operations to deliver water to the fire in a suspended container known as a "Bambi Bucket." Two 530-gallon Bambi Buckets are on hand. Both are located at the Hazardous Waste Storage Facility, building 27401, adjacent to Loading Zone (LZ) Burgundy. When needed, these buckets are moved to LZ Burgundy by Forestry Unit personnel for pick-up by the helicopter. The 530 gallon bucket, when full, has a gross weight of 4560 pounds.

Enclosure (1)

15 Apr 13

When empty, the bucket collapses for easy storage and weighs 160 pounds. The two buckets are maintained by the Forestry Unit. When requesting helicopter support, the IC will provide the Director, G-3 representative with the following information, which is relayed to the CO MCAF.

(a) Location of the fire.

(b) Location of nearest water source (river, reservoir, etc.).

(c) Call sign/frequency of on-site IC.

(d) Estimated number of drops needed.

(6) Terminal control for delivery of the water will be provided by the IC or Operations Officer at the fire. The CO, MCAF, will notify the Director, Operations Division (784-2813) when the water drops have been completed.

(7) In the event that the incident escapes initial attack and will continue to burn out of control into the next burning period, the IC will establish an IC Post and request the Director, Safety Division to alert the MCCDC Crisis Management Team members addressed in Mission Assurance (MA)PLAN 2011.

c. Incident Command System (ICS). The ICS will be utilized in brush/forest fire suppression activities. The major interactive components of the ICS are:

(1) Common Terminology. Common terminology is necessary for organizational functions, resources and facilities.

(2) Span of Control. Span of control is key to effective and efficient incident management. Supervisors must be able to adequately supervise and control their subordinates. In ICS, the span of control of any individual with incident management supervisory responsibility should range from 3 to 7 subordinates, with 5 being optimal. The type of incident, nature of the risk, hazards and safety factors, and distances between personnel and resources all influence span-of-control considerations.

(3) Unified Command. All agencies having a jurisdictional responsibility on an incident contribute to the

MCBO 11320.1A

15 Apr 13

processes of determining objectives, selection of strategies,
joint planning for tactical activities, coordinating tactical

Enclosure (1)

15 Apr 13

activities on the ground and making maximum use of all assigned resources.

(4) Consolidated Action Plan (CAP). The Consolidated Action Plan can be omitted for short or small incidents. It is normally required when the incident necessitates changes in shifts of personnel and equipment.

(5) Integrated Communications. A common communications plan is essential to effectively manage an incident. This plan is needed to tie together the tactical and support units of the various departments involved, and to maintain communications discipline, especially in the use of radios.

(6) Comprehensive Resource Management. Resources are managed in three ways depending on the needs of the incident:

(a) Single Resources.

(b) Task Forces (Unlike in kind and number of resources).

(c) Strike Team (Set number of like resources).

(7) Pre-designated Incident Facilities. There are several kinds and types of facilities which can be established in and around the incident area. The determination of kinds of facilities and their locations is based upon the requirements of the incident and the direction of the IC. The following facilities are defined for possible use with the ICS:

(a) Command Post.

(b) Staging Areas.

(c) Temporary Landing Zone.

(8) Modular Organization. The ICS develops on a modular basis, depending on the size and complexity of the incident. It builds from the top down, with initial responsibility and performance placed on the IC. Figure 1-1 shows an example of the organizational structure of the ICS in the operational phase.) Organizational structure in the advanced stage is addressed in) MA PLAN 2011.

MCBO 11320.1A

15 Apr 13

d. Fire Danger Classification is the responsibility of the Forestry Unit in accordance with figure 1-2. During extreme

Enclosure (1)

15 Apr 13

conditions when training must be cancelled, an alternative would be the rescheduling of night exercises, which would reduce the fire occurrence risk. This would also allow ample time for detection and suppression early in the morning, prior to the next burning period.

e. The Director, G-3 Range Control Officer, will notify the personnel listed below whenever the fire danger classification is classified as CAUTION or above.

- (1) Fire Chief (911/784-3734).
- (2) Director, Safety Division (784-5725).
- (3) Director, G-3 Operations Division (784-2811).
- (4) AC/S, G-4 Logistics Division (784-2883).
- (5) AC/S, G-4 OIC, Ammunition Supply Point (784-5744).
- (6) Director, G-5 Facilities Maintenance Services (784-2333).
- (7) S-3, OCS (784-2306).
- (8) S-3, Officer, The Basic School (TBS) (784-5368).
- (9) S-3, Weapons Training Battalion (784-5095).
- (10) S-3, Director, Headquarters and Service Battalion (784-2555).
- (11) Superintendent, Prince William Forest Park (221-4774).
- (12) Military Police Operations (784-3799)

During periods of Fire Danger Classification "Hazardous," the COs, TBS and OCS, will maintain a designated fire squad to reduce response time in the event of a brush or forest fire.

f. If during the fire danger classifications "High" and "Hazardous," the Director, G-3 Range Control Officer, through consultation with the Fire Chief, or designated representative and the Director, G-5 Forestry Unit Section, determines the conditions so warrants, he/she will ask the Director, G-3 Operations Division to request an aerial search for fires.

15 Apr 13

g. When a brush or forest fire is discovered, the EOC (911) is notified as to its severity according to figure 1-3.

h. The IC is provided as a means of communication with the CO TBS to effectively manage the incident and will request of the CO, TBS and/or the other officers listed below, support as needed in the suppression efforts of "SPREADING" fires.

(1) The AC/S, G-4 Motor Transportation Operations Section will dispatch transportation necessary to accommodate the designated troops.

(2) The AC/S, G-4 Food Service Branch will provide drinking water and food for all personnel fighting the fire.

(3) The Director, G-5, Facilities Maintenance Services will provide additional equipment and operators to supplement firefighting resources. The fire plow is maintained in a state of readiness during periods with a classification of "Caution" or higher.

(4) The Provost Marshal will assist in maintaining traffic control on roads in the incident area.

(5) The Director, G-3 representative will provide coordinating information and manpower support to the IC upon request.

i. Prior to commencing operational training or field firing, when the danger classification of "CAUTION Class II" or above exists, the Range Safety Officer, OIC/Staff Non-commissioned Officer in Charge (SNCOIC) will inform Range Control of "Going Hot" and when training has secured. In the event of a fire, the OIC/SNCOIC will provide manpower to support the IC when requested.

j. If a fire starts on a range or training area, the Range Safety OIC/SNCOIC director will make a situation report in accordance with paragraph 2g above, and will:

(1) Cease fire/training, if conditions warrant.

(2) Report the fire by the most expedient means to:

15 Apr 13

(a) The Range Firing Desk SNCOIC (Radio call sign PIERCED REEFER 38.70 MHz or telephone 784-6722). Cease fire if directed.

(b) Call EOC (911).

(c) The TBS Operations/Scheduling Officer during working hours (Radio call sign NOON BLOSSOM 38.7 MHz or telephone (784-5414/5412).

(d) The TBS Officer of the Day after working hours (Radio call sign NOON BLOSSOM 38.7 MHz or telephone 784-5212).

k. In those areas safe to do so, the Range Safety OIC/SNCOIC will attempt to extinguish the fire with the personnel on hand. The Director, G-3 Range Control Officer will provide assistance and serve as the IC in the initial attack until relieved by the Fire Chief, QFES/the Director, G-5 Forestry Unit Section, or their designated representative. Entry will not be permitted in any impact area without Range Control authorization.

l. If the fire classification changes or the fire is extinguished by personnel and equipment on hand, the Director, Range Control Section, Training Branch, and Operations Division will notify the Director, Operations Division/Scheduling Officer during working hours or the CDO after working hours.

m. Training may resume at the discretion of the Director, G-3 Range Control Officer and the IC.

n. The Director, G-3 representative and the IC are responsible for arranging necessary security, salvage and clean-up operations at the scene of a fire.

o. The Director, G-3 Forestry Unit Section will appraise any damage to timber or other natural resources caused by fire. He will submit the estimated dollar loss of these resources to the Fire Chief, QFES for fire reporting purposes.

p. Mop-up and Patrolling of brush/forest fires is performed as directed by the IC. Additional information on "Mop-up" and "Patrolling," the ICS, and other fire suppression terminology is provided in Appendix A.

Enclosure (1)

15 Apr 13

3. Aircraft Crash Fire and Rescue Procedures

a. The CO, MCAF has the primary responsibility for aircraft crash and firefighting rescue aboard the Base.

b. It is expected in those cases where aircraft crashes occur off of MCAF which the nearest Structural Engine Company will respond to the crash site and render all assistance possible until relieved by the Aircraft RESCUE FIRE FIGHTING Section.

4. Responsibilities

a. Fire Chief. The QFES Fire Chief or his/her designated representative is responsible to the CO MCBQ, under the cognizance of the CO, Security Battalion. The Fire Chief is vested with the authority to take immediate action as necessary to protect life and property from fire or other applicable conditions. Functions of the Fire Chief are as follows:

(1) Control all activities of the QFES including fire extinguishment, fire prevention, pre-incident planning, fire safety education, emergency medical services and fire investigation.

(2) Deploy fire apparatus and QFES personnel in the most advantageous manner for control and suppression of fire and preservation of life and property.

(3) Conduct all fire suppression operations with primary regard for the preservation of life, property and the environment.

(4) Take precautionary measures to ensure that the premises on which fires occur are left in such condition that they will not rekindle and further endanger life and property.

(5) Ensure that all QFES personnel are familiar with the policies, regulations and procedures of this Order and all references.

(6) Manage, discipline and train Fire and Emergency Service personnel.

(7) Recall off-duty personnel when emergency conditions exceed the capabilities of the available resources.

Enclosure (1)

15 Apr 13

(8) Maintain the Fire and Emergency Service library in an up-to-date condition, readily available to department personnel and other interested persons.

(9) Provide periodic fire prevention inspections of buildings, grounds and tenant activities in accordance with MCO 11000.11 and the National Fire Protection Association. Upon completion of the inspection, provide a list of the discrepancies to the Fire Warden of the inspected organization and a copy to the Director, Safety Division. Repeat discrepancies found on subsequent inspections are forwarded to the CO of the organization with recommended corrective action.

(10) Maintain all firefighting and fire protection equipment, except equipment associated with the MCAF ARFF, in proper working condition.

(11) All fire incidents and emergency services will be reported as directed by DoDI 6055.06. The National Fire Incident Reporting System (NFIRS) reporting modules are mandatory for use by Department of Defense (DoD) fire departments and are to be completed in accordance with current versions of the NFIRS Complete Reference Guide. Contact the DoD NFIRS Program Manager at the Naval Safety Center, 375 A Street, Norfolk,, VA 22511-4399 or at <http://www.safetycenter.mavy.mil> for technical assistance. In addition to the NFIRS for all Class A fire mishaps a safety investigation is required per DoDI 6055.07.

(12) Coordinate with the Director, G-5 Forestry Unit Section, and the Range Control Officer and the S-3, of TBS in establishing a Fire Suppression Plan for brush and forest firefighting in consonance with the guidelines in paragraph3, ARFF procedures, and effect training in the brush/forest firefighting area.

(13) Coordinate with the ARFF MCAF, in establishing a plan for supplementing aircraft crash fire rescue operations and to effect cross training.

b. Director, G-5. Facilities Maintenance Services. Logistics Support Servicers will:

Enclosure (1)

MCBO 11320.1A

15 Apr 13

(1) Notify the QFES when the water supply is interrupted or if a fire hydrant is installed, removed, or out of service for any reason.

Enclosure (1)

15 Apr 13

(2) Ensure that "out of service" fire hydrants and building sprinkler systems are repaired and returned to service as soon as possible.

(3) Responsible for fire hydrant maintenance service, repair and annual testing to support requirements referenced in NFPA 291.

(4) Advise Security Battalion and QFES concerning roads and streets blocked for repairs, etc.

(5) Notify Quantico Fire and Emergency Services of any major structure changes to the interior or exterior of buildings.

(6) Ensure that all buildings are numbered as designated within the General Development Map with a sign of sufficient size to be clearly legible from the adjacent road or street; ensure such signs are conspicuously posted on the exterior road or street side of the building and that they are of white background with black letters or numbers as appropriate, having a minimum size of four inches.

(7) Furnish personnel and equipment as may be required in emergencies (electricians, plumbers, tools, forestry plow, etc.).

(8) Budget for and provide a preventive maintenance and testing program for all sprinkler and fire protection systems as addressed in Naval Facility (NAVFAC), User Guide: Guidance Performance for Maintenance of Fire Protection Systems and the Fire Protection Systems Inspection, Test and Maintenance Frequency Schedule (Appendix B). The Fire Chief or his/her designated representative is provided with copies of the inspection and maintenance reports whether accomplished in-house or by contract.

(9) Maintain complete, accurate and up-to-date drawings of fire alarm and fire suppression systems.

(10) Prepare and maintain complete and up-to-date maps of the water distribution system(s) for all buildings and family quarters with their associated number. Maps of the water distribution system(s) will show sizes and location of all water mains, location of fire hydrants and sectional control valves.

Enclosure (1)

15 Apr 13

(11) Furnish the Fire Chief, QFES with remodeling and floor plans of all buildings, new construction plans, and other maps, drawings and designs necessary for fire protection; fire prevention; fire inspection; and firefighting.

c. Provost Marshal

(1) Dispatch military police to the scene of a fire or potential disaster to control traffic and preserve order.

(2) Investigate continued malicious false alarms when reported by QFES.

(3) Provide investigative assistance concerning fires of suspicious origin.

d. Assistant Chief of Staff, G-6 Marine Corps Computer and Telecommunications Activity. Budget for and provide maintenance, as addressed in NAVFAC, User Guide: Guidance Performance for Maintenance of Fire Protection Systems, and repair all fire alarm systems, to include interior detection and evacuation systems, those initiated by the operation of automatic fire protection systems, and exterior radio alarm transmitters and receivers.

e. Area Commanders, COs and OIC. Become familiar and comply with the contents of this Order. Responsibilities are:

(1) Assign the responsibilities of the Fire Warden as outlined in this Order to the organizational safety officer appointed in accordance with MCBO P5100.1C. A copy of the appointment is forwarded to the Fire Chief, QFES. The Fire Warden for the organization is provided with a copy of this Order upon being appointed.

(2) Notify the QFES when any building or group of buildings are to be activated for occupancy or deactivated.

(3) Notify the QFES when billeting of personnel has been authorized in buildings or spaces not specifically designed for that purpose. A pre-occupancy inspection of the building(s) or space(s) is requested.

(4) Prior to securing an unoccupied building, a thorough inspection is made to ensure the electrical power and other

Enclosure (1)

15 Apr 13

utilities are secured and the building has been properly policed.

(5) Ensure that all plans for "Self-Help" projects that will alter ingress/egress of the building spaces/exit ways, change building structure, involve electrical work, or flammable/combustible material (e.g., combustible wall paneling or covering) are submitted to and approved by the QFES, and other authorities as appropriate, prior to being accomplished.

(6) Report total building content value and content loss to the Fire Chief QFES after any incident of fire within 24 hours of the occurrence.

(7) Prepare organizational fire prevention instructions, based on this Order. A QFES representative is available for assistance as needed. A copy of the instruction is posted in a conspicuous location within each facility, with a copy forwarded to the Director, Safety Division. Each individual location will have a fire evacuation plan containing the following:

(a) A floor plan showing evacuation routes and the action required for individual personnel in the particular shop, department, barracks, or building upon the sounding of a fire alarm.

(b) The location of first-aid (if provided) firefighting equipment, nearest fire alarm pull station, special fire telephone, or nearest telephone.

(c) Special fire prevention measures that may be required in the particular area.

(8) Keep fire doors closed except during actual use. Where stairways are enclosed to provide separation between floors to prevent the spread of smoke and fire, ensure that all doors are maintained to be self-closing.

(9) Preserve and take proper care of all first aid firefighting equipment and appliances in assigned areas within the organization.

(10) Ensure that no materials of any type are stored in stairwells, under stairs, or in passageways where such conditions could create fire hazards, tripping hazards or reduce the width of the aisle.

Enclosure (1)

15 Apr 13

(11) Instruct all personnel within the activity to be familiar with the following:

(a) The organizational Order pertaining to fire prevention.

(b) The location, function and operation of fire extinguishers and other firefighting appliances within the immediate working and living area. Group instruction is provided by the Fire Branch upon request.

(c) Special inspections are conducted, upon request to the Fire Chief, QFES, for fire hazards within the organization.

(12) Conduct fire drills as required by this Order. A record of drills is maintained.

(13) Maintain a clearance of not less than three feet next to all sprinkler system control devices, fire extinguishers, fire alarm pull stations, fire alarm control panels, and other firefighting appliances. No materials or other encumbrances will obstruct or block from view any fire alarm box, firefighting appliance or fire exit.

(14) Check all electrical appliances for the Underwriters Laboratory label of approval.

(15) Ensure that immediately prior to gathering at places of indoor public assembly, the sponsoring organization unlocks all exit doors, windows, aisles, and passageways, and ensures that they are free of obstructions. Exit doors must be in proper mechanical order and lighted where necessary. QFES personnel will spot-check places of indoor public assembly to ensure compliance during periods of occupancy. Immediately after such occupancy, and before securing, the sponsoring organization of the building will complete the building's Nightly Fire Security Checklist (Appendix C), and forward the completed checklist to the QFES. The Fire Chief, QFES will be notified via telephone (784-2636) upon securing the establishment for the night. All drapes, curtains, etc. in such places of assembly shall be properly treated for flame-proofing.

Enclosure (1)

MCBO 11320.1A

15 Apr 13

(16) Post by the front entrance of all locked buildings
or those secured during non-duty hours the name and telephone

Enclosure (1)

15 Apr 13

number of the person responsible for the facility and the location of keys for entry. In all instances relating to fire protection which are not covered by this Order, the recommendations and instructions contained within the references are used as authoritative guides.

(17) Fire detection/alarm equipment which is damaged due to tampering, abuse or misuse is repaired at the expense of the occupying organization.

g. Fire Wardens. Assigned Fire Wardens' are responsible for promoting fire safe conditions within their respective organizations. Specific duties include:

(1) Perform regular inspections of buildings assigned to the unit noting hazardous conditions that could result in the loss of life and/or property and take immediate action to correct the hazard.

(2) Compile reports on fire inspections within the organization as may be required by the CO or Fire Chief.

(3) Report to the QFES upon being appointed and provide a list of buildings for which responsible.

(4) Ensure that all personnel are instructed to call 911 immediately on all fires, even if extinguished.

(5) Visually monthly all fire extinguishers placed within their area of responsibility then check the NAVFAC Form 11320/2, Fire Extinguisher Inspection Record (tags) (Appendix D) and insure they are signed by the Noncommissioned Officer or supervisor assigned to conduct the inspection. Any discrepancies found are to be immediately reported to the Fire Chief QFES or his/her designated representative (784-3281/3734) for correction.

(6) Ensure that supplemental fire regulations and/or instructions prepared by the organizations are submitted to the Director, Safety Division, and are posted throughout the buildings adjacent to the Emergency Fire Bill.

(7) Conduct Fire Evacuation Drills within the periods addressed in this Order.

Enclosure (1)

15 Apr 13

(8) Attend scheduled meetings conducted by the Director, Fire Protection/Prevention Branch, Public Safety Division or designated representative.

FIRE PROTECTION/PREVENTION PROGRAM

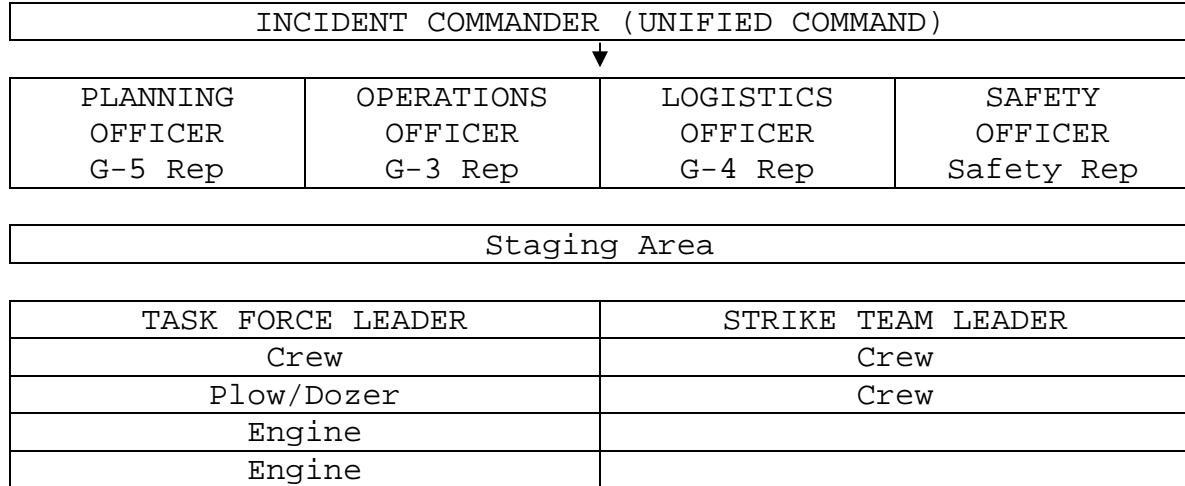


Figure 1-1.--Example of the Organizational Structure of the Incident Command System in the Operational Phase

15 Apr 13

FIRE DANGER CLASSIFICATION CHART

Classification	Condition	Precautions
Normal Class I & II	Fires are not likely to become serious. Control is relatively easy.	Firing & Smoking permitted.
Caution Class III	Fires may become serious & control difficult unless extinguished when small.	Caution must be used when using tractors, smoke grenades, pyrotechnics, or demolitions. Back packs and fire rakes are checked out when any of the above is used. Smoking is permitted.
High Class IV	Fire starts easily, spreads rapidly, increases quickly in intensity.	No firing of tracers, or smoke grenades. Demolitions and pyrotechnics are not permitted unless confined within a fire resistant perimeter such as bare mineral soil, or recently burned over areas. Such are at the discretion of the Director, Fire Protection/Prevention Branch/Range Control Officer, Public Safety Division. Smoking permitted only in areas of exposed earth.
Hazardous Class V	Fires start quickly, spread furiously and burn intensely, all fires are potentially serious.	No firing. Use of smoke grenades. All demolitions, pyrotechnics or tracers are not allowed. Smoking is prohibited

Enclosure (1)

15 Apr 13

Figure 1-2.--Fire Danger Classification Chart

FIRE SITUATION REPORT FORMAT

Classification	Description	Automatic Dispatch
"Small"	Localized. Easily extinguished by the initial attack personnel. Fires having a fire perimeter 200 meters or less.	Initial attack by using unit. Alert Fire Branch and Forestry Unit. Fire plow on Stand By Alert.
"Medium"	Fire spreading beyond area of origin. Fires having a fire perimeter in excess of 200 meters. Fire Danger Classification of III or more.	Commit Forestry Unit and Fire Branch initial attack crews. IC on the scene. IC (s) will decide on commitment of fire plow crew and to alert the CO, MCAF for possible need of helicopter support. Request the Director, Operations Division to assemble 25 person hand crew.

Enclosure (1)

15 Apr 13

"Spreading"	Fire rapidly spreading beyond area of origin. Cannot contain with on scene forces. Has escaped initial attack and will continue to burn out of control into the next burning period. Fire Danger Classification of IV or more.	Commit all available Forestry Units and Fire Branch. Commit Air Facility "Bambi" Bucket and 25 person hand crew. Request move up Mutual Aid Units to fill Fire Stations. Request Safety Division to alert Crisis Management Team Members.
"Out of Control"	Fire is jumping direct fire lines. Fire Danger Classification V.	Activate MCBQ Crisis Plan MA Plan. Commit additional hand crews and Mutual Aid Units as necessary. Request for additional assistance should be as follows: Fire Departments available through Mutual Aid Agreements with MCCDC; Forts A.P. Hill, Belvoir, and Pickett; Prince William Forest Park; Virginia Division of Forestry; and National Forest Service.

Figure 1-3.--Fire Situation Report Format--Continued

CHAPTER 2

FIRE REPORTING PROCEDURES

Discovery of a Fire. Anyone discovering a fire will:

1. Report a fire alarm by pulling the nearest fire alarm box lever or phone 911. (Note: If 911 is called from any telephone on MCBQ not having a 784 prefix the call goes directly to Prince William County Fire Alarm Center). To call direct to the Marine Corps Base, Quantico Fire Alarm Center from activity telephones having a prefix other than 784, the caller must use 911. If notification is given by telephone, the caller will give location of the fire (building number, floor and room number), type of fire, caller's name and telephone number. Caller should remain on the line until the dispatcher has received all the necessary information. Emergency medical assistance may also be obtained by using the 911 telephone numbers. All cell phone calls are diverted to closet Emergency 911 Center.
2. Alert personnel who may be endangered by the fire. All personnel except fire parties clear the area.
3. Go or send someone to direct the first arriving Fire Branch unit to the exact location of the fire within the building.
4. When properly trained, attempt to extinguish the fire, once safe to do so.
 - a. Use water on ordinary combustibles (trash, paper, wood, etc.).
 - b. Use dry powder extinguishers on grease, oil, gasoline, or other flammable liquids.
 - c. Use dry powder extinguishers on electrical fires. DO NOT USE WATER ON ELECTRICAL, GREASE, OR LIQUID FUEL FIRES!
5. Carry out instructions on local fire bills.
6. Personnel using fire alarm boxes should REMAIN or leave someone at the box location (if safe to do so) after activating the pull box to direct the Fire Branch to the scene of the fire.

Enclosure (1)

MCBO 11320.1A

15 Apr 13

Pull box alarms should be followed up with a telephone call via 911 or 784-2222 whenever possible.

Enclosure (1)

7. All fires must be reported, even if already extinguished.
8. Persons apprehended for turning in false alarms will be prosecuted.

15 Apr 13

CHAPTER 3

GUIDELINES FOR ORGANIZATIONAL FIRE PREVENTION ORDERS

1. Fire Drills and Evacuation Plans. Fire drill and evacuation plans are required to be written by each organization and is posted conspicuously at each telephone, when possible, on bulletin boards, and at strategic locations throughout all buildings or departments of the organization. The standard size Naval Facility 3-11320/9, (Appendix D) Fire Bill is utilized by organizations as an integral part of the fire evacuation plan. Organizational fire regulations should contain, but are not limited to:

a. General Instructions. The objective is to provide personnel the fire regulations, location of nearest fire extinguisher and instructions to organizational personnel.

b. Fire Alarms. The method of reporting fires, operation of fire alarm and the penalty for intentional false alarms.

c. Firefighting Equipment. The location and use of available fire extinguishers.

d. Fire Prevention. Necessary precautions in handling flammable liquids, electrical equipment, hotplates, rubbish, oily rags, and other hazards inherent to the specific operations.

e. Training. The familiarization of personnel with regulations, fire extinguishers and other fire emergency procedures.

2. Evacuation Plans. Each individual location will have its own fire evacuation plan containing instructions in addition to those outlined in paragraph (1) above. Evacuation plans and supplemental instructions are conspicuously posted and regularly practiced to assure all personnel are familiar with the plan and fire hazardous conditions related to the specific operations in a particular building or area. Instructions for individual locations should include:

Enclosure (1)

15 Apr 13

a. Floor plan showing evacuation routes and the action required of individual personnel in the particular shop, building or department upon an alarm of fire.

b. Nearest fire alarm box or nearest telephone and emergency fire number to notify the Quantico Fire and Emergency Services.

c. Special fire prevention measures required for the area, i.e. keys to classified rooms offices.

3. Fire Drills. Fire drills are conducted by the Fire Prevention Office (784-3281) to ensure efficient and safe use of exit facilities and to preclude the sounding of a false alarm. The hours at which drills are held should vary. During drills personnel should perform their assigned duties as outlined in the organizations fire instructions. Drills are scheduled by the following guidelines:

a. Monthly - Hazardous Occupancies - hospital/clinics, child care centers and schools (during school term).

b. Semi-Annual - warehouses, work areas, offices, barracks, etc.

4. Trail Run Drills. Surprise alarms, involving the response of motorized fire apparatus, to test for the alertness of firefighting personnel is prohibited.

CHAPTER 4

FIRE PROTECTION EQUIPMENT AND EXITS

1. Fire Alarm Equipment

a. Exterior fire alarm boxes shall not be obscured by shrubbery, trees or other obstructions.

b. Fire alarm transmitter boxes, interior fire alarm systems and fire alarm initiating devices shall be tested and maintained as indicated in the Naval Facility, User Guide: Guidance Performance for Maintenance of Fire Protection Systems.

2. Sprinkler Systems

a. Sprinkler system valves shall be maintained in an open position. If the system is activated by fire, the valve shall not be closed until so directed by the QFES at the fire.

b. After being activated, from whatever cause, the sprinkler system shall not be shut off prior to the arrival of the QFES unless the operation is visually evident to be accidental. In the latter case, the sprinkler control valve may be closed and the system drain valve opened to minimize water damage.

c. No material of any sort shall be suspended from sprinkler piping.

d. No sprinkler head shall be painted or otherwise coated.

e. Storage, 15 feet and under in height, shall be maintained at least 18 inches below sprinkler directors. Storage over 15 feet must have a 36-inch clearance from the sprinkler directors. Clearances of at least 36 inches shall be maintained between sprinkler and hazardous materials storage, regardless of height of the piles. The distance limitations do not apply to sprinkler branch lines designed as storage rack sprinklers.

f. Sprinkler systems shall be tested and serviced as addressed in Unified Facilities Criteria (UFC) 3-600-10N.

Enclosure (1)

15 Apr 13

g. The following procedures will be utilized to prevent clogging of sprinkler piping caused by the accumulation of rust, scale, sediment, or debris.

(1) Dry-type systems shall be maintained on a dry pipe service year round. The alternate wetting and drying by placing a dry type system on wet service during the summer months causes rapid accumulation of scale and rust.

(2) Underground mains will be flushed after repairing breaks in mains or piping to flush out dirt, rocks, debris, etc., that may have entered the system during the break and following repair.

(3) Overhead piping of all sprinkler systems shall be checked by removing random branch lines and examining the interior; or removing the end elbow on branch lines, attaching a one-inch hose and discharging water to a safe location. A combination of both methods is the most effective. The drop nipple to the sprinkler at low points shall to be examined for rust, sedimentation, etc. Sprinkler system piping examinations is occur:

(a) Dry Pipe System - every 15 years.

(b) Wet Pipe System - every 20 years.

(c) Systems with pendant directors - every 15 years.

3. Fire Hydrants and Sprinkler/Standpipe Connections

a. No vehicle or other object(s) is left standing or stored within 20 feet of any fire hydrant or sprinkler/standpipe pumper connection. A clearance of three feet (minimum) is maintained around all sprinkler control valves.

b. Fire hydrants and sprinkler/standpipe pumper connections shall not be obscured by shrubbery, trees or other obstructions.

c. Connections shall not be made to fire hydrants, nor shall fire hydrants be operated by other than the QFES personnel or Maintenance Branch personnel, unless approved by the Fire Chief and/or the Director, G-5 Public Works Branch. Pipe wrenches or like tools will not be utilized to operate fire hydrants as they damage the fire hydrant stem.

Enclosure (1)

15 Apr 13

d. Fire hydrants will be maintained as addressed in accordance with UFC 3-600-10N.

e. Out of service fire hydrants will be repaired and returned to service as soon as possible.

4. Fire Hose

a. Fire hose shall not be used for anything other than firefighting without approval of the QFES.

b. No vehicle will be driven over a fire hose unless authorized to do so by the QFES.

5. Emergency Fire Exits and Fire Separation Doors

a. No restrictive hardware, such as hasps/chains, padlocks, throw bolts, cross bars, etc., will be installed on emergency exit doors.

b. Correctional facility locking devices on doors and exits shall conform to the requirements in UFC 4-010-01.

c. Fire Wardens and/or officers/supervisors in charge shall ensure that fire exits in buildings occupied by personnel are properly maintained. The following requirements shall be observed:

(1) Accessibility. Fire Exits shall be accessible and free from encumbrances.

(2) Panic Hardware. Emergency exit doors requiring panic-type hardware shall be equipped with the proper type of hardware and maintained in good operating condition.

(3) Signs. Exits shall be indicated by properly illuminated signs as required.

d. Fire doors or shutters shall be not obstructed or blocked in any manner or intentionally wedged open. Twenty-four inch clearance will be maintained unless a barricade is provided. Material will not be stored within 36 inches of fire door openings. Highly combustible material that may induce a

Enclosure (1)

MCBO 11320.1A

15 Apr 13

flash fire should not be stored near any opening in a fire wall.
Fusible links will be inspected monthly.

Enclosure (1)

15 Apr 13

CHAPTER 5

FIRE PREVENTION REGULATIONS

1. Fire Prevention Inspections

a. Regularly scheduled fire inspections of buildings, structures (except family housing) and areas will be conducted by the QFES personnel for the purpose of detecting and eliminating fire safety hazards. The minimum frequencies for such inspections are as follows:

(1) Monthly. Facilities presenting extra hazardous occupancy by the nature of activity engaged in and contents; a high risk to life, safety and a severe fire potential such as aircraft rework facilities; laboratory spaces handling hazardous materials, buildings and facilities under construction or renovation; and large fuel storage areas. Aircraft parking aprons, hangars, docks, places of public assembly, facilities maintenance shops, vehicle maintenance shops, warehouses, hospitals or clinic, schools, child daycare centers, commissaries, and exchanges.

(2) Randomly. Family quarters may be periodically inspected at random. Barracks, administrative facilities and others not specified for weekly, monthly or semiannual may be inspected upon request or randomly.

b. Fire hazards and discrepancies noted on the Fire Inspectors report should receive immediate attention for corrective action. The Fire Inspector's report with annotated corrective action is returned to the QFES, Fire Prevention within five working days.

2. General Fire Prevention Regulations

a. Fire prevention is the joint responsibility of QFES and all organizations/activities. All personnel are indoctrinated so as to be thoroughly fire conscious and aware of the serious loss of life and property that may result from a fire.

b. All organizations/activities shall guard against the creation of fire hazards and shall promptly report to QFES any hazardous conditions which may exist. The standards of the National Fire Protection Association (NFPA), Unified Facilities Criteria (UFC), Department of Defense Instructions, and Navy/Marine Corps publications contain the criteria for

Enclosure (1)

15 Apr 13

determinations regarding fire hazards and their elimination aboard this Command.

c. Any locked building or building secured after normal duty hours will have posted on, or by, the front entrance of the organization to which the building is assigned, the person responsible for the facility, and the location and telephone number where the keys may be obtained for entry and/or have a Knox (key) box installed for QFES access.

d. Commanding Officer's or Officers in Charge (OIC) of activities will detail personnel to conduct daily checks for potential fire hazard conditions. Such areas include, but are not limited to, maintenance and industrial shops, store rooms, warehouses, clubs, recreation rooms, and theaters in accordance with MCO P11000.11.

(1) These checks are made immediately after normal working hours or after activity in the area has ceased each day. Inspections are not required on weekends or holidays if the building is not occupied.

(2) A system of check stations will be developed in each area of responsibility.

(3) Any hazardous condition will be corrected as soon as possible. All hazards will be reported to the Fire Chief, QFES and corrective action will be brought to the attention of the OIC of each area.

e. Exhaust hoods and ducts serving cooking ranges, grills, and deep fat fryers are kept clean to prevent the ignition of greasy residue. The cleaning of the removable filters shall be accomplished, at a minimum, on a weekly basis, or more frequently predicated by the accumulation of greasy residue. The removable filters shall be in their proper position in the hoods, with the exhaust system operating at all times that the cooking appliances are in use. The cleaning of the exhaust ducts shall be accomplished, at a minimum, on a semiannual basis to prevent an excessive grease accumulation.

f. No building, structure or area shall be constructed, repaired, or altered under the self-help program, without prior

Enclosure (1)

MCBO 11320.1A

15 Apr 13

approval. A plan showing alterations and a list of materials to be used is furnished to the QFES, Fire Prevention Office and the

Enclosure (1)

15 Apr 13

Base Safety Office prior to purchase, to ensure that adequate fire prevention measures shall be being utilized.

3. Smoking Regulation

a. Prohibited Areas. There is no smoking inside any government buildings.

(1) Within 50 feet of:

(a) Gasoline dispensing operations.

(b) Places where bituminous and plastic coatings are being applied.

(c) Aircraft parking areas, hangars and repair facilities.

(d) Flammable liquid and gas handling or storage areas.

(2) In any area where prevailing conditions or operations have required the posting of "No Smoking" signs.

(3) In any area where explosives, chemicals, flammable, or highly combustible materials are stored or handled.

(4) In any government vehicle.

b. Smoking Area

(1) Where smoking is permitted external to buildings, there shall be provided at convenient places, suitable "safety" ash/butt receptacles.

(2) Smoking is allowed in designated areas only.

c. Open Flame, Burning and Use of Matches

(1) Open flames or bonfires are not allowed except by approval of the QFES, Fire Prevention Office. An exception is during training evolutions when deemed necessary by the cognizant organizational commander and only where such fires are kept under constant surveillance to ensure that they remain under control.

Enclosure (1)

15 Apr 13

(2) Matches or open flames will not be used for illumination purposes.

(3) Open fires for burning trash, refuse, leaves, and rubbish are prohibited without prior approval of the QFES, Fire Prevention Office. When approved, all such fires will be kept under constant surveillance to ensure that they are kept under control.

(4) Matches and lighters will be collected from personnel entering explosive ammunition or fuel storage areas.

4. Rubbish, Trash and Debris

a. Working and storage spaces, new construction and repair areas shall be policed regularly to reduce fire hazards.

b. Trash and refuse containers will not be located in public corridors or stairways of buildings, or placed in locations where ignition of the refuse or trash and resulting hot gases or smoke will prevent safe evacuation of a building. Particular attention will be given to enforcing the foregoing regulation in guest houses, lodging facilities, bachelor officers' quarters, troop billeting, and multi-story family housing quarters.

c. Rubbish and scrap materials shall be disposed of in properly identified and located cans, receptacles or bins. All rubbish shall be cleared from buildings at the end of the working day and hauled to locations approved for rubbish disposal. Work areas shall be kept free of accumulations of combustible debris.

d. All trash containers shall be of noncombustible material.

e. Trash shall be removed from buildings daily and placed in authorized receptacles, located at a safe distance from building walls and in such position as not to obstruct traffic or operations. Trash collected from authorized receptacles shall be removed to places of disposal authorized by the Commanding General.

Enclosure (1)

15 Apr 13

f. Dumpsters and other trash disposal units shall be placed a minimum of 15 feet from combustible buildings or storage areas. The doors/hatches of such units shall be kept closed except when being used for disposal of trash.

g. No flaming/glowing substance or explosives will be placed in dumpsters.

h. Dry weeds, grass and brush shall not be permitted around buildings and open storage areas. Such growth is cut frequently and disposed of in a safe manner. Areas beneath or within 50 feet of buildings shall be regularly policed to maintain them free from an accumulation of debris and combustible vegetation.

5. Storage of Combustibles/Hazardous Material

a. All commercial buildings will be in compliance with NFPA standards and will utilize the NFPA 704 marking system that indicate quantities of combustibles or hazardous materials.

b. The storage of combustibles under stairways is prohibited.

c. In shops and other places where waste and rags are used, self-closing metal waste cans will be provided. All used oil, paint, rags, and waste will be kept therein until disposed of at the end of the work day or prior to securing shops/offices. Spaces under/around buildings will be kept clear of lumber, boxes, rubbish, paper, dry grass, and leaves.

d. No combustible materials will be permanently stored within 18 inches of any heat producing appliance.

e. Storage of combustibles is prohibited in equipment rooms, attics, air conditioning equipment rooms, boiler rooms, and exit stairways or corridors.

f. Materials stored in buildings shall be arranged to provide maximum accessibility for the application of water from sprinkler systems and hose lines. In storerooms and general storage areas, mattresses shall be stacked no closer than 12 inches to another stack and rows of such stacks shall be at least six inches from the deck, on pallets. No moist or oily mattresses will be placed in an inside storage area.

15 Apr 13

g. Materials shall not be piled in any manner which will prevent access of fire apparatus into any building, or to obstruct hydrants, sprinkler systems or roadways.

6. Flammable Liquids

a. The use of gasoline for any purpose other than a motor fuel is prohibited. Benzene, 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, floors of buildings, and bowling pins/balls is prohibited unless prior approval is obtained from the QFES, Fire Prevention Office. A written permit is issued for such use. Appropriate firefighting extinguishers are immediately available when such work is conducted. Solvents with flash points below 200 degrees Fahrenheit, used inside buildings, are kept in containers equipped with self-closing or automatic covers, and approved flammable liquid storage containers.

b. The disposal of gasoline, kerosene, oil, paint, thinner, solvent, or other flammable liquids through any drainage system, either surface or subterranean, is prohibited.

c. Paints, oils, varnishes, grease, and solvents are stored only in places inspected and approved by the Quantico Fire and Emergency Services, Fire Prevention Office.

d. Disposal of all flammable liquids, oils, gasoline, fuel oils, contaminated aircraft fuels, etc., will be accomplished in accordance with applicable MCBQ and Marine Corps directives, Department of the Navy, Department of Defense, State and Federal regulations.

e. Lockers, buildings and areas used for storage of flammables will have posted lettered signs on a #14 yellow background reading "Flammables" with four-inch minimum size black letters, and "No Smoking within 50 Feet" in two-inch minimum size black letters (includes paint storage lockers). Lockers or buildings used for storing flammables shall not be painted red, and shall not be located within 25 feet of any other building or structure.

f. In buildings or structures where flammable liquids are required and approved for use, only a one-day supply in an approved safety container is permitted.

Enclosure (1)

15 Apr 13

g. The QFES (call 911) shall be notified in the event of a spill or leak of flammable liquids in any quantity.

h. Bungs, caps or stoppers shall not be left out of drums, barrels, tanks, or other flammable liquid containers. This also applies to empty containers. Storage of any flammable liquid will meet the requirement of Unit Level Flammable Liquid Lockers.

i. Empty flammable liquid containers should not be stored or repaired until they have been thoroughly cleaned of hazardous vapors. The fuel tanks of small gasoline engines shall be similarly cleaned before indoor storage.

j. The QFES, Fire Prevention Office shall be contacted where doubt exists as to the proper precautions to be observed in the handling and/or storage of flammable liquids.

k. The use of gasoline as fuel for space heaters within buildings or structures is prohibited.

7. Dispensing Flammable Liquids and Combustibles

a. Flammable liquids having flash points below 100 degrees Fahrenheit is not drawn from, or dispensed into, tanks or containers within a building except with the drum in an upright position, using approved manually operated barrel pumps and in locations approved by the Fire Chief, QFES or designated representative. Containers, other than approved safety cans from which flammable liquids having flash points above 100 degrees Fahrenheit are dispensed, shall be equipped with approved self-closing valves.

b. Gravity discharge of flammable liquids, having flash points below 100 degrees Fahrenheit, is prohibited within a building.

c. Dispensing equipment shall be checked regularly for leaks at pipe connections, stuffing box and at meters. When leaks are found they are repaired by an authorized repairman and the pumps shall remain out of use until repairs are completed.

d. Nozzles used in connection with gasoline dispensing apparatus shall be of Underwriters Laboratory listed type, manually controlled with automatic trip closing.

Enclosure (1)

15 Apr 13

e. Operators dispensing flammable liquids shall not leave nozzles or valves unattended when in use.

f. No ratchets or other "Hold Open" devices shall be used on nozzles of gasoline dispensing apparatus.

g. Gasoline shall not be transferred, moved, stored, poured, or received in open or glass containers.

h. Gasoline tanks of portable or stationary engines shall be fueled by use of "safety nozzles" or "safety containers" only.

i. All gasoline powered vehicles shall be fueled outdoors.

j. The following regulations and precautionary measures shall govern the operation of gasoline pumps at this Command.

(1) There shall be "No Smoking" signs conspicuously displayed in the vicinity of gasoline storage areas and gasoline pump houses or trucks that are refueling vehicles. Careful attention shall be given to ensure all personnel in the refueling areas comply with such signs.

(2) Ignition switches on vehicles being serviced shall be turned to the "Off" position prior to fueling.

(3) Two or more proper-type fire extinguishers shall be placed in the immediate vicinity of each gasoline station or mobile fueling unit, and shall be checked daily by pump operators, and periodically by the Fire Chief, QFES.

(4) No gasoline shall be pumped into unauthorized containers, such as glass jugs or jars, plastic containers or open buckets. Gasoline shall be only pumped into approved metal safety containers.

k. The following instructions will be used to prevent the acquisition of flammable liquids by unauthorized persons:

(1) Responsible individuals will be designated to issue flammable liquids. Storage containers, pumps and drums will be secured with locks or locking devices to prevent acquisition of fuel by unauthorized personnel.

15 Apr 13

(2) Gasoline will not be drained or siphoned from vehicles, except when required to make repairs to gasoline tanks or other plausible emergencies.

Enclosure (1)

15 Apr 13

8. Operation of Service Stations. The following rules shall be strictly enforced at gasoline dispensing stations. Copies of these shall be conspicuously posted at each gasoline dispensing station.

a. Smoking, open lights, torches, sparks, exposed coil heaters, or other sources of ignition shall not be permitted within 50 feet of gasoline dispensing stations.

b. Gasoline will not be dispensed to a vehicle while the engine is running.

c. Gasoline will not be dispensed to any vehicle unless it is equipped with a proper cap for the gasoline tank.

d. In the event gasoline is spilled near a vehicle, the engine shall not be started within 50 feet of the spill.

e. During filling operations, the gasoline hose nozzle shall be kept in direct metal to metal contact with the tank or container to prevent formation of static electricity.

f. Manually operated nozzles with automatic shut off features may be used to fill tanks of vehicles driven by internal combustion engines provided:

(1) The nozzles used are approved and listed by the Underwriters Laboratory, Inc.

(2) The automatic dispensing nozzles are used only when the engine of a vehicle being filled is shut off.

(3) Automatic closing-type nozzles with latch open device are not permitted for the dispensing of Class 1 liquids.

(4) Tankers delivering fuel to such facilities shall utilize a functional vapor recovery system during unloading operations.

g. Small amounts of gasoline for emergency use may be dispensed at the discretion of the filling station operator but only in an approved-type safety can.

h. Personnel engaged in dispensing gasoline must be familiar with:

Enclosure (1)

15 Apr 13

- (1) Telephone number of the Fire Department, 911.
- (2) Proper operation of firefighting equipment provided.
- (3) The above regulations.

9. Fuel Carrying Vehicles

a. "No Smoking" signs will be posted inside the cabs of all fuel tank trucks.

b. Fuel carrying vehicles, whether empty or full, shall not be parked inside of or within 100 feet of any structure. Every effort shall be made to park trucks 25 feet from one another or from other vehicles.

c. All flammable liquid carrying vehicles are required to have not less than two fire extinguishers of the approved type.

d. Gasoline tank trucks shall be attended at all times by qualified and authorized personnel during loading and unloading operations.

e. Gasoline tank trucks shall be properly grounded and bonded during all loading or unloading operations.

f. Wedges, locking devices, etc., which restrict instant shut-off in gasoline lines during loading and unloading operations are prohibited.

g. Vehicles or gasoline/electric motors shall not be started within 50 feet of a gasoline spill.

h. Fuel trucks having leaky or otherwise defective pumping equipment shall not be used and shall be deadline. Commercial vehicles are included in this category.

i. The operation of any vehicle leaking fuel shall be prohibited until the necessary repairs are completed.

j. Approval of the QFES, Fire Prevention Office will be obtained before moving or repairing any gasoline storage tank or repairing tanks/lines of any gasoline truck.

Enclosure (1)

15 Apr 13

k. Refuelers and Defuelers

(1) The dispensing hose on refuelers shall be kept coiled on the reels provided and the doors to the hose compartment shall be kept closed at all times when not in use.

(2) When filling refueler tanks, the fill pipe of the filling station shall be grounded and bonded to the refueler tank before any fill cover is opened and this ground shall not be removed until all covers have been closed. Only the fill cover required for filling shall be opened and it shall not be opened until immediately before the operation is to begin. The open fill cover shall be closed properly and promptly when the filling operation is completed.

l. All aircraft undergoing maintenance inside hangars will be effectively grounded and bonded to the hanger floor.

10. Operators of Motor Vehicles

a. Drivers of school buses and vehicles carrying 10 or more passengers shall ensure that smoking regulations are enforced and that an approved type fire extinguisher is installed and serviceable.

b. Drivers of flammable liquid, compressed gas, dangerous chemicals, and ammunition and explosives carriers will be especially fire conscious and shall ensure that no smoking is allowed in or near vehicles. When refueling, smoking, lighting of matches, lighters, or any open flame is prohibited within 100 feet of the fueling point. Drivers will ensure that approved type fire extinguishers are carried and are serviceable; and that proper markings and identification are posted on the vehicle.

11. Storage and Parking of Motor Vehicles

a. Vehicles will not be stored inside a building unless the building was designed, constructed and is operated as a vehicle parking facility. When it is considered in the best interest of the government to store vehicles inside a building not specifically designed for such purposes, submit a request to The Commandant of the Marine Corps (LLF-1). Submit requests for each location involved, giving justification and sufficient details of the building structure so that an evaluation can be made for protection of government property.

Enclosure (1)

15 Apr 13

b. Vehicles will not be parked within 20 feet of a temporary combustible type building, fire hydrant or fire department connection. The activity commander may reduce the clearance from structures after the QFES has ascertained that such action will not create an exposure hazard to the building or will not interfere with Fire Branch operations.

c. Fuel trucks and other gasoline powered equipment shall not be stored inside hangars or adjacent thereto (minimum safe distance recommended is 100 feet).

d. Fuel trucks having leaking or otherwise defective pumping equipment shall not be used and shall be so placarded.

e. When numerous tank trucks are being stored, such shall be in detached groups to preclude an aggregate cargo capacity exceeding 25,000 gallons in a single group.

f. Vehicles will not be parked in the vicinity of aircraft. Such vehicles will be parked only in designated parking areas.

g. Gasoline operated vehicles will not be operated inside hangars, unless equipped with non-spark exhaust (spark arrestors).

12. Heating Systems. Furnace and boiler rooms, heating units and garages shall be kept free of unnecessary flammable liquids. Heating equipment shall not be allowed to become overheated. Adequate clearances as specified by UFC 3-600-01 shall be maintained between flammable material and steam pipes, furnaces, flues, and appurtenances. Exposed surfaces too hot for the bare hand shall be considered hazardous. The storage of combustible materials in rooms designed for housing heating and air conditioning equipment is prohibited. Steam radiators and piping shall not be used for drying purposes. The use of open flame type heating devices is prohibited in areas where flammable vapors are liable to accumulate, such as gasoline stations, garages and paint shops. The use of wick kerosene heaters is prohibited.

a. Oil-Fired Heaters. Accessible shut-off switches and valves shall be provided on all oil-fired heaters and similar equipment. Oil burning equipment should be inspected frequently and overhauled periodically by maintenance personnel. Heating

Enclosure (1)

15 Apr 13

units, vent stacks and flues shall be cleaned thoroughly at least once a year.

b. Gas-Fired Heaters. Gas-fired heaters and stoves shall be secured in a fixed position so as to prevent movement and subsequent development of leaks in gas connections. Flexible connections shall not be used. All gas-fired heating devices shall be equipped with automatic safety pilots or automatic safety controls, or types approved by the American Gas Association and shall bear approval labels of Underwriters' Laboratories, Inc. or the Factory Mutual Laboratories. Safety devices, thermostats and similar control equipment shall be inspected frequently and maintained to ensure proper operation. Adequate instructions including fire prevention measures are posted near the equipment relative to its operation.

c. Only authorized maintenance personnel will be permitted to make installation or repairs to stoves.

d. Oil and rubbish will not be allowed to accumulate under or around stoves.

e. Smoke pipes and flues will be inspected periodically and kept in a clean condition by maintenance personnel.

13. Electrical Hazards

a. Wiring. All electrical wiring and equipment shall conform to the most current and NFPA standards of the National Electric Code (NEC). Changes in electrical wiring or attachments for electrical appliances shall not be made except by qualified electricians as authorized by the Director, G-5, Facilities Maintenance Services.

(1) Defective electrical cords, lighting, fixtures, appliances, and switches shall be repaired or removed. Loose receptacles may result in short circuits. All defective electric equipment shall be reported immediately and repaired by authorized electricians.

(2) No article other than an approved appliance or equipment will be suspended from or attached to the electrical wiring.

(3) Electric wiring or conduit shall not be used for any purpose other than for which it was intended.

Enclosure (1)

15 Apr 13

(4) Extension cords are permitted only for temporary use and shall be Underwriters Laboratories listed. All extension cords will be unplugged when not in use. When the use of an extension cord is a continuous requirement, contact the Director, G-5, FLSS for installation of hard wiring.

b. Circuits

(1) Electrical circuits shall not be bypassed, overloaded or over fused. Fusing of circuits shall be in accordance with the National Electrical Code and accomplished by authorized electricians.

(2) When a circuit has been interrupted by a blown fuse or tripped breaker and the circuit breaker will not reset or the circuit continues to trip/blow the fuse, the source of the disturbance shall be located and eliminated by an authorized electrician before restoring power to the interrupted circuit.

(3) Circuit breakers shall not be rigged, tampered with or bypassed.

c. Switches. All electrical switches in master switch panels shall be correctly labeled to indicate the circuits and/or devices which they control.

d. Electrical Equipment. Electrical equipment used or located in areas where explosive vapors are present shall conform to the requirements of the NEC and NFPA standard code.

e. Spark Dangers

(1) Tools, metal fan blades, door latches, and similar devices used in the vicinity of flammable gases or vapors shall be of nonferrous or non-sparking type. Non-sparking shoes shall be worn when necessary.

(2) Substantial conductors having low resistance to ground shall be used to ground all stationary and portable machines, equipment and other devices in which static charges may be generated in the vicinity of flammable gases and vapors. The contact between conductor and ground shall be in accordance with the NEC.

Enclosure (1)

15 Apr 13

(3) Cords of lights and electrically operated tools or devices and their connections/fittings shall be of the grounded type. They shall be inspected frequently and maintained in a safe condition. Cords shall be kept dry and free from oil and grease.

(4) All vending machines using electrical power shall be properly grounded and motors, compressors, etc., shall be kept free from accumulations of grease and lint.

f. Lighting Fixtures

(1) Combustible material, other than lamp shades, shall have at least 18 inches clearance from electric light bulbs or electric heaters. Precautions will be taken at all times to prevent combustible lamp shades from coming in contact with light bulbs.

(2) Fluorescent light fixtures shall be installed with a minimum of one and one-half inches from combustible ceilings, unless the fixture is specifically designed for such installation, and shall be equipped with thermal protected ballast. Fluorescent lights will be equipped with enclosures to prevent tubes from falling should they become loose. Fluorescent ceiling lights will not be used as standing lights.

g. Special Heat Producing Appliances

(1) All special heat producing appliances including coffee makers, hot plates, portable heaters, and soldering irons shall be listed by Underwriters' Laboratories, Inc. They further shall comply with all NEC codes and NFPA standards which requires that in all except residential occupancies, some form of automatic shut-off (tip-over switch) or pilot light be provided for all electrically heated appliances intended to be used on or near combustible material. NEC also requires that ample space be provided between the appliance location and any combustible material. Thus, shields or enclosures, constructed of at least No. 14 U.S. gauge or better, shall be provided to house appliances, except those Underwriters' Laboratories listed devices that have inherent thermal limiting controls and the clearance factor incorporated in the design. The shield or enclosure is provided with at least four-inch clearance from all combustible materials. Asbestos or material containing asbestos shall not be used as insulation between heat producing appliances and combustible surfaces. The number of special heat producing appliances should be kept to a minimum. They shall be

Enclosure (1)

15 Apr 13

installed only upon approval of the QFES, and the installation shall be inspected regularly by qualified personnel. Such devices shall not be installed in closets, lockers or out of sight locations.

(2) Certification (tag or card) will be issued by the Fire Inspector indicating approval of each special appliance and its location.

(3) Inspections of all installations will be conducted by the Quantico Fire and Emergency Services, Fire Prevention Office on a regular basis.

(4) Deep fat fryers shall be provided with primary thermostats to limit temperature to 425 degrees Fahrenheit and a secondary backup thermostat or thermal electric cut-out to limit temperature to 450 degrees Fahrenheit. Thermostats shall be tested periodically by qualified personnel.

(5) Electric heaters of the portable type are not to be installed in any building before a fire safety inspection has been made by the Fire Inspector. Electric portable heaters to be acceptable shall meet a standard that requires a thermostat for heat control, and a tip over switch for automatic shut-off if accidentally knocked over.

(6) Extension cords shall not be used as permanent wiring.

(7) All unoccupied buildings main breaker will be secured.

(8) Disconnected electrical wiring shall be removed immediately upon installation of new wiring.

(9) The ends of unused wires shall be properly capped and/or withdrawn from the receptacle or conduit.

(10) Electricity for MCBQ and its areas shall be cut off only by approval of the Director, G-5, Facilities Maintenance Services, or by a qualified electrician during fires or other emergencies on order of the Director, FLSS. Except in cases of power failure, the Fire Chief QFES shall be notified before electricity is cut-off.

Enclosure (1)

15 Apr 13

(11) The authorization for use of an electrical appliance will not relieve the user of the responsibility for any damage that may occur as a result of fire caused by their careless or improper use of the appliance or defect in the appliance itself.

14. Welding and Cutting Operations

a. Welding and cutting operations will be conducted normally in locations designed for such operations.

b. When welding or acetylene cutting is to be performed by either FLSS or contractor personnel in areas other than those specifically designated for such, the work site will be inspected by the QFES, Fire Prevention Office or designated representative, and a permit issued before such work commences.

c. All personnel engaging in welding operations will have on hand at all times, effective firefighting equipment and will use sheet metal guards or non-asbestos flameproof blankets where required.

d. A fire watch shall be posted in the vicinity of welding and cutting operations with necessary extinguishers or fire hose. The fire watch shall remain at their station for 30 minutes after the job is completed to ensure that there are no live sparks or smoldering fires.

e. Welding or cutting operations shall not be performed in/on the outer surface of rooms, compartments, tanks, or in areas adjacent to rooms, compartments or tanks or other containers which hold, or have held, flammable or combustible materials, liquids or vapors, unless/until fire and explosion hazards have been eliminated by purging according to applicable procedures.

f. While equipment is in use, especially in confined spaces it is frequently inspected for evidence of leaks in the hose, couplings, valve stems, or other points in the system. If leaks are not promptly detected, an explosive or lethal mixture of gas and air may accumulate with serious results.

g. Where welding cables or hoses are in the path of traffic, they shall be protected from damage and secured by lines to prevent undue strain on cables or hoses.

Enclosure (1)

15 Apr 13

h. When an operator using electric welding equipment has occasion to leave their work for more than 15 minutes, the power supply switch to the equipment shall be secured. The equipment shall be completely disconnected from the source of power when not in use. Acetylene and oxygen valves shall be closed at the cylinders when the equipment is left unattended or when work is stopped for more than 15 minutes.

i. Acetylene and oxygen cylinders, except where installed in standard welding carts, shall be stored at detached, well-ventilated locations, shielded from the sun. Cylinders shall be lashed in the vertical position to prevent tipping and storage of acetylene shall be isolated from oxygen cylinders by a clear distance of at least 100 feet or by an un-pierced gas tight noncombustible wall for indoor storage.

j. Oxygen and/or acetylene shall not be stored within 100 feet of any other material such as gas, liquid, chemical, grease, or oil which may be activated by leaking acetylene or oxygen. Oxygen/acetylene lines, fittings, gauges, etc., will be maintained oil and grease free at all times.

k. "In Use" acetylene and oxygen cylinder valves shall be turned off at closing time, regulators disconnected and protective caps screwed in place to protect valve Directors.

15. Tar Heating Units

a. The tar heating unit shall not be operated within 25 feet of any building or structure.

b. The tar unit is equipped with at least two, 20 pound Dry Chemical fire extinguishers.

c. While in an "in use" status, the unit shall not be left unattended to ensure that a flash fire will not occur.

d. Unit shall be of an approved type as specified by the National Board of Fire Underwriters. The tar or compound "in use" shall not be heated over specified "use temperatures."

e. While roofing work is being accomplished utilizing tar or compound at least two-20 pound Dry Chemical extinguishers shall be present on the work site of which one is located on the

Enclosure (1)

15 Apr 13

roof. Tar pots shall not be operated inside or on the roof of any building.

f. Empty or discarded tar containers shall be removed from the work site at the end of the workday.

g. A permit must be obtained from the Quantico Fire and Emergency Services, Fire Prevention Officer prior to commencing use of tar heating units (tar pots).

16. Cleaning Floors. When cleaning floors and bowling alleys, the following fire prevention precautions are observed:

a. Use only approved cleaning fluids with a Class 3A rating and a flash point above 100 degrees Fahrenheit.

b. Clean only one small area at a time.

c. Provide all possible natural ventilation.

d. Keep all open flames and spark producing devices away from cleaning operations.

e. Prohibit smoking in the area where work is being done.

f. Restrict amount of liquid to that necessary for the immediate operation. Used cleaning fluid should be returned to its customary storage place as soon as cleaning is completed. Containers shall be closed securely when not in use.

g. Provide self-closing metal cans for used cleaning rags and remove them from the building upon completion of the job or prior to the close of the workday.

h. No floor cleaner or wax shall be used having a flash point lower than 100 degrees Fahrenheit. The use of any cleaner or wax other than the water emulsion type is not recommended. Paste type floor waxes shall not be used. Sweeping compounds shall be of the noncombustible type.

17. Refinishing Floors. Refinishing floors is more hazardous than normal cleaning, and the following fire prevention precautions are observed:

a. All precautions required for cleaning operations are applicable to refinishing operations.

Enclosure (1)

15 Apr 13

b. All personnel not engaged in this work shall be excluded from the area.

c. Where practicable, the main electrical switch for the entire building should be disengaged and work done by natural light. When this is not feasible, all electrical appliances of any kind in the vicinity, e.g., water coolers, refrigerators, soft drink machines and other automatic stopping and starting appliances shall be disconnected before finishing material is applied and shall not be connected again until drying is complete. Main power will be secured and Lock Out/Tag Out procedures will be followed prior to the start of floor cleaning operations which involve flammable liquids.

d. Open flames and smoking are prohibited during the work, and continued for at least one hour after drying is completed.

e. Residue from sanding machines shall be placed in metal cans, wetted down and removed from the building promptly and at the end of the workday.

f. The QFES, Fire Prevention Office shall be notified before operations are started.

g. Any additional precautions required by the QFES, Fire Prevention Office or designated representative shall be implemented.

18. Maintenance on or Near Flammable Storage Areas. Non-sparking tools shall be used when working on any part of a system or unit designated for storage or handling of flammable liquids. The use of other than non-sparking tools or open flame devices in the vicinity of flammable liquids or vapors is expressly forbidden.

19. Excavations. Excavating around gas mains, oil tanks, gasoline, or oil pipes is prohibited in areas where flammable gaseous conditions are suspected. In such places, the air shall be tested and if gas is present, ventilation shall be provided by portable blowers or other satisfactory methods. Electrical equipment used in such areas shall meet the requirements of the NEC for explosive atmospheres. Excavations deeper than five feet will be properly sloped or shored to prevent cave in accordance with 26 CFR 1926, Subpart P.

Enclosure (1)

15 Apr 13

20. Painting

a. No mixing of flammable compounds shall take place in any building or area other than those specifically approved for such operations in NFPA.

b. Unopened, or previously opened, containers of paint or other flammable compounds used in painting or preserving shall be stored in warehouses or paint lockers approved by the QFES, Fire Prevention Office and Base Safety Officer.

c. Spray painting, except for interior painting of buildings, shall not be conducted within buildings unless standard spray booths and exhaust systems are provided. Spray booths shall be designed, installed, and maintained in accordance with NFPA Pamphlet, Number 33, and the general requirements of UFC 3-600-01.

d. Fusible links used on any equipment aboard this Command shall not be painted. Sprinklers shall not be painted.

21. Exhaust Systems. Exhaust systems and duct work, especially in galleys, shall be kept free of grease accumulation. Grease filters in range hoods are cleaned frequently utilizing steam or a nonflammable liquid.

22. Concealed Spaces and Attics. These areas shall be kept clean and shall not be used for storage.

a. Scuttles and other openings leading to attics or concealed spaces shall be fitted with doors equivalent in fire resistance to ceiling construction, and normally shall be kept closed.

b. Hatches, trap doors and communicating openings to concealed spaces shall not be used for ventilating purposes, but shall be kept closed at all times when not actually in use.

23. General Storage Warehouses

a. Exterior doors which are blocked on the inside shall be plainly marked on the outside of the door by a sign with letters not less than six-inches high reading, "THIS DOOR BLOCKED."

b. When exterior doors are blocked by storage, the storage inside may be made consistent with other storage in the building. For example: If material is stored within 24 inches of the walls, the material may also be stored within 24 inches

Enclosure (1)

15 Apr 13

of the exterior doors providing such doors are not entrances to fire aisles.

c. Clearances between stored materials and walls shall be maintained as follows:

(1) At substandard fire walls (less than two hour rating): 24-inch clearance.

(2) Hazardous materials stored in general purpose storage buildings: 24-inch clearance.

d. Heights of stacks shall be limited to 15 feet as required by the National Fire Protection Association, Fire Codes, Volume 10. Clearances shall be maintained as follows:

(1) Below automatic sprinkler deflectors:

(a) An 18-inch clearance shall be maintained.

(b) When hazardous commodities are involved, a 36-inch clearance shall be maintained.

(2) Below joists, rafters, beams, and roof trusses:

(a) An 18-inch clearance below horizontal level shall be maintained in buildings having sprinkler systems.

(b) A 36-inch clearance below horizontal level shall be maintained in buildings not equipped with sprinkler systems.

e. When the clearance between lower roof truss members or beams is sufficient to permit stacking of supplies above the lower horizontal extremity of such structural members, the lateral clearance between supplies and structural members or other installed devices shall be 18 inches.

f. At the close of the workday, personnel in buildings identified above, shall ensure that fire doors and all other doors and windows are closed. An inspection shall be made by an officer or supervisor before the warehouse is secured.

g. Fire doors shall not be blocked open. Sufficient space shall be maintained to allow personnel fire doors to swing

Enclosure (1)

15 Apr 13

clear. Care shall be exercised to prevent damage to fire doors by power forklifts. Defective doors shall be reported to the Director, G-5 FLSS, QFES, Fire Prevention Office and the Base Safety Office for immediate repair.

h. All fire aisles shall be accessible from doors or gates to permit entry by the firefighting force without moving stored material.

i. Materials, equipment, tools, pallets, vehicles, or forklifts shall not be left in fire aisles at any time.

j. Fire aisles will not be used for temporary storage while storage operations are being carried out, but shall be clear at all times.

24. Carpenter and Woodworking Facilities

a. Smoking shall not be permitted in shops or around/near outside planning or sawing units.

b. Welding, cutting, torch soldering, or other open flame operations will not be permitted except by permit issued by the QFES, Fire Prevention Office or designated representative.

c. Flammable liquids will not be used or stored in such shops.

d. Materials shall not be stored in large quantities, only in sufficient amounts for work or in an "in-use" status.

e. Doors or passageways shall be blocked only by special permit of the QFES, Fire Prevention Office or designated representative. In such cases, blocked doors shall be plainly marked on the outside with six-inch letters reading: "DOOR BLOCKED."

f. Vehicles shall not be driven into or parked inside of the building.

g. Shops shall be well ventilated to prevent the suspension of dust in the air. Dust pickup, conveying and collection systems meeting NFPA Fire Code 664 shall be provided and maintained, where required.

15 Apr 13

h. Deposits of dust on rafters and building supports shall be removed frequently by vacuum or other suitable means to prevent dust explosions.

i. An adequate wood dust/shavings collection system shall be provided, maintained and utilized during the operation of wood working equipment.

j. Lumber stacks for supply of carpenter shop operations shall not be stored within 15 feet of shop buildings or within 20 feet of fire hydrants or fire department connections.

25. Theaters

a. Projection booths and safety measures established to protect life will be governed by regulations set forth by the NFPA. All codes and exceptions are available through the QFES, Fire Prevention Office.

b. The chief operator in each theater will inspect firefighting/prevention equipment and fire shutters daily, prior to opening. Any defects noted must be reported to the Fire Chief, QFES immediately. In no case will movies be shown unless all firefighting/prevention equipment is in proper working order.

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

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

e. Smoking is prohibited in any projection booth.

f. In case of fire in a projection booth, the operator will:

(1) Clear the theater.

(2) Notify the QFES (Phone 911).

(3) Make an immediate effort to extinguish the fire.

26. Battery Charging Facilities

Enclosure (1)

15 Apr 13

- a. Only qualified personnel will be assigned to battery shops.

Enclosure (1)

15 Apr 13

b. The battery shop shall be adequately ventilated to allow removal of hydrogen gas. Air inlet openings at or below the level of the batteries are essential regardless of the exhaust. For a small number of batteries a vented hood over the batteries may be satisfactory, at the discretion of the QFES, Fire Prevention Office or representative. Where natural ventilation is used, a vent stack to aid in producing upward draft should be installed above the roof line.

c. Smoking, open-type light switches and lights or flame and spark producing devices shall not be allowed in the vicinity of batteries on charge. Appropriate warning signs shall be posted.

d. Battery vent caps shall be in place before attaching or detaching charger cable and connections between batteries shall not be disturbed while charging switch is "ON."

e. The charging rates shall be reduced as cells approach full charge, thus lowering the rate of hydrogen liberation.

f. Emergency showers/eye wash stations will be maintained in battery charging rooms.

27. Holiday Decorations

a. Holiday trees or decorations are permitted only in day rooms, clubs, administrative offices, dining facilities, and family housing units.

b. Holiday trees will be as freshly cut as possible and placed in a container of water or wet earth when indoors. Christmas trees shall be treated with a flame retardant (if such service is available). Decorations placed in places of assembly shall be inspected (day room, administrative offices, dining facilities, and clubs) by the QFES, Fire Prevention Office. Inspection of decorations in family housing is upon request. If, as a result of such an inspection, the decorations are declared unsafe, removal of same is effective immediately.

c. Cut trees, pine branches and similar foliage and vegetation will be removed after being in a building 10 days.

d. Holiday tree lights and wiring will be (UL) listed. Christmas tree lights will not exceed a string of three lights Electric in compliance with manufacture direction. Holiday tree

Enclosure (1)

15 Apr 13

lights will not be placed on artificial trees constructed of metal products. The use of candles on Christmas trees is prohibited.

Enclosure (1)

CHAPTER 6

PORTABLE FIRE EXTINGUISHERS

1. Responsibility of the Fire Chief, QFES

a. Designate the type, quantity and location of all portable fire extinguishers in structures and outside storage areas as required by NFPA Fire Code 10. No fire protection equipment or appliances will be removed or moved without the prior approval of the QFES, Fire Prevention Office or designated representative except for emergency use in case of a fire.

b. Inspect fire extinguishers at regular intervals to ensure monthly inspections are being accomplished by the Unit Fire Warden or their designated representative. The initials or signature of the inspector will be marked on the attached fire NAVFAC 1132012 extinguisher record tag (Appendix C).

2. Responsibilities of Unit Commanders and Officers in Charge

a. Provide fire extinguishers for the protection of all Marine Corps Base, Quantico buildings. Fire extinguishers are available through Serve Mart and will be purchased with command funds.

b. Ensure that the unit's designated Fire Warden inspects fire extinguishers which are assigned within the unit's area of responsibility on a monthly basis. The inspection is to ensure that the fire extinguishers are in their proper place, have not been discharged and have not been tampered with or suffered physical damage. The Navy Facility 11320/2, Fire Extinguisher Inspection Record (tag) (Appendix C), is to be initialed by the noncommissioned officer or supervisor assigned to conduct the inspection. When required, provide maintenance, repair or replacement of fire extinguishers.

c. Inform the building occupants of the location and train occupants on the use of designated fire extinguishers within their area.

d. Notify the QFES, Fire Prevention Office when a fire extinguisher is reported missing or discharged.

e. Initiate appropriate action to correct repeated

15 Apr 13

occurrences of fire extinguisher loss and/or unwarranted discharge.

f. Purchase fire extinguishers for specific requirements other than buildings. Consultation with the QFES, Fire Prevention Office should be made prior to the purchase of extinguishers for special needs.

3. Fire Extinguishers on Commercial-Type Vehicles

a. Appropriate fire extinguishers will be provided for the following commercial vehicles:

(1) Buses.

(2) Ambulances.

(3) Vehicles regularly used to transport explosives, acids, compressed gases, fuel, or other dangerous articles.

(4) Police and patrol vehicles.

(5) Emergency vehicles of the structural QFES and ARFF vehicles.

(6) Garrison mobile equipment, as required by Occupational Safety and Health Administration.

b. Requirements for temporary assignment of fire extinguishers to vehicles other than those previously addressed will be determined by the QFES, Fire Prevention Office or designated representative, on a case-by-case basis.

c. Responsibility for Fire Extinguishers on Commercial Vehicles

(1) The Motor Transport Officer is responsible for inspecting and tagging all portable fire extinguishers installed on commercial vehicles on a quarterly basis.

(2) The Motor Transport Officer is responsible for:

(a) Ensuring that maintenance, servicing and/or hydrostatic testing is accomplished in accordance with NFPA Fire, Code 10.

(b) Arranging for quarterly inspections and tagging.

Enclosure (1)

15 Apr 13

(c) Performing monthly inspections.

(d) Budgeting and providing portable extinguishers for commercial vehicles.

4. Marine Corps Air Facility (MCAF) Flight Line Extinguishers

a. Fire extinguishers required for the operation of the MCAF flight line, as addressed in current Naval Air Systems Command 00-80R-14, shall be provided, inspected and maintained by the ARFF Section.

b. The MCAF, Airfield Operations, ARFF Officer in Charge or his/her designated representative are responsible for and will inspect flight line extinguishers on a monthly basis.

Enclosure (1)

MCBO 11320.1A
15 Apr 13

Enclosure (1)

CHAPTER 7

LIFE SAFETY1. Places of Public Assembly

a. Places of public assembly include, but are not limited to, all buildings or portions of buildings used for gathering together 50 or more persons for purposes as deliberation, worship, entertainment, amusement, or awaiting transportation. Examples are: theaters, auditoriums, museums, bowling lanes, clubs, chapels, conference rooms, lounges, etc.

(1) The capacity or occupant load permitted in any place of public assembly or portion thereof shall be determined by the Fire Chief QFES or his/her designated representative, using the appropriate section of (NFPA) 101, Life Safety Code.

(2) The maximum number of persons permitted for safe occupancy of all places of public assembly is conspicuously posted at the entrance and elsewhere, as appropriate. The Fire Chief QFES or his/her designated representative have the authority to restrict occupancy or close any facility if it is believed that continued operation or overcrowding will jeopardize human life.

(3) All draperies, curtains, scenery props for stage shows, and decorations for gatherings will be of flame proof material (NFPA 701) and a copy of the fire retarding specifications and rating will be kept on file as long as the draperies, curtains, scenery props, and decorations are in use. Organizational commanders/commanding officers and officers in charge are directed to request an inspection by the Fire Chief, QFES or designated representative, of all decorations prior to use. No combustible materials will be used.

(4) The occupant load of an area having fixed seats shall be determined by the number of fixed seats installed. Required aisle space serving the fixed seats shall not be used to increase the occupant load.

(5) The capacity or occupant load permitted in a building or portion thereof may be increased above that specified if the necessary aisles and exits are provided and subject to the approval of the Fire Chief, QFES or designated representative.

15 Apr 13

(6) Personnel will not be seated or allowed to stand in aisles, doorways or exits in places of assembly without written approval from the Fire Chief, QFES.

b. Exit Details

(1) Exit Doors

(a) An exit door shall be of the side hinged, swinging type and swing in the direction of exit travel.

(b) An exit door shall be so arranged as to be readily opened from the side from which egress is to be made when the building is occupied. Locks, if provided, shall not require the use of a key for operation from the inside of the building.

(c) A latch or other fastening device on an exit door shall be provided with a knob, handle, panic bar, or other type of releasing device; the method of operation of which is obvious, even in darkness.

(2) Panic Hardware

(a) Only approved panic hardware, where required, shall be used on an exit door.

(b) Panic hardware shall not be equipped with any locking or dogging device, set screw or other arrangement which can be used to prevent the release of the latch when pressure is applied to the bar, or prevents the free use of the door for exit purposes.

(3) Exit Marking

(a) The word "EXIT" will replace the words "FIRE EXIT" or other designations for a door leading to the outside of a building.

(b) Every required exit shall be marked by a readily visible sign. Access to exits shall be marked by readily visible signs in all cases where the exit or way to reach it is not immediately visible to the occupants.

Enclosure (1)

15 Apr 13

(c) Any door, passage or stairway which is neither an exit nor way of exit access, and which is so located or arranged as to be mistaken for an exit, shall be identified by a sign reading "NOT AN EXIT", or similar designation, or shall be identified by a sign indicating its actual character, such as "TO BASEMENT," "STOREROOM," etc.

(d) Every required sign designating an exit or way of exit access shall be so located and of such size, color and design as to be readily visible. There shall not be any brightly illuminated sign (for other than exit-purposes), display or object in or near the line of vision of such a character as to detract attention from the exit sign.

(e) An internally illuminated exit sign shall be provided in all occupancies where reduction of normal illumination is permitted, as in motion picture theaters, clubs, etc., and all other areas required by NFPA 101, Life Safety Code.

(f) Every exit and the necessary ways of exit access thereto shall be illuminated to facilitate egress. Such illumination shall be continuous during the time that the conditions of occupancy require that the means of egress be available for use.

(g) Every illuminated exit sign shall have the word "EXIT" in plain legible letters not less than six inches high, with principal strokes of letters not less than 3/4 of an inch wide.

(h) No luminescent, fluorescent or reflective material may be used as a substitute for any of the required illumination herein specified.

2. Interior Finish

a. Interior finish is defined as the material of walls, ceilings, wainscotings, or other interior surfaces of a building and other interior surfacing materials applied to the walls, movable partitions, floors, and ceilings. Insulating and acoustical materials are in the category of interior finish.

b. Interior finish will conform to the requirements of NFPA 101, Life Safety Code, except as follows:

Enclosure (1)

15 Apr 13

(1) Interior finish of all exits, patient rooms and sleeping rooms, shall be Class A only (flame spread rating of 0-25).

(2) Use of Class C and D materials are not permitted.

(3) Smoke developed ratings by Method of Test of Surface Burning Characteristics of Building Materials; (UFC) 3-600-01 shall not exceed 50 for Class A materials and 100 for Class B materials.

(4) Thermal and acoustical insulation shall have flame spread rating of 25 or less and smoke developed rating of 50 or less by American Society Testing Material (ASTM) E-84 test. Smoke developed limitation is not required where insulation is isolated from interior of building by masonry walls or concrete floors.

c. Interior Finish (New Construction). The use of combustible materials such as plywood, fiberboard and acoustical units having high flame spread rates are prohibited. This does not include interior trim, i.e., doors, windows, or their frames. Plywood may be used for the construction of counters, shelving and other furniture in accordance with UFC 3-600-01.

d. Interior Finish (Existing Construction). In the case of combustible interior finishes that were installed in existing buildings, certain basic safeguards must be considered as essential if these buildings are planned for continued use. Several measures are available to provide the necessary safeguards for the protection of both life and property against fire. These are as follows:

(1) Remove and replace combustible material with noncombustible material such as gypsum board, metal lath, and plaster or other suitable noncombustible materials meeting Class A requirements 0-25 flame spread rating.

(2) Cover combustible surfaces with gypsum board or similar insulating materials.

(3) Protect the building with properly designed automatic sprinkler system.

Enclosure (1)

15 Apr 13

(4) Paint all exposed combustible surfaces with an Underwriters Laboratory (UL) listed fire-retardant paint. The application of fire retardant paint is not a permanent measure and generally must be considered an expedient measure only.

3. Fire Retardant Paints. May be used to reduce the rate of surface flame spread of existing combustible interior finishes, other than plywood, under the following conditions:

a. The paint must be listed by UL, as developing a flame spread rating of 25 or less for the interior finish involved.

b. When fire retardant paints contain flammable solvents, proper precautions must be taken to prevent fire during applications especially if the paint is sprayed. Adequate ventilation and elimination of sources of ignition, including open flames and sparks, are essential.

c. The paint must satisfy the requirements for general performance, wear ability and stretch ability required by Federal Specifications TT-P-26C (General Services Administration).

d. Fire retardant paints should be considered for light and ordinary hazard occupancies only.

e. In new construction or alterations, fire retardant paints may not be used as a substitute for noncombustible materials.

4. Floor Coverings

a. Carpet systems (carpeting and underlay combined) for medical/dental facilities, sleeping accommodations (for example, bachelor enlisted quarters, family housing and bachelor officer quarters), theaters, clubs, schools, and other places of public assembly shall have flame spread rating of 75 or less by ASTM E-84 test or flame propagation index of less than 4.0 by UL Chamber Test (no. 992).

CHAPTER 8

HAZARDOUS MATERIALS

1. Storage

a. Limitations on floor areas and clearances of different types of stored materials are included in Navy Marine Corps 1101, Storage and Materials Handling Manual, 29 CFR 1910.106 and 1200 and (NFPA) 30.

b. Dangerous chemicals and compressed gases shall be stored in such a manner to ensure that accidental breakage, leakage, rupture of container or exposure to fire, heat or water will not result in the commingling of such materials with other substances which might produce explosive or flammable gases, toxic fumes or jeopardize the safety of personnel.

c. Compressed gas cylinders showing evidence of excessive rust corrosion, dents or other surface defects shall be considered hazardous.

d. Cylinders of compressed gases, whether in use or in storage, shall be secured to prevent them from overturning.

e. Compressed gas cylinders shall be stored and handled in compliance with NFPA Standards. Cylinders shall comply with color codes and labels as specified by MIL-STB-101B. Cylinders so designed will have caps in place and fully threaded to protective valve director from being damaged from falling or being struck, whenever gauges are not attached.

(NOTE: A compressed gas cylinder of any size can become a lethal missile when the valve is knocked off. Even "empty" cylinders have been known to penetrate several cinder-block walls upon being damaged in this manner.)

f. Non-compatible or reactive gases stored within buildings shall be separated by gas tight partitions. When stored in the open, cylinders of such gases shall be separated by well ventilated clear space of at least 20 feet and protected from the direct rays of the sun.

g. The appropriate hazardous material symbol is posted

Enclosure (1)

15 Apr 13

onall facilities and areas in which explosive and hazardous chemicals are stored and on all vehicles transporting such.

h. The storage and handling of liquefied petroleum gases shall conform to standards set forth in the NFPA, National Fire Code pamphlets, numbers 58 and 59 and in Military Handbook 1008.

i. Day to day stocks of hazardous materials shall be stored in places approved by the Fire Chief QFES or representative, for such storage. Amounts of stored materials shall be procured as needed and kept in an approved labeled closed container. Any surplus shall be returned to the storage area prior to the close of the work day. The storage area shall be plainly marked to indicate such storage. A schematic drawing of all hazardous material storage areas shall be provided to the QFES, Fire Prevention Office. The schematic is to include types, location and quantity of materials being stored.

2. Spills and Damaged Containers

a. The Fire Chief, QFES and the Director, Public Works Branch, Facilities Maintenance Services, shall be immediately notified of any spills or damaged/leaking containers involving hazardous materials/chemicals.

b. A periodic visual inspection shall be made, by the user, of all hazardous storage areas to ensure that leaking or damaged containers do not remain undetected in such areas.

c. Disposal of any hazardous material into any sewer system, dumpster or landfill is prohibited and must be accomplished in accordance with current MCBQ, State and Federal orders, directives, and regulations.

3. Pesticides

a. Criteria for the storage and handling of pesticides is contained in MCO P11000.8.

b. The Fire Chief, QFES and NREA will be notified of all types of pesticides used and stored aboard the Command.

c. The Fire Chief, QFES, is notified prior to the fumigation of any building or space aboard this Command.

Enclosure (1)

15 Apr 13

4. Gas Leaks. The QFES will be immediately notified. Call 911 of any leaks involving natural gas or manufactured gases such as propane, methane, butane, etc.

CHAPTER 9

AMMUNITION MAGAZINES AND AMMUNITION

1. General

a. The Fire Chief, QFES or his/her designated representative will be included in the planning for construction of any new potential explosive sites and shall be notified when any potential explosive site has explosive safety quantity distance are removed.

b. A fire map of the Base and any potential hazardous external locations near the Base shall be posted in a conspicuous place at each fire station and other locations approved by the commanding officer. These maps must show buildings, magazines, outside storage areas such as trucks or railcars holding areas container pads, loaded barges, gasoline and fuel oil tanks, and storage locations of hazardous material and flammable volatile liquids. The map should show locations of water distribution systems, including valves and hydrants with the size of the mains. The contents of hazardous locations should be indicated on the map by colored pins or suitable indicators specifically showing the explosive site by Hazard Class/Division (HC/D). This information shall be kept up-to-date from information supplied by the ordnance department after checking storage records at regular intervals or as conditions change. The fire map should enable the QFES to determine at a glance the type of fire it will have to fight and the types of protective equipment required.

c. Explosive, ammunition and pyrotechnics, will only be stored in site approved magazines, ready service lockers or outside storage areas. Storage in areas that have not been site approved are not authorized. On a case-by-case basis and when operational requirements dictate, an event waiver may be requested from Marine Corps Systems Command to deviate from explosive safety requirements. The Ammunition Supply Officer (OIC (MCBQ), Magazine Area) will submit a request through the installation Explosive Safety Officer and notify the Fire Chief, QFES at 784-2636/3734. The same request will be submitted for

Enclosure (1)

MCBO 11320.1A

15 Apr 13

the Provost Marshal's Office when a site waiver request is required, as stated above.

Enclosure (1)

d. Vegetation, trees, grass, leaves, undergrowth, and weeds can become a serious fire hazard to structures and facilities and will be removed to a distance of 50 feet from any potential explosive site. A firebreak is maintained at a height of no more than 18-inches, except where topography or other physical characteristics make this impossible. All trees shall be removed from firebreaks. Trees outside firebreaks need only be removed if they present an immediate hazard to the PES, such as a dead or damage tree. Trees alongside revetments or ground barriers need not be removed unless there is a danger of the tree falling over the barrier and affecting operations inside the enclosed area.

2. Storage. Ammunition will not be stored in any building except as follows:

a. Site approved explosives storage locations (i.e.; Magazines, Ready Service Lockers, Flight Equipment Shops) by the Department of Defense Explosive Safety Board.

b. Armories, Ready for Issue rooms, and Arms rooms. Security ammunition held inside armories shall be stored inside a GSA government approved class-5 Safe. Fire hazard symbols shall be placed on outside of entry door and safe containing the ammunition. The commanding officer is authorized to approve the storage of limited quantities of HC/D 1.3 and 1.4 ammunition and explosives. This storage authorization is limited to a total of 35 lbs NEW of which no more than 10 lbs can be HC/D 1.3.

c. The Base Explosives Safety Officer will notify the QFES immediately upon any change or addition of a storage location and provide an updated fire map.

3. Pyrotechnics

a. Pyrotechnics (smoke grenades, gas grenades, smoke pots, etc.) will not be activated inside any structure aboard the activity unless specifically designed or constructed for such purposes.

b. The sale, storage or use of commercial fireworks of any kind is prohibited unless authorized by the Commander of MCBQ.

CHAPTER 10

RADIOACTIVE MATERIAL

General

1. The Fire Chief, QFES and the Quantico Base Safety Office Radiation Safety Officer will be notified immediately of the transportation, storage, handling or use of any radioactive material, including weapons, which come into the confines of the activity.

2. The organization controlling, transporting or using the material shall make the above notification and include the following information:

a. The general type of radioactive material and possible emission hazard, if any.

b. The specific location where the radioactive material will be used or stored.

c. Specific information along with all applicable Material Safety Data Sheets will be provided to QFES and Quantico Base Safety Office on the physical properties and characteristics of the radioactive material which could aid in fighting a fire in which it may be involved.

3. It is essential that the Fire Chief, QFES, be provided the above information for the protection of firefighters and other personnel in the event or similar emergency involving nuclear material.

4. The Fire Chief, QFES, will perform appropriate pre-fire planning surveys to evaluate the hazards involved and prepare the best possible fire protection principles of operation as in accordance with NFPA 704 requirements.

15 Apr 13

CHAPTER 11

FAMILY HOUSING

1. General

a. Good housekeeping is the first step toward establishing good fire prevention in the home. While good housekeeping practices and techniques cannot be fully explained in this publication, several mandatory requirements are listed. An individual signing for a unit of military family housing becomes the building custodian and has the responsibility of ensuring the unit is maintained in a fire safe condition. To satisfactorily discharge this responsibility toward fire prevention, the custodian must take positive steps to ensure all personnel residing in the quarters comply with all requirements listed within this Order and the fire prevention section of the family housing brochures.

b. Newcomers' Orientation. Newcomers to MCBQ housing units will be required to receive a LMH briefing containing detailed guidance on fire prevention and fire prevention inspection within 30 calendar days of occupying any family housing. Upon request any newcomer may also schedule an entailed fire prevention inspection from the Fire Prevention Section (784-3735/2686).

c. Building Custodian Responsibilities. Custodians of military family housing units and trailers have the responsibility of fire prevention and must take steps to ensure that the following requirements are met:

(1) All adults, children old enough to be left unattended and baby sitters will be familiar with the fire reporting number 911 for family housing aboard MCBQ. Emergency numbers for fire ambulance, and military police are listed on a bright red label/sticker and will be attached to the telephone. These labels are included in the Fire Prevention Packet issued at LMH. Replacements may be obtained at the QFES upon request.

(2) Children under age 12 will not be left unattended in government quarters. Handicapped or bedridden persons who cannot safely and expeditiously evacuate quarters in an emergency will not be left unattended in quarters at any time.

(3) All fires will be immediately reported to the Fire and Emergency Services dispatcher via 911 including those

Enclosure (1)

15 Apr 13

extinguished by the occupant, self-extinguished or extinguished by any other means.

(4) Exhaust fans installed over kitchen ranges will be cleaned as often as necessary to prevent any grease accumulation.

(5) Cooking equipment will not be left unattended when in operation.

(6) Storage in furnace and hot water heater rooms is prohibited. Such areas will be kept free of dust and lint accumulation.

(7) Clothes dryers, associated vents and filters will be kept free of lint at all times.

(8) The use of electrical multi-plugs is prohibited unless built-in over current protection has been provided. Light fixtures will not be modified and will not be used to supply electrical power to any device other than lights for which they are designed. The maximum bulb size in fixed lighting will not exceed 60 watts, unless otherwise specified.

(9) Use of worn or frayed electrical extension cords is prohibited. Cords will not be run under carpets, rugs, doors, or through walls or ceilings. They will not be used to supply power to greater than their rated capacity. Extension cords must be Underwriters Laboratories (UL) listed.

(10) Burning of trash and leaves is prohibited.

(11) Outdoor cooking equipment will not be left unattended when in operation. Barbecue grills will not be used under any type roof or within 10 feet of buildings, trees, shrubs, or combustible fences. The natural gas system of housing units will not be used to supply fuel to gas barbecue grills or light devices.

(12) Matches, cigarette lighters and other flame producing devices will be secured so as to preclude access by children.

Enclosure (1)

15 Apr 13

(13) Housing units, yards, carports, and storage sheds, will be kept free of accumulation of trash, paper, wood, leaves, and grass at all times.

(14) Privately owned storage sheds will not be placed within 15 feet of any portion of the housing unit.

(15) The use of flammable liquids for indoor cleaning is prohibited. Gasoline utilized for lawn mowers, etc., shall be limited to two gallons and stored in UL approved cans designed for this purpose and will not be kept in un-authorized plastic or glass containers (Must meet UL design requirements). Gasoline cans and lawn mowers may be stored in a garage, carport or on a porch provided they are not in close proximity to any type of heating device.

d. Every family shall have an evacuation plan in case of fire. Children shall know escape routes and there shall be at least two from every room in the house (window and door). Also, babysitters should know escape routes and be instructed to get children out immediately in case of fire. The QFES Fire Prevention Office may be contacted for assistance in forming an evacuation plan.

e. Instructions for the maintenance and testing of smoke detectors are located in the manufacturer's guide. Building occupants are responsible for the testing and maintenance of smoke detectors. Testing of smoke detectors is required at least monthly.

f. Children's toys, bicycles, boxes, or other articles, shall not be left stored in public hallways and exits.

g. Fences or other obstructions shall not be placed across doorways, stairs or halls.

h. Articles shall not be hung on, or fastened to, sprinkler systems or fire extinguishers if provided.

i. Stoves or appliances operated by the use of gasoline are not permitted in buildings.

j. Any hazardous condition found by the Fire Chief, QFES or his designated representatives shall be immediately corrected by the tenant.

Enclosure (1)

15 Apr 13

k. Tenants shall not attempt to remove clothing, furniture or other articles from a burning building.

l. After evacuation of a building during a fire or alarm, tenants shall stand clear of the streets and fire hydrants and remain at least 150 feet from the building involved.

m. Tenants or other persons shall not attempt to assist firefighters unless requested to do so.

n. Electric irons or any other electrical device of that nature shall not be left unattended while the device is "plugged in."

2. Fire Emergency Evacuation Actions for Family Housing

a. Gather your family together and explain carefully vital fire escape principles.

b. In family housing which does not have an installed smoke detector, make a family agreement as to how each person can sound an alarm (fire might block a hallway and prevent you from reaching other bedrooms). Your emergency signal might consist of a certain number of loud knocks on the wall, blowing a whistle, striking a pan, or shouting.

c. Warn your family that, whether they see flames or not, do not waste time getting dressed or gathering valuables; Seconds are precious in escaping. Remember, smoke and gases kill more people than fire itself. Do not delay because there are no flames.

d. If feasible, sleep with bedroom or hall door closed. A closed door will assist in keeping fire out of the room long enough to allow escape through the emergency route.

e. Since deadly heat and smoke may be on the other side of a door ready to strike you down in one or more breaths, test the door before opening it. To do so, feel the panels to see if they are hot or smoke is leaking through the door edges, do not open the door use the emergency escape route. If you think it is safe, open the door cautiously by bracing your shoulder against the door (keeping your head to one side), open the door slightly, but be ready to slam it shut if either heat or smoke rushes in.

Enclosure (1)

15 Apr 13

f. Have an outdoors "mustering" spot far enough away from the house. Upon hearing a smoke detector alarm or other manual emergency signal alarm, go to that designated location at once. Check for all family members; and once out of the house, stay out.

g. Notify the dispatcher via 911 (house telephone may be out of reach or the wires burned), using the telephone at the nearest neighbor's or fire alarm box whichever is closest.

h. Practice and drill the foregoing procedures at least once a year.

3. Fire Prevention

a. Before retiring each night:

(1) If anyone was smoking in the house, check for smoldering cigars, cigarettes or pipe tobacco which may have fallen into upholstered chairs or couches, beds or rugs.

(2) Check stoves to ensure burners are off.

(3) Check to see that toasters are unplugged.

(4) Check to see that automatic appliances (dishwashers, dryers, washing machines, etc.,) are off.

(5) If feasible to close bedroom or hall doors, see that they are shut.

b. Periodically review the following and correct/eliminate, as necessary:

(1) Do not use multiple (octopus) plugs in convenience outlets; i.e., do not plug a three-plug adapter into a single outlet so that three appliances or lights can be operated from a single convenience outlet.

(2) Check for ample air space behind television sets.

(3) Do not route electrical cords under rugs.

(4) Check appliances and lamp cords for wear. (If worn or frayed, have them replaced; if government property, call the housing manager to secure replacement).

15 Apr 13

(5) Do not permit grease to accumulate on or around stoves or exhaust ventilators above stoves.

(6) Do not leave any major appliances operating when you leave the quarters.

(7) Do not overload electrical circuits.

(8) Do not tape the circuit breakers in the "on" position.

(9) Tripped circuit breakers or burned out fuses are signs of a more serious problem and should be reported at once.

(10) Keep matches out of the reach of children.

(11) Store flammable liquids in well ventilated areas, away from heat, and outside of quarters.

(12) Store paints, paint thinner and other flammables in tightly capped metal cans rather than in jars.

(13) Do not retain or accumulate oily/paint rags. All oily and paint rags will be bagged and disposed in authorized trash containers provided for housing as defined in LMH Community Guidelines and Policies.

4. Family Housing Emergency Information. LMH Community Guidelines and Polices provides a specific list of FEMA recommendation for each family to keep the listed items available for transport in case of severe weather, earthquake or other emergency. It is strongly recommended each family be prepared in advance and have emergency material on hand.

Enclosure (1)

CHAPTER 12

FIRE PROTECTION FOR CRITICAL MATERIAL

1. General. Critical material is defined as devices, equipment, apparatus, and supplies essential to the accomplishment of indispensable military missions. Examples of critical material are:

a. Special training devices such as flight simulators, cryptology and intelligence facilities and gunnery trainers.

b. Electronic, radio, radar, sonar, and similar types of equipment utilized for operational purposes, training or manufacture (includes electronic computers and weapons fire control equipment).

c. Emergency equipment and supplies for disaster preparedness.

2. Policy. Critical material of significant amounts will be installed and/or stored to provide maximum protection consistent with the vital nature of its mission and in accordance with the requirements of MCO P11000.11.

3. Definitions

a. Fire Resistive Ratings. A fire resistive rating is based on time in hours that the material or construction will withstand the standard fire exposure as addressed by American Society Testing Material Standard E-119 and the National Fire Prevention Association (NFPA) Standard 251.

b. Fire Resistive Construction. That type of construction in which the structural members (floors, walls, partitions, and roof) are of fire resistive ratings not less than those addressed in NFPA Standard No. 220.

c. Noncombustible Construction. That type of construction in which the structural members are of noncombustible (metal or masonry) material not qualifying as fire resistive construction. Noncombustible materials are those which will not burn under normal fire conditions.

4. Construction of Facilities

a. Buildings. Buildings or parts of buildings utilized for housing significant amounts of critical material will be of fire resistive or noncombustible construction.

Enclosure (1)

15 Apr 13

b. Fire Separation. Fire walls and/or cutoff partitions will be provided to separate areas housing critical material from adjoining areas. The fire resistive rating of such fire walls/partitions shall be a minimum of one hour.

5. Fire Protection Systems

a. Automatic Sprinkler Systems. Automatic sprinkler protection shall be provided to those areas housing critical material as required by MCO P11000.11.

b. Extinguishing and Fire Alarm Systems. Special fire extinguishing and fire alarms shall be provided for the direct protection of critical equipment and devices as required by MCO P11000.11 and (UFC) 3-600-01.

c. Automatic Smoke Detection Equipment. Automatic smoke detection equipment shall be provided as required by MCO P11000.11 and UFC 3-600-01.

6. Raised Floor Protection. Spaces beneath the raised floor areas housing critical equipment or material shall be protected with automatic smoke detection and automatic fire extinguishing systems as required by MCO P11000.11 and UFC 3-600-01.

7. Fixed Fire Suppression Systems. Fixed Fire Suppression Systems shall be provided as required by MCO P11000.11 and UFC 3-600-01.

Enclosure (1)

15 Apr 13

CHAPTER 13

TRAINING OF FIRE AND EMERGENCY SERVICES PERSONNEL

1. General. To ensure QFES personnel meet the requirements set forth in (NFPA) 471, 472, 473, 1051, 29 CFR 1910.120, HSPD-5, and MCO 11000.11, a training program shall be developed, funded and implemented. Proficiency training shall be identified, planned, funded, and conducted on a recurring basis in order to maintain mandated certification and operational efficiency.

a. Administration. The Fire Chief is responsible for the overall QFES Training Program. The Fire Chief may appoint a senior officer as the "Training Officer" to be responsible for managing and conducting the training program. The QFES Training Officer should be assigned as the Fire and Emergency Services Safety Officer.

b. Training Officer. The training officer is responsible for the development and maintenance of training records for all assigned QFES personnel. The training officer will research, develop and provide to the Fire Chief a training plan that meets the proficiency and certification requirements. The training plan will be provided four weeks before budget planning is called from MCBQ Comptroller. The plan will identify personnel, their training, periodicity requirements, and a cost for the required training for each person per quarter.

c. Training Facilities. Training facilities will be provided to establish realistic proficiency training. Every effort to plan for basic and proficiency training will be conducted on board or joint training with other Department of Defense (DoD) installations and use regional training with NOVA Fire and Emergency Service Departments under the Mutual Aid Agreement and/or Memorandum of Agreement.

2. Fire Fighting Training. The International Fire Service Training Association training manuals and DoD Fire and Emergency Services Certification System materials shall be used for basic fire fighter training. Local and Regional fire schools shall also be used to supplement the firefighter training and to provide advanced level training. The following below depicts but is not limited to the training required:

Enclosure (1)

15 Apr 13

Fire Fighting Training: <i>Basic</i> <i>Advance</i>	Fire Prevention Training: <i>NFPA</i> <i>NEC</i> <i>Life Safety Code</i>
Administrative and Management Training: <i>Correspondence Development</i> <i>(Power Point Presentations, Letters, Etc.)</i> <i>Budget</i> <i>Human Resource</i> <i>Union (Master Labor Agreement)</i> <i>EEO</i> <i>Disciplinary</i> <i>Hiring/Firing</i> <i>Time Management</i>	Professional Certification: <i>Fire Fighter I</i> <i>Fire Fighter II</i>
Emergency Medical Training: <i>Basic Life Support</i> <i>Advance Life Support</i>	Hazardous Material Response
Chemical, Biological, Radiological, Nuclear, and High Level Explosive Training	Specialized Rescue Training: Water Rescue, Diver Rescue, Heavy Rescue, Confined Space/Trench Rescue, High/Low Angle Rescue
Wild land Fire Training	Emergency Vehicle Driver/Operator Training
National Incident Management System Training	Rail Road Incident Training

Enclosure (1)

15 Apr 13

APPENDIX A

INCIDENT COMMAND SYSTEM AND FIRE SUPPRESSION TERMINOLOGY

1. Incident Command System (ICS). The combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.
2. Incident. An occurrence or event, either human-caused or natural phenomena, that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.
3. Incident Commander (IC). Responsible for managing the incident and has overall responsibility for the emergency event.
4. Unified Command. A method for all agencies or individuals who have jurisdictional responsibility and in some cases those who have functional responsibility at the incident, to contribute to:
 - a. Determining overall objectives for the incident.
 - b. Selection of a strategy to achieve the objectives.
5. Operations Officer. Responsible for directing the tactical operations with the resources available and meeting the strategic objectives developed by the Command.
6. Planning Officer. Responsible for collecting and evaluating information. Planning includes evaluating trends and projecting alternate courses of action.
7. Logistics Officer. Responsible for providing facilities, services and material in support of the incident. Serves as liaison with Command personnel in coordinating these efforts.
8. Safety Officer. Responsible for ensuring all safety procedures and practices are observed at the emergency scene.
9. Incident Command Post. The location at which the primary command functions are executed.

Enclosure (1)

15 Apr 13

10. Incident Action Plan (IAP). Contains objectives reflecting the overall incident strategy and specific control actions for

the next operational period. When complete, the IAP will have a number of attachments.

11. Initial Attack. The control efforts taken by resources and personnel which are the first to arrive at an incident.

12. Resources. All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

13. Staging Area. A temporary on-incident location where incident personnel and equipment are assigned on an available status.

14. Dispatch. The implementation of a command decision to move a resource or resources from one place to another.

15. Dispatch Center. A facility from which resources are directly assigned to an incident.

16. Burning Period. That part of each 24-hour period when fires will burn most rapidly. Typically, this is from 10 A.M. to sundown.

17. Spotting. Behavior of a fire producing sparks or embers that are carried by the wind and start new fires beyond the zone of direct ignition by the main fire.

18. Spot Fire. Fire that has ignited outside the perimeter of the main fire by flying sparks or embers.

19. Contain. To confine a fire within constructed or natural barriers.

20. Control. To extinguish a fire to the point that control lines can reasonably be expected to hold the fire under foreseeable conditions. This usually involves the construction of control lines around the complete perimeter of the fire, and any spot fires; burning any unburned fuels adjacent to the fire side of the control lines; and cooling down any hot spots that are an immediate threat to the control lines.

Enclosure (1)

15 Apr 13

21. Mop-Up. Refers to the actual process of extinguishing the burning materials on a fire. It may be accomplished by several different methods. The most common is the direct application of water to the burning materials. This is known as wet mop-up. Dry mop-up is done by mixing the burning fuels with soil to extinguish the fire. Mop-up is most often done only on the outer portions of the fire perimeter adjacent to the control lines, or in areas of heavy concentrations of fuels that may flare up later and cause control problems. An essential part of mop-up includes felling trees, cutting woody materials into smaller pieces that will burn up more quickly, cutting and separating burning material from non burning material, or scattering heavy concentrations of fuel that are in close proximity of control lines.

22. Patrol. Refers to the action of observing a fire that has burned, and is in a controlled status. This observation is to ensure that control efforts remain effective. When patrolling, one should be alert to any potential problems that could allow the fire to escape. Any fires burning within close proximity of control lines should be extinguished. Areas of heavy concentrations of fuels within the interior portions of the fire should be monitored. These areas can burn very intensely and produce embers that become airborne and ignite fuels beyond control lines.

APPENDIX B

FIRE PROTECTION SYSTEMS INSPECTION, TEST AND MAINTENANCE
 FREQUENCY SCHEDULE

TYPE SYSTEMS	FREQUENCY	ACCOMPLISHED BY
Water Supply System: <u>Hydrants</u> Visual Inspection Flush, Test and Inspect	Monthly Annual	Quantico, Fire and Emergency Services Facilities Maintenance Services
<u>Valves, Sectional Control</u> <u>Fire Pumps</u> Operational Tests Electrical Driven-Run 30 minutes Motor Driven-Run 30 Minutes Full Load Test <u>Water Storage Tanks</u> Water Level Valves	Monthly Weekly Annual Monthly	Facilities Maintenance Services

15 Apr 13

TYPE SYSTEMS	FREQUENCY	ACCOMPLISHED BY
<u>Automatic Sprinkler Systems:</u> <u>Wet Systems</u> Visual Inspection 2-inch Drain Test Alarm and Inspector's Test <u>Dry Systems</u> Visual Inspection 2-inch Drain Test Check Air & Water Pressure	Monthly Semi-annual Semi-annual Semi-annual Semi-annual Semi-annual	Quantico, Fire and Emergency Services
<u>Dry Systems</u> Trip Test & Drain Low Points	Annual	Facilities Maintenance Services
<u>Deluge & Pre-Action Systems</u> Visual Inspection 2-inch Drain Test Alarm Features	Semi-annual Semi-annual	Quantico, Fire and Emergency Services
Trip Test	Annual	Facilities Maintenance Services

TYPE SYTEMS FREQUEENCY ACCOMPLISHED BY		
<u>Standpipe Systems:</u> <u>Wet Type</u>		Quantico, Fire and Emergency Services
Visual Inspection	Semi-annual	
Flow Test	Annual	Facilities Maintenance Services
<u>Dry Type</u> Visual Inspection	Semi-annual	Quantico Fire and Emergency Services
Pressure Test and Flow Test	Every 5 Years	Facilities Maintenance Services
Operate Pumps & All Systems without Producing	Semi-annual	Facilities Maintenance Services
<u>System Foam:</u>		
Inspect Foam Systems Piping	Annual	
Operate Pumps & All Systems with Foam Discharge	Every 3 years	Facilities Maintenance Services
<u>Wet Chemical Systems</u>		
Visual Inspection	Semi-annual	
Weight Pressure Inspection	Semi-annual	Quantico, Fire and Emergency Services
Operation Test & Condition of solution	Semi-annual	Facilities Maintenance

15 Apr 13

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15 Apr 13

TYPE SYSTEMS	FREQUENCY	ACCOMPLISHED BY
<u>Portable Extinguishers</u> Visual Inspection	Monthly	Unit Fire Warden
<u>Fire Alarm Systems:</u> Visual Inspection of Fire Alarm Equipment	Monthly ***	Quantico, Fire and Emergency Services
<u>Fire Alarm Systems:</u> Operational Test of Initiating Circuits & Radio Alarm boxes for populated Bldgs. Operational Test of Initiating Circuits & Radio Alarm boxes for Unpopulated Bldg.	Monthly*** Quarterly***	Facilities Maintenance Services
Operational Test of Manual Fire Alarm pull boxes, coded and non-coded, Operational Test of Heat & Smoke Detectors (all detectors to be tested within a 5 year periodicity.	Semi-annual Semi-annual	

15 Apr 13

TYPE SYSTEMS	FREQUENCY	ACCOMPLISHED BY
Operational Test of Fire Alarm Receivers.	Daily	Self-Testing
Operational Test of Signal Recording Devices.	Weekly	
Operational Test of Engine Driven Emergency Generators.	Weekly	Facilities Maintenance Services
Power Supplies for Interior Fire alarm Systems to include Liquid Level of those having Wet Type Batteries.	Annual	Facilities Maintenance Services
Power Supplies for Exterior Radio Fire Alarm Boxes	Daily	Self-Testing
Operational Test of Water-flow Detectors.	Semi-annual	Quantico, Fire and Emergency Services
Operational Test of Supervisory Devices.	Annual	

* For supervised systems, inspections can be performed annually or during routine facility inspections whichever is more frequent.

** Frequency may be increased to annual for supervised systems.

*** Frequency may be extended to annual if the system is supervised.

Enclosure (1)

APPENDIX C

FIRE EXTINGUISHER INSPECTION TAG

FIRE EXTINGUISHER

INSPECTION RECORD

Extinguisher No. _____

2012	2013		2014	2015
		JAN		
		FEB		
		MAR		
		APR		
		MAY		
		JUN		
		JUL		
		AUG		
		SEP		
		OCT		
		NOV		
		DEC		

Note: Tags may be obtained from Bldg. 2009.

APPENDIX D

EMERGENCY FIRE BILL

FIRE BILL

Building No. _____

IN CASE OF FIRE

1. USE NEAREST FIRE ALARM BOX OR TELEPHONE EXT.

Know the location of the nearest alarm box and the nearest telephone in your area. When using telephone, REPORT BUILDING NUMBER. Upon arrival direct Fire Department to the scene of the fire.

2. SPREAD THE ALARM/PASS THE WORD.

All personnel except fire parties clear the area.

3. IF TIME PERMITS, CLOSE DOORS AND WINDOWS TO CONFINE THE FIRE AND PREVENT DRAFTS. DO NOT ENDANGER YOURSELF OR OTHERS IN THIS EFFORT.

4. USE PROPER EQUIPMENT AT HAND TO EXTINGUISH THE FIRE, PENDING ARRIVAL OF THE FIRE DEPARTMENT.

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Enclosure (1)