



# MIRAMAR FIRE DEPARTMENT

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## **MCAS Miramar Fire Regulations and Instructions Manual**



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION MIRAMAR  
PO BOX 452001  
SAN DIEGO CALIFORNIA 92145-2001

StaO 11320.1  
FIRE  
17 MAY 2013

STATION ORDER 11320.1

From: Commanding Officer  
To: Distribution List

Subj: MARINE CORPS AIR STATION (MCAS) MIRAMAR FIRE REGULATIONS AND INSTRUCTIONS

Ref: (a) MCO 11000.11  
(b) NFPA 1  
(c) UFC 3-600-01  
(d) UFC 3-601-02  
(e) Occupational Safety and Health Act of 1970 (NOTAL)  
(f) National Fire Codes (NOTAL)  
(g) NAVMAC 1101 (Storage and Material Handling)  
(h) NAVAIR 00-80R-14 (NOTAL)  
(i) NAVSEA OP-5, Vol. 1 (NOTAL)  
(j) TM-9-1300-206 (NOTAL)  
(k) PWD Supplemental A-E Design Guide  
(l) UFC 3-600-10N  
(m) NAVMAC 3500.12  
(n) <http://www.miramar.usmc.mil/firedepartment.html>

1. Situation. In accordance with the references the Miramar Fire Department (MFD) is to established and maintain an effective and efficient fire protection and emergency services program that incorporates fire prevention and public fire education; fire protection engineering; all-hazards emergency response; and fire protection systems inspection, testing, and maintenance.

2. Mission. This Order provides policy to protect Marine Corps personnel and the public from loss of life, injury, and illness due to fires and other emergencies as a result of installation activities, aircraft operations, disasters or terrorist incidents. References (b) through (d) have been adopted by the Marine Corps for use locally. Technical publications, references (e) through (m), are used as guides to affect the fire protection and emergency services program. Reference (n) provides detailed measures to prevent or minimize damage to Marine Corps property and the environment and is to be used in conjunction with this Order.

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

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### 3. Execution

#### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Commanding Officer will establish and provide operating procedures for the fire protection and emergency services program that incorporates fire prevention and public fire education; fire protection engineering; all hazards emergency response; and fire protection systems inspection, testing, and maintenance in accordance with the references.

(2) Concept of Operations. This Order emphasizes the requirement for all levels of leadership to ensure that Marines, civilians, and contracted personnel in their charge are familiar with and comply with the instructions in the Marine fire regulations and instructions manual.

#### b. Subordinate Element Mission

##### (1) Department heads, and Officers In Charge

(a) Appoint, in writing, a single fire warden from within their directorate or division. The designated individual shall have e-mail capability and will be MFD's primary point of contact on all matters concerning fire protection and prevention. The appointee shall be responsible person, and should be a commissioned or noncommissioned officer or where applicable, a civilian person of equivalent responsibility and authority. A copy of the written appointment notice shall be forwarded to the fire chief.

(b) Provide an after hour's point of contact to the fire prevention office for each building, or group of buildings, occupied by personnel. Contact information shall be updated when change necessitates, but no less than annually.

(c) Ensure master keys(s) are made for placement in the building's Knox box to be used for emergency access. Notify the fire prevention office for an appointment to have keys replaced in the box.

(d) Notify the fire prevention office when any building or groups of buildings are to be activated or deactivated.

(e) Notify the fire chief in writing where billeting of personnel is requested in building spaced not specifically designed for the purpose. A pre-occupancy inspection is required and shall be conducted by MFD personnel.

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(f) Ensure that prior to securing an unoccupied building, a thorough inspection is made to ensure that electrical power and other utilities are turned off, the building has been properly policed, and all fire extinguishers issued by MFD are returned.

(g) Ensure that the new location of the new structures (whether permanent or temporary) and exiting structures are approved by MFD prior to occupancy.

(h) Report total loss and content value to MFD at 577-6816 or 577-1962, within 24 hours of any event causing property loss.

(i) The Public Works Department (PWD) will report structural damage loss to MFD at 577-6137 or 577-6136, within 25 hours of any event causing real property loss.

(2) Provost Marshall Office, Fire Department. The fire chief is responsible to the Commanding Officer, under the cognizance of the Provost Marshall (PM) for the MFD protection and prevention program. The fire chief is vested with authority to take immediate action as necessary to protect life, property, and the environment from fire, hazards, or other applicable conditions.

(3) Fire Wardens. Will report to the fire chief, upon being appointed, and provide a list of the building for which he or she is responsible. Upon approval, call 577-6816 to sign up for initial training and for guidance from the MFD prevention office in building 7208.

c. Coordinating Instructions. The MCAS Miramar fire regulations and instructions manual can be accessed and will contain elements of the following information but are not limited to:

- (1) Policy and general information
- (2) Fire reporting procedures and general fighting requirements
- (3) Fire drills and evacuation plans
- (4) Care of building and grounds
- (5) Life Safety
- (6) Flammable liquids

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- (7) Firefighting and fire protection equipment
- (8) Electrical hazards
- (9) Smoking and open fire regulations
- (10) Hazardous materials and special processes
- (11) Warehouse and general storage
- (12) Heating Systems
- (13) Fueling operations
- (14) Fire investigation responsibilities
- (15) Wildland fire prevention and firefighting
- (16) Change in occupancy classification due to special events/tour and catering events
- (17) Fire watch

5. Administration and Logistics. This Order is issued under Distribution Statement A and is published electronically. It can be accessed on-line via the MCAS Miramar web page at <https://intranet.miramar.nmci.usmc.mil/s1/>.

6. Command and Signal

a. Command. This Order is applicable to personnel assigned to MCAS Miramar.

b. Signal. This Order is effective the date signed.

  
J. P. FARNAM

MCAS MIRAMAR  
FIRE REGULATION AND INSTRUCTIONS MANUAL

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MCAS MIRAMAR FIRE REGULATIONS AND INSTRUCTIONS MANUAL

CHAPTER 1

POLICY AND GENERAL INFORMATION

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1000. SCOPE. The fire prevention, protection and suppression information contained herein is intended to provide basic responsibilities, requirements and uniform procedures for this activity and is to be adopted, as applicable, to local conditions or operations peculiar to the activity. This Station Order requires frequent modifications or additions, which shall be published and distributed accordingly. The current edition of MCO 11000.7C (Real Property Facilities manual, Volume VIII, Fire Protection Program), Unified Facilities Criteria (UFC) 3-600-01 (Design: Fire Protection Engineering for Facilities), American Insurance Association, the National Fire Protection Association (NFPA) and similar recognized fire prevention and protection publications have been given consideration in the promulgation of these fire prevention and protection regulations.

1001. MISSION.

1. Mission Statement. The Miramar Fire Department is dedicated to providing for the safety and welfare of the Military and civilian communities we serve through the preservation of life, property and environment

2. To accomplish the Mission Statement, the MCAS Miramar Fire Department is to:

a. Implement and supervise a vigorous program of fire protection and fire prevention through education and inspection.

b. Provide adequate structural fire protection to safeguard life and property against fire.

c. Support aircraft firefighting and rescue operations aboard the Air Station.

d. As appropriate, provide mutual aid and/or emergency assistance to local agencies, cities or communities.

e. Provide assistance and technical advice to the Commanding Officer, MCAS, Miramar on matters pertaining to fire protection engineering, prevention, suppression and investigation.

f. Provide first responder services for hazardous spills/incidents.

g. Provide emergency medical response services.

1002. RESPONSIBILITIES OF THE FIRE CHIEF. The Fire Chief is the technical and administrative head of the MCAS Miramar Fire Department and is responsible to the Air Station Commanding Officer, under the cognizance of the Provost Marshal, for the Air Station Fire Protection Program. The Fire Chief is vested with the authority to take immediate action, as necessary, to protect life and property from fire. Additional responsibilities of the Fire Chief include:

1. Supervision of all activities and operations of the MCAS Miramar Fire Department, including fire prevention, fire protection, emergency communication center, training, aircraft, pre-fire planning, fire suppression and fire investigation.
2. Establishing suitable measures to put into effect the policies, rules and regulations and procedures necessary for the efficient operation of the Fire Department.
3. Recalling off-duty firefighters when an emergency condition exceeds the capabilities of the on-duty shift.
4. Advising the Commanding Officer, Officers in Charge and Department supervisory personnel of conditions, which are not in conformance with Station regulations and/or recognized fire prevention practices, and assisting in correcting such conditions where possible.
5. Instituting continuing training courses in fire prevention for the following:
  - a. Fire Department Personnel.
  - b. Responsible civilian and military supervisors.
  - c. Personnel employed in particularly hazardous jobs or areas.
  - d. All civilian and military personnel as appropriate and/or as requested.
6. Providing an effective cross-training program for Structural and Aircraft Rescue and Firefighting (ARFF) forces.
7. Providing technical support and assisting the Commanding Officer, MCAS Miramar, in fire protection matters.
8. Taking action to implement mutual aid agreements and emergency assistance as appropriate.

1003. RESPONSIBILITIES OF OTHERS.

1. Organizational Commanders and civilian section administrators/supervisors are responsible to become familiar and comply with this Station Order. This responsibility includes, but not limited to the following:

a. Delegate responsibility to Station and tenant Building and Grounds Officers for fire safety and fire prevention in their areas of responsibility. This delegation of Authority shall be in writing with a copy forwarded to the MCAS Miramar Fire Department, Code 5CH. The appointment shall be kept current.

b. Notify the Fire Chief in writing of any changes in building assignment and/or activation/deactivation of facilities.

c. Notify the Fire Chief in writing when any facility is to be used for billeting of personnel not specifically designed for this purpose, such as; duty rooms, ready rooms, etc.

d. Submit self-help requests that modify, alter or change the character of buildings/structures to the Fire Prevention Bureau, Code 5CH and the Public Works Department for approval/disapproval of the self-help project, during the design phase.

e. Ensure that all Department Heads, Section Heads and Supervisors cooperate with the Fire Chief, or his designated representatives, in the elimination of fire hazardous conditions found during fire prevention inspections and the requirements set forth in this Station Order.

1004. FIRE WARDEN PROGRAM.

1. This Fire Warden Program was designed to provide Commands with an in-house representative, capable of identifying fire/safety deficiencies. This Fire Warden Program provides the activity and the Fire Department an expeditious way of reporting and identifying fire safety deficiencies, and promotes a good relationship between the Commands and the Fire Prevention Bureau.

2. The program objective is to provide a trained observer within the Command to identify hazards and report them to the Fire Prevention Office for corrective action. Each Command and Tenant Command shall implement the Fire Safety Program ensuring all buildings within their area of responsibility have designated Fire Warden person(s). The ultimate goal is to

provide a fire safe working and living environment. The Fire Prevention Bureau shall provide the training to the designated personnel of each Command and Tenant Command.

3. The Fire Warden Program must be implemented with the close cooperation of the Fire Department's Fire Prevention Bureau and Fire Inspectors assigned to the Command.

4. Commands shall appoint a Fire Warden(s) and an alternate Fire Warden(s) (Cpl. /Petty Officer/GS-4 or above) for each building/facility or portion of a building as appropriate.

5. The Fire Warden should be appointed for a period of not less than one year.

6. A Fire Warden Appointment letter shall be sent to the Fire Chief (Code 5CH) and it shall include building number(s), telephone number and appointee's location. Assignments should include auxiliary structures and buildings (see Appendix B).

1005. FIRE WARDEN RESPONSIBILITIES. Fire Prevention Inspections, conducted by the Fire Prevention Bureau, do not alleviate the possibility that a circumstance or condition(s) could develop that would create a fire safety hazard; therefore, Fire Wardens are tasked with the following responsibilities:

a. Conduct daily fire protection inspections of areas of responsibility, to identify potential fire hazards and initiate corrective action(s). Items to be inspected include: fire evacuation routes, general housekeeping, checking of fixed and portable fire fighting equipment (Fire extinguishers), suppression systems, hazardous waste sites, fire hazardous area conditions and operations.

b. Monthly inspections of fire extinguishers shall be accomplished by the Fire Wardens ensuring extinguishers are fully charged and operable. Fire extinguisher tags shall be initialed and dated after each inspection. Inspections of fire extinguishers shall consist of a visual check of the following items:

(1) Fire extinguishers are located in their assigned place,

(2) There are no obstructions blocking accessibility or visibility,

(3) Operating instructions on the nameplate are legible and facing outward,

(4) The seals and tamper indicators are not broken or missing,

(5) Checking for fullness by "hefting" the extinguisher,

(6) Examining for obvious physical damage, corrosion, leakage, or clogged nozzles, and

(7) Making sure the pressure gauge or indicator is reading in the operable range or position.

c. Accompany Fire Inspectors on periodic inspections of Command facilities.

d. Ensures Fire Bills (NAVFAC 3-11320/9) and fire evacuation plans are posted in conspicuous places.

e. Schedules annual fire safety training with the Fire Prevention Bureau to ensure all building personnel are knowledgeable concerning evacuation routes and fire safety procedures.

f. Coordinates the required fire evacuation drills for all assigned buildings and structures under their control with the Fire Prevention Bureau.

g. Ensures corrective action is initiated on all hazard violations identified on building "fire Inspection Hazardous Notice" and submits a corrective action report within ten (10) days to the Fire Prevention Bureau (Code 5CH, Building 7208, FAX #577-6535).

h. Notifies the Fire Prevention Bureau, via written request, of any intention to change the occupancy classification of a structure, or to add/modify the structure or change tasks performed in it (i.e., change an administration office to a vehicle maintenance shop or vice versa). **NOTE:** Change in occupancies will NOT be conducted until it has been approved by the Fire Department.

i. Notifies the Fire Prevention Bureau of any structure that is to be vacated.

j. In the event the designated Fire Warden's duties are reassigned, the Fire Prevention Bureau shall be notified by utilizing the Fire Warden Appointment Memorandum (see Appendix B), thus ensuring a new activity Fire Warden receives the necessary Training. Contact the Fire Prevention Bureau for Fire Warden training by calling ext. 577-1962.

1006. FIRE DEPARTMENT RULES AND REGULATIONS. The rules and regulations are set forth in DoDI 6055.06 (DoD Fire And Emergency Services Program), MCO 11000.11 (Fire Protection and Emergency Services Program), UFC 3-600-01 (Design: Fire Protection Engineering for Facilities), and MCO P11000.7C (Real Property Facilities Manual, Volume VIII, Facilities Management). Fire personnel shall implement the Fire Protection Program only as addressed in MCO P11000.7C.

1007. AUTHORITY HAVING JURISDICTION. As established in the National Fire Protection Association, National Fire Codes, the MCAS Miramar Fire Department (Fire Chief) is the "Authority Having Jurisdiction" (AHJ). The authority having jurisdiction is responsible for the approval of equipment and procedures, enforcement and interpretation of regulations, fire codes and fire prevention practices.

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CHAPTER 2

FIRE REPORTING PROCEDURES

AND

GENERAL FIREFIGHTING REQUIREMENTS

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2000. FIRE REPORTING PROCEDURES.

1. In case of fire, notify the Fire Department by whatever means available.

a. Telephone:

(1) Dial 911 from on-Station telephones; 911 from off-Station telephones (Family Housing and public telephone booths).

(2) The following locations are required to dial 9-911:

- (a) Navy & Marine Corps Reserve Center
- (b) Marine Corps Exchange
- (c) MCCA Temporary Lodge

(3) Give the building number or location and nature of the emergency. **DO NOT** hang up the telephone until told to do so by the Emergency Communications Dispatcher.

b. Fire Alarm Pull Stations and Fire Alarm Street Boxes:

(1) Activation of these systems will automatically cause fire personnel to respond to the location of that specific alarm station.

(2) After activating an alarm station, notify the Fire Department by an on-Station telephone by dialing 911 or 911 from personal cell phones.

c. Radio:

(1) If you have a portable Radio as part of your job, radio someone to call in the emergency at hand.

2. Fire Reporting Instruction Stickers (911 phone stickers) shall be placed on each telephone instrument by the building Fire Safety Warden. Stickers may be obtained from the Fire Prevention Bureau located at Building 7208.

3. No matter how small a fire is, even if it has been extinguished, report it immediately to the Fire Department.

4. Anytime a fire extinguisher is used/expelled, the Fire Prevention Bureau needs to be notified so the fire extinguisher can be replaced and serviced.

5. Any person or who willfully transmits a false alarm, or maliciously damages fire protection equipment, is subject to punishment under the Uniform Code of Military Justices (UCMJ).

2001. GENERAL.

1. This Station Order establishes policies, standards, guidance and responsibilities for Installation Fire Protection and Emergency services. In addition to this Station Order, the following references shall be used as minimum standard:

a. Marine Corps Order 11000.11 (Marine Corps Fire Protection and Emergency Service Program);

b. National Fire Protection Association (NFPA) Fire Codes;

c. Unified Facilities Criteria (UFC) 03-600-01 (Fire Protection Engineering for Facilities) and,

d. Range and Training Regulations, Marine Corps Order 3500.2a

2. No open fires are allowed on the Air Station except where authorized, approved or designated in writing by the Fire Chief or designated representative.

3. The sale, storage, transportation, possession or use of Fireworks of any description is prohibited and in many cases unlawful. Military training exercises and licensed displays are excluded.

4. No person(s) shall willfully or maliciously tamper with, or break any fire protection equipment, installed fire protection equipment, fire alarm apparatus, wire, or signal. No person(s) shall willfully or maliciously send, give, transmit, or sound any false alarm of fire, by means of any fire alarm system, signal or by any other means or methods.

a. A violation of this order is punishable under the Uniform Code of Military Justice and may serve as a basis for disciplinary actions against civilian employees. Furthermore, violation of this Station Order may also violate the California Penal Code and thus are punishable in Federal District Court under the Assimilative Crimes Act, 18 U.S.C. #13.

6. No person(s) shall commit any of the following acts, at any fire scene or at any other time and place of an emergency, where any Firefighter or Emergency Rescue Personnel are interfered with in accomplishing their official duties during an emergency:

- a. Resist or interfere with the lawful efforts of any Firefighter or Emergency Rescue Personnel.
- b. Disobey the lawful orders of any Firefighter or Public Officer.
- c. Engage in any disorderly conduct, which delays or prevents a fire from being extinguished in a timely manner.
- d. Forbid or prevent others from assisting in extinguishing a fire, or exhort another person, over whom he has no legal right or obligation to protect or control, from assisting in extinguishing a fire.

## 2002. GENERAL PROCEDURES IN CASE OF FIRE.

### 1. FIRE DEPARTMENT.

- a. The Fire Department shall immediately dispatch fire fighting equipment and personnel to the scene of the alarm. Fire fighting equipment and personnel shall be employed under the direction of the Fire Chief or the Senior Fire Officer on duty.
- b. If required, additional outside equipment shall be requested by the Fire Chief or Senior Fire Officer in accordance with Station Mutual Aid Agreements.
- c. In the event of a combination aircraft/structural fire, the Fire Chief shall be in charge and will be assisted by the Aircraft Rescue and Firefighting (ARFF) Crash Officer.
- d. The Senior Fire Officer is authorized to dispatch fire fighting equipment and personnel to off-Station fires when such fires fall within the boundaries set forth in the Station Mutual Aid Agreement and when fire protection to the Station can be maintained.

2. AIRCRAFT RESCUE AND FIREFIGHTING SECTION. The Aircraft Rescue and Firefighting Division shall reinforce and assist the MCAS Miramar Fire Department as necessary in combating structural and/or combination aircraft/structural fires.

### 3. COMMAND DUTY OFFICER (CDO) AND AIR STATION MILITARY POLICE UNIT.

- a. In the event of the fire and/or emergency, the OOD and Military Police Unit will take appropriate action as set forth in separate, pertinent Station directives.

b. In addition to the above, the Military Police Unit shall:

(1) Initiate appropriate action against any driver of a vehicle that enters a Fire Area or crosses a fire hose without permission of the Fire Chief or the Fire Chief's representative unless a hose bridge is in place. Fails to move to curb or side of the road and come to a full stop and remain so until all fire apparatus that display red lights and have sirens operating have passed.

(2) Inform the Emergency Communications Dispatcher (ext. 7-4059 or by voice radio) immediately of any obstructions that may hinder operations in fire fighting operations.

(3) Provide traffic control under the direction of the Senior Fire Officer, if required.

4. NAVY PUBLIC WORKS CENTER. The Navy Public Works Center (PWC) will respond immediately to fires, emergencies, automatic fire alarms, fire protection system malfunctions and/or similar incidents, at the request of the Senior Fire Officer.

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CHAPTER 3  
FIRE DRILLS AND EVACUATION PLANS

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3000. GENERAL INFORMATION.

1. FIRE BILLS (NAVFAC 3-11320/9) and evacuation plans will be posted conspicuously by each unit, section, Department and Organization on bulletin boards and at strategic locations throughout all buildings/departments.

2. FIRE BILLS are a required part of the overall fire evacuation plan. These forms may be procured at the MCAS Miramar Fire Department Headquarters, Building 7208 (ext. 577-1962).

3001. EVACUATION PLAN. A fire evacuation plan is a unit's fire instruction, which contains additional information to those detailed in the Fire Bill (NAVFAC 3-11320/9). The evacuation plan should include duties and responsibilities of all concerned in regards to fire reporting, fire hazard control and evacuation procedures. An integral part of the evacuation plan is a graphic floor plan showing locations of: exits, firefighting equipment, fire alarm box and nearest telephone (see Appendix A). The Fire Department will provide guidance in making evacuation plans if requested.

3002. FIRE DRILLS.

1. The purpose of a Fire Drill (emergency egress and relocation drill) is to educate the participants in the fire safety features of the building, the egress facilities available and the procedures to be followed. Speed in emptying buildings or relocating occupants, while desirable, is not the only objective. Prior to an evaluation of the performance of an emergency egress and relocation drill, an opportunity for instructions and practice should be provided. This educational opportunity should be presented in a non-threatening manner, with consideration to the prior knowledge, age, and ability of the group participating in the drill.

2. The Fire Prevention Bureau is required to schedule and conduct Fire Drills for the following occupancies:

- a. Child Care Centers
- b. Correctional Facilities
- c. Barracks

All other occupancies requiring a Fire Drill must have the Fire Warden of their areas schedule the required Fire Drills.

2. Frequency of fire drills is as follows:
  - a. Monthly - Child Care Centers and Correctional Facilities.
  - b. Semi-Annual - Barracks and industrial buildings.
  - c. Annual - All other facilities are held not less than once a year.
3. Fire drills will be conducted so as not to interfere with the receipt of an actual fire alarm.
4. The following procedures shall be followed when conducting a fire drill:
  - a. The Emergency Communications Center will be notified (ext. 577-4059) in advance of the fire drill, but not less than one (1) week.
  - b. The requester will give the location or building number, a call back number, date and time of fire drill.
  - c. In buildings where fire alarm systems are installed, the Fire Department will assist in conducting the fire drill.
  - d. In buildings where there is no fire alarm system, the building Fire Safety Warden is responsible for conducting the fire drill. The responsible individual may request the presence of the Fire Department.
  - e. Upon completion of each fire drill, a Fire Exit Drill form (Appendix C) shall be completed and sent (via guard mail or faxed) to the Fire Department (Code 5CH), Building 7208, fax number 577-6535. These forms are available at the Miramar Fire Department Headquarters, Building 7208.

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CHAPTER 4

CARE OF BUILDINGS AND GROUNDS

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4000. DETAILED INSTRUCTIONS FOR CARE OF BUILDINGS.

1. INSPECTIONS.

a. The Fire Prevention Bureau will make frequent inspections of all buildings on a scheduled basis (i.e. monthly, quarterly, semi-annually and annually), based on the type of building occupancy. The purpose of the inspection is to eliminate fire hazards in buildings and areas to ensure that potentially hazardous operations are conducted in a safe manner in accordance with recognized standards and fire prevention practices.

b. Personnel in charge of buildings and/or Fire Wardens will ensure that a fire prevention inspection is conducted on a daily basis, preferably at the close of working hours.

c. Night duty managers and supervisors will utilize the Fire Prevention Inspection List (MCAS Miramar Form 11320/4) as a guide and check-off list in conducting the daily nighttime fire prevention closing inspection. (See Appendix .)

d. Any violation found during these inspection(s) will be corrected immediately.

2. TRASH, TRASH DISPOSAL AND TRASH CONTAINERS.

a. All trash will be cleared from buildings at the end of the workday and hauled to locations approved for trash disposal.

b. All areas and buildings will be kept policed to prevent accumulation of trash, excessive vegetation and debris within 30 feet of all buildings.

c. In areas of wildland interface, a 100-foot clearance will be maintained.

d. Open top wastebaskets, office type, will be made of metal or other non-combustible materials and the contents disposed of daily.

f. Covered metal or other UL listed non-combustible receptacles with self-closing lids shall be provided in all washrooms, snack bars and other places where paper towels, napkins or disposable paper, plastic and other combustible materials are used.

g. Dumpsters will not be placed within 20 feet of any structure or overhang of a structure unless authorized by the Fire Chief. Lids to dumpsters will be kept closed.

h. No flaming or glowing substance or explosive will be placed in dumpsters.

3. HOUSEKEEPING. Practicing good housekeeping, which can be described as plain common sense, is an effective fire prevention measure to be practiced by all. The importance of good housekeeping practices in preventing ignition and minimizing a fire's impact cannot be overstated. Many devastating fires have been caused by a failure to provide or maintain good housekeeping. The correction of housekeeping-related problems improves fire safety by eliminating excessive fuels, removing obstructions to fire safety and egress features, controlling sources of ignition, and increasing safety for responding personnel. In storage and industrial occupancies, fire safety solutions may be something simple, such as removing waste materials more often, finding alternates for equipment arrangement and layout, or material storage and handling.

a. All un-packaged rags, clean or soiled and steel wool will be kept in metal containers with automatic self-closing or snug-fitting lids.

b. The containers used for the storage or disposal of materials as described in par. 4000.3a will be plainly marked as to the contents and emptied on a periodic basis.

c. Galley, Snack Bar and Kitchen exhaust ducts and equipment are to be cleaned on a recurring basis with a written report sent to the Fire Department (Code 5CH). Filters and hoods shall be cleaned regularly to prevent excessive accumulation of grease.

d. Storage is prohibited at all times under stairs and in equipment rooms, air conditioning rooms, boiler rooms, mechanical rooms, electrical vaults, attic spaces or concealed spaces, exit corridors and within 20 feet of building exteriors, without written approval of the Fire Chief.

e. Combustible materials shall not be placed or stored within 36" inches of heating devices and appliances.

f. Swabs and dust mops shall be stored outside the building or suspended off the deck in storage/janitorial closets.

g. All flammable and combustible liquids, paints, brushes, etc. will be removed from the building at the close of the workday and stored in an underwriters laboratory (UL) listed fire-rated (labeled) storage cabinets, located 50' from the building.

h. Only a 1-day's supply of flammable liquids shall be on hand in buildings during the workday.

i. Any damage (i.e. holes) to walls or ceilings shall be reported to the Public Works Department Service Desk (ext. 577-1609) to be repaired.

j. The accumulation of rubbish, tall grass, weeds and waste materials adjacent to structures, exterior storage, and utility equipment pads shall be removed within 30 feet of these areas.

4. DECORATIONS. Decorative materials includes curtains, draperies, streamers, wall, ceiling and floor coverings for acoustical or other effects, and all cloth, paper, cotton batting and vegetation used for decorative effect.

a. No combustible decorative material shall be permitted in assembly, educational, day-care, health care, detention and correctional, mercantile, hotel, or dormitory occupancies unless the Fire Chief or designated representative, has granted prior approval.

b. No furnishings, decorations, or other objects shall be allowed to obstruct corridors, exit ways, or other means of egress, or visibility of exits, or obstruct access to or visibility of fire alarms or firefighting equipment, or hang from fire protection systems and equipment.

c. Furnishings or decorations of an explosive or highly flammable character shall not be used in any facility.

d. The use of open flame devices or the burning of candles for the purpose of light or decoration is strictly prohibited in all buildings or structures, without prior approval of the Fire Chief or designated representative.

5. CHRISTMAS TREES. Combustible vegetation and natural cut Christmas trees are not permitted in assembly, educational, day-care, health care, detention and correctional, mercantile, hotel, selected industrial or dormitory occupancies unless approved by the Fire Chief or designated representative. Artificial Christmas trees shall be labeled or certified by the manufacturer as being "flame retardant" or "flame resistive".

a. Combustible vegetation and natural cut Christmas trees shall not be located near heating vents or other fixed or portable heating devices that could cause it to dry out prematurely or to be ignited. Cut trees, branches and similar foliage and vegetation shall only remain in facilities for a period of no more than two (2) weeks and/or removed from the building immediately upon evidence of dryness.

b. No combustible vegetation and Christmas trees shall be allowed to obstruct corridors, exit ways, or other means of egress.

c. In occupancies where natural trees are permitted, the bottom end of the trunk shall have a straight fresh cut of at least ½ in. above the end prior to placing the tree in a stand to allow the tree to absorb water. The tree shall be placed in a suitable stand with adequate water. The water level shall be maintained above the fresh cut and checked at least once daily.

d. No more than twenty percent of wall area may be covered with combustibles decorations, such as Christmas cards, posters, etc. The use of holiday wrap on exit doors is prohibited.

#### 4001. FIRE DOORS.

1. Fire doors equipped with listed self-closing hardware shall not have the hardware removed or tampered with. Fire doors shall be kept closed at all times, unless equipped with an approved releasing device.

2. Fire doors will not be held in the open position by use of locking or wedging devices. Signage will be placed on all fire doors that are not equipped with releasing devices, that read; "These doors to remain closed at all times".

3. The "UL fire rated" label attached to all fire rated fire doors and fire rated door jams, shall not be removed, tampered with or painted over.

4. Damaged or defective fire doors shall be reported to the Public Works Department (PWD) Service Desk (577-1609) and the Fire Prevention Bureau (577-1962).

#### 4002. FUELS AND LPG EQUIPMENT IN BUILDINGS.

1. Vehicles, including government vehicles, and liquefied petroleum gas (LPG) powered equipment shall not be parked inside any facility, unless it is so designed and constructed for that purpose.

2. Fuels and LPG equipment and/or tanks shall not be refueled within 50 feet of any structure.

#### 4003. GEM SCOOTERS.

1. To charge a GEM Scooter, the following shall be followed:

a. Do not smoke! Batteries to these scooters can emit explosive hydrogen gases when charging.

b. Keep sparks and flames away from the battery area of the vehicle.

c. Keep tools, wires and metal objects from the battery area as they can cause sparks when shorted across a battery.

d. Do not charge vehicles inside a building, unless approval has been granted by the Fire Chief.

(1) Special provisions have to be addressed and evaluated, such as proper ventilation, type of occupancy, before approval can be granted.

2. The following is the acceptable use of extension cords to use for the charging of a scooter:

a. Extension cords will not exceed eight feet in length except where permitted when charging Global Electric Motorcars.

b. Only a standard 3 wire (grounded) extension cord shall be used for GEM vehicles and shall not exceed the following:

(1) 12 gauge wire 50 feet in length or;

(2) 14 gauge wire 25 feet in length and;

(3) Shall be plugged into a 110-volt A/C, 15 amp-breaker outlet

#### 4004. SECURING OF BUILDINGS.

1. All heating devices, not required to be kept in operation during the night, will be secured by the person in charge at the close of the workday. Heating devices required to be kept in operation and unattended after normal duty hours will be authorized by the Public Works Officer and the Fire Chief.

2. Duty managers or supervisors for the Officers' Club, Enlisted Club, Bowling Alley, Hobby Shops, Library and similar recreational facilities and warehouses will certify that a fire prevention closing inspection has been conducted of the building by signing a completed checklist indicating that a thorough inspection was conducted. Fire Prevention Inspection List, MCAS Miramar 11320/4, is the form used by night duty managers and supervisors as a guide and check-off list in conducting the daily fire prevention closing inspection. Upon completion of the fire inspection form, the form will be signed and forwarded to Code 5CH by the 10th of the following month.

3. All doors, including fire doors and all windows, shall be closed and properly secured at end of the workday unless approved in writing by the Commanding Officer or his authorized representative.

4. No door will be permanently blocked without advance written approval of the Fire Chief. Doors that are to be secured shall be identified with 2-inch block letters "DOOR BLOCKED" in the center section on both sides of the door. Exit doors in occupied building shall not be secured in such a manner as to prevent their use as exits.

4005. MODIFICATIONS OF BUILDINGS/SELF HELP PROJECTS. Facilities shall not be constructed, modified, or altered without written approval of the Fire Chief and Facilities Coordination Officer

(FACO, ext. 7-1097). All self-help projects, shall be approved by the Fire Prevention Bureau before submitting them to the FACO self-help coordinator.

a. When building occupants are painting interior or exterior spaces, the following areas shall not be painted:

- (1) All sprinkler system piping and sprinkler heads;
- (2) Fire hydrants;
- (3) Fire rated labels on all Fire Doors and Fire rated door jambs;
- (4) Fire rated overhead door fusible links, and;
- (5) Any fire alarm, sprinkler system and/or special suppression systems appliances (i.e. pull stations, fire department connections, fire alarm control panels, post indicator valves, heat detectors, smoke detectors, etc.)

4006. CAMO NETTING.

1. Camo netting is not approved as an interior wall cover.
2. It is not approved to be draped over buildings. This equipment (camo netting) is approved to be used as it was designed, out in the field.

4007. SLEEPING QUARTERS. The use of buildings other than approved barracks or quarters for sleeping purposes is prohibited, except when approved by the Fire Chief. All sleeping quarters will have hard wired smoke detectors installed, battery powered smoke detectors are **NOT** approved.

This requirement includes all sleeping watches/duty rooms. A written request to establish a sleeping watch/duty room must be submitted to the Fire Chief for approval prior to implementation.

4008. VACATING OF BUILDINGS. When it becomes necessary to vacate a building the following guidelines will apply:

1. The building will be thoroughly cleaned of all trash and debris, the floors swept and the furniture (if kept in the building) will be neatly stacked in the center of the rooms.
2. The Fire Chief will be notified in writing anytime a building is to be vacated. The Fire Prevention Bureau will conduct an inspection of the proposed vacant building prior to securing.
3. All points of entry shall be locked and preferably securely boarded by the responsible organization. Post responsible unit name, POC, and phone number at the entrance.
4. Building shall be posted prohibiting entry except on Order of the Commanding Officer or his authorized representative.
5. In securing a deactivated building, electric power to the building shall be disconnected at the main control panel and the service line fuses removed or circuit breakers will be tripped. Gas main valves should be closed when securing unoccupied building. Gas supply lines should be disconnected and capped outside the building when deactivating buildings.

4009. SENTRIES AND SECURITY PATROL.

1. The following instructions will be given to sentries, patrols and security guards prior to there assuming duty assignments: Upon discovery of a fire, they will immediately sound the alarm, evacuate the building, call the Fire Department (ext. 911) and standby to direct fire fighting forces to the scene of the fire. Instructions to sentry, patrols and security guards will include information relative to the manner in which buildings are secured for the night, what portions are locked and what parts will normally be unlocked.

2. A fire plan for all military sentry posts, patrols and security guard personnel will be available in appropriate locations for purpose of personnel instruction. Such plans will contain:

a. The location of all fire alarm boxes in the vicinity of the sentry post as well as those in or adjacent to any given patrol route.

b. The proper fire reporting telephone number to be used in the event of a fire. Dial 911 from on Station telephones, 911 from off Station telephones (i.e. Family Housing and cell phones).

c. During non-working hours, the locations of accessible telephones.

d. Operating principles of all portable firefighting appliances (i.e. fire extinguishers) and the proper appliance to be used on various types of fires.

4010. ACCESS BOXES. Buildings with access boxes installed (i.e. Knox Boxes), shall contain keys necessary to gain entrance to the fire protection systems within the facility as required by the Fire Chief. The Fire Warden and/or Building Manager shall immediately notify the Fire Prevention Bureau (ext.577-1962), and provide a new key(s), any time a lock is changed or re-keyed.

4011. CIRCUMSTANCES REQUIRING A PERMIT.

a. BBQ's - For BBQ's other than fixed cooking sites.

b. Cutting and Welding Operations (to include all applications producing a spark, flame, or heat) - For operations on the Station.

c. Display Fireworks - For possession, transportation, storage, and discharge of display fireworks on the Station.

e. Exhibit and Trade Shows - For operation of all exhibits and trade shows held on the Station.

e. Hangar AFFF System Shutdowns - In support of special events being held in the Hangars.

f. Hangar Events - For the location and operation of special events in the Hangars.

e. Special Outdoor Events, Carnivals and Fairs. - For the location and operation of special outdoor events, carnivals, and fairs.

f. Tar Kettles - For placement of a tar kettle, placement shall be obtained prior to the placement of a tar kettle.

MCAS MIRAMAR FIRE REGULATIONS AND INSTRUCTIONS MANUAL  
CHAPTER 5  
LIFE SAFETY

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5000. LIFE SAFETY

1. GENERAL.

a. Every building or structure shall be constructed, arranged, equipped, maintained and operated to avoid undue danger to the lives and safety of its occupants from fire, smoke, fumes or resulting panic during the period of time reasonably necessary for escape from the building or structure, in case of fire or other emergency.

b. All fire safety requirements shall be in compliance with NFPA Standard 101, Life Safety Code (LSC).

5001. INTERIOR FINISH.

1. Interior finish is defined as the material of walls, ceilings and 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 considered in the category of interior finish. Interior finish, along with structural fire resistance and contents hazard, is one of the principal elements in determining building fire potential. Commercially available materials vary widely in flame spread, ease of ignition, rate of burning and generation of smoke.

2. REQUIREMENTS. The requirements for interior finish materials will vary depending upon the occupancy of the facility.

a. New Construction, Alterations and Rehabilitation. Wall and ceiling finishes and movable partitions shall conform to requirements of the current NFPA 101 Life Safety Code (LSC), under chapter 10.2, unless specified elsewhere in the LSC for specific occupancies and/or the current UFC 6-600-1.

(1) Class "A" interior wall and ceiling finish shall be characterized by; a Flame Spread of 0-25, Smoke Development of 0-450, and no continued propagation of fire in any element thereof when so tested.

(2) Class "B" material shall have a Flame Spread rate of 26-75 or less and a Smoke Development of 0-450.

(3) Class "C" material shall have a Flame Spread rate of 76-200, and a Smoke Development of 0-450.

(4) Cellular plastics, foamed plastics and/or plywood (this includes Fire Retardent Treated (FRT) rated plywood) shall

not be used as interior finish materials. NOTE: Camo netting is NOT to be used inside a structure as a decoration or interior finish.

(5) All moveable interior partitions, both temporary and permanent, shall be of noncombustible material.

(6) Drop-out ceilings (foam-grid panels) shall not be used as an interior ceiling material.

b. Interior Finish (Existing Construction) - In the case of combustible interior finishes installed in existing buildings, basic safeguards must be considered essential if these buildings are planned for continued use. Several alternate measures to provide for the protection of both life and property against fire are listed below:

(1) Remove and replace combustibles with non-combustible material such as gypsum board, metal lath and plaster, or other suitable non-combustible materials.

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

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

c. Textile Wall and Textile Ceiling Materials.

(1) The use of textile materials on walls or ceilings shall be permitted where allowed in the current LSC, chapter 10.2.4., unless specified elsewhere in the LSC for specific occupancies and/or the current UFC 6-600-1.

d. Expanded Vinyl Wall or Ceiling Coverings.

(1) The use of expanded vinyl wall or ceiling coverings shall be permitted under controlled conditions as addressed in LSC chapter 10.2.4., unless specified elsewhere in the LSC for specific occupancies and/or the current UFC 6-600-1.

e. Interior Floor Finish Testing and Classification

(1) Requirements for interior floor finishes shall be permitted where allowed in the current LSC, chapters 10.2.2. and 10.2.7., unless specified elsewhere in the LSC for specific occupancies and/or the current UFC 6-600-1.

(2) Carpet and carpet-like interior floor finishes shall comply with ASTM D 2859, *Standard Test Method for Flammability of Finished Textile Floor Covering Material*.

(3) Interior floor finishes shall be classified as follows in accordance with the critical radiant flux rating:

(i) Class I interior floor finish shall be characterized by a critical radiant flux not less than 0.45 W/cm<sup>2</sup> as determined by the test results of NFPA 253, *Standard Method of Test for Critical Radiant Flux of Floor Covering Systems Using a Radiant Heat Energy Source*.

(ii) Class II interior floor finish shall be characterized by a critical radiant flux no less than 0.22 W/cm<sup>2</sup> but unless than 0.45 W/cm<sup>2</sup> as determined by NFPA 253 testing.

f. Insulation. Thermal and acoustical insulation will have a flame spread rating not higher than 75, and a smoke developed rating not higher than 150 when tested in accordance with ASTM E84 (NFPA 255), *Standard Method of Test of Surface Burning Characteristics of Building Materials*. See UFC 3-600-01 chapter 2-7 for the exceptions to certain types of insulation and installation.

#### 5002. EXITS AND MEANS OF EGRESS.

1. Every building or structure designed for human occupancy will be provided with exits sufficient to permit the prompt escape of occupants in case of fire or other emergency. The design of exits and other safeguards will be such that reliance for safety to life in case of fire or other emergency will not depend solely on any single safeguard; additional safeguards will be provided for life safety in case any single safeguard is ineffective due to some human or mechanical failure.

2. Every building or structure will be so constructed, arranged, equipped, maintained and operated to avoid undue danger to the lives and safety of its occupants from fire, smoke, fumes or other associated emergencies.

3. Every building or structure shall be provided with exits of kinds, numbers, locations and capacity appropriate to the individual building or structure, with due regard to the

occupancy, number of persons exposed, fire protection available, height and type of construction to afford all occupants convenient facilities for escape.

4. In all facilities, exits shall be arranged and maintained so as to provide free and unrestricted egress from all parts of the

building or structure at all times when occupied. No locks or fastening devices to prevent free escape from the inside of any building will be installed.

5. Every exit shall be clearly visible or the route to reach the exit shall be conspicuously marked in such a manner that every occupant of every facility who is physically and mentally capable will readily know the direction of escape from any point. Each path of escape, in its entirety will be so arranged or marked that the way to a place of safety is unmistakable. Any doorway or passageway not constituting an exit or way to an exit, but of such character as to be mistaken for an exit, will be so arranged or marked as to minimize its possible confusion with an exit, such as a cellar or storeroom, from which there is no other way out.

6. Means of egress shall be clear of obstructions at all times.

7. Any device or alarm installed to restrict the proper use of an exit will be so designed and installed that it cannot, even in case of a failure, impede or prevent use of such an exit.

#### 5003. EXIT MARKINGS.

1. Access to exits and exit facilities will be marked by readily visible signs where the exit or way to reach the exit is not immediately visible to the occupant.

2. Any door, passage or stairway which is neither an exit, nor an exit access, or which is so located or arranged as to be mistaken for an exit, will be identified by a sign reading "NOT AN EXIT" or similar designation, or will be identified by a sign indicating its actual character, such as "TO BASEMENT", "STOREROOM", "LINEN CLOSET", etc.

3. Every required sign designating an exit or way of exit access will be so located and of such size, color and design as to be readily visible. No decorations, furnishings or equipment, which may impair the visibility of an exit sign will be permitted.

4. Exit signs shall conform to the requirements of NFPA 101 Life Safety Code, chapter 7.10 for "Marking of Means of Egress."

5. A sign reading "TO EXIT", "TO STAIRWAY", or similar designation, with an arrow indicating the direction, will be placed in every location where the direction of travel to reach the nearest exit is not immediately apparent.

a. Size of Exit Signs.

(1) Every externally illuminated exit sign shall have the word "EXIT" in plain letters not less than six (6) inches high, with the principal strokes of the letters not less than three-fourths (3/4) inches wide.

(2) Every internally illuminated Exit sign shall have the word "EXIT" in plain legible letters not less than four and one-half (4 1/2) inches high, and in class places of assembly, not less than six (6) inches high.

b. All new facilities will comply with UFC 3-600-01 for "Means of Egress Marking". Signs must have lettering on an opaque background. Internally illuminated signs must be light emitting diode (LED) type or cold cathode type. Incandescent fixtures are not permitted except existing fixtures, which may remain in use.

(a) Radioluminous exit signs in DoD facilities are not permitted.

(b) Photoluminescent exit signs and egress path marking is permitted only where provided with a reliable external illumination (charging) source providing a minimum illumination of 54 lux (5 foot-candles) of unfiltered fluorescent light. See UFC 3-600-01 chapter 2-5 "Means of Egress", for more requirements.

5004. PANIC HARDWARE AND FIRE EXIT HARDWARE.

1. Only approved panic hardware shall be used on doors that are not fire doors. Only approved fire exit hardware shall be used on fire doors.

2. Required panic hardware and fire exit hardware, in other than detention and correctional occupancies, shall not be equipped with any locking device, set screw, or other

arrangement that prevents the release of the latch when pressure is applied to the releasing device.

3. No lock, padlock, hasp, bar, chain or other device or combination thereof, will be installed or maintained at any time on or in connection with, any door on which panic hardware and/or fire exit hardware is required if such device prevents or is intended to prevent the free use of the door for exit purpose when the facility is occupied.

MCAS MIRAMAR FIRE REGULATIONS AND INSTRUCTIONS MANUAL

CHAPTER 6

FLAMMABLE LIQUIDS

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6000. CLASSES OF LIQUIDS. Flammable liquids will be divided into three major classes as follows:

1. Class I liquids will include all those having a flash point below 100 degrees Fahrenheit.
2. Class II liquids will include all those having a flash point at or above 100 degrees Fahrenheit and below 140 degrees Fahrenheit.
3. Class III liquids will include all those having a flash point greater than or equal to 140 degrees and less than 200 degrees Fahrenheit.

6001. PORTABLE FUEL CONTAINERS

1. Gasoline shall not be pumped or transferred, moved, stored, poured, or received by use of open glass or unapproved plastic containers.
2. Containers used for dispensing Class I and II liquids shall be listed for that use by a recognized testing authority. They shall be maintained in good condition. Contents of leaking containers shall be transferred to serviceable containers.
3. Fifty-five gallon drums used for Class I and II liquids shall not be transported aboard vehicles without prior approval from the Fire Department.
4. All portable fuel containers will be properly marked with type of contents such as "GASOLINE", "KEROSENE", or "STOVE OIL #10" in two-inch minimum black letters on a #14 yellow background.

6002. DISPENSING UNITS

1. Class I liquids will be transferred from tanks by means of fixed pumps so designed and equipped as to allow control of the flow and to prevent leakage or accidental discharge.
2. Class I liquids will not be dispensed by pressure from drums, barrels and similar containers. Approved pumps taking suction through the top of the containers or approved self-closing faucets/nozzles will be used.
  - a. Flammable liquid dispensing equipment such as safety cans and other such devices shall be UL listed.

3. Leaky containers will be removed and used first and/or isolated in special areas designated by the Environmental Officer, extension 577-1087.
4. All tanks, hoses and containers will be positively bonded and grounded to prevent static electricity discharge.
5. Dispensing equipment shall be checked at regular intervals for leaks at pipe connections, stuffing boxes and meters. When leaks are found, authorized repairman shall repair them, and the pumps shall be kept out of service until repairs have been made.
6. SOURCE OF IGNITION. There will be no smoking or open flames in areas used for refueling, servicing fuel systems and/or internal combustion engines, and in the receiving or dispensing of flammable or combustible liquids. Conspicuous and legible signs prohibiting smoking will be posted within sight of the customer being served. The motor of all equipment being fueled will be shut off during the fueling process.
7. Empty flammable liquid containers shall not be stored or repaired until they have been thoroughly cleansed of hazard vapors. All containers that have held flammable liquids shall be thoroughly cleaned before being used for less hazardous material.

6003. GENERAL REQUIREMENTS

1. Gasoline will not be used for cleaning purposes or as an aid to burning with the exception of the Structural Fire Protection Division and ARFF.
2. All gasoline spills will be reported to the Fire Department, by dialing 911.
3. All gasoline powered vehicles, aircraft and mobile equipment will be fueled outside of facilities.
4. Only automatic closing nozzles will be used for dispensing gasoline at any service station. The following provisions will apply to automatic gasoline dispensing nozzles:
  - a. The nozzle shall be UL listed.
  - b. Each nozzle will be checked daily by an attendant for indications of wear or damage and if found to be defective, remove from service until repaired.
5. Gasoline powered field equipment will be used only in areas designated for such equipment.

6. The fuel tanks of a vehicle transporting explosives will not be refueled while the explosives are on the vehicle except in an emergency.

7. Storing of gasoline within buildings is prohibited.

6004. OPERATION OF FILLING STATIONS. The following rules shall be strictly enforced. Copies of these rules shall be conspicuously posted at each gasoline dispensing station:

1. Smoking, open flame, torches, sparks, exposed coil heaters, or other sources of ignition shall not be permitted within 50 feet of gasoline dispensing pumps.

2. No gasoline shall be dispensed to a vehicle while the engine is running.

3. No gasoline shall be dispensed to a vehicle unless it is equipped with a proper cap for the gasoline tank.

4. All personnel will dismount from their vehicle when fueling at military fueling points.

5. In the event gasoline is spilled near a vehicle, the engine shall not be started within 50 feet of the spilled gasoline or until the spill has been properly dissipated.

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

7. Manually operated nozzles with automatic shut-off features may be used on tanks of vehicles driven by internal combustion engines, provided:

a. The nozzles used are approved and listed by the American Insurance Association without limitations.

b. The automatic dispensing nozzles are used only when the engine of the vehicles being filled is turned off.

8. All electronic equipment is to be turned off (i.e. cell phones, blackberries, etc.) and not used while dispensing fuel.

a. Operators dispensing fuel, will focus on the dispensing process and not have their attention drawn elsewhere.

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

a. Telephone number of the Fire Department.

- b. Proper operation of firefighting equipment provided.
- c. The fuel power-shut off switch.
- d. The above regulations.

6005. FLAMMABLE/COMBUSTIBLE LIQUID STORAGE AREAS

1. Fuel/Tank Farms shall meet the criteria set forth in the current (UFC) 3-450-01, *Petroleum Fuel Facilities*. The Environmental Officer and Fire Department, shall approve the location, quantity of fuels stored, and the proper segregation of containers in flammable/combustible storage areas.

2. Aboveground tanks, or storage and/or dispensing of Class I flammable liquids, shall be approved by the Environmental Officer and the Fire Department. Gravity flow systems are prohibited.

3. The responsible Officer in Charge of fuel storage, in coordination with the Fire Department, will prepare special instructions for personnel in case of an emergency. The responsible officer will also ensure that all personnel have a thorough knowledge of the hazards and the regulations for handling flammable liquids.

4. All flammable liquid storage areas and supply tanks exceeding 55 gallons will be posted with black lettered signs on a yellow background reading "FLAMMABLE" in four-inch minimum letters and "NO SMOKING WITHIN 50 FEET" in two inch minimum letters.

5. Flammable/combustible liquid containers of capacity less than 55 gallons in other than approved storage locations shall be painted brilliant yellow and will be placarded as to contents with 2 inch black letters. Purchased storage containers that are painted red shall have only the lettering painted brilliant yellow.

6. Storage cabinets shall be marked in conspicuous lettering: "FLAMMABLE - KEEP FIRE AWAY". Storage cabinets shall not be located within 50 feet of facilities, unless they are UL listed as a flammable storage cabinet, and the location has been approved by the Fire Department.

7. The storage, handling, disposal and dispensing of fuel are prohibited within 500 feet of any ammunition, demolition, pyrotechnics or other explosive.

6006. COMPRESSED GASES AND LIQUID PETROLUUM GASES

1. The storing and handling of liquefied petroleum (LP) gases shall conform to standards set forth in references (e) and (g).
2. Compressed gas cylinders showing evidence of excessive rust, corrosion, dents or other surface defects shall be considered hazardous and shall be disposed of at the Hazardous Waste Facility.
3. Cylinders of compressed gases, whether in use or in storage, shall be secured in place to prevent them from overturning.
4. 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.
5. Compressed gas cylinders shall be stored and handled in accordance with reference (g).

6007. TANK VEHICLES FOR FLAMMABLE AND COMBUSTIBLE LIQUIDS

1. Each cargo tank or tank compartment will be equipped with pressure-actuated vents.
2. Cargo tanks and vehicle chassis will be electrically bonded.
3. Provisions will be made in the tank structure of the vehicle for bonding of the vehicle to the fill pipe during truck loading operations.
4. Draw off valves or faucets projecting beyond the frame at the rear of the tank vehicle will be adequately protected against collision by a bumper or similar means.
5. Every tank vehicle used for the transportation of any flammable liquid, regardless of the quantity being transported or whether loaded or empty, will be conspicuously and legibly marked on each side and the rear, in red letters at least eight inches in height, on a white background, with the word "FLAMMABLE" and "NO SMOKING WITHIN 50 FEET" in red letters, three inches in height on white background.
6. Each tank vehicle will be provided with at least one portable fire extinguisher.
7. Tank trucks, trailers or semi-trailer vehicles used for the transporting of flammable liquids and gases shall not be parked

and/or stored within 50 feet of facilities and be spaced no closer than 10 clear feet between vehicles.

6008. DIP TANKS

1. Commercially available UL or Factory Mutual (FM) laboratories listed dip tanks will be used and will follow the Standards of NFPA 34, *Dipping and Coating Processes Using Flammable or Combustible Liquids*.
2. "NO SMOKING" signs will be posted conspicuously in the vicinity of the dip tanks.
3. Covers will be so arranged to close automatically in the event of fire; shall be actuated by approved automatic devices; and will be also arranged for manual operations.
4. Dip tanks shall be separated from other operations, materials, or occupancies by location, fire walls, fire partitions, or other means acceptable to the Fire Department.
5. Dipping processes shall be located so that, in the event of a fire originating at the process equipment, access to means of egress will not be impaired.

6009. PAINTING AND SPRAY APPLICATIONS

1. No mixing of flammable compounds shall take place in any building or area other than those specifically approved for such operations as per NFPA standards.
2. Opened or previously opened containers of paint or other flammable compounds used in painting or preserving shall be stored in approved paint lockers.
3. 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 Standard 33 and general requirements of the Occupational Safety and Health Act.

MCAS MIRAMAR FIRE PROTECTION REGULATION AND INSTRUCTIONS

CHAPTER 7

FIRE FIGHTING AND FIRE PROTECTION EQUIPMENT

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7000. FIRE ALARM AND FIRE SUPPRESSION SYSTEMS. For the installation of Fire Alarm and Fire Suppression Systems, the criteria addressed in the UFC 3-600-01, *Fire Protection Engineering for Facilities* shall be followed, along with the appropriate NFPA Fire Code Standards.

a. For the Operations and Maintenance of all Fire Protection Systems, UFC 3-600-02, *Inspection, Testing, and Maintenance of Fire Protection Systems*, shall be followed.

b. Building Fire Alarm Control Panels (FACP) and Fire Suppression Systems shall be inspected by the building Fire Warden on a daily basis.

c. Any FACP or fire suppression system found to be in a trouble alarm status, damaged or tampered with, shall be reported immediately to the Emergency Dispatch Center (577-4059) and the Public Works Department trouble desk (577-1609) for repair.

d. Servicing personnel will make notification to the building Fire Warden, S-4 Office, and to the Emergency Dispatch Center (577-4059), before proceeding with any testing and/or maintenance of any Fire Alarm or Fire Suppression System to prevent an unnecessary response. At the conclusion of the testing and/or maintenance, those previously notified will be notified that the testing and/or maintenance is concluded.

7001. PORTABLE FIRE EXTINGUISHERS. The current edition of NFPA 10, *Standard for Portable Fire Extinguishers*, and where applicable, NAVAIR 00-80R-14, *NATOPS U.S. Navy Aircraft Firefighting and Rescue Manual*, will be used as a guide for the installation, maintenance and use of portable fire extinguishers.

a. Any fire extinguisher found to be discharged or tampered with shall be reported to Fire Prevention Bureau (577-1962) for repair and/or replacement.

2. Fire extinguisher inspection frequency shall be as follows:

a. Daily. Personnel working in and around the flight line, high speed refueling areas, high speed run up ramps, hazardous materials/waste sites and personnel operating flammable liquid mobile refueler vehicles will make daily inspections of the fire extinguishers in the immediate working areas and/or vehicles to assure serviceability. The inspection should not include the removal of safety pins and safety seals nor discharging any extinguisher contents.

b. Monthly. Fire Wardens and/or their designee shall inspect their own building fire extinguishers.

3. Inspection and Recordkeeping. Personnel making inspections shall keep records of all extinguishers inspected, including those found to require corrective action.

a. Records shall be kept on a tag attached to the fire extinguisher, or an inspection checklist maintained on file or by an electronic method that provides a permanent record. Fire extinguisher tags can be requested through the Fire Prevention Bureau at extension 577-1962.

4. Procedures. When conducting a fire extinguisher check, the checklist shall include the minimum following items:

a. The fire extinguisher is in its designated place.

b. Nothing is obstructing the access to, or the visibility of the fire extinguisher.

c. Operating instructions on the nameplate are legible and facing outward.

d. The "yellow" safety seals and tamper indicator is not broken or missing.

e. Fullness is determined by weighing or "hefting" the bottle if there is no gauge and/or indicator installed on the bottle.

f. Examine the bottle for obvious physical damage, i.e. corrosion, leakage, or clogged nozzle.

g. Check the pressure gauge reading or indicator to make sure it's in the operable range or position.

h. For wheeled units: check the condition of tires, wheels, carriage, hose, and nozzle.

4. Any person having discharged a fire extinguisher or having found indications that a fire extinguisher has been used, will report the fact to the Fire Department at extension 577-1962.

5. Abuse of or lost/stolen fire extinguishers assigned to squadrons or organizations, are the responsibility of the organization, which shall be held accountable for replacement.

## 7002. FIRE HYDRANTS

1. Fire hydrants are for fire fighting purposes only and permission from the Fire Chief must be obtained prior to their use.
2. Fire hydrants shall not be obscured by brush, trees, signs or storage and shall have free access for Fire Department equipment. There shall be no parking within 15 feet of a fire hydrant.
3. Fire lanes to and from fire hydrants shall be established in open storage areas, flight line areas, around hangars and open areas where street/roadways do not exist. Fire lanes servicing fire hydrants shall not be obstructed, blocked, nor redesigned in any way without prior written approval of the Fire Department.
4. Leaking fire hydrants, will be reported to the the Public Works Department trouble desk (577-1619) for repair and Emergency Dispatch Center (577-4059). Provide the hydrant number (stenciled number located on the hydrant), besides the location, when calling the hydrant in.

## 7003. AIRFIELD FIRE PROTECTION REQUIREMENTS

1. Fire Protection. Fire protection is essential during aircraft service and maintenance operations.
  - a. Personnel involved in service and maintenance operations shall be trained in the operation of portable fire extinguishers, wheeled units, skid mounted twin agent units and any installed fire suppression system(s).
  - b. It is the Department heads and/or Supervisors responsibility to request the required annual fire extinguisher training with the Fire Prevention Bureau, extension 577-1962.
2. Primary Airfield Extinguishers. The primary flight line extinguishers are 150-lb, wheeled, Halon 1211 fire extinguishers.
  - a. Halon bottles shall be provided as follows, as per current NAVAIR 00-80R-14, for the flight line parking areas:
    - (1) Small or medium type aircraft will have one (1) 150-lb Halon bottle for every 3 aircraft, i.e.:C-12, T-34, T-38, T-44, OV-10, A-3, A-4, A-6, A-7, AV-8, F-4, F-14, F/A-18, T-39, S-3, E-2, C-1, C-2, UH-1, AH-1, SH-2, H-3, H-57, H-46, H-60

(2) Large type aircraft will have one (1) 150-lb Halon bottle for every 2 aircraft, i.e.:P-3, C-9, C-20, DC-10, C-130, C-121, C-141, KC-135, 707, 747, L-1011, DC-10, H-53

b. However, it is understood that any time there are not sufficient fire extinguishers on the flight line, a call shall be made to Crash Fire Rescue 577-6912, to request additional extinguishers.

5. Inspections. Flightline Halon extinguishers shall be inspected weekly by Crash Fire Rescue and daily by the using activity in accordance with the local instructions.

a. Inspections shall ensure that the extinguishers are in their designated locations, confirm that they have not been actuated or tampered with, and identify any obvious physical damage, corrosion, or other impairments. If during the inspection, a problem with a Flightline Halon bottle is found, it is to be reported to Crash Fire rescue at extension 577-6912 utilizing the bottle ID number.

b. Squadrons will be responsible for there assigned bottles if they are missing or damaged by misuse.

c. To avoid adding items that might cause foreign object damage (FOD) to aircraft, there will be no extinguishers record/inspection tags attached to the flight line extinguishers.

6. Identification. Aircraft flight line extinguishers bottles are identified by a numbering code. The bottles are identified with a building/area ID number identifying its location assignment, and then with a bottle number (i.e. 1-20). Personnel will use this ID numbering system when identifying a problem with a particular 150-lb halon Flightline bottle. The building/area ID numbering code and the area it is assigned to, is as follows:

<u>Building/Area ID</u>	<u>Area it's Assigned to</u>
9170 (1-6)	Hangar 0
9277 (1-16)	Hangar 1
9215 (1-16)	Hangar 2
9500 (1-13)	Hangar 3
9470 (1-12)	Hangar 4
9570 (1-8)	Hangar 5
9670 (1-20)	Hangar 6
Val-Line (1-16)	Val-Line
Cala (1-14)	Cala Area
Reserves (1-17)	Reserves
Fuel Pit (1-8)	Fuel Pits

(Fuel Pits are numbered by there pit # with bottle number 1 or 2)

7. The use of any flight line fire extinguisher for extinguishing a fire shall be reported to the Fire Department immediately at extension 577-4059 for investigation of use.

7004. PORTABLE EXTINGUISHER TRAINING REQUIREMENTS. All personnel in each facility, who may be required to utilize a fire extinguisher in an emergency, shall have an annual portable fire extinguisher training class.

a. Department heads and/or Supervisors shall ensure all personnel in their areas of responsibility are familiar with the operation and location of portable fire extinguishers.

d. It is the Department heads and/or Supervisors responsibility to request the required annual fire extinguisher training with the Fire Prevention Bureau at extension 577-1962.

7005. INSPECTION AND MAINTENANCE OF PORTABLE FIRE EXTINGUISHERS. The Fire Chief shall be responsible for ensuring that NFPA 10 Standard for the inspection, maintenance, and hydrostatic testing of all Fire Department owned fire extinguishers is accomplished.

a. Fire extinguishers assigned by deployable Marine Corps squadrons are the organizational property of these activities and will be maintained by them in accordance with NFPA 10.

7006. GENERAL REQUIREMENTS

1. Fire fighting equipment will not be used or moved from its assigned location for any purpose other than fire fighting, repair and/or maintenance. This prohibition embraces all fire fighting equipment and accessories, such as fire extinguishers, fire hose, spanners, wrenches and other tools used in support of fire fighting operations.

2. The Fire Department will be notified of the impairment of any fire protection equipment, such as water systems, fire hydrants, fire pumps, sprinkler systems, AFFF systems, fire alarm systems or similar equipment. Impairment and the restoration to service of such equipment will be reported to the Emergency Dispatch Center at extension 577-1609.

3. Defective or leaky water mains, fire hydrants, standpipes and sprinkler systems will be reported to the Emergency

Dispatch Center (577-4059) and the Public Works Department trouble desk (577-1609) for repair.

4. Clear access will be maintained to and around all fire protection equipment in buildings and exterior areas.

MCAS MIRAMAR FIRE REGULATIONS AND INSTRUCTIONS  
CHAPTER 8  
ELECTRICAL HAZARDS

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8000. ELECTRICAL

1. General Information. The following information shall apply to new, existing, permanent, or temporary appliances, equipment, fixtures or wiring.

a. Existing installations shall be permitted to be continued in use provided the lack of conformity does not present an imminent hazard danger.

b. All electrical appliances, fixtures, equipment, or wiring shall be installed and maintained in accordance with NFPA 70, *National Electrical Code*.

c. Permanent wiring shall be installed and maintained in accordance with NFPA 70, *National Electrical Code*.

d. Permanent wiring abandoned in place shall be tagged or otherwise identified at its termination and junction points as "Abandoned in Place" or removed from all accessible areas and insulated from contact with other live electrical wiring or devices.

8001. Extension Cords. Extension cords shall not be used as a substitute for permanent wiring.

a. They shall be plugged directly into an approved receptacle, power tap, or multiplug adapter and shall, except for approved multiplug extension cords, serve only one portable appliance.

b. The ampacity of the extension cord shall not be less than the rated capacity of the portable appliance supplied by the cord, and shall be grounded when servicing grounded portable appliances.

c. Extension cords shall be maintained in good condition without splices, deterioration, or damage.

d. Extension cords and flexible cords shall not be attached to structures; extend through walls, ceilings, or floors, or under doors or floor coverings; or be subject to environmental or physical damage.

e. Extension cords will not exceed eight feet in length, except when permitted, when charging Global Electric Motorcars (GEM) Neighborhood Electric Vehicles.

(1) Only a standard 3 wire (grounded) extension cord shall be used for GEM vehicles and shall not exceed the following:

- (a) 12 gauge wire 50 feet in length or;
- (b) 14 gauge wire 25 feet in length and;
- (c) shall be plugged into a 110-volt A/C, 15 amp-breaker outlet.

8002. MULTI-PLUG ADAPTERS. Multi-plug adapters, such as multi-plug extension cords, cube adapters, strip plugs, and other devices, shall be listed and use in accordance with their listing and/or the AHJ (the Fire Prevention Bureau).

8003. RELOCATABLE POWER TAPS (i.e. power strips). All relocatable power taps shall be polarized or grounded type with overcurrent protection and shall be UL or FM listed.

a. The practice of plugging one power tap into another to create a "daisy chain" is prohibited.

b. Power taps shall be plugged directly into a permanently installed receptacle.

c. Using extension cords to extend the reach of the power tap is prohibited.

d. Power taps cords shall not extend through walls, ceiling, or floors; under doors or floor coverings; or be subject to environmental or physical damage.

8004. ELECTRICAL FIRE SAFETY

1. Changes in electrical wiring, fittings or attachments, for electrical appliances will not be made, except by authorized electricians approved by the Public Works Department (PWD).

2. Defective electrical cords, lighting fixtures, appliances and switches will be repaired and/or removed. Loose outlet plates will be secured as they can cause short circuits. All defective equipment will be reported immediately to the PWD service desk for repair. Privately owned appliances will be maintained in good condition, including all cords and attachments thereto, and will be subject to these regulations.

3. Fluorescent lights will not be used as standing lights, unless approved by the Public Works Officer.

4. Fluorescent light fixtures shall be installed with a minimum clearance of one and one half (1½) inches from combustibles

ceilings and shall be equipped with a thermally protected ballast.

5. All coin operated electrical appliances (including vending machines) will be installed in accordance with the National Electric Code and will be approved by the *Underwriters Laboratories* (UL) or other testing organization approved by the Public Works Officer. Each appliance will have an approved mechanical ground attached to a grounding outlet or other grounding object.

6. No coin operated electrical appliance, electrical drinking fountain, coffee mess, vending machines and other such devices using electrical motors, will be located in aircraft hangar bays or other places where flammable vapors are to be expected under reasonable circumstances, unless they are certified as explosive proof fixtures as referenced in the National Electrical Code and UL approved.

7. Electrical equipment including plugs, fittings, extension cords, lights, etc., used or located in areas where combustible gases, vapors or dust is present will be UL listed for that particular hazard.

8. Tools, metal fan blades, electrically operated door latches and similar devices used in the vicinity of flammable gases or vapors will be nonferrous or non-sparking type. Nonconductive or non-sparking shoes will be worn when necessary in these areas.

9. Electrical wiring or conduit shall not be used for any purpose other than that for which it was installed.

10. Temporary wiring will not be installed by anyone except authorized PWD approved electricians. Temporary wiring will be kept to a minimum and shall not be used as a substitute for permanent wiring except in installations of a temporary nature not to exceed 90 days without prior approval from the Fire Prevention Bureau.

11. All wiring shall be maintained in good condition without splices, deterioration, or damage.

8005. ELECTRICAL CIRCUITS. Electrical circuits will not be overloaded or over fused.

a. When a circuit has been interrupted, by a blown fuse or a tripped breaker, the source of the disturbance must be located

and eliminated by an authorized PWD electrician before restoration of power can be made.

b. Circuit breakers will not be taped or locked in the "on" position.

#### 8006. HEAT PRODUCING APPLIANCES

1. No electrical appliance or device will be installed or used aboard the station unless it bears the label of approval from Underwriters Laboratories (UL), Factory Mutual Laboratories (FM), or other nationally recognized testing laboratory.

2. All soldering irons and other non-fixed electrical heating devices will be disconnected from outlets when not in use. Adequate and safe clearances will be maintained between all such electrical devices and combustible materials.

3. The use of cooking appliances; i.e. toasters, coffee makers, microwave ovens and similar equipment in duty sleeping areas, administrative offices, warehouses, storehouses and buildings or structures containing high value, critical material or equipment, is prohibited except in designated areas set up for such use.

4. Utilization of coffee making and microwave appliances in all barracks and lodges shall be permitted provided they are UL listed, set up away from combustible material, and are not attached to an extension cord. Coffee maker electrical cords will be unplugged when not in use.

#### 8007. COMMERCIAL COOKING EQUIPMENT

1. Commercial cooking equipment shall be in accordance with NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, unless such installations are approved existing installations, which shall be permitted to be continued in service.

a. The fire suppression system for industrial cooking facilities and general cooking equipment in facilities shall be in accordance with UFC 3-600-01, chapter 6-3.

#### 8008. FAMILY PUBLIC QUARTERS

1 Occupants of public quarters will ensure that any electrical equipment personally owned and used meets the requirements of the UL listing and will be in good repair at all times. If there is any question that use of the equipment will over load the circuit to which it is connected for service, Housing Maintenance will be consulted and approval secured prior to use of equipment.

MCAS MIRAMAR FIRE DEPARTMENT REGULATIONS AND INSTRUCTIONS  
CHAPTER 9  
SMOKING AND OPEN FIRE REGULATIONS

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9000. PROHIBITED SMOKING AREAS

1. MCO 5100.26, "Headquarters, U.S. Marine Corps (HQMC) Policy for a Smoke Free Work Environment", and MCO 5100.28, "Marine Corps Tobacco Prevention and Control Program", establishes procedures to control smoking in occupied buildings and facilities.

2. Removal or destruction of any required "No Smoking" signs shall be prohibited.

3. Smoking is prohibited in the following areas:

a. In any facility, unless specific approval is granted by HQMC. All designated smoking areas must be coordinated with the Station Fire Department prior to unit Commander's approval.

b. In all petroleum, oil, and lubricants (POL) tank farms and POL vehicle parking areas.

c. Within 50 feet of any aircraft.

d. Within 300 feet of any fuel spill.

e. Inside any government vehicle.

f. Inside conventional weapons storage areas.

g. Within 25 feet of a fueling operation involving small equipment.

h. Any gasoline dispensing operations.

i. Where bituminous and plastic coatings are being applied.

j. Outdoor flammable liquid, gas handling or storage areas.

k. Aircraft parking areas and/or ramps.

e. Hot refueling areas, gaseous/liquid oxygen storage areas, all areas where explosives, chemicals and highly combustible materials are being stored and/or handled.

f. Within 50 feet of all outdoor hazardous materials and hazardous waste sites and/or lockers.

4. Smoking area(s) shall have Fire Department and requesting unit concurrence.

a. Units requesting establishment of designated smoking area(s) shall submit a proposed location to the Fire Prevention Bureau.

(1) Smoke break areas shall be outdoors and 25 feet away from common points of ingress and/or egress into and/or out of the facility and not in front of building air intake ducts or close to windows.

b. Approved smoking area(s) shall have signs posted, "DESIGNATED SMOKING AREA" in six inch red letters on a white background.

c. Smoking area(s) will be prohibited in area(s) covered with grass or brush, except by units in bivouac for on training exercises and then only under condition(s) prescribed by the person in charge. **NOTE:** Fire Danger Rating restrictions, as described in Chapter 15 of this order, will apply.

9001. RECEPTACLES FOR DISPOSAL

1. Suitable noncombustible receptacles for discarded smoking materials will be provided in adequate numbers in all areas where smoking is permitted. Only cigarette, cigar butts and other tobacco remnants and used matter will be placed in such containers.

2. Contents of ashtrays will be disposed of in a safe manner, i.e. saturated with water, assuring all material is properly extinguished, prior to disposal into any type of trash container.

3. Discarding lighted matches, cigarettes, and other smoking materials from vehicles is prohibited.

9002. MATCHES. The use and/or possession of matches or portable lighters are forbidden in all ammunition magazines and magazine areas.

9003. POSTING OF "NO SMOKING" SIGNS. "NO SMOKING" signs will be posted in all areas where smoking is prohibited.

a. "No Smoking" signs will be procured by building occupants.

9004. OPEN OUTDOOR FIRES

1. No open fire(s) of any type, or for any purpose, will be started and/or maintained on the Station or in Station Housing. This is to included East Miramar.

a. Exception: Aircraft Rescue and Firefighting (ARFF) training pit and the Swede live fire training facility in East Miramar as identified in StaO 3500.2a, "Training Area Regulations". Burn permits are required and are issued by the Fire Prevention Bureau.

2. Burning of classified material is prohibited.

9005. PROPER USE OF BARBEQUE GRILLS

1. Properly designed and approved charcoal/briquettes and/or propane fed barbecue grills, either portable and/or stationary, are allowed provided:

a. Building Occupants. A special BBQ permit is required before a portable and/or stationary barbecue (BBQ) grill is used and/or installed. To obtain a special BBQ permit:

(1) Submit a written request with an attached site plan showing the location of the proposed BBQ set-up to the Fire Prevention Bureau.

b. Charcoal or gas Barbecues are prohibited on all floors above the ground floor level of all Barracks and Lodging facilities.

(1) Barbecues are allowed on the ground level when they are used 20' feet from the structure.

c. All BBQ's are to be placed no closer then 20' feet from any structure (this does not include single-family dwellings).

d. Single-family dwellings shall not have or use charcoal grills and/or store them on balconies, or within 10' feet of combustible patios on ground floors.

e. The following safety measures will be followed when using a barbecue:

(1) Always supervise a barbecue grill when in use.

(2) Provide an approved fire extinguisher or a connected garden hose in case of a fire.

(3) With charcoal grills, only use charcoal starter fluids designed for barbecue grills and do not add fluid after coals have been lit.

(a) Used coals shall be disposed in a safe manner only when they are completely cold to the touch.

(b) Charcoal briquettes will be stored in a cool dry location away from the building. If briquettes happen to get wet they need to be spread out on a solid surface to dry. If they are left in the bag wet, they can spontaneously combust.

(4) With propane and/or NG gas grills, be sure that the hose connection is tight and check hoses carefully for leaks on an annual basis. Applying soapy water to the hoses will easily and safely reveal any leaks.

(a) BBQ propane tanks will be stored in an outdoor approved gas storage area.

#### 9006. TURKEY FRYERS

1. Turkey fryers are not permitted unless they are UL listed and used by a properly trained professional.

2. These fryers pose a substantial danger due to the large quantity of cooking oil used at high temperatures, and units currently available for use pose a significant danger that hot oil will be released at some point during the cooking process.

3. The use of turkey fryers by untrained personnel can lead to devastating burns, other injuries and the destruction of property.

4. A special burn permit will be required and will be issued by the Fire Prevention Bureau. **If** approved, the following requirements shall be followed:

- a. The pot must be UL listed.
- b. The stand must be of sturdy construction.
- c. Fryers will be set-up in outdoor areas only, in a clear space, 35 feet from any structure, storage area, or vegetation.
- d. The fryer will be on a flat surface to reduce the chance of tipping over.

e. Safety procedures:

- (1) Don't overfill the pot.
- (2) Use well insulated oven mitts and consider wearing safety goggles to protect your eyes.
- (3) Never leave the fryer unattended.
- (4) Never allow people or pets near the fryer when in use.
- (5) Ensure the turkey is completely thawed before placing in the hot oil.
- (6) Have a dry chemical fire extinguisher at the site to douse potential fires. Never use water to extinguish an oil-based fire.

MCAS MIRAMAR FIRE REGULATIONS AND INSTRUCTIONS  
 CHAPTER 10  
HAZARDOUS MATERIALS AND SPECIAL PROCESSES

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10000. CLEANING AND REFINISHING FLOORS. Floor cleaning, treatment, or refinishing can be a fire hazard if flammable solvents or finishes are used. In addition, the removal, sanding, and refinishing of floor surfaces, especially wood floors, can generate combustible dusts and residues. There are commercially available liquids for refinishing and cleaning floors that are non-flammable/non-combustible. These types of liquids are the only liquids that are authorized for use.

10001. SPRAY FINISHING OPERATIONS

1. General

a. Spray application operations and processes shall be confined to spray booths, spray rooms, or spray areas, as defined in NFPA 33, *Standard for Spray Application Using Flammable or Combustible Materials*.

b. Rooms containing spray-finishing operation's, shall be separated from other occupancies by construction assemblies having a fire resistance rating of 1 hour. In buildings with fire sprinklers, rooms of extensive area having spray finishing operations should be provided with noncombustible draft curtains, extending downward from the ceilings as far as practical but not less than 18" inches. Such curtains aid in preventing the opening of sprinklers outside the area enclosed by the curtains, and tend to confine the discharge of water to the immediate area of the fire.

c. Walls and ceilings that intersect or enclose a spray area shall be constructed of noncombustible or limited-combustible materials or assemblies and shall be securely and rigidly mounted or fastened.

d. The interior surfaces of spray booths shall be smooth, designed and installed to prevent pockets that can trap residues, and designed to facilitate ventilation and cleaning.

e. The floor surface of a spray area shall be constructed of noncombustible material, limited-combustible material, or combustible material that is completely covered by noncombustible material.

f. Electrical wiring and utilization equipment shall meet all the applicable requirements of Articles 500, 501, 502, and 516 of NFPA 70, *National Electrical Code*.

g. Restrict amount of liquid to that necessary for the immediate operation, and return unused liquid to its approved

place of storage as soon as the process is completed. Open containers shall not be used.

## 2. Sources of Ignition

a. Equipment known to produce flame, sparks, or particles of hot metal, including light fixtures, that are adjacent to areas that are safe under normal operating conditions, but which can become dangerous due to accident or careless operation, should not be installed in such areas unless the equipment is totally enclosed or is separated from the area by partitions that will prevent the sparks or particles from entering the area.

b. Electrical motors driving exhaust fans will not be placed inside booths or ducts.

c. "NO SMOKING" signs in large letters will be conspicuously posted at all spraying areas, paint storage rooms/areas.

## 3. Storage and Handling of Hazardous Materials and Residues

a. Written instructions shall be on hand describing procedures for storing and handling as well as disposing of all hazardous process materials and residues.

b. Materials in excess of a current day's production shall be removed from the building and kept in an appropriate storage area.

c. Residues shall be placed in covered metal containers and removed immediately from the building.

d. Filters contaminated with over spray residues shall be immersed in water in metal containers and removed promptly from the building.

10002. STORAGE AND HANDLING OF HAZARDOUS MATERIALS. Dangerous chemical and compressed gases will be stored in such a manner that accidental breakage, leakage or rupture of containers or exposure to fire, heat or water will not result in the commingling of such materials with other substances which might produce fire, explosive or flammable gases, toxic fumes or jeopardize the safety of personnel and materials.

a. New and existing storage occupancies shall comply with the current applicable UFC and NFPA standards for the storage of hazardous materials.

b. Material safety data sheets (MSDS) shall be readily available on the premises for hazardous materials stored in/on the premises.

c. Hazardous materials shall not be released into a sewer, storm drain, ditch, drainage canal, lake, river, or tidal waterway; upon the ground, sidewalk, street, or highway; or into the atmosphere.

d. The Fire Department shall be notified via 911 immediately when an unauthorized hazardous materials discharge occurs.

e. Personnel responsible for the operation of areas in which hazardous materials are stored, dispensed, handled, or used shall be trained and be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of a fire, leak, or spill.

f. Hazardous materials such as chemicals and acids will be kept segregated from other materials, and will be kept stored in a location where they are not apt to be moved. This area will be posted with "CAUTION" signs in 4-inch minimum letters on yellow background and a second sign "HAZARDOUS MATERIALS STORED" in 4-inch minimum letters, on yellow background.

## 2. Hazard Identification Signs

a. Visible hazard identification signs in accordance with NFPA 704 shall be placed on the following:

(1) Stationary aboveground tanks

(2) Stationary aboveground containers

(3) At entrances to locations where hazardous materials are stored, dispensed, used, or handled.

b. Individual containers, cartons, or packages shall be conspicuously marked or labeled in accordance with nationally recognized standards.

c. Rooms or cabinets containing compressed gases shall be conspicuously labeled as follows: COMPRESSED GAS.

d. Signs prohibiting smoking shall be provided for all buildings, within 25 feet of outdoor storage, dispensing, or open-use areas, and in areas containing flammable gases.

e. The storage, dispensing, use and handling areas shall be secured against unauthorized entry.

f. Guard posts or other approved means shall be provided to protect the following areas when subject to vehicular damage:

(1) Storage tanks and connected piping, valves and fittings

(2) Dispensing areas

(3) Use areas

3. RELOCATABLE COMMERCIAL HAZARDOUS MATERIALS STORAGE CABINETS. Commercial hazardous material storage cabinets shall be UL or FM listed. Hazmat storage cabinets shall be installed and maintained per manufacturer's specifications and instructions. The Fire Prevention Bureau shall be consulted prior to placement or whenever a storage cabinet is to be relocated. The responsible organization for the hazardous material storage cabinet shall maintain the cabinet's fire protection systems (if so equipped) per manufacturer's instructions and in compliance with applicable NFPA requirements.

a. Incompatible materials shall not be stored in the same cabinet.

b. Shelf storage of hazardous materials shall be maintained in an orderly manner.

4. OUTDOOR STORAGE AND USE AREAS. Outdoor storage and use areas for hazardous materials shall comply with the following:

a. Outdoor storage and use areas shall be kept free of weeds, debris, and common combustible materials not necessary to the storage or use of hazardous materials.

b. The area surrounding an outdoor storage and use area shall be kept clear of weeds, debris, and common combustible materials not necessary to the storage or use of hazardous materials for a minimum distance of 15 feet.

c. Hazardous materials shall be located not closer than 20 feet from a property line that can be built upon, street, alley, or public way, except that a two-hour fire-barrier wall, without openings and extending not less than 30 in. above and to the sides of the storage area shall be permitted in lieu of such distance.

10003. GENERAL STORAGE OF COMPRESSED GAS CYLINDERS

1. GENERAL. The storage, use, and handling of compressed gases in containers, cylinders, and tanks shall be in accordance with the provisions of the current NFPA 55, *Standard for the Storage, Use, and Handling of Compressed Gases and Cryogenic Fluids in Portable and Stationary Containers, Cylinders, and Tanks*.

2. Compressed gas cylinders showing evidence of excessive rust, corrosion, dents or other surface defects will be considered hazardous and will be removed from service and disposed of in an approved manner.

3. Individual compressed gas containers, cylinders, and tanks shall be marked or labeled in accordance with DOT requirements.

a. Labels applied by the gas manufacturer to identify the liquefied or non-liquefied compressed gas cylinder contents shall not be altered or removed by the user.

(1) Compressed gas cylinders that have not had the required Department of Transportation (DOT) Interstate Commerce commission (ICC) test, or that have the marking labels obscured, should be returned for testing before recharging.

4. The following general storage requirements for compressed gas cylinders will be observed:

a. Non-compatible or reactive gases stored within building will be separated by gas-tight partitions. When stored in the open, cylinders of such gases shall be separated by a well-ventilated clear space of at least 20 feet.

b. Gas cylinders stored in the open will be protected from the direct sun by suitable means.

c. All locations or areas used for cylinder storage of flammable gases will be provided with natural cross ventilation.

d. Cylinders stored or in use, will be secured in such a manner as to prevent movement or falling.

e. Acetylene cylinders will be stored and used in the upright position only.

#### 10004. OXYGEN SYSTEMS

1. The use, handling, storage, repair and maintenance of aircraft breathing oxygen systems shall comply with the current editions of Naval and Marine Corps Directives and National Fire Codes, NFPA 50, and 410.
2. Except in an area specifically designated for such parking, no oxygen cart or oxygen trailer will be parked within 25 feet of any building.
3. Oxygen cylinders will be stored only in locations approved by the Fire Department and will be protected against tampering. Cylinders will not be stored in aircraft servicing and maintenance areas of hangars or near flammable materials or other readily combustible substances, or in the same fire area as other compressed gases. This regulation applies to trolleys, carts or trailers carrying oxygen cylinders or tanks.
4. No open flame, sparking-producing equipment or smoking will be permitted within 50 feet of oxygen cylinders, tanks and any breathing oxygen recharging operations
5. In case of a fire, the oxygen supply to the fire shall be shut off and the fire extinguished in the same manner as a fire in a normal air atmosphere.
  - a. An extinguisher having a rating of not less than 20-B and a minimum capacity of 15 pounds of agent shall be located within 50 feet of the work operation.
6. Liquid oxygen servicing of aircraft shall not be conducted indoors under any conditions. A separation of at least 50 feet shall be maintained between a filling point and other aircraft, vehicles, and structures. Recharging will be accomplished only in an open area, on a concrete surface free of oil/grease, flammable materials and shall not be performed within range of any drainage system elements, such as catch basins.
7. Good housekeeping practices, particularly with combustibles such as grease, lubricating oil, and asphalt, shall be maintained in the vicinity of oxygen charging operations.
8. Oxygen carts will not approach or be parked within 100 feet of a fuel transfer operation while such operation is in progress and will not approach any aircraft for oxygen servicing operations until the tanker vehicles have left the vicinity.

9. Aircraft electrical system switches will not be operated nor shall ground power generators be connected or disconnected during oxygen servicing operations. The aircraft electrical power shall be off during such servicing.

10. During oxygen servicing operations, the aircraft shall be statically grounded and the oxygen cart or cylinders and/or liquid oxygen converter bonded to the aircraft.

11. Liquid oxygen will not be allowed to drain or spill on pavement. Intentional drainage of liquid will be caught in a clean drain can or basin and allowed to evaporate in an open area. If a large spill does occur, notify the Fire Department (via 911) and let the spill evaporate. Do not try to clean or mop up any spilled liquid oxygen.

#### 10005. OXYGEN STORAGE

##### 1. Breathing-Oxygen Cylinder Storage Lot (DOT gaseous oxygen cylinders and DOT 4L cylinders of liquid oxygen):

a. Cylinders shall be stored in a definitely assigned location and protected against tampering by unauthorized individuals. They will not be stored in aircraft servicing and maintenance areas of aircraft hangars.

b. Storage areas shall be reserved for liquid oxygen storage alone.

c. Storage areas shall be clearly placarded "Oxygen - No Smoking - No Open Flames" or equivalent.

d. Cylinders shall not be stored near flammable or combustible materials such as petroleum products, other readily combustible substances, or in the same area as compressed combustible gases. Empty and full cylinders will be stored separately and clearly marked if empty.

e. Each cylinder of aviator's breathing oxygen shall be clearly marked to indicate its content and shall be separately stored from all other oxygen cylinder supplies.

f. Cylinders shall not be stored in areas where they can reach a temperature exceeding 125 degrees. When stored outdoors, they shall be protected against direct sunrays in locations where extreme temperatures prevail, and from the ground to prevent rusting.

g. Oxygen cylinders will not be subjected to abnormal mechanical shocks and when kept in an upright position, will be secured in such a manner so they cannot fall.

2. Liquid Breathing-Oxygen Storage (in other than DOT type 4L cylinders):

a. Liquid oxygen containers shall be stored outdoors or in a detached, noncombustible structure in accordance with NFPA 50, *Standard for Bulk Oxygen Systems at Consumer Sites*, if the oxygen quantities fall within the scope of that standard.

b. Smaller quantities shall be located outdoors in a detached noncombustible structure or in a cutoff room provided the cutoff room has effective ventilation and necessary doorways protected by fire doors with ramps or curbs to prevent entrance of flammable liquids and exit of liquid oxygen.

c. Storage areas shall be reserved for liquid oxygen storage alone and shall be clearly placarded "Oxygen - No Smoking - No Open Flames" or equivalent.

10006. HOT WORK OPERATIONS

1. GENERAL. Hot work will comply with NFPA 51B, *Standard for Fire Prevention During Welding, Cutting, and Other Hot Work*.

2. Hot work processes include the following; welding and allied processes; heat treating; grinding; thawing pipe; powder-driven fasteners; hot riveting; and similar applications producing a spark, flame, or heat.

3. Welding and cutting operations will be conducted normally in locations (i.e. welding shops) designed and authorized for such operations. Welding permits, (i.e. hot work permits) shall be issued by the Fire Prevention Bureau for welding and cutting being conducted in any other areas.

a. Permits shall be issued to the individual performing the actual cutting or welding operation.

b. The permit shall be posted at the job site.

4. When welding and cutting operations are to be conducted within any building or structure not approved for such purpose, the Fire Prevention Bureau will be notified four (4) days in advance for issuance of a hot work permit. Call ext. 577-1962 for an appointment.

5. Proper precautions shall be taken to ensure that the area(s) are free of fire hazards and a competent supervisor will be in charge to see that all safety regulations are accomplished.

a. If hot work operations are to be conducted in a building protected by automatic sprinklers, it should be verified that the sparkler system is in-service prior to conducting and hot work operations.

6. During welding and cutting operations, a sheet metal or fire resistive guard will be used if the required 35 feet clearance cannot be met. Further, a fire watch will be posted in the vicinity of the operations with necessary extinguishers or fire hose and will remain on watch after the operation for 30-minutes to ensure that no live spark or smoldering materials are present.

7. Welding or cutting operations will not be performed in or on the outer surfaces of rooms, compartments or tanks; in areas adjacent to rooms or on closed drums, tanks or other containers which hold or have held flammable liquids, or vapors, until the fire and explosive hazards have been checked by a certified Gas Free Engineer and Fire Department.

8. All cylinders will be handled with care. Acetylene and liquefied fuel gas cylinders will be secured in the vertical position.

9. Oxygen cylinders will be kept free of oil and grease at all times. A high-pressure leak from an oxygen cylinder may cause a sufficient amount of oxidation to ignite gasoline, grease, oil, alcohol or organic materials and result in fire or explosion.

10. When welding or cutting is being performed in any confined space, except in an authorized welding shop, the gas cylinders will be kept on the outside unless specifically authorized by the Fire Department.

11. Acetylene and oxygen valves will be closed at the cylinders when equipment is left unattended or when work is stopped for more than 15 minutes.

12. When electrical welding equipment is left unattended or if work is suspended for any appreciable length of time, the power supply switch to the equipment will be opened. The equipment will be completely disconnected from the power source when not in used.

13. Acetylene and oxygen cylinders, except where installed in a standard welding rig, will be stored and detached from each other in well ventilated locations, shielded from the direct sun. Cylinders will be lashed in the vertical position to prevent tipping and the storage of acetylene will be isolated from oxygen cylinders by a clear distance of at least 20 feet, or by an unpaired, gas-tight, noncombustible wall for indoor storage. Smoking will be prohibited within 50 feet of such areas.

14. Hot Tapping. Hot tapping or other cutting and welding on a flammable gas or liquid transmission or distribution utility pipeline shall be performed by a crew that is qualified to make hot taps.

#### 10007. BATTERY CHARGING SHOPS

1. Battery charging shops shall be well ventilated and segregated from other areas by noncombustible construction.

2. For a small number of batteries a vented hood over the batteries may be satisfactory.

3. Smoking, open lights, matches, flames and spark producing devices will not be allowed in the vicinity of batteries on charge.

4. Battery vent caps will be in place before attaching or detaching charger cable. Connection between batteries will not be disturbed while charging switch is in the "ON" position.

#### 10008. AIRCRAFT MAINTENANCE HANGARS

1. Aircraft in hangars shall be properly grounded at all times. Grounding cups shall be kept clean, grounding cables and clamps shall be maintained in good repair and service pits shall not be used for grounding aircraft except where provided.

2. Grounding cables, when not in use, will be removed from the hangar decks to prevent the cable and grounding clamps from becoming damaged.

3. Service pits will be kept clean, with lids in place, except when in actual use.

4. Hangar sliding door recesses will not be used for storage purposes nor will they be blocked by vehicles, trash containers or other materials.

5. No automotive vehicles or equipment shall enter or be parked inside the hangar except for such time as may be required for actual loading and unloading operations of equipment or materials. Line vehicles and equipment Ground Support Equipment (GSE) shall not enter or remain inside hangars except when needed for direct operation of aircraft maintenance and servicing.

6. Vehicles, equipment, storage or aircraft shall not be parked or placed in front of hangar doors nor shall they be parked or stored outside the hangar in such a position or manner to restrict fire fighting operations or the evacuation of aircraft from the hangar in the event of an emergency.

7. No combustible storage, vans or structures of any kind are permitted on hangar decks. No storage of any kind will be permitted in utility tunnels under hangar decks. Combustible materials are defined as any material that will ignite, burn or support combustion, such materials include wood products, cardboard, paper etc.

10009. INTERNAL AND EXTERNAL FUEL TANKS. The storage of fuel tanks in covered storage will be limited to only new tanks or those tanks that have been certified by the Station Gas Free Engineer.

1. External auxiliary fuel tanks that have not been purged may be stored if the following provisions are accomplished.

a. Located five hundred feet from all buildings

b. Red-tagged with the statement on the tag,  
"THIS TANK HAS NOT BEEN PURGED".

c. Area used for storage clearly marked with "NO SMOKING WITHIN 50 FEET" signs.

10010. GENERAL STORAGE

1. Painting and Paint Storage:

a. Paint lockers: Where approved storage areas are not available inside of a building for the storage of containers of flammable or combustible liquids as required by the Fire Department (NFPA Standard 30), all paints, thinners, solvents, brushes, drop cloths, rags, etc., must be removed from the building at the end of the work day. They shall be placed in flammable paint lockers that are placed at least 50 feet from the building and/or combustible materials. Paint lockers shall

be painted brilliant yellow marked as to contents (FLAMMABLES) on all four sides utilizing four-inch red letters on a white background.

2. Flammable liquids having flash points below 80 degrees F should be isolated and stored in separate bays.
3. Handle containers carefully to avoid breakage.
4. Remove and destroy leaky containers in an approved manner.
5. Ensure proper ventilation for material that gives off flammable vapors.
6. Maintain accessibility to stack interior for firefighting purposes.
7. Avoid any location where spilled liquids may come into contact with spark or flame.
8. Use authorized absorbents only for spilled flammable liquids, oil and grease.
9. Use only forklifts approved or listed by UL or Factory Mutual Laboratories for use in hazardous areas and do not store or park near combustible material.
10. These storage areas shall be posted with "NO SMOKING WITHIN 50'" signs.
11. Provide labeled self-closing metal cans for used cleaning rags, and remove them from the building upon completion of the job prior to the close of the workday.

#### 10011. RADIOACTIVE MATERIALS

1. When radioactive material (including weapons) are transported, stored, handled, or used aboard the Station, the Fire Department will be immediately notified.
2. The department controlling or using the material, shall make the above notification and shall 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 on the physical properties and characteristics of the radioactive material which could aid in fighting a fire in which it may be associated.

3. It is essential that the Fire Department obtain the above information for the protection and safety of firefighters and other personnel, in the event of a fire or similar emergency involving radioactive material.

4. The Fire Department is authorized to make appropriate pre-fire planning surveys to evaluate the hazards involved, and prepare appropriate fire protection principles of operation.

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CHAPTER 11

WAREHOUSES AND GENERAL STORAGE AREAS

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11000. STANDARDS. The standards as set forth in NFPA 231, *Fire Protection of Storage*, NFPA 231C, *General Storage*, and MCO 4450.14, *Joint Service Manual (JSM) for Storage and Materials Handling*, will be followed for recommended practices.

11001. GENERAL. Good housekeeping practices are essential to safety as they are to efficient storage operations. Many potential accidents and fires are prevented when warehouses, storerooms, and outside storage areas are maintained in a clean and orderly condition.

1. No materials or equipment will, temporarily or permanently, obstruct any designated exit door.

2. Doors will not be secured or blocked in any manner except upon prior approval of the Fire Department. Those doors when secured or blocked will be posted on both sides with a sign stating "SECURED" in minimum four-inch black letters on a #14 yellow background.

3. All fire exit doors shall be unlocked during normal working hours.

4. Do not block or otherwise make established fire doors inoperative.

5. Provide approved waste containers in sufficient number. All combustible material in refuse containers will be removed from warehouses before securing at night or at the end of a working day. Clean up work areas as soon as work is completed.

6. A thorough fire check will be made immediately prior to securing by the person in charge of assigned area or a regularly appointed representative to ascertain if any fire hazards exist. A check-off list will be established for each area to ensure that all hazards, including heating devices, coffee messes, electrical machinery, waste disposal containers, including wastepaper baskets, dumpsters, smoking area, and other hazards unique to the area, are secure.

8. Unit commanders having cognizance of supply and/or storage buildings and areas which may be locked or unattended during normal working hours will ensure that a card is placed, in a window nearest the building entrance or on the entrance door, giving name, rank, organization and telephone number of person(s) to be contacted for entry into building. This will enable the Fire Department to contact persons responsible and arrange for a building fire inspection.

9. Wooden pallets will not be stored in non-sprinklered buildings. In sprinklered buildings, the maximum height will not exceed 6 feet. Each pallet pile will be limited to four stacks and separated at least 8 feet between stacks.

10. Aisle Maintenance. When restocking is not being conducted, aisles shall be kept clear of storage, waste material, and debris.

a. Fire Department access doors, aisles, and exit doors shall not be obstructed.

b. During restocking operations using manual stocking methods, a minimum unobstructed aisle width of 24 inches shall be maintained in 48 inch or smaller aisles, and a minimum unobstructed aisle width of one half of the required aisle width shall be maintained in aisles greater than 48 inches.

c. During mechanical stocking operations, a minimum unobstructed aisle width of 44 inches shall be maintained.

11. Emergency Plan and Employee Training. There shall be in effect an approved written plan for the emergency egress and relocation of occupants.

a. All employees shall be instructed and periodically drilled with respect to their duties under the plan.

11002. SPONTANEOUS COMBUSTION. Under special conditions, certain materials generate enough heat to ignite spontaneously. Oils, lubricants, and fats when absorbed by fibrous materials such as rags, waste, and paper are particularly dangerous. The chief cause of fire is poor housekeeping. Paper, scrap, excelsior, and other combustible packing materials must be placed in approved containers or structures. To combat combustion, proper ventilation must be provided at all times. Spontaneously combustible materials will be segregated from each other and from other flammable materials.

11003. NOTIFICATION OF CHANGES IN STORAGE. The Fire Chief will be notified immediately of any change in storage occupancy, which would necessitate a change in type or location of auxiliary fire fighting equipment.

11004. FIRE PROTECTION EQUIPMENT

1. Fire fighting equipment will not be blocked by storage. Aisles leading to fire fighting equipment will be kept clear.

11005. STOCK CLEARANCE

1. A minimum clearance of 24 inches will be maintained between stored materials (that absorb and expand with water) and walls, except where approved by the Fire Department.

2. Below Automatic Sprinkler Deflectors. The height of the stack below automatic sprinkler deflectors will be limited as follows:

a. When stack heights do not exceed 15 feet, an 18-inch clearance will be maintained.

b. When stack heights do exceed 15 feet, a 36-inch clearance will be maintained.

3. Below Joists, Rafters, Beams and Roof Trusses. The height of the stack below joists, rafters, beams and roof trusses will be limited as follows:

a. When stack heights do not exceed 15 feet, an 18-inch clearance will be maintained.

b. When stack heights do exceed 15 feet, a 36-inch clearance will be maintained.

c. Regardless of their height, stacks in non-sprinklered buildings will have a 36-inch clearance, except that reclaimed metal drums may be stacked with 14 to 20 inches from metal joists, rafters, beams, and roof trusses in non-sprinklered buildings of all metal constructions and without electrical wiring.

4. Light or Heating Fixtures. Around lights or heating fixtures, an 18-inch clearance will be maintained. A minimum 36-inch clearance will be maintained between combustible materials and heating units, heating exhaust ducts, hot water or steam heating pipes, radiators and exhaust fan systems.

5. Above Level of Roof Trusses. When supplies are stacked above the horizontal level of lower roof truss members or beams, the horizontal clearance between supplies and structural members or other installed devices will be 18-inches.

6. Clearance of 24-inches will be maintained between stock and substandard firewalls (less than 4-hour rating).

7. A 24-inch clearance around personnel doors and/or fire aisles will be maintained.

8. Clearance Around Horizontal Fire Doors. A 24-inch clearance will be maintained between stock and the fire door except for the portion of the fire door near the aisle. For this portion of the fire door, a 36-inch clearance will be maintained between stock and the horizontal fire door. Where a protective barricade is provided for the fire door, no clearance between stock and barricade is required.

9. Aisles will be maintained for access to electrical equipment, firefighting equipment, sprinkler valves, etc.

a. Fire fighting equipment, sprinkler valves, electrical panels, gas shut off, etc., shall not be obstructed and a minimum 3 feet diameter clear space shall be maintained round such equipment.

11006. NO SMOKING SIGNS. Smoking is prohibited in all storage areas. "No Smoking" signs of sufficient size to be seen from the far end of a normal size storage room or for a considerable distance in outside storage areas will be posted.

a. Smoking is prohibited near warehouse doors and entrances to prevent a discarded lighted cigarette or cigar being blown in through open doors or under closed doors.

11007. DIRECTIONAL ARROWS. Directional arrows will be placed in aisle ways, and where fire extinguishers or other firefighting emergency equipment is not easily discernible from a reasonable distance in the aisle way. Directional arrows indicating the location of the fire exits will be similarly posted, when they are not easily discernible. In this instance, the lower portion of the sign will read "FIRE EXIT".

11008. MECHANICAL-HANDLING EQUIPMENT (MHE)-INDUSTRIAL TRUCKS

1. LP-gas power-operated industrial trucks (i.e. forklifts) shall comply with NFPA 505, *Fire Safety Standard for Powered Industrial Trucks Including Type Designations, Areas of Use, Conversions, Maintenance, and Operation.*

a. Gasoline or diesel powered industrial trucks, must be removed outside when not in use.

2. CNG-powered industrial trucks (i.e. forklifts) shall comply with NFPA 58, *Powered Industrial Trucks, Including Type Designations, Areas of Use, Conversions, Maintenance, and Operations.*

a. CNG-powered industrial trucks must be removed outside when not in use.

3. Only specific approved power-operated industrial trucks will be used in hazardous storage areas (contact Fire Prevention for the type of truck approved for hazardous storage areas).

4. Industrial trucks shall be kept clean and reasonably free of lint, excess oil, and grease.

5. Refueling of any of these type trucks shall be refueled outdoors.

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CHAPTER 12  
HEATING SYSTEMS

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12000. GENERAL

1. Adequate clearances will be maintained between flammable material and steam pipes, furnaces, flues and appurtenances. Exposed surfaces too hot for the bare hand should be considered hazardous. For reference and distance criteria, call the Fire Prevention Bureau at extension 577-1962.
2. The use of open flame type heating devices is prohibited in areas where flammable vapors are likely to accumulate, i.e., gasoline stations, garages, paint shops, aircraft hangars, etc.
3. Heater vents installed through walls or roofs of combustible material will utilize approved jacks and will have minimum clearance of one-half of the diameter of the pipe.
4. Engine pre-heaters shall not be used as heating units for facilities.

12001. MILITARY-TYPE HEATERS AND STOVES. Military-type (USMC) issued tent stoves and gasoline heating units are for **field use only**. These are not approved for use aboard the station.

12002. GAS FIRED HEATERS. Gas fired heaters and stoves will be secured in a fixed position so as to prevent movement and subsequent development of leaks in gas connections. Flexible connections will be equipped with automatic safety pilots (automatic pilot, complete shut-off type), of types approved by the American Gas Association or will bear approval labels by Underwriters' Laboratories, Inc., or the Factory Manual Laboratories.

12003. PORTABLE ELECTRIC HEATERS. The Fire Department shall be permitted to prohibit the use of portable electric heaters in occupancies or situations where such use or operation would present an undue danger to life or property.

- a. Portable electric heater shall be designed and located so that it cannot be easily overturned.
- b. They shall be equipped to de-energize the electric power to the unit when tilted or turned over.
- c. All portable electric heaters shall be listed.
- d. While operating a portable heater, it shall not be left unattended and will be unplugged from the electrical outlet when not in use.

e. Heater(s) shall not be placed closer than three (3) feet from any combustible material or furnishings. And will not be placed under desks and/or tables.

f. All high-hazard areas such as fuel docks, aircraft hangar bays, motor transport facilities with flammable material, woodshops, warehouses, chemical and paint storage areas will not be authorized portable heater(s).

g. Approval will not be given for the use of portable electric heater(s) in conjunction with an existing working heating system, unless approved through the Public Works Department Energy Conservation Program Manager and/or Public Works Officer.

#### 12004. TEMPORARY PROPANE HEATERS (LP-Gas)

1. Portable propane heaters are not authorized for use inside any facility unless there has been a declared public emergency.

2. The temporary use of LP-Gas cylinders, for heating and food service appliances during a declared public emergency, will follow NFPA 58 Standards requirements.

#### 12005. GAS APPLIANCES INSTALLATION AND MAINTENANCE

1. The National Fire Protection Association Pamphlet #54 list standards for the installation, maintenance and storage of appliances burning natural or manufactured gas. These standards are applicable to Naval Shore Activities.

2. Under no circumstances will matches or flames be used for leak testing of flammable gas lines. Smells of gas leaks shall be reported to the Fire Department at via 911.

#### 12006. HEATING, VENTILATING AND AIR CONDITIONING SYSTEMS

1. Air Conditioning, heating, ventilating ductwork, and related equipment shall be in accordance with NFPA 90A, *Standard for the Installation of Air-Conditioning and Ventilating Systems*, approved existing installation shall be permitted to be continued in service.

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CHAPTER 13

FUELING OPERATIONS

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13000. GENERAL

1. Only authorized and qualified personnel will be permitted to operate fueling equipment. They will have a thorough knowledge of the hazards involved and know the regulations for handling flammable liquids.
2. Operators of vehicles, aircraft or other equipment will turn off engines, vehicle lights and short wave radio transmitters before taking on fuel.
3. During fueling of vehicle there will be no smoking and/or open flames allowed within 50 feet of the operations.
4. Government owned motor vehicles will not be refueled while passengers are aboard.
5. Flammable liquids having a flash point below 100 degrees Fahrenheit will not be transferred into containers unless dispensing nozzle and container are in a constant electrical bond.
6. Gasoline tank cars, and tank trucks will be attended by qualified and authorized personnel during loading and unloading operations.
7. Wedges, locking devices, etc., that restrict instant shut-off in gasoline lines during loading and/or unloading operations, are prohibited.
8. Automotive vehicles and other spark-producing equipment will not be operated within 50 feet of a gasoline spill until the exposed area has been thoroughly mediated by approved methods and the flammable vapors dissipated.
9. The operation of any fueling vehicle or motor vehicle leaking fuel in any manner is prohibited. Such vehicles leaking fuel will be repaired immediately or towed to an isolated area until repairs are completed.
10. Vehicles and aircraft will not drive or taxi through fuel spills until the fuel has been mediated by approved methods and the Fire Department Officer in charge has determined that the area is safe.
11. Fuel spills involving gasoline or other Class I flammable liquid will be immediately reported to the Fire Department via 911.

12. Gasoline, JP fuels, oil or any other flammable liquid will not be permitted to enter the Station storm and sanitary drains. The indiscriminate disposal of flammable liquids is prohibited.

13001. FUELING/DEFUELING OPERATING PROCEDURES

1. Refueling Aircraft From Trucks

- a. Ensure that no ignition sources are within the prescribed limit distances.
- b. Ensure aircraft is grounded.
- c. Attach bonding cable between refueler and aircraft.
- d. Attach bonding cable before removing filler cap if over-wing nozzle is used. Insert or hook up nozzle.
- e. In over-wing fueling, tank filler caps should be replaced before nozzle bonding cable is removed.

2. Refueling Aircraft With Hose Carts

- a. Ensure that no ignition sources are within the prescribed limit distances.
- b. Ensure aircraft is grounded.
- c. Attach bonding cable between cart and aircraft.
- d. Cart inlet hose must first be locked to the source of supply of fuel.

3. Refueling Aircraft At Fueling Hydrants With Engine Off. Same procedures as par. 13001.1a through 13001.1e except that a pantograph fueling arm may be used in lieu of a hose, and the bonding cable may be integral part of the pantograph, thus eliminating the need to attach a bonding cable between refueler and aircraft.

4. Defueling Aircraft

- a. Ensure that no ignition sources are within the prescribed limit distances.
- b. Attach bonding cable between the aircraft and the defueler. Aircraft should be grounded.
- c. Connect the defuel hose to the aircraft and the defuel stub on the defueler.

d. Hook up issue hose to bottom loading valve, if applicable.

#### 5. Hot Refueling

a. Connect bonding cable, unless pantograph with attached bonding cable is used.

b. Attach refueling nozzle; after refueling is completed, disconnect nozzle, then the bonding cable.

#### 13002. IGNITION SOURCES DURING FUELING OPERATIONS

1. No open fires, blowtorches, heaters, smoking or internal combustion engine operations are permitted within a distance of 100 feet of any operation involving the transfer of handling of fuel.

2. Personnel engaged in fuel handling operations will not wear shoes with exposed nails, metal plates or hobnails.

3. Refueling/defueling operations will not be conducted within 100 feet of operating airborne radar equipment or within 300 feet of operating ground radar equipment.

4. Motor generators with internal combustion engines will be located as far as practical (minimum of five feet) from fueling points, tank vents, tank outlets, and fuel line drains to reduce the dangers of igniting flammable vapors or liquids that may be discharged. They will not be placed under wings or within five feet aft of the trailing edge of the wings. They will not be used in areas where they may constitute a fire hazard.

5. No work will be done in or on aircraft or other vehicles being refueled or defueled.

#### 13003. INERTING/PURGING OF AIRCRAFT FUEL CELLS

1. The purging and/or inserting of aircraft fuel systems for any purpose is a most exacting procedure and demands close attention while procedures are being followed. In all instances, static electricity and flammable vapors will be present and precautions will be taken to keep fire and explosion hazards at a minimum.

2. Carbon dioxide (CO<sub>2</sub>) fire extinguishers or any other high velocity CO<sub>2</sub> will not be used for inserting/purging under any circumstances. Note: Numerous explosions have occurred while inserting/purging fuel tanks with high velocity CO<sub>2</sub>.

3. The effectiveness of the inserting/purging operations will be ascertained by the Gas Free Engineer using a combustibile gas indicator. Only when indicating fire or explosion safe, will any further operation be permitted. A progress test will be made to ensure a continuous fire/explosion safe atmosphere.

4. Certified Squadron Gas Free Engineer personnel will be utilized or if not available, contact Station Ground Safety at extension 577-1360.

#### 13004. DESIGNATION OF A FUEL CELL MAINTENANCE AREA

1. As per NAVAIR 01-1A-35, NAVAIR 01-75GAA-25, and NFPA 410, a segregated area shall be designated as a fuel cell maintenance area. The designated site shall be approved by the Fire Department. A written request for approval shall be submitted to the Fire Department.

a. A letter from the squadron Aviation Gas Free Engineer (AVGFE) Program Manager requesting approval of a designated area for fuel cell maintenance shall be submitted to the Fire Chief, via the Squadron Maintenance Officer, Safety Officer, and Commanding Officer.

(1) A site map of the area to be designated as a fuel cell maintenance area shall be submitted as an enclosure.

b. Once the letter has been received, the Fire Chief will assign the area Fire Inspector to inspect the area and respond with a letter approving or disapproving the designated area as a fuel cell maintenance area.

(1) A list of procedures/criteria will be submitted with the approval letter and shall be strictly enforced.

#### 13005. AIRCRAFT FUEL SPILLS AND NOTIFICATION PROCEDURES

1. Aircraft fuel spills are classified by their size; the following classifications apply:

a. Class I Spills: Fuel spills of Class I in nature are defined as those being under 18 inches in any dimension.

b. Class II Spills: Fuel spills of Class II in nature are defined as those being under 10 feet in any dimension, or not over 50 square feet in area.

c. Class III Spills: Fuel spills of Class III in nature are defined as those being over 10 feet in any dimension and over 50 square feet in area and of a continuing nature.

d. A Major Fuel Spill: Fuel spills of a major nature are spills of Class III where the aircraft is in a hangar or the aircraft has spilled over 100 gallons.

2. Handling aircraft fuel spills will be accomplished in the following manner:

a. Class I spills will be handled by ramp personnel. Ramp personnel will man a fire extinguisher only during aircraft start up and then let the fuel evaporate.

b. Class II spills will be handled by ramp personnel. Ramp personnel will provide a fireguard with a fire extinguisher and then apply an absorbent cleaning material to soak up the fuel. The absorbent material will then be placed in a metal container with a lid and disposed of in a safe manner.

c. Class III spills will require the dispatching of fire equipment to the scene of the spill to mediate the fuel spill.

d. Major fuel spills will require the dispatching of fire equipment.

3. Fuel spills that require the dispatching of fire apparatus will be reported to the Emergency Communications Center (Dispatch Center) via 911. Give the necessary information required for rapid response of fire equipment, such as location, nearest building number, aircraft number and other pertinent information requested by the Dispatch Center.

MCAS MIRAMAR FIRE REGULATIONS AND INSTRUCTIONS MANUAL

CHAPTER 14

FIRE INVESTIGATION RESPONSIBILITIES

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## 14000. INVESTIGATIVE PROCEDURE FOR MAJOR FIRES

### 1. Phase I - During Suppression

a. The Fire Department is responsible for fully identifying the person(s) who turned in the alarm(s), the time of the alarm(s) and the method(s) of communication utilized.

b. During the actual fire suppression operation, one of the responding fire officials (preferably a Fire Inspector) is responsible for making technical observations of the fire and preserving physical evidence.

c. Military Police will be responsible for traffic control and identification of spectators and witnesses on the scene. They will further furnish such additional assistance as requested by the Fire Department.

d. The Station Photographic Section will be responsible for taking general view photographs showing as much as possible of the scene from different vantage points together with photographs of the crowd, and other photographs as requested by the Fire Department.

e. All requests for information concerning the fire will be referred to the Joint Public Affairs Officer, who will be responsible for release of such information as considered appropriate.

### 2. Phase II - Inspection

a. Once the fire is extinguished, an appropriate Fire Department official will be responsible for conducting a preliminary inspection of the scene prior to overhaul (clean up). During the procedure, the official will preserve all evidence and upon completion establish a probable cause of the fire. If probable cause is determined to be other than accidental, assistance will be requested from the Provost Marshal.

b. The fire area will remain under control of the Fire Department and will not be released to the occupying organization until authorized by the Fire Chief or other designated authority.

c. Military Police will be responsible for establishing temporary fire scene security.

d. The building manager will be responsible for maintaining long-term security in the event that such becomes necessary.

### 3. Phase III – Investigative Response

a. If the Fire Department determines there is a need for a possible criminal investigation, they will assign a Fire Inspector to work with the Criminal Investigator and/or will call in an available expert.

b. If the Fire Department determines there is a need for an investigation, they will brief the investigator and turn the investigation over to the investigating authority, i.e. CID, NIS, etc.

c. The Fire Department is responsible for obtaining a detailed statement from each Firefighter of their actions and observations.

d. If the cause of the fire appears suspicious, the investigator assigned is responsible for interviewing the official who made the determination of suspicion. A preliminary examination of the scene with the aid of the assigned expert is then conducted. If an investigation is considered warranted, the appropriate command request for an investigation is obtained, a control agent and investigative team are assigned, and scene security is established through command authority for the duration of the investigation. An Incident Command Post (IC) is then established near the fire scene where all developed information will be channeled, authorized command authorities that visit the scene will be briefed and the investigation will be coordinated.

### 4. Phase IV – Investigation

a. This phase is divided into four categories as follows:

(1) Detailed fire scene examination. The fire scene examination is conducted by a Joint Investigative/Fire Expert Team, and includes sketching, collection and preservation of evidence, and controlled examination of the scene by witnesses familiar with the structure to detect anything unusual.

Examination of the scene might also require the assistance of other specialists, e.g., explosive technician, electrical inspector, building inspector, heating equipment technician, pathologist, etc. Additional photographs will be required of the area where the fire originated, burn patterns, physical evidence, all rooms having fire damage, and point of origin in each.

(2) Data collection. Data collection involves the provision of the alarm information, statements from Firefighters, and fire reports by the Fire Department. The investigator is responsible for obtaining area maps and building construction plans, and the identification of normal security personnel in the area, structure occupants (familiar witnesses), and other potential witnesses.

(3) Interviews. Interviews to cover the above persons are then conducted by the investigator.

(4) Follow-up leads. Follow-up leads include such things as file checks, submission of evidence to a laboratory, apprehensions, searches, interrogations, etc.

b. Once the investigation is completed, the scene security is canceled, and each participating agent writes up each of his/her leads on a separate sheet of paper for final assembly into a completed report of investigation.

#### 14001. APPOINTMENT OF A JAG INVESTIGATING OFFICER

1. An investigating officer will be appointed whenever a fire causes damage to major/vital equipment; the origin of the fire is suspicious; fire delays deployments, causes significant change in operating schedule, or degradation of mission capability; naval personnel are responsible for the fire; defective naval design, specifications, or installation may have caused the fire; or unsound operating doctrine or procedures caused or contributed to the fire.

2. An investigative action is not required when it is the opinion of the Organizational Commander that no negligence is indicated in the loss, damage, or destruction of Government property; or that for reasons known to the Commanding Officer, no negligence or responsibility can be determined and that an

investigation, under those conditions, would constitute an unnecessary administrative burden. Investigative action is not usually required when an individual accepts responsibility for loss, damage, or destruction of Government property and voluntarily offers to reimburse the Government for such loss, damage or destruction.

#### 14002. RESPONSIBILITY TO APPOINT AN INVESTIGATING OFFICER

1. Fire Chief's Responsibility. The Fire Chief will conduct a preliminary inquiry into the aspects of each fire. Whenever the circumstances of the fire are found to be as stated in paragraph

14001.1, the Fire Chief will request the appointment of a military investigating officer or in the case of incendiary fires, report the matter to the Provost Marshal's office, requesting that the Naval Investigative Service assume cognizance. A JAG Manual investigation is not required if the Naval Investigative Service assumes cognizance of the investigation.

## 2. Base Housing Responsibility

a. Whenever a fire occurs in Family Public Quarters and results in damage to in excess of \$50, or whenever there is a serious injury or loss of life, the Base Housing Officer will submit a letter to the Organizational Commander of the member concerned requesting that an investigation be conducted. A copy of the letter requesting the investigation will be forwarded to the Assistant Chief of Staff, Facilities.

b. The Fire Chief will furnish the Base Housing Officer with two copies of the fire report of all fires occurring in Family Public Quarters where there is damage to Government property or injury or loss of life.

## 3. Organizational Commander's Responsibility

a. Upon receipt of written request for an investigation from the Base Housing Officer, appoint an investigating officer in accordance with the JAG Manual. A copy of the appointing order will be forwarded to the Base Housing Officer and the Assistant Chief of Staff, Facilities.

b. Organizational Commanders may request the appointment of a Military Investigating Officer on all fires occurring in his organization or in Government quarters assigned to members of his Command that are not covered under paragraph 14001.1 above.

## 14003. RESPONSIBILITY OF INVESTIGATING OFFICER

1. Report to the Fire Chief to obtain information on the fire, and obtain a copy of the fire report.
2. Whenever possible, conduct the fire investigation concurrently with the Fire Department.
3. Furnish the office requesting an Investigating Officer a copy of the completed investigative report.
4. Conduct the investigation as prescribed in the JAG Manual.

14004. PROCEDURE FOR APPOINTMENT OF INVESTIGATING OFFICER

1. The appropriate Commander will be notified and requested to appoint an investigating officer. The designated Investigating Officer should be directed to report immediately to the Fire Chief to be briefed on the fire.
2. The Commanding General's authority to subscribe convening orders for investigation of fire has been delegated to the Chief of Staff and to the Assistant Chief of Staff, Facilities.

14005. PHOTOGRAPHIC SERVICES REQUIRED FOR DOCUMENTATION AND INVESTIGATION OF FIRE

1. The duty photographer will report to the Officer in Charge of the fire and follow his/her instructions. In general, the following photographs will be taken:
  - a. General view photographs showing as much as possible of the scene from different vantage points.
  - b. Close-up views of the area where the fire originated.
  - c. Pictures of the crowd.
  - d. Pictures of the burn patterns.
  - e. Pictures of physical evidence.
  - f. Pictures of all rooms having fire damage.
  - g. Pictures of actual point of origin.
2. The Photographic Section will submit all proofs to the Fire Chief for examination and subsequent selection for printing. Upon completion of the photographic work, all prints and negatives shall be turned over to the Fire Chief.
3. Other requests for copies of photographs shall be coordinated by the Fire Chief in the interest of avoiding needless duplication and for security of photographic evidence.

14006. LIAISON AND SUPPORT

1. The Fire Chief and the Investigating Officer are authorized direct liaison with such organizations, units and activities as may be required to complete the investigation.
2. The Assistant Chief of Staff, Staff Judge Advocate (Claims and Investigations) has staff responsibility to render legal advice and assistance during the course of any JAGMAN investigations. Additionally, this office will process and provide the final review upon completion of a JAGMAN investigation.

MCAS MIRAMAR FIRE REGULATIONS AND INSTRUCTIONS MANUAL  
CHAPTER 15  
WILDLAND FIRE PREVENTION AND FIREFIGHTING

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15000. GENERAL

1. Wildland fires, regardless of cause, have a potential for adverse consequences, including loss of human life.
2. All reasonable means available must be taken to prevent such fires and to reduce damage when it does occur.
3. Open flame, heat producing devices, pyrotechnics, blank ammunition, or training activities that could cause a fire are prohibited unless specific approval is granted, in writing by the Installation CO, S-3 Training Area Management Officer (TAMO) and approved by the Fire Chief. Units should not plan to use any heat, spark or flame producing device(s) during the designated fire season that generally runs from June through December.

15001. CONCEPT. It is imperative that awareness on the part of all Officers in Charge (OICs) and Range Safety Officers (RSOs) is maintained and that all persons are instructed in fire prevention and fire suppression. It is the intent of this instruction that all personnel be made aware, and that the instructions and guidance contained herein and in Station Order 3500.2a, "*Training Area Regulations*" be adhered to, with a view towards accomplishing training while avoiding unwanted fire(s).

15002. ACTION

1. Each Area Commander will prepare and post-supplemental fire regulations and instructions based upon this instruction.
2. As is practicable, all persons shall receive basic instructions and training in fire prevention and fire suppression actions for the field and for ranges.

15003. ON-STATION WILDLAND FIREFIGHTING

1. GENERAL

a. FIRE CONDITIONS. In order to reduce the inherent danger from wildland fires, the Fire Department will establish and promulgate the daily Fire Danger Rating (figure 15-1), which will be applicable to and observed by all organizations and personnel aboard Marine Corps Air Station, Miramar.

b. DISSEMINATION OF FIRE CONDITIONS

(1) The Fire Danger Rating (FDR), is determined by the Station Fire Department. The FDRs are posted outside of Fire

Station 62, located in East Miramar at 21134 H Ave and Fire Station 61 at 7224 Mitscher Way.

c. ACTION

(1) OICs/RSOs will allow firing or training to commence only after ascertaining the Fire Danger Rating in effect and adopting the appropriate fire prevention measures.

(2) TAMO will notify RSOs of changes in the Fire Danger Rating as they occur.

(3) In the event of a wildland fire on any range or training area, the OIC/RSO in charge will immediately notify Fire Dispatch via 911 stating the exact location and the extent of the fire.

(4) The Station Range Control Officer, or a designated representative, will monitor all range and training area fires as they occur. This will include the control of (weapons) firing and the removal (evacuation) of training units from maneuver areas threatened by fire. Maximum effort will be made not to interfere with scheduled training. However, in cases of doubt, overall safety consideration shall take precedence.

(5) No fires are permitted in any training area.

(6) Controlled burning (to reduce flammable vegetation in and around Ranges) may be completed (conducted) with the (written approval) of the Station Fire Chief or his designate. Requests for controlled burning on ranges and in training areas shall be submitted to the Station Fire Chief, AC/S, Environmental Security, and AC/S, Operations and Training.

d. REPORTING OF FIRES. Immediately report to the Fire Dispatch via 911 and give the following information:

- (1) Nature of the emergency
- (2) Location of the fire
- (3) Name, rank, organization
- (4) Telephone number

(i) Indicate by using building or range number, or make a reference to a prominent terrain feature.

(3) State what action is being taken, i.e. to evacuate personnel, extinguishing the fire, and accountability of all personnel.

(4) If requested by the Fire Department, the person reporting the fire will wait and direct the initial responding Fire Department unit to the fire area.

## 2. CONCEPT

a. The Fire Department is responsible for supervising forces engaged in the fire suppression.

b. The Station Range Control Officer (RCO) will advise the Fire Chief of the locations of units utilizing range/training areas in the vicinity of the fire. The RCO may cancel range operations and unit training activities in training areas endangered by the fire and order units to vacate the area of danger.

## 3. RESPONSIBILITY

a. The Fire Department will establish an Incident Command Post at the scene of the fire and the Emergency Operations Center (EOC) in Building 9211 will be activated if a critical situation occurs or is anticipated.

b. MCAS Miramar subordinate Commanders will be prepared to provide personnel and support as requested by the Incident Commander.

c. The Provost Marshal will provide traffic control and reduce traffic in the fire area as required upon request of the Fire Department.

d. The Air Traffic Tower. Will be notified to alert aircraft and to divert aircraft as needed.

e. The Base Motor Transport Officer. Will coordinate the utilization of Base Motor Transport assets in support of this Order.

f. The Commanding Officer, Branch Medical Clinic. Will coordinate medical support for the incident with the Fire Department.

g. The Base Air Officer. Will coordinate helicopter support for firefighting forces, damage assessments and medical evacuation, if this requirement is needed.

h. The Joint Public Affairs Officer. Will coordinate information service coverage as required and will coordinate conjunction with the Fire Department Liaison Officer.

#### 4. ACTION

a. FIRE DEPARTMENT. The Fire Chief, or a representative, will take the following action for wildland fires:

(1) Immediately proceed to the scene of the fire and assume command and control of all firefighting activities.

(2) Establish command and organize fire ground operations as outlined in the National Incident Management System (NIMS).

(3) Request fire Air Attack resources from the appropriate agency when deemed absolutely necessary.

(4) Provide situation reports to the Provost Marshal; and/or the MCAS Miramar EOC, (when activated).

(a) Upon arrival at the scene (Initial Report).

(b) Regularly thereafter during active operations or sooner if conditions change (Progress Report).

(c) When the fire is under control.

(d) When the fire is extinguished.

(e) Keep the Public Affairs Officer informed.

#### b. BASE RANGE CONTROL OFFICER

(1) Establish liaison with the Fire Department to advise of the location of troops, equipment and training facilities in the vicinity of the fire.

(2) Coordinate live firing and training to permit firefighting equipment/personnel free access to the fire.

(3) Establish liaison with the Fire Department to ensure live firing and training will not interfere with aircraft involved in fighting the fire.

***FIRE DANGER RATING CHART***

<b>FIRE DANGER RATING</b>	<b>PROBABILITY of IGNITION HAZARD</b>	<b>PRECAUTIONS and RESTRICTIONS</b>
<p style="text-align: center;"><b>LOW</b></p> <p style="text-align: center;">T &lt; 70 RH 45% - 60%</p>	<p>Use normal caution.</p> <p>Low ignition hazard.</p>	<p>Normal precautions.</p> <p>No restrictions.</p>
<p style="text-align: center;"><b>MODERATE</b></p> <p style="text-align: center;">T &lt; 80 RH 30% - 45%</p>	<p>Use normal caution.</p> <p>Medium ignition hazard.</p>	<p>Normal precautions.</p> <p>Heat sources are hazardous; “easy” burning conditions.</p> <p>No restrictions.</p>
<p style="text-align: center;"><b>HIGH</b></p> <p style="text-align: center;">T &lt; 90 RH 25% - 40%</p>	<p>Use extra caution.</p> <p>High ignition hazard; fires start easily.</p>	<p>Smoking is permitted in designated areas only.</p> <p>Heat/flame sources in maneuver area will be limited to cleared areas.</p> <p>“Moderate” burning conditions.</p>
<p style="text-align: center;"><b>VERY HIGH</b></p> <p style="text-align: center;">T &gt; 90 RH 15% - 30%</p>	<p>Use extreme caution.</p> <p>Very high ignition hazard.</p> <p>Fires become difficult to control.</p>	<p>Smoking is permitted in designated areas only.</p> <p>Off-road driving restricted to roadbeds. Use of fire or pyrotechnic devices prohibited. Dangerous burning conditions. Quick ignition and rapid build up of fires.</p>
<p style="text-align: center;"><b>EXTREME</b></p> <p style="text-align: center;">T 70+ RH &lt; 15%</p>	<p>Use extreme caution.</p> <p>Extreme ignition hazard Fires nearly impossible to control.</p> <p>Associated with “Santa Ana” wind events.</p>	<p>All heat sources are dangerous and prohibited.</p> <p>Vehicles should remain on paved roads.</p> <p>Smoking permitted under strict supervision and in clear areas only.</p> <p>Extreme burning conditions with high potential for spot fires.</p>

**Fig. 15-1 NOTE:** Temperature and relative humidity inputs are required and may be measured at the fire station or in the field. If a ‘prediction’ is to be made for a given day’s activities, weather trends and the daily “Fire Weather Forecast” should be referenced for decision making and planning purposes. Fundamental knowledge of fire weather/behavior principles implied with use of this chart.

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CHAPTER 16  
CHANGE IN OCCUPANCY CLASSIFICATION DUE TO SPECIAL  
EVENTS/TOUR AND CATERING EVENTS

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SPECIAL EVENT-TEMPORARY CHANGE OF USE PERMIT	Enclosure 2	

16000. GENERAL

1. SPECIAL EVENTS. Any activity outside the normal daily operations, such as receptions, dinners, private viewings, and so forth, held at the property for specific groups.

2. FIRE SAFETY CHALLENGES:

a. Large numbers of occupants present unique challenges, such as arranging and designing the egress facilities to move the occupants efficiently and quickly. This is especially true in facilities that are not designed as assembly occupancies, i.e. hangars, museums, warehouses, etc.

b. Facilities, not designed as assembly occupancies, generally do not have the proper fire protection system installed, or the proper exit travel distance requirements, as required by Life Safety, NFPA 101.

(i) I.e. the Flightline hangars. The Station fire suppression system installed in our hangars are serviced by a Ultra Violet/Infra Red (UV/IR) sensor that once it "sees" a flame, it activates the AFFF foam turrets located in various spots in the hangar bays. From these turrets, 400 psi of water and AFFF foam is released. While this foam is being release, the turrets are oscillating 160 degrees to cover the base of an aircraft to "blanket" the fire area with foam. These turrets can also be activated by manual pull stations, which are located on the walls of the hangar bay.

3. SPECIAL EVENTS GUIDELINES:

a. The purpose of these guidelines is to familiarize event promoters, sponsors and vendors with information about special events procedures and general fire safety regulations that are enforced by the Fire Prevention Bureau. The department is committed to promoting public safety and assisting all parties involved to provide a level of service that will insure a safe and successful event. All reasonable means available must be taken to prevent such fires and to reduce damage when it does occur.

16001. CHANGE OF USE PERMIT

1. A Temporary Change of Use Permit is required for structures or portions of structures that are not classified for the use as a "Place of Assembly" and/or the change of use in assembly occupancy.

2. When would you need a Temporary Change of Use Permit for a Special Event? When the venue in which your event takes place will be on a temporary basis and you will be changing the use or type of use of the current occupancy, a temporary change in type of activity, a temporary increase in occupancy load, a temporary change in routes of exit from the venue, or a temporary introduction of an additional hazard, (e.g. food warming, display of vehicles, flammable decorations, cooking, etc.).

3. As per the National Fire Protection Association (NFPA) 101, *Life Safety Code*, an assembly occupancy includes, but is not limited to buildings or portions of buildings used for (1) the gathering of 50 or more people for such purposes as deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or (2) used as a special amusement building, regardless of occupant load.

4. Changes of use, or the multiuse of assembly occupancies, could result in the application of provisions that normally might not be considered necessary. For example, a building used as a warehouse (storage occupancy) or a hangar (industrial occupancy) must meet certain, basic code requirements for their specific occupancy. Yet these same buildings also might be used for dining, dancing, or other purposes totally foreign to a storage or industrial occupancy, thus triggering the need to meet additional stringent assembly code requirements, which can be very creative. While the **probability** of a fire in temporary use assembly occupancy might be low, the **potential** for loss of life once a fire occurs is extremely high. A fire of any magnitude can easily result in a large number of injuries and deaths. Therefore, it is essential that a change from one type of occupancy to temporary use assembly occupancy meet NFPA 101 requirements for the occupant loads, means of egress, interior finish requirements, and fire protection systems, along with requiring special attention to stages, decorations, cooking, smoking and electrical code requirements.

#### 16002 ACTION

1. If you are hosting an event in your office or work space use the "Fire & Life Safety Permit Checklist" to determine if you will need a special event permit. If you check yes to anything a special event permit will be required to keep you and your guests safe. Both the checklist and the permit can be found on the base web site under the fire department, fire prevention section.

<http://www.miramar.usmc.mil/firedepartment.html>

2. To start the process for a "Special Events - Temporary Change of Use Permit", you need to do the following:

**Step 1.** Contact your assigned Fire Inspector to start the approval process, by requesting the "Special Events - Temporary Change of Use Application/Permit" form. **You will need to submit your completed Application/Permit form to your Fire Inspector at least fourteen (14) days in advance of your event.** Once completed, return this form to your assigned Fire Inspector who will lead you through step 2.

**Step 2.** Once you have received all the required approval and turned in your Application/Permit form, it will be reviewed for compliance with NFPA 101. Once your application is approved, you will receive a copy of the approved permit. This permit needs to be kept at the event site. A Fire Department site inspection may be necessary leading up to and or the day of the event and your assigned Fire Inspector will set these up with you.

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CHAPTER 17  
FIRE WATCH

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## **17000. PURPOSE**

The purpose of this guideline is to assist building occupants, building managers and others with the proper establishment of a fire watch when required by the Fire Department.

## **17001. SCOPE**

1. This guideline shall be followed anytime a required fire alarm system, required fire sprinkler system, or any other required fire protection system is out of service. This guideline shall also be followed if a fire watch is required by the Fire Department for any other reason.

2. A FIRE WATCH is a physical inspection conducted when a building's fire alarm, sprinkler or other suppression systems, are temporarily out of service. Posting of a Fire Watch is the responsibility of the building occupant or their designated representative, which may include tenants or construction superintendents. Fire Watch personnel are required to continually patrol the facility for evidence of smoke, fire, or any abnormal conditions 24/7. Whenever a life-threatening situation is discovered, the fire watch personnel must immediately contact emergency personnel (via 911), and then alert the occupants and assist in the orderly evacuation of the facility.

## **17002. AUTHORITY**

**1. National Fire Protection Association -NFPA 101, Fire Detection, Alarm, and Communication Systems states:** "When a Fire Alarm system is out-of-service for more than 4-hours within a 24-hour period, the Fire Department will be notified and the building evacuated or an approved Fire Watch shall be provided until the Fire Alarm system has been returned to service."

**2. National Fire Protection Association - NFPA 101, Automatic Sprinklers and Other Extinguishing Equipment states:** Where a required fire protection system is out of service for more than 4-hours in a 24-hour period, the Fire Department shall be notified, and the building shall be evacuated or an approved fire watch shall be provided for all parties left unprotected by the shutdown until the sprinkler system has been returned to service. **NOTE:** Sprinkler impairment procedures shall comply with NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*.

**3. National Fire Protection Association - NFPA 101, Fire Watch states:** "The assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both in an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers."

**4. National Fire Protection Association - NFPA 1, Hot Work, Fire Watch:** "A fire watch shall be provided during hot work activities and shall continue for a minimum of 30 minutes after the conclusion of the work. The fire code official or the responsible manager under a hot work program, is authorized to extend the fire watch based on the hazards or work being performed. A fire watch is not required when the hot work area has no fire hazards or combustible exposures." Fire watch personnel shall have fire-extinguishing equipment readily available and shall be trained in the use of such equipment. Individuals assigned to fire watch duty shall be responsible for extinguishing spot fires and communicating an alarm.

**5. NFPA 241 Safeguarding Construction, Alteration, and Demolition Operations, Chapter 9 Safeguarding Roofing Operations, Fire Watch:** "A fire watch shall be conducted for at least one hour after torches have been extinguished."

### **17003. FIRE WATCH REQUIREMENTS**

**1. Fire Watch Duties-**The MCAS Miramar Fire Department may require building occupants to provide a fire watch if a fire protection system fails, if there are an excessive number of accidental activations or nuisance alarms, or a special circumstance or event. Personnel to conduct the fire watch are determined by the building management. A professional security company is not required.

**2. Definition of a Fire Watch-**The assignment of a person or persons to an area for the express purpose of notifying the fire department and/or building occupants of an emergency, preventing a fire from occurring, extinguishing small fires, or protecting the public from fire or life safety dangers.

**3. Requirements of the 2009 NFPA 101 Life Safety Code NFPA 101 - 9.6.1.6 & 9.7.6.1** Where a required Fire Alarm or Automatic Sprinkler System is out of service for more than 4 hours in a 24-hour period, the authority having jurisdiction shall be notified, and the building shall be evacuated or an approved fire watch shall be provided for all parties left unprotected by the shutdown until the fire alarm or sprinkler system has been returned to service.

#### **4. Management Responsibilities**

a. Management shall have the responsibility of providing protection from the hazards of fire for persons and property.

b. Establish, instruct and maintain fire watch personnel.

- Develop detailed, understandable, written procedures and instructions

- A fire watch shall be established and maintained throughout the building.

- The fire watch shall be performed by responsible individuals.

- The number of persons required to perform fire watch will be sufficient that the entire building can be checked every hour.

- Personnel assigned to fire watch responsibilities shall have no other responsibilities other than that of conducting the fire watch and must be fully capable of performing the duties associated with a fire watch.

c. Notify the MCAS Miramar Emergency Dispatch Center at 577-4059 that the fire system(s) is not working and again when the system has been repaired.

d. Notify your MCAS Miramar Fire Inspector that the system is not working and again when the system has been repaired.

e. Contact your PWD zone manager and submit a MAXIMO request to fix the fire protection system(s).

f. If a Fire Hazard Notice has been written, contact the Fire Inspector, on the report, when the system has been repaired (during business hours M-F, 0630-1500).

#### **17004. FIRE WATCH DUTIES**

The following steps, at a minimum, shall be implemented when a fire watch is required by the MCAS Miramar Fire Prevention Bureau:

1. Conduct periodic patrols of the entire facility as specified.

2. Identify any fire, life or property hazards.

- All areas with every building shall be visually surveyed on a continuous basis and inspected for any visual evidence of heat, smoke, or fire.

- After hours, all outside doors and gates should be closed and secured, and windows, skylights, fire doors and fire shutters should be closed.

- All oily waste, rags, paint residue, rubbish, and similar combustible items should be removed from the building(s) or reported.

- All fire protection equipment should be in place and not obstructed.
- Exit corridors should be clear.
- All exit doors should be unobstructed.
- Motors or machines not required to run continuously should be monitored.
- In all areas, including unsecured offices, conference rooms, smoking areas, lunch rooms, etc. check for electrical hazards (i.e. plugged in coffee pots, portable heaters, extension cords, overloaded electrical outlets, etc.).
- Check for carelessly discarded smoking material.
- The conditions of hazardous manufacturing processes should be noted as assigned. Dryers, furnaces and similar equipment that continue to operate during the night and on holidays and weekends should be noted on all rounds.
- Flammable and combustible materials should be stored in approved containers or storage areas.
- Check for conditions likely to cause a fire, such as leaks or spills of flammable liquids and faulty equipment.

3. If there is an emergency, immediately dial 9-1-1 and report the emergency. Give the exact address and the type of emergency.

**NOTE:** *When dialing 9-1-1 from a cellular phone, some cellular phone systems may connect the caller with another jurisdiction's emergency communications center, therefore the caller should confirm they are speaking with the MCAS Miramar emergency communications center.*

4. Notify occupants of the facility of the need to evacuate. If the fire alarm system is still functional, pull the nearest manual fire alarm pull station to activate the building fire alarm system to assist with the evacuation of the building.

5. Determine at least one means of direct communication with the MCAS Miramar Emergency Dispatch Center. A telephone or radio is acceptable.

6. Maintain a log of fire watch activities.

7. Have knowledge of the location and use of fire protection equipment, such as fire extinguishers and manual fire alarm pull stations.

8. Fire watch personnel cannot have other duties besides their assigned fire watch.

*Note: The fire watch will not perform fire-fighting duties beyond the scope of the ordinary citizen.*

**17005. FREQUENCY OF INSPECTIONS**

Fire Watch personnel should patrol the entire facility every 15 minutes in the following situations:

1. The facility has people sleeping.
2. The facility is an institutional occupancy.
3. The facility is occupied assembly occupancy.
4. Facilities that do not meet the requirements for a 15-minute patrol frequency should have a fire watch patrol every 30 minutes.

**17006. RECORD KEEPING**

A fire watch log shall be maintained at the facility. The log must be available at all times during the fire watch.

The log should show the following:

1. Address of the facility.
2. Times that the patrol has completed each tour of the facility.
3. Name of the person conducting the fire watch.
4. Record of communication(s) to the MCAS Miramar Emergency Dispatch Center.
5. Record of other information as directed by the building Fire Inspector.

**17005. CANCELLATION OF FIRE WATCH**

It is managements responsibility to cancel the fire watch once the fire protection system has been fully restored or after the end of the special circumstance or event. Once the fire watch has been cancelled, management or representative must notify the MCAS Miramar Emergency Center at 577-4059, and their building Fire Inspector (during business hours M-F, 0630-1500).



# GUIDELINES

## **GUIDELINE– Establishment of a Fire Watch**

### **PURPOSE**

The purpose of this guideline is to assist building occupants, building managers and others with the proper establishment of a fire watch when required by the Fire Department.

### **SCOPE**

This guideline shall be followed anytime a required fire alarm system, required fire sprinkler system, or any other required fire protection system is out of service. This guideline shall also be followed if a fire watch is required by the Fire Department for any other reason.

A FIRE WATCH is a physical inspection conducted when a building's fire alarm, sprinkler or other suppression systems, are temporarily out of service. Posting of a Fire Watch is the responsibility of the building occupant or their designated representative, which may include tenants or construction superintendents. Fire Watch personnel are required to continually patrol the facility for evidence of smoke, fire, or any abnormal conditions 24/7. Whenever a life-threatening situation is discovered, the fire watch personnel must immediately contact emergency personnel (via 911), and then alert the occupants and assist in the orderly evacuation of the facility.

### **AUTHORITY**

**National Fire Protection Association –NFPA 101, Fire Detection, Alarm, and Communication Systems states:** “When a Fire Alarm system is out-of-service for more than 4-hours within a 24-hour period, the Fire Department will be notified and the building evacuated or an approved Fire Watch shall be provided until the Fire Alarm system has been returned to service.”

**National Fire Protection Association – NFPA 101, Automatic Sprinklers and Other Extinguishing Equipment states:** Where a required fire protection system is out of service for more than 4-hours in a 24-hour period, the Fire Department shall be notified, and the building shall be evacuated or an approved fire watch shall be provided for all parties left unprotected by the shutdown until the sprinkler system has been returned to service. **NOTE:** Sprinkler impairment procedures shall comply with NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*.

**National Fire Protection Association – NFPA 101, Fire Watch states:** “The assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both in an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers.”

**National Fire Protection Association - NFPA 1, Hot Work, Fire Watch:** “A fire watch shall be provided during hot work activities and shall continue for a minimum of 30 minutes after the

conclusion of the work. The fire code official or the responsible manager under a hot work program, is authorized to extend the fire watch based on the hazards or work being performed. A fire watch is not required when the hot work area has no fire hazards or combustible exposures.” Fire watch personnel shall have fire-extinguishing equipment readily available and shall be trained in the use of such equipment. Individuals assigned to fire watch duty shall be responsible for extinguishing spot fires and communicating an alarm.

**NFPA 241 Safeguarding Construction, Alteration, and Demolition Operations, Chapter 9 Safeguarding Roofing Operations, Fire Watch:** “A fire watch shall be conducted for at least one hour after torches have been extinguished.”



# GUIDELINES

## **GUIDELINE– FIRE WATCH REQUIREMENTS**

### **Fire Watch Duties**

The MCAS Miramar Fire Department may require building occupants to provide a fire watch if a fire protection system fails, if there are an excessive number of accidental activations or nuisance alarms, or a special circumstance or event. Personnel to conduct the fire watch are determined by the building management. A professional security company is not required.

### **Definition of a Fire Watch**

The assignment of a person or persons to an area for the express purpose of notifying the fire department and/or building occupants of an emergency, preventing a fire from occurring, extinguishing small fires, or protecting the public from fire or life safety dangers.

### **Requirements of the 2009 NFPA 101 Life Safety Code**

**NFPA 101 - 9.6.1.6 & 9.7.6.1** Where a required Fire Alarm or Automatic Sprinkler System is out of service for more than 4 hours in a 24-hour period, the authority having jurisdiction shall be notified, and the building shall be evacuated or an approved fire watch shall be provided for all parties left unprotected by the shutdown until the fire alarm or sprinkler system has been returned to service.

### **Management Responsibilities**

1. Management shall have the responsibility of providing protection from the hazards of fire for persons and property.
2. Establish, instruct and maintain fire watch personnel.
  - Develop detailed, understandable, written procedures and instructions
  - A fire watch shall be established and maintained throughout the building.
  - The fire watch shall be performed by responsible individuals.
  - The number of persons required to perform fire watch will be sufficient that the entire building can be checked every hour.
  - Personnel assigned to fire watch responsibilities shall have no other responsibilities other than that of conducting the fire watch and must be fully capable of performing the duties associated with a fire watch.
3. Notify the MCAS Miramar Emergency Dispatch Center at 577-4059 that the fire system(s) is not working and again when the system has been repaired.
4. Notify your MCAS Miramar Fire Inspector that the system is not working and again when the system has been repaired.

5. Contact your PWD zone manager and submit a MAXIMO request to fix the fire protection system(s).

5. If a Fire Hazard Notice has been written, contact the Fire Inspector, on the report, when the system has been repaired (during business hours M-F, 0630-1500).

### **Duties of the Personnel Serving as a Fire Watch**

The following steps, at a minimum, shall be implemented when a fire watch is required by the MCAS Miramar Fire Prevention Bureau:

1. Conduct periodic patrols of the entire facility as specified.
2. Identify any fire, life or property hazards.
  - All areas with every building shall be visually surveyed on a continuous basis and inspected for any visual evidence of heat, smoke, or fire.
  - After hours, all outside doors and gates should be closed and secured, and windows, skylights, fire doors and fire shutters should be closed.
  - All oily waste, rags, paint residue, rubbish, and similar combustible items should be removed from the building(s) or reported.
  - All fire protection equipment should be in place and not obstructed.
  - Exit corridors should be clear.
  - All exit doors should be unobstructed.
  - Motors or machines not required to run continuously should be monitored.
  - In all areas, including unsecured offices, conference rooms, smoking areas, lunch rooms, etc. check for electrical hazards (i.e. plugged in coffee pots, portable heaters, extension cords, overloaded electrical outlets, etc.).
  - Check for carelessly discarded smoking material.
  - The conditions of hazardous manufacturing processes should be noted as assigned. Dryers, furnaces and similar equipment that continue to operate during the night and on holidays and weekends should be noted on all rounds.
  - Flammable and combustible materials should be stored in approved containers or storage areas.
  - Check for conditions likely to cause a fire, such as leaks or spills of flammable liquids and faulty equipment.
3. If there is an emergency, immediately dial 9-1-1 and report the emergency. Give the exact address and the type of emergency.

**NOTE:** *When dialing 9-1-1 from a cellular phone, some cellular phone systems may connect the caller with another jurisdiction's emergency communications center, therefore the caller should confirm they are speaking with the MCAS Miramar emergency communications center.*

4. Notify occupants of the facility of the need to evacuate. If the fire alarm system is still functional, pull the nearest manual fire alarm pull station to activate the building fire alarm system to assist with the evacuation of the building.

5. Determine at least one means of direct communication with the MCAS Miramar Emergency Dispatch Center. A telephone or radio is acceptable.
6. Maintain a log of fire watch activities.
7. Have knowledge of the location and use of fire protection equipment, such as fire extinguishers and manual fire alarm pull stations.
8. Fire watch personnel cannot have other duties besides their assigned fire watch.

Note: *The fire watch will not perform fire-fighting duties beyond the scope of the ordinary citizen.*

### **Frequency of Inspections**

Fire Watch personnel should patrol the entire facility every 15 minutes in the following situations:

1. The facility has people sleeping.
2. The facility is an institutional occupancy.
3. The facility is occupied assembly occupancy.
4. Facilities that do not meet the requirements for a 15-minute patrol frequency should have a fire watch patrol every 30 minutes.

### **Record Keeping**

A fire watch log shall be maintained at the facility. The log must be available at all times during the fire watch.

The log should show the following:

1. Address of the facility.
2. Times that the patrol has completed each tour of the facility.
3. Name of the person conducting the fire watch.
4. Record of communication(s) to the MCAS Miramar Emergency Dispatch Center.
5. Record of other information as directed by the building Fire Inspector.

### **Cancellation of Fire Watch**

It is managements responsibility to cancel the fire watch once the fire protection system has been fully restored or after the end of the special circumstance or event.

Once the fire watch has been cancelled, management or representative must notify the MCAS Miramar Emergency Center at 577-4059, and their building Fire Inspector (during business hours M-F, 0630-1500).



# MIRAMAR FIRE DEPARTMENT

P.O. Box 452006 • SAN DIEGO, CALIFORNIA 92145-2006 • PHONE (858) 577-1962 • FAX (858) 577-6535

## MCAS Miramar Fire Prevention Bureau Information Regarding Special Events - Temporary Change of Use Permit

A Temporary Change of Use Permit is required for structures or portions of structures that are not classified for the use as a “Place of Assembly” and/or the change of use in assembly occupancy.

When would you need a Temporary Change of Use Permit for a Special Event? When the venue in which your event takes place will be on a temporary basis and you will be changing the use or type of use of the current occupancy, a temporary change in type of activity, a temporary increase in occupancy load, a temporary change in routes of exit from the venue, or a temporary introduction of an additional hazard, (e.g. food warming, display of vehicles, flammable decorations, cooking, etc.).

As per the National Fire Protection Association (NFPA) 101, *Life Safety Code*, an assembly occupancy includes, but is not limited to buildings or portions of buildings used for (1) the gathering of 50 or more people for such purposes as deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or (2) used as a special amusement building, regardless of occupant load.

Changes of use, or the multiuse of assembly occupancies, could result in the application of provisions that normally might not be considered necessary. For example, a building used as a warehouse (storage occupancy) or a hangar (industrial occupancy) must meet certain, basic code requirements for their specific occupancy. Yet these same buildings also might be used for dining, dancing, or other purposes totally foreign to a storage or industrial occupancy, thus triggering the need to meet additional stringent assembly code requirements, which can be very creative. While the **probability** of a fire in temporary use assembly occupancy might be low, the **potential** for loss of life once a fire occurs is extremely high. A fire of any magnitude can easily result in a large number of injuries and deaths. Therefore, it is essential that a change from one type of occupancy to temporary use assembly occupancy meet NFPA 101 requirements for the occupant loads, means of egress, interior finish requirements, and fire protection systems, along with requiring special attention to stages, decorations, cooking, smoking and electrical code requirements.

To start the process for a “Special Events – Temporary Change of Use Permit”, you need to do the following:

**Step 1.** Contact your assigned Fire Inspector to start the approval process, by requesting the “*Special Events – Temporary Change of Use Application/Permit*” form. **You will need to submit your completed Application/Permit form to your Fire Inspector at least fourteen (14) days in advance of your event.** Once completed, return this form to your assigned Fire Inspector who will lead you through step 2.

**Step 2.** Once you have turned in your Application/Permit form, it will be reviewed for compliance with NFPA 101. Once your application is approved, you will receive a copy of the approved permit. This permit needs to be kept at the event site. A Fire Department site inspection may be necessary and your assigned Fire Inspector will set-up the date and time with you.

**IF YOU NEED FURTHER ASSISTANCE PLEASE CALL YOUR ASSIGNED FIRE INSPECTOR OR FIRE DEPARTMENT HEADQUARTERS AT 577-1962.**



# MIRAMAR FIRE DEPARTMENT

P.O. Box 452006 • SAN DIEGO, CALIFORNIA 92145-2006 • PHONE (858) 577-1962 • FAX (858) 577-6535

## MCAS MIRAMAR FIRE PREVENTION

### FIRE & LIFE SAFETY PERMIT CHECKLIST

**Answer the following questions to determine whether a Special Event Permit and/or Temporary Change of Use Permit will be required from the MCAS Miramar Fire Prevention Bureau.**

1. Will there be more than 50 people attending the event ?  Yes  No
2. Will the event be utilizing a space or room in a capacity other than its intended use?  
(i.e. using a hangar, gym, warehouse for a party)  Yes  No
3. Will there be any open flames (i.e. sternos for food warming)?  Yes  No
4. Will a barbecue or grill be used in the event?  Yes  No
5. Will a generator(s) be utilized for this event?  Yes  No
6. Will the event be utilizing a tent with a cumulative area exceeding 200 sq. ft.?  Yes  No  
or  
A canopy with a cumulative area exceeding 400 sq. ft.?  Yes  No  
  
*(Please note: Multiple tents or canopies within 10 feet of each other will be considered as one and their square footage added as the cumulative area.)*
7. Will compressed gas cylinders (helium, propane) be used or present at the event?  Yes  No
8. Is the event a carnival, fair, circus, TCE, haunted house or exposition?  Yes  No
9. Will vehicles, aircraft, or other internal combustion engines be on display within a building?  
 Yes  No
10. Will the event require access onto the flightline for non-CAC card users?  Yes  No
11. Will any roads be required to be closed off?  Yes  No

**If any of the boxes for the questions above are checked “Yes”, than a Special Event permit must be approved through the Fire Prevention Bureau. These permits have to be submitted 14-days prior to the event. Contact the Fire Prevention Bureau at 577-1962 for more information.**



# MIRAMAR FIRE DEPARTMENT

P.O. Box 452006 • SAN DIEGO, CALIFORNIA 92145-2006 • PHONE (858) 577-1962 • FAX (858) 577-6535

## MCAS Miramar Fire Prevention Bureau Special Event - Temporary Change of Use Application/Permit

Permit #: \_\_\_\_\_

### GENERAL INFORMATION:

Organization/Squadron: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start/Ending Times of the Event: \_\_\_\_\_

Location: \_\_\_\_\_

Description of Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of people expected at the event: \_\_\_\_\_

Date & time set-up to begin: \_\_\_\_\_

Date & time break-down to be completed: \_\_\_\_\_

### AFFF SYSTEM:

(for events in Aircraft Hangars only)

Dates you will be requesting the AFFF System be secured: \_\_\_\_\_

Dates you will be requesting the AFFF System be re-activated: \_\_\_\_\_

### RESPONSIBLE PARTIES:

(must list 2)

Responsible Party Name: \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Responsible Party Name: \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

### OTHER INFORMATION:

Circle one  
that applies:

#### Are you planning to use:

Tents? YES NO if YES, how many? \_\_\_\_\_

Canopies? YES NO if YES, how many? \_\_\_\_\_

Generator? YES NO if YES, how many? \_\_\_\_\_

Open Flame Devices? YES NO if YES, what type? \_\_\_\_\_

(i.e. candles, pyrotechnics)

Food Service Operations? <i>(i.e. food warming sterno/chafing dishes, BBQ's, portable cooking equipment, etc.)</i>	YES	NO	if YES, what types? _____
Compressed Gas Cylinders? <i>(i.e. helium, propane)</i>	YES	NO	if YES, what types, how many, tank size? _____
Furnishings, Decorations, Scenery? <i>(Other than table linens and non-flammable table top decorations)</i>	YES	NO	if YES, what types? _____
Static Displays?	YES	NO	if YES, what type & how many? _____
A Stage?	YES	NO	if YES, what is the dimension? _____
Round tables?	YES	NO	if YES, what are the dimension and how many? _____
Rectangle tables?	YES	NO	if YES, what is the dimension and how many? _____
Seating? <i>(i.e. Grandstands, Festival Seating, Folding Chairs )</i>	YES	NO	if YES, what type & how many? _____
Sound equipment? <i>(i.e. for a DJ, band, speaker, etc.)</i>	YES	NO	if YES, what is the dimension? _____
Other? _____			_____

**Fourteen days prior to your event, please submit the following with your permit application:**

1. A floor plan of your event (your Fire Inspector will inform you what's required).
  - a. Plans must show interior building layout and how the square footage is to be used.
2. A site plan of your event (your Fire Inspector will inform you if its required).
  - a. Plans must show the exterior layout (i.e. booths, road closures, fire lanes, etc.)

<b>OFFICE USE ONLY:</b>	
Floor Plan Approved?	Yes <input type="checkbox"/> / No <input type="checkbox"/> / N/A <input type="checkbox"/>
Site Plan Approved?	Yes <input type="checkbox"/> / No <input type="checkbox"/> / N/A <input type="checkbox"/>
BBQ Permit Required?	Yes <input type="checkbox"/> / No <input type="checkbox"/> / N/A <input type="checkbox"/> Issued? Yes <input type="checkbox"/> / No <input type="checkbox"/>
Flame Retardancy Certificate Required?	Yes <input type="checkbox"/> / No <input type="checkbox"/> / N/A <input type="checkbox"/>
Date Permit Issued:	_____
Date Permit is issued for:	_____
<b>FIRE PREVENTION BUREAU/CODE ENFORCEMENT:</b>	
A site inspection was completed on _____ at _____	
confirmed that the site is in compliance with the Conditions of the Temporary Use Permit referenced above and NFPA 1, NFPA 101 codes. All necessary permits have been posted or otherwise verified.	
Comments: _____	
<b>NAME OF INSPECTOR (PRINT)/SIGN AND DATE</b>	



# MIRAMAR FIRE DEPARTMENT

P.O. Box 452006 • SAN DIEGO, CALIFORNIA 92145-2006 • PHONE (858) 577-1962 • FAX (858) 577-6535

## MCAS Miramar Fire Prevention Bureau Special Event - Temporary Change of Use Clearance Process

The following standards shall be adhered to for all Special Events aboard MCAS Miramar.

1. All Special Events – Temporary Change in Use will require various department clearances and shall be processed in the following order: *(NOTE: Some uses may not require approval from all of the following departments; the Miramar Fire Department will identify which department approvals are necessary. (Call 577-1962 for more information.)*

\_\_\_\_\_ **STATION OPERATIONS contact: Station OPS/S-3 OPSO (577-4491) or ODO (577-4277):**

All uses involving any facility on the Flightline will require Station Operations approval. Station Operations will verify if there are any upcoming issues/events on the Flightline that may require changing your scheduled event.

- Approved**
- Disapproved**

\_\_\_\_\_  
Signature

\_\_\_\_\_ **INSTALLATIONS AND LOGISTICS, PWD contact your Zone Manager:**

All uses involving any facility aboard the installation, must be approved by the appropriate building PWD Zone Manager. The building Zone Manager will be able to verify if any upcoming construction project(s) or a planned out-of-service Fire Alarm/Fire Suppression System may facilitate changing the dates of the event.

- Approved**
- Disapproved**

\_\_\_\_\_  
Signature

\_\_\_\_\_ **PROVOST MARSHAL contact: PMO Operations Officer (577-1283) or Asst. Operations Officer (577-5003):**

Special Event uses will require Provost Marshal approval if the event involves road closures, flight line access for non-access approved personnel, access to the station by non-CAC card personnel, etc.

- Approved**
- Disapproved**

\_\_\_\_\_  
Signature

\_\_\_\_\_ **H&HS SAFETY contact: Supervisory Safety Specialist (577-1356):**

Depending on the event, the Supervisory Safety Specialist may require an Operational Risk Management (ORM) to be developed.

- Notification made**

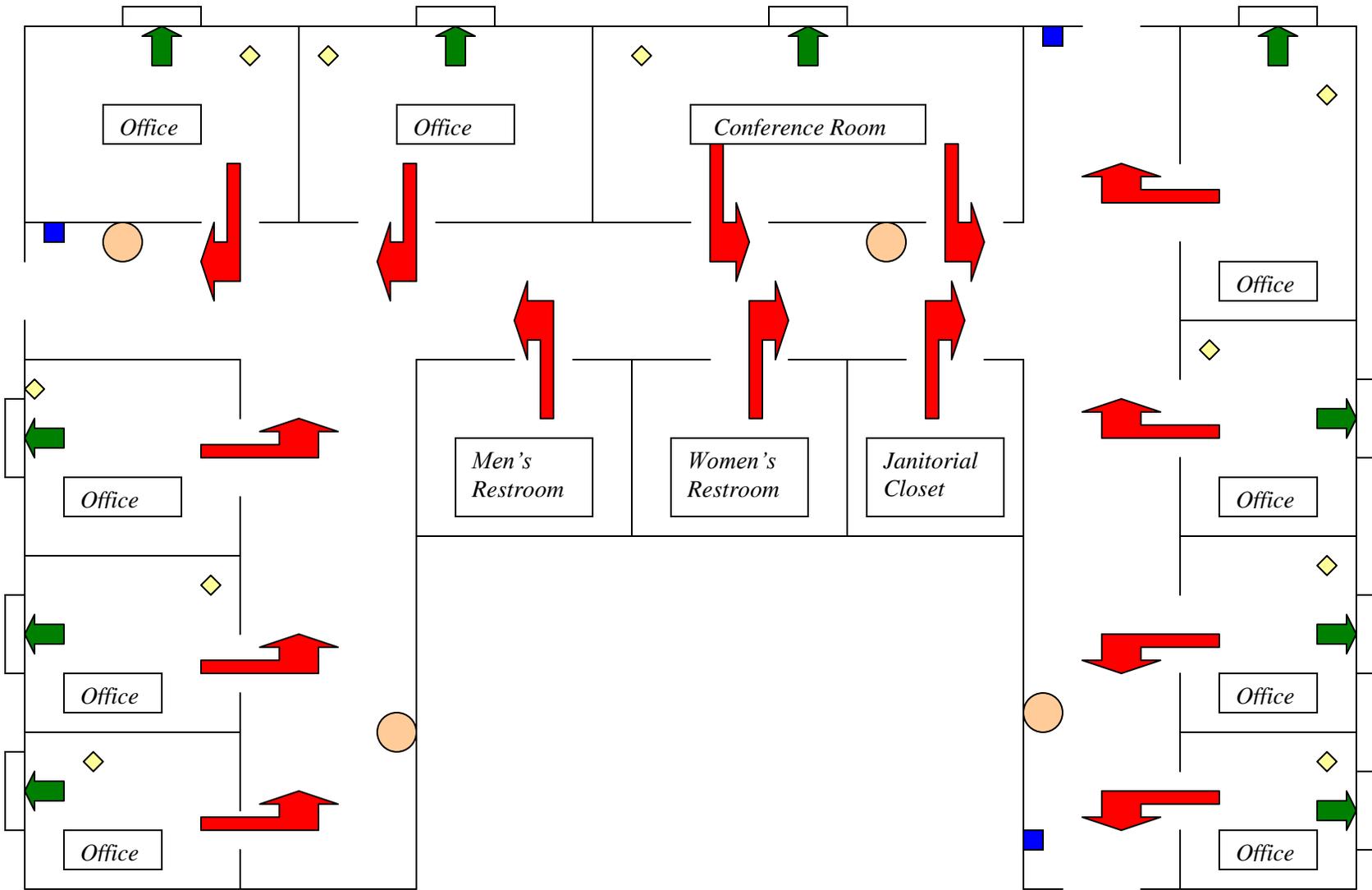
\_\_\_\_\_  
Signature

\_\_\_\_\_ **FIRE DEPARTMENT contact your assigned Fire Inspector or Fire Department Office (577-1962):**

Special Event uses will require Fire Department approval, applicant is required to contact the Fire Prevention Bureau and obtain an approval stamp on the proposed floor/site plan prior to submittal of the Special Event Permit application.

- Approved**
- Disapproved**

\_\_\_\_\_  
Signature



**SOP FOR FIRE REGULATIONS  
BUILDING XXXX EVACUATION ROUTES**

**Note: Evacuation routes should be shown in red.**

**LEGEND**

-  Primary evacuation routes
-  Secondary evacuation routes
-  Fire alarm pull stations
-  Fire extinguishers
-  Telephone

*Your heading*

11320  
*your code*  
*date*

From: *Your name/organization*  
To: Assistant Chief of Prevention

Subj: FIRE WARDEN DESIGNEES

Ref: (a) StaO P113020.1F

1. As per the reference, the following designees are assigned as the Primary and Alternate Fire Wardens for each of our assigned facilities:
2. If you have any questions, please contact me at \_\_\_\_\_.

<u><i>NAME/RANK</i></u> <i>(circle Primary or Alternate)</i>	<u><i>PHONE</i></u> <u><i>NUMBER</i></u>	<u><i>BUILDING</i></u> <u><i>ASSIGNED TO</i></u>
1.  <b>PRIMARY / ALTERNATE</b>		
2.  <b>PRIMARY / ALTERNATE</b>		
3.  <b>PRIMARY / ALTERNATE</b>		
4.  <b>PRIMARY / ALTERNATE</b>		
5.  <b>PRIMARY / ALTERNATE</b>		
6.  <b>PRIMARY / ALTERNATE</b>		
7.  <b>PRIMARY / ALTERNATE</b>		
8.  <b>PRIMARY / ALTERNATE</b>		

***YOUR NAME/SIGNATURE***  
***YOUR TITLE***

FIRE EXIT DRILL REPORT  
MCASET 11320/6 (REV 11-00)

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From:

To: Structural Fire Protection Division, Building 7208 (Code 5CA)

Building Number: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone #: \_\_\_\_\_ Date of Fire Drill: \_\_\_\_\_ Time of Fire Drill: \_\_\_\_\_

Number of Participating Personnel: \_\_\_\_\_

Remarks: \_\_\_\_\_

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SIGNATURE AND TITLE OF PERSON CONDUCTING FIRE DRILL

INSTRUCTIONS FOR CONDUCTING A FIRE DRILL:

1. In facilities where fire alarm systems are installed, the Fire Warden will schedule a date for the Fire Prevention Division to conduct the fire drill.
2. In facilities where there is no fire alarm system, the facility Fire Warden is responsible for conducting the fire drill.
3. Fire drills shall be **scheduled two (2) weeks in advance** of the drill.
4. The Fire Warden may request the presence of a Fire Prevention Inspector.
5. Call the Fire Prevention Division at ext. 7-1962 to notify/schedule the drill.
6. As part of the fire drill, at least one person shall notify the Fire Department by utilizing the fire reporting number "9-1-1".
7. Frequency of fire drills shall be as follows:
  - a. Child Day Care Centers and Correctional Facilities: **MONTHLY**
  - b. Barracks and High Hazard Industrial Buildings: **SEMI-ANNUALLY**
  - c. All others: **ANNUALLY**
8. Remarks should include, but not limited to the following:
  - a. Discrepancies noted.
  - b. Time (in minutes) it took for the building to be evacuated.
9. Upon completion of the fire drill, the Fire Exit Drill Report shall be completed and sent to the Fire Prevention Division, building 7208, code 5CA or FAX the report to 7-6535.