



**DEPARTMENT OF THE NAVY**

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28 Nov 16

**U.S. NAVAL STATION, GUANTANAMO BAY, CUBA INSTRUCTION 11320.1B**

From: Commanding Officer, U.S. Naval Station, Guantanamo Bay, Cuba

Subj: FIRE PROTECTION AND PREVENTION RULES AND REGULATIONS

Ref: (a) Unified Facilities Criteria (all inclusive)  
(b) OPNAVINST 5100.23G  
(c) NFPA Codes (all inclusive)  
(d) NAVFACINST 11320.22  
(e) OPNAVINST 11320.23G  
(f) International Building Code  
(g) International Fire Code  
(h) RADM Butler, R.W. memo of 20 Dec 13

Encl: (1) Fire Protection and Prevention Rules and Regulations  
(2) Fire Warden Designation Memorandum  
(3) NSGB Fire Warden Program  
(4) Bonfire/Campfire Permit  
(5) Magazine Hot Work Permit  
(6) RADM Butler, R.W. memo of 20 Dec 13

1. Purpose. To establish Fire Prevention Policies and Fire Protection Regulations for the Commanding Officer, U.S. Naval Station, Guantanamo Bay, Cuba (NSGB), all tenant commands, contractor activities, military, and civilian operations per references (a) through (h) and enclosures (1) through (6).

2. Cancellation. NAVSTAGTMOINST 11320.1A. This instruction is a complete revision and should be read in its entirety.

3. Background. The National Fire Protection Association (NFPA) and other Department of the Navy publications mandate certain practices to be followed regarding fire prevention. This instruction establishes the regulations and policies governing NSGB with regard to fire prevention and actions to be taken in case of fire.

4. Scope. This instruction establishes internal policy for NSGB only and is not intended to, nor does it, create any rights, substantive or procedural, enforceable at law or equity by any victim, witness, suspect, accused or other person in any matter, civil or criminal, and places no limits on the lawful prerogatives of the Navy or its officials. Other military branch (Army, Air Force, Coast Guard, or Marine Corps) publications which are not listed in this instruction shall not be used to determine fire safety requirements.

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5. Action. All NSGB Department Heads, Department Supervisors, and tenant commands must ensure that sound fire prevention procedures are established and practiced per this instruction.
6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAVINST 5210.8.



D. C. CULPEPPER

Distribution:

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**FIRE PROTECTION AND PREVENTION RULES AND REGULATIONS**

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Enclosure (5)	Memorandum by RADM Butler, R.W., Dated 20 DEC 13	

## **CHAPTER 1**

### **INTRODUCTION**

1. Directive. To set forth basic policy and procedures concerning Fire Prevention And Fire Protection Programs at NSGB in accordance with current Navy instructions, sound engineering practices, and other applicable regulations.
2. Responsibility. All personnel attached or assigned to NSGB, including subordinate and tenant commands, contract personnel, military, and civilians shall adhere to these regulations.
3. Support. Full cooperation of all personnel is required.
4. Changes. All requests for changes to these regulations shall be submitted to the NSGB Fire Chief for consideration.
5. Effective Date. These regulations supersede existing orders and regulations and are effective upon receipt.
6. Basic Policy. The Fire Prevention Program is established to minimize or eliminate the cause of property damage, injury, and loss of life due to fire. Particular emphasis must be placed on fire prevention and education as a means to achieve a total Fire Protection Program.
  - a. Fire safety depends in large part upon the effective implementation of the Fire Prevention Program. Attainment of this objective requires sound concerted direction from the Commanding Officers (CO) and Officers-in-Charge (OIC) of all activities located on NSGB working as a team to attain the greatest possible degree of fire safety for all concerned.
  - b. All personnel onboard NSGB are required to exercise the same level of fire safety precautions to prevent fires. Additional fire safety duties may be assigned by the CO as necessary.
  - c. The Fire Chief is charged with the primary responsibility for implementing fire suppression and prevention, to include inspection and elimination of all possible fire hazards as well as a comprehensive Public Fire Safety Education Program. The head of each activity is charged with enforcement of these regulations.
  - d. Reference (c), shall be used to the greatest extent possible as the definitive guide to fire safety and fire prevention procedures.
  - e. It is the responsibility of the occupant to take all necessary steps to correct fire safety deficiencies.
7. Tasking in the Event of a Fire.
  - a. The NSGB Fire Chief or his/her designated representative is the Incident Commander in charge of all fire suppression, weapons of mass destruction emergencies, and rescue operations including Hazardous Material Incidents.

- b. The Naval Security Force (NSF), will provide crowd/vehicle control and on-scene security, upon request of the Fire Chief or Senior Fire Officer on duty.
  - c. The Public Works Department (PWD) will, when requested by the Fire Chief, have electricity, water, and other utilities cut off to structures. The Public Works Officer will also take necessary steps to insure that sufficient water supplies are available for fire suppression efforts.
  - d. The OIC of an activity shall respond to the scene and report to the Incident Commander when requested regarding an incident at a facility under their responsibility. The OIC shall provide any assistance as requested by the Incident Commander.
  - e. Upon a fire alarm activation personnel in a building or area involved in a fire shall evacuate the area immediately; render assistance immediately if safe to do so. Senior Managers shall report persons unaccounted for to the Incident Commander.
  - f. Guards, sentries, or other personnel will not impede the passage of fire apparatus responding to emergencies within any area, to include all limited access areas.
8. Applicability. These fire regulations apply to all personnel onboard NSGB and facilities.
9. Definitions.
- a. The following definitions are used within this document and in connection with fire protection and prevention.
  - b. Authority Having Jurisdiction (AHJ). The Fire Chief as designated by CO, NSGB shall have jurisdiction in all matters concerning the prevention and suppression of fires.
  - c. Combustible. Any material capable of undergoing the chemical process involving rapid oxidation sufficient to produce heat, but not related to any specific ignition temperature.
  - d. Combustible Liquid. A liquid having a flash point at or above 100 degrees Fahrenheit (38 degrees Celsius).
  - e. Draft Stop. See Fire Stop below.
  - f. Fire Area. An area of a building separated from the remainder of the building by construction having a fire resistance of at least one hour and having all communicating openings properly protected, or by 100 feet of distance.
  - g. Fire Hazard.
- (1) Materials of more than average combustibility or materials that are dangerous because of their explosive nature, instability, or toxicity.

(2) The overall degree of fire vulnerability of a property.

(3) To describe the rate of burning of specific combustible material.

h. Fire Stop. Fire-resistant material, barrier, or construction installed in concealed spaces or between structural elements of a building to prevent the extension of fire through walls, ceilings, etc.

i. Hazardous Material (HAZMAT). Any item or agent (biological/chemical/physical) which has the potential to cause harm to humans/animals, or the environment, either by itself or through interaction with other factors.

j. Hot Work. Work that creates high heat, sparks, open flame, and presents a risk of starting a fire. Examples are welding, brazing, cutting, and grinding.

k. Incident Command System (ICS). A standardized organizational structure used to command/control and coordinate the use of resources and personnel that have responded to the scene of an emergency.

l. International Building Code (IBC).

m. International Fire Code (IFC).

n. National Fire Protection Association (NFPA).

o. Non-Combustible. Any material which, in the form in which it is used and conditions anticipated, will not ignite, burn/ support combustion or release flammable vapors, when subject to fire or heat.

p. Safety Match. A match capable of being ignited only on a specially prepared friction surface.

q. Shall. Indicates a mandatory requirement.

r. Permit. A written license granted by the Fire Chief or his designated representative.

s. Unified Facilities Criteria.

t. Unit Fire Warden. Commanding Officer as the safety matters. The individual designated by the primary point of contact for all fire and safety matters.

## **CHAPTER 2**

### **FIRE SUPPRESSION EQUIPMENT**

1. NFPA and IBC. Shall be used by the Fire Department as the reference for the installation and maintenance of all portable and fixed firefighting appliances.

a. The Fire Chief shall be advised of all scheduled maintenance and potential impairment of all systems prior to work starting. At the completion of such work the Fire Chief shall be advised that the system is fully functional.

b. All fire alarm, detection, sprinkler, and protection systems will be serviced only by certified and qualified service technicians.

c. The PWD shall be tasked with all maintenance and testing of systems. In the event the contracting of maintenance and testing to the fire detection and suppression is authorized, the contracting agency shall provide certification of all qualified technicians assigned to perform such tasks. Building occupants will not test, maintain or modify any fire detection or suppression system.

#### 2. Fire Extinguishers.

a. Portable fire extinguisher monthly inspection shall be the responsibility of each command, tenant command, and contract agencies assigned to NSGB departments shall seek Fire Department guidance in purchasing, type, required amount, location, and mounting of fire extinguishers. Fire Department will provide replacement fire extinguishers to command, tenant command, NGIS, and Navy Lodging. Joint Task Force (JTF) and contractors will provide their fire extinguishers.

b. Mounting of fire extinguishers is the responsibility of the activity as directed by the Fire Department. Portable fire extinguishers must be provided where required by National Fire Protection Association (NFPA) 101, Life Safety Code. Portable fire extinguishers must be located and installed in accordance with NFPA 10, Portable Fire Extinguishers. Fire extinguishers shall be located so that the maximum travel distances shall not exceed 75 ft. (22.9 m).

c. Fire extinguishers shall be located along paths of exit travel. Extinguishers shall not be located in offices, rooms, or areas subject to being locked.

d. Fire extinguishers can be removed from their assigned location for firefighting and maintenance only. Fire extinguishers shall not be used as doorstops or any other unapproved function.

e. Per reference (c), extinguishers shall be mounted as directed by the Fire Department. They shall not be moved or relocated without prior authorization of the Fire Department except as noted in paragraph 2d. The base of fire extinguishers shall be at least four inches off the ground, but the top of the extinguisher handle shall be no higher than five feet above ground.

f. Monthly inspection of fire extinguishers is the responsibility of the facility Fire Warden or Facility Manager.

g. Any person finding indications that a fire extinguisher has been discharged and is not serviceable shall notify the unit Fire Warden or Facility Supervisor. The unit Fire Warden shall take unserviceable fire extinguishers to the HAZMAT Department. Missing extinguishers shall be replaced by the activity under direction of the Fire Department.

h. Any person discharging a fire extinguisher shall immediately report the reason to the Fire Department. A discharged fire extinguisher shall not be placed back in service, even if the gauge may indicate FULL. Another sign of discharge is white residue inside the discharge nozzle.

i. Fire extinguishers for new construction or addition to existing buildings shall be provided by the activity as part of the project.

j. Adequate access shall be maintained for all extinguishers with a minimum of 36 inches of clear space shall be maintained around all extinguishers.

k. During alteration, modernization, renovation, modification, or rehabilitation, no fire extinguishers shall be removed from the assigned location(s) without the approval of AHJ.

l. Because NSGB does not have a fire extinguisher contractor to perform maintenance, servicing, and hydrostatic testing per reference (c), an exception shall be made. Extinguishers shall be replaced every 12 years from the manufacture date.

### 3. Sprinkler Systems.

a. All sprinkler systems shall be installed, tested, and maintained in accordance with requirements of references (c) and (d).

b. No material of any type shall be hung from or attached to any sprinkler system piping, deflector, valves, or any fire protection equipment.

c. Storage of material in areas where sprinkler deflectors are located shall have a clearance of:

(1) 18 inches below the sprinkler deflector throughout the entire area, if storage is less than 15 feet in height.

(2) 36 inches below the sprinkler deflector throughout the entire area, if storage is greater than 15 feet in height.

(3) 18 inches below joist, beams, rafters and roof trusses throughout the entire area, if storage is less than 15 feet in height.

(4) 36 inches below joist, beams, rafters, and roof trusses throughout the entire area, if storage is greater than 15 feet in height.

(5) 60 inches below the sprinkler deflector throughout the entire area, if hazardous material is stored.

d. A minimum of 15 feet of clear space shall be maintained around all sprinkler control valves, Fire Department Connections (FDC), and Outside Stem & Yoke (OS&Y) valve located on or adjacent to buildings.

e. No furniture, rubbish, or motorized vehicles shall be stacked, parked, stored, or left in place that obstructs or restricts access to sprinkler system valves, FDC, and Post Indicator Valves

f. Areas designated as a sprinkler system room shall be used solely for such purpose, no other storage shall be authorized, and room shall be identified.

g. All family residential homes that change occupancy and becomes a converted/diverted home shall have a sprinkler system installed per reference (a).

h. All new lodging and rooming homes, including all Cuzcos trailers and residential homes, shall be equipped with an operating fire sprinkler system per reference (a).

#### 4. Fire Hydrants, Mains and Water systems.

a. No activity (military, civilian, or contractor) shall use fire hydrants without written authorization from the AHJ.

b. No attachments, temporary or permanent, shall be made to any hydrant or system without written approval of the Fire Chief.

c. Only hydrant wrenches shall be used to open and close fire hydrants.

d. Fire Hydrants shall be marked in accordance with reference (c).

e. A 10-foot circumference around all hydrants shall be maintained free of grass and shrubbery, and motorized vehicles shall not block or obstruct a fire hydrant.

f. Fire hydrants shall have a back flow preventer when authorized by the AHJ for use other than during emergency use.

#### 5. Fire Alarm and Detection.

a. All systems will be installed, tested, modified, and maintained per references (c) and (d).

b. Audible alarm devices shall not be tampered with. Foreign material shall not be used to muffle or make ineffective the operation of any audible device. Any person(s) found to have tampered with any fire protection systems directly or indirectly shall be subject to the Uniform Code of Military Justice (UCMJ) or disbarred.

c. Access to these fire alarm panels and devices shall not be blocked or obstructed. A minimum clearance of 36 inches shall be maintained around all panels or boxes.

d. Fire alarm boxes shall not be obscured or blocked.

e. All base housing and lodging facilities to include tenant commands and contractor residential quarters shall have an operational smoke detector.

f. Where two or more smoke detectors are installed within a residential unit, suite of rooms, or similar area, they shall be arranged so that operation of any smoke detector shall cause the detectors all areas within the residential unit, suite of rooms, or similar area to activate simultaneously.

g. All government owned or leased housing units and lodging facilities shall have hard wired, with a battery backup, smoke detectors on each floor and each bedroom or guest room. Smoke detectors shall be operational at all times when unit is occupied. Primary powered battery smoke detectors are prohibited.

h. Smoke detectors shall be tested as follows:

(1) Occupant initial check-in.

(2) Every six months, including mandatory battery change and dust cleaning.

(3) Annually.

i. Fire Prevention Staff shall coordinate, along with Housing Representatives, Lodging Managers, and Residential Contractor Representative, an inspection program that encompasses the maintenance and inspection of smoke detectors as directed by NFPA, Unified Facilities Criteria (UFC) and local instruction. The inspection program shall include:

(1) Family Housing.

(a) Prior to occupant initial check-in and during change of occupancy, testing shall be conducted by designated authority and verify by facility manager.

(b) Managers shall perform a smoke detector test annually, this includes vacant units. Every six months batteries shall be replaced in all units regardless of working condition.

(c) Occupant shall be responsible for performing a smoke detector operations test monthly. Defective units shall be reported immediately to the housing trouble desk.

(2) Bachelor Housing.

(a) Prior to occupant initial check-in, and during occupancy change, testing shall be

conducted by designated authority and verify by Facility Manager and occupant, such verification shall include occupant and manager signatures of operational test.

(b) Designated authority shall inspect smoke detectors during random room inspections, escorting maintenance personnel, or when smoke detector tampering is evident.

(c) Managers shall implement and ensure that a testing, maintenance, and battery replacement program provides reliability of power to smoke detectors/alarms in all units, including vacant units, per reference 5.h. and NFPA 101, chapter 26.3.4.5.3.

(d) Occupant shall be responsible for performing a smoke detector operations test monthly. Defective units shall be reported immediately to the front desk.

(3) Transient Lodging Facilities.

(a) Managers shall implement and ensure that a testing, maintenance, and battery replacement program provides reliability of power to smoke detectors/alarms in all units, including vacant units, in accordance with reference 5.h. and NFPA 101, chapter 26.3.4.5.3.

(b) Fire safety brochures and prevention information shall be provided in each room or provided at check in.

j. Public education briefs and prevention methods shall be provided to all who reside in family, bachelor housing, and lodging facilities within 30 days of occupancy. This briefing will be available during the newcomer's Base Indoctrination Program.

k. Fire Department personnel shall conduct evacuation drills annually in all bachelor housing and lodging facilities. Evacuation drills will ensure the validating of system operability.

1. Fire Prevention personnel shall provide briefings to all new residential occupants. Each briefing shall include instruction of basic fire safety, battery replacement of smoke detectors, and provide fire safety handouts. This briefing will be available during the newcomer's Base Indoctrination Program.

m. Maintenance and tests. Fire warning devices shall be maintained and tested in accordance with the manufacturer's published instructions and per the requirements of this instruction.

n. Smoke detectors and combination of devices shall be installed in accordance with the manufacturer's listing and published instructions. Smoke detectors shall be replaced when they fail to respond to tests.

o. Smoke detectors installed in bachelor and family housing shall not remain in service longer than ten years from the date manufacture as per UFC 3-601-02 Table 3-1. Housing managers shall record manufacture dates for each smoke detector assigned.

p. All family housing units that change occupancy and become a converted/diverted home shall have a fire alarm/mass notification device system with sounder base smoke detectors and pull stations, all connected to the Monaco Reporting System.

q. All lodging and rooming homes, including all Cuzcos trailers and barracks, shall be equipped with a fire alarm/mass notification system with sounder base smoke detectors and pull stations, all connected to the Monaco Reporting System.

#### 6. Hoods, Ducts, and Other Installed Systems.

a. Per references (c) and (d) all systems shall be installed, tested, modified, and maintained.

b. All modification to systems shall require prior written approval by the AHJ.

c. No stove, grill, fryer, or other related equipment installed under a hood system shall be removed from its approved location without prior written approval from the AHJ.

d. All cooking stoves shall be installed under a ventilation hood.

e. Hood and exhaust systems shall be maintained free of grease accumulations. Below is the frequency inspection for grease buildup:

(1) Serving solid fuel cooking operations – Monthly.

(2) Serving high-volume cooking operations, such as charbroiling, Wok cooking and 24-hour cooking – Quarterly.

(3) Serving moderate-volume cooking operations - Semi- annually.

(4) Serving low-volume cooking operations, such as churches, seasonal business or senior centers – Annually.

f. Inspection and maintenance of all hood systems and equipment shall be conducted by properly trained and qualified persons and will include cleaning of exhaust systems, fans, duct, or other equipment.

g. Maintenance of the fire-extinguishing systems and listed exhaust hoods containing a constant or fire-activated water system listed to extinguish all hood systems fires shall be made by properly trained, qualified, and certified person(s) acceptable to the AHJ at least every six months. Fusible links on fire damper assemblies and automatic sprinkler heads shall be replaced at least semi-annual or more frequent if necessary as per AHJ. More frequent cleaning may be dictated depending on heavy use oil and fat cooking appliances which could lead to heavier grease build-up.

h. Cooking operations shall not be allowed if a cooking suppression system becomes non-operational.

i. The only fire extinguishers authorized for use in the kitchen will have the classification of ABC. Class K fire extinguishers will be available if oil/fat cooking appliances are used per reference 6.j.

j. Class K fire extinguishers shall be provided for cooking appliance hazards that involve combustible cooking media (vegetable oils, animal oils, and fats) in accordance with NFPA 96, chapter 10.10.2.

## 7. Fire Doors and Shutters.

a. All fire doors, shutters, and windows will be installed, maintained, and tested in accordance with reference (c).

b. Fire doors and shutters shall not be wedged or blocked in the open position.

c. Fire doors and shutters shall be maintained in an operable condition at all times; material shall not be stacked against or stored in such a manner as to impair the operation of fire doors and shutters.

d. Manufacturer's labels and listings on these doors shall not be painted or otherwise defaced.

e. Fire doors and shutters shall be repaired and maintained by qualified personnel only; all repairs shall comply with manufacturer's standards. The replacement of any fire door shall have the same level of protection (fire rating).

f. Fire door hardware (panic bar) shall not be removed for any reason other than to repair or replace defective hardware. Modifications to fire doors shall not be performed without prior approval of the AHJ.

### **CHAPTER 3**

#### **GENERAL FIRE SAFETY**

1. General. All structures shall have the proper building number on the first floor, upper right hand corner as approached from the street side. There shall be letters large enough to be clearly visible from the street. New and existing buildings shall have approved building numbers placed in a position to be plainly legible and visible from the street or road fronting the property. The Fire Department will have final decision on the number size and placement. The numbers shall contrast the background, making the numbers visible.

a. All structures containing hazardous material shall have the NPFA # 704 placard or label attached as approved by the AHJ and posted in the following locations:

(1) Two exterior walls or enclosures containing a means of access to a building or facility.

(2) Each access to a room or area.

(3) Each principal means of access to an exterior storage area.

b. Structures shall have a point of contact posted on or next to the main entrance. Assigned point of contacts shall be kept current, clearly visible with name, department, and phone numbers.

c. No action, process, or procedure that could cause or increase the severity of a fire will be allowed.

d. Shredded paper, wood pallets, excelsior, or other highly combustible type packing material shall not be stored in areas that would impede the path of egress. All excessive combustible material shall be removed daily.

#### 2. Housekeeping.

a. All areas, indoor and outdoor, shall be policed regularly to reduce fire hazards.

b. Accumulation of rubbish and scrap material shall be properly disposed of in non-combustible containers.

#### 3. Aisles and Fire Lanes.

a. Adequate aisles shall be maintained within all structures for firefighting and for egress.

b. Per reference (c), proper fire lanes shall be maintained around all structures.

c. Fire lanes shall be identified as such; no parking is authorized on fire lanes unless authorized by the Fire Chief, curbs indicating a fire lane shall be painted red with black letters labeled "NO PARKING FIRE LANE".

d. In other areas where curbs do not exist metal signs mounted on steel posts shall be labeled "NO PARKING FIRE LANES". Signs shall be five feet in height with red background and black letters.

e. Fire lanes shall not be obstructed with barriers, gates, or locks; as such that it would impede the path of Fire Department vehicles.

f. Fire apparatus access must be provided with suitable all-weather ground access surface for aerial apparatus on a minimum of two sides of the perimeter of the structure.

g. Facilities with Fire Department connections for sprinkler or standpipe systems must be provided with suitable all-weather ground access surface for pumper apparatus within 45 meters (150feet) of such Fire Department connections.

#### 4. Attics, Concealed Spaces, and Mechanical Rooms.

a. Attics, mechanical rooms, and concealed spaces shall not be used for storage.

b. All scuttle holes shall be covered at all times with covers at least equal in fire resistance to the ceiling construction.

#### 5. Vacant Buildings.

a. All vacated buildings, including warehouses and ammunition magazines, shall comply with reference (c).

b. Electrical power shall be disconnected at the service panel. Installed Fire Protection Systems shall not be disconnected.

c. A point of contact shall be posted with current name and phone number. Building shall be secured to avoid unauthorized entry and kept clean.

d. Vacant buildings shall not be used as storage unless a change of occupancy has been approved by the AHJ.

#### 6. Holiday and Other Decorations.

a. Paper decorations shall be kept clear of combustible and flammable materials. Do not use to obstruct path of egress, exit signs, or hung on any fire suppression equipment or appliances. Decorations shall not cover more than 20 percent of the entire wall within a given area in non-sprinkle red buildings; 50 percent in sprinkle red buildings, unless other restrictions are specified in other Navy instructions.

b. Decorative lights shall not be stapled or nailed. Adhesives or brackets can be used to mount decorative lights.

c. Holiday decorations shall not be placed on exit signs, hung on any fire suppression equipment, fire extinguishers, or panic hardware. Christmas trees shall not obstruct exit doors; placed in the path of egress as such that the path of egress is obstructed.

d. Only decorations which bear the Underwriters Laboratories (UL) listing, or other recognized testing organization shall be used.

e. Natural Christmas trees shall be watered daily, kept away from combustibles or flammables. Loose pine needles indicates excessive dryness. Dry trees shall be disposed of properly.

f. Decorative lighting shall be turned off when occupants leave the building or retire for the evening.

#### 7. Dumpster Units.

a. All dumpster units shall have a minimum of 15 feet from structures and 25 feet from exits, fire alarm boxes, hydrants, or sprinkler system connections or valves.

b. Dumpsters shall not be used to store or dispose of hazardous waste, hazardous chemicals, or flammable material.

c. All areas around dumpster shall have a 15 feet radius clear of dry vegetation.

#### 8. Exits.

a. Per reference (c), all exits shall be maintained.

b. All exits shall remain clear of obstructions and ready for use while the building is occupied.

c. No restrictive hardware; such as chains, locks, bars, or bolts shall be placed on any exit door. Acceptable panic hardware or standard doorknobs are authorized as per AHJ.

d. Exit door shall not be held open with any device not rated for use on exit doors.

e. Damaged exit doors shall be reported to PWD immediately for repair. Maintenance and repair of exit doors and facilities shall have the highest priority for prompt maintenance and repair.

f. File cabinets, copy machines, chairs, furniture, or any object shall not be stored or placed in exit corridors which may impede the path of egress as indicated by the AHJ.

g. Exit doors shall be provided with exit lights as required by reference (c).

h. Exit doors shall not be permanently blocked or secured without the prior authorization and written approval of the AHJ.

i. Exit stairwells shall not be used for storage.

9. Electrical Equipment and Installations.

a. All electrical installations, equipment, and wiring shall be in compliance with reference (c).

b. All electrical equipment and appliances shall be required to bear the UL, or Factory Mutual label.

c. Modifications shall not be made to any electrical equipment, appliance, or installation, unless such modifications have been designed by electrical engineers, approved by the AHJ. Only certified persons shall make such modifications.

d. Defective or damaged equipment, installation, or appliance shall be taken out of service until it has been evaluated and repaired by a certified electrician.

e. Heat producing non-fixed appliances, such as soldering irons, hot plates, and other such items shall be disconnected when not in use.

f. Hot plates and coffee makers shall be installed only on non-combustible surfaces only.

g. Electrical appliances not rated for use in areas where explosives or hazardous materials are stored or handled shall not be used. Only appliances bearing the Factory Mutual Research Corporation intrinsically safe label shall be authorized.

h. All clothes dryers shall be vented directly to the exterior of the building. Lint collection traps shall be cleaned daily.

10. Extension Cords.

a. Extension cords shall not be used in lieu of permanent wiring.

b. Extension cords shall not be used in hazardous and explosive areas unless the extension cord and appliance are rated for this service.

c. Extension cords shall not be run through doors, windows, or walls.

d. Homemade self-help type fabricated extension cords shall not be used.

11. Circuits.

a. Circuits and outlets shall not be overloaded.

b. Breaker panels shall have a 36 inch minimum clearance on all sides. Front door panel shall not be obstructed.

c. All panel switches and breakers shall be labeled.

12. Knox Box Program/ Access to Structures and Areas.

a. The AHJ shall have the authority to require an access box(es) to be installed in an accessible location where access to or within a structure or area is difficult because of security per reference (c).

b. Allows the Fire Department emergency access into the building without damaging doors and windows. EMERGENCY USE ONLY.

c. Allows firefighters to access the fire alarm control panel to determine location of fire and/or smoke by the activation of a smoke detector, pull station, or the zone of a sprinkler system.

d. Prevents the delay of firefighters from entering the building, eliminating the need for forcible entry or waiting for building representative to arrive on scene with keys. Delays will slow firefighting efforts and possible rescue efforts.

## CHAPTER 4

### SPECIAL FIRE HAZARDS AND PRECAUTIONS

1. Fire Safety Inspections and Procedures. The Fire Department shall conduct fire safety and prevention evaluation survey inspections in all facilities, to include all contractor-owned and operated facilities.

a. Except for command sponsored events, fireworks shall not be allowed. Other pyrotechnic devices used by authorized personnel shall be used, handled, and stored in accordance with reference (c).

2. Clubs and Places of Assemblies.

a. A pre-opening and a pre-closing inspection shall be conducted by either the unit Fire Warden or the Manager of each place of assembly. These inspections will be conducted each day prior to opening or closing as appropriate.

b. Pre-opening inspection shall ensure that all exit doors are open and, clear, free of obstructions and usable. All trash and used smoking material has been properly disposed of.

c. These inspection duties shall not be delegated to personnel other than the unit Fire Warden or the Facility Manager.

d. A record of these inspections shall be maintained and be available for inspection by the Fire Department upon request.

e. Prior to any special event, where temporary decorations or other arrangements are in place the Fire Department shall be contacted to conduct a pre-opening inspection to ensure that all necessary safeguards are in place as approved by the AHJ.

3. Flammable and Combustible liquids.

a. All flammable and combustible liquids shall be handled, stored, and maintained in accordance with reference (c).

b. Flammable and combustible liquids shall be stored only in an approved flammable storage locker or in a warehouse approved by the fire department. The warehouse or locker shall be marked per NFPA 704 Identification of Hazmat for Emergency Response.

c. Flammable and combustible liquids shall be separated from all other combustible or hazardous materials.

d. A fire extinguisher shall be mounted no closer than 15 feet from the flammable storage area.

- e. Flammable liquids shall not be used for cleaning purposes.
- f. Flammable liquids shall not be dispensed inside of structures only authorized structures approved for such use shall be used.
- g. Place all portable gasoline containers on the pavement prior to dispensing of fuel.
- h. All flammable liquids shall be returned to the proper storage area at the close of business.
- i. Flammable liquids shall be stored only in closed containers. All tanks, containers and lockers shall be capped and remain close when not in use. These containers shall be kept in a serviceable condition; damaged containers shall be properly disposed of.
- j. Flammable Storage Lockers

(1) The number of flammable storage lockers located in any one area shall not exceed three, exception are industrial occupancies protected by an automatic sprinkler system shall be increased lockers to six.

(2) Flammable storage lockers located indoors shall not be vented; the shipping/vent bung plugs shall be kept in place. Lockers located outdoors shall be vented; the vent bung plugs will be removed.

(3) Flammable storage lockers shall be of metal constructions per reference (c).

(4) All electrical appliances and installations in flammable storage areas shall be in accordance with reference (c).

(5) Flammable liquids shall be stored only in approved flammable storage lockers.

#### 4. Spray Application Operations.

- a. Per reference (c) all spray operations shall be conducted.
- b. Spray operations shall be conducted only in areas rated and authorized for this type process.
- c. Spray equipment shall not be cleaned using flammable liquids.
- d. All spray operations shall require sprinkler system protection. Sprinklers shall be protected against overspray residue either by location or covering, so that they will operate quickly in the event of fire. Sprinklers shall be permitted to be covered only by cellophane bags having a thickness of 0.08 mm (0.003 in.) or less. These coverings shall be replaced frequently so that heavy deposits of residue do not accumulate. Sprinklers that have been painted or coated by overspray or residues shall be replaced with new sprinklers.
- e. Contaminated clothing and/or rags shall be removed from the building at the close of business each day or kept in closed metal containers. Clothing shall be hung in lockers.

f. All areas where flammable and combustible vapors are present shall be marked as "No Smoking" with black letters on a red background of a sufficient size and location to be visible throughout the area.

g. Tarpaulins and drop clothes shall not be stored inside of the building.

h. Adequate and proper ventilation shall be required at all spray operation sites.

i. Fire extinguishers shall be mounted in areas where flammable and combustible vapors are present. Fire extinguishers shall be rated for use in flammable and combustible areas.

5. Warehouse and Storage procedures.

a. All storage operations and locations shall be in accordance with reference (c).

b. Storage of material shall not obstruct exit access, exit doors or exit discharge.

c. Vacant buildings shall not be used for storage.

d. The AHJ shall be notified whenever a building is vacated, deactivated, or reactivated.

e. All commodities shall be stored in accordance with industry standards and safe handling practices. Reactive and incompatible materials shall not be stored together; these storage areas shall be labeled to reflect the degree of hazard.

f. The fueling of storage handling equipment shall not be conducted indoors.

g. Vehicles shall not be parked or stored indoors of a structure not designed, built, or approved for this occupancy.

h. Maintenance of vehicles shall not be conducted in warehouses or other buildings except in buildings authorized to perform vehicle maintenance.

i. A 15 foot clearance shall be maintained between piled material, buildings, brush, and vegetation.

j. Fire lanes around buildings and through all storage yards shall be maintained per reference (c), a minimum of 20 foot wide fire lane shall be maintained at all times.

k. Empty Pallet Storage:

(1) Empty pallet storage shall be a minimum of 20 feet from all structures.

(2) Stacks of empty pallets shall not exceed eight feet of height.

(3) Individual stacks of empty pallets shall not exceed 100 pallets in any pile. A 15 foot clearance shall be maintained between stacks of pallets

(4) Empty pallets shall not be stored indoors. Empty pallets shall be removed from buildings at the close of business each day and properly stored.

(5) To prevent heavy fire loading, idle pallets shall not be stored inside any building or exterior of a building. Exceptions may be granted by Fire Prevention through a permit system if the storage area meets or exceeds the requirements of NFPA 1 Fire Code, chapter 34.10.2, 34.10.3, & 34.10.4. Otherwise, all idle pallets shall be disposed of in an appropriate collection bin or delivered to the dump.

6. Hazardous Materials and Hazardous Waste.

a. All HAZMAT and hazardous waste (HW) shall be handled and stored in accordance with reference (c) and other applicable federal guidelines.

b. HAZMAT and HW shall not be stored within any building without the proper Fire Safety Systems and features for that hazard. Such system shall include sprinkler system, fire extinguishers, fire alarm panel, and smoke detectors where required by reference (c).

c. Per reference (c), all facilities containing HAZMAT or HW shall have placards. Required Material Safety Data Sheets (MSDS) for all materials shall be readily available at all times.

d. HAZMAT and/or HW items, which are reactive and/or incompatible, shall be stored and handled only in facilities designed for this hazard and approved in writing by the AHJ.

e. Approved facilities containing HAZMAT storage shall maintain the Maximum Allowable Quantities as per reference (c). Special provisions to exceed additional HAZMAT storage areas or material shall be made in writing to the Fire Chief for approval.

f. HAZMAT storage facilities shall have four-hour rated fire walls, fire rated doors, and roof. There shall be segregation of incompatible material, humidity control features, and Mechanical Ventilation Systems rated for use for HAZMAT storage warehouses.

g. A 50-foot buffer zone between the facilities and the nearest public road way, inhabited area, stream, or body of water shall be provided.

h. Material handling equipment shall be battery operated, flammable, or combustible handling equipment shall not be utilized.

i. Battery operated equipment shall not be stored indoor. Provide an equipped and ventilated area for the charging of materials handling vehicle batteries. Ventilation shall be mechanical or natural. Charging facility shall be separated from HAZMAT storage warehouses.

j. A means of providing containment and removal must be provided in the event of spills.

k. Spill Response. The occupant and or activity shall be responsible for all HAZMAT/HW incidents.

(1) In the event of a spill or fire, the Fire Department shall be notified. The following information shall be provided, type of incident, name of material involved, approximate amount spilled, location of the incident, and injury to personnel. The Fire Department shall establish the ICS, respond to, and contain the spilled material. The HW Team shall ensure proper clean up and disposal of contaminated material.

(2) All contaminated material used to contain spills or leaks shall be properly disposed of. Contaminated material shall not be left on site unless the removal aggravates the incident or unless authorized by the Incident Commander.

## 7. Compressed Gases.

- a. Compressed gas cylinders shall be stored and handled as per reference (c).
- b. Cylinders showing evidence of excessive rust, corrosion, or other physical damage shall be considered hazardous and unserviceable, they shall be removed from service.
- c. All gas cylinders in use and in storage shall be secured against physical damage.
- d. Cylinders stored outdoors shall be protected from the noncombustible shed or other type cover.
- e. All cylinders shall be tightly capped while in storage and in transit. Cylinders shall not be transported with regulators or valves in place.
- f. Weeds and long dry grass shall be cut back within 15 feet of any bulk oxygen storage container.
- g. Storage areas shall be secured against unauthorized entry.
- h. Outdoor storage areas shall have a minimum of 25 percent of the perimeter open to the atmosphere. This open space shall be permitted to incorporate chain link fence, lattice construction, open block, or similar materials for the full height and width of the opening.

(1) Cylinders stored outside shall not be placed on the ground or on surfaces where water can accumulate.

(2) Storage areas shall be provided with physical protection from vehicle damage.

i. Hazard identification signs shall be placed at all entrances to locations where compressed gases are produced, stored, used, or handled.

(1) Signs shall not be obscured or removed. Signs shall be in English as a primary language or in symbols.

(2) Signs prohibiting smoking or open flames within 20 feet (6.1 meters) shall be provided in areas where toxic, flammable, oxidizing, or pyrophoric gases are produced, handled, stored, or used.

8. Smoking.

a. Smoking shall be allowed in designated, marked areas only. Areas shall be free of combustible and flammable material.

b. Smoking is not allowed in any government owned or leased building to include; business, mercantile, industrial, medical, detention facilities, educational, storage warehouses, barracks, vehicles, within 200 feet of ships handling or transferring explosives or fuel. Within 50 feet of the following:

(1) Gasoline storage or dispensing areas.

(2) Flammable liquid storage or handling operations.

(3) Any hazardous material incident.

c. All smoking material shall be disposed in a proper container designed for such use. All containers shall be constructed of non-combustible materials.

d. Never dispose lit smoking material in waste baskets or rubbish dumpster, ensure smoking material has been properly extinguished.

e. Lit smoking material shall not be discarded from vehicles or into dry grass or vegetation.

9. Outdoor Areas.

a. No fires shall be initiated outdoors without the responsible party obtaining a permit from the Fire Department.

b. Dry brush, grass, and weeds shall not be permitted around any building or storage area a 25 foot area shall be kept clear around the perimeter of all buildings. Regularly police the area. Keep area clear of brush, grass, weeds and other combustibles.

c. The Public Works Officer shall be responsible for maintaining all fire breaks, these fire breaks are to be accessible in the event of a fire and for mitigation of firefighting efforts.

d. The burning of trash and other debris shall be in areas approved by the Fire Chief only.

e. Controlled Fires:

(1) The Fire Chief shall be the sole point of contact concerning all controlled burn operations. No controlled burn shall be planned or initiated without prior planning and approval of the Fire Chief.

(2) Controlled burn operations require written approval of the Fire Chief, and shall have a Fire Department Representative and fire pump apparatus assigned to the area.

f. Bonfires and Campfires:

(1) Bonfires shall be authorized only in established bonfire pits. All bonfires shall require a permit from the Fire Department. The Fire Chief has the authority to approve other sites.

(2) The burn pile shall not extend beyond the pit at any point.

(3) The burn pile shall not be higher than 12 inches below the top of the pit.

(4) Material classified as a flammable shall not be used as an ignition source.

(5) All persons sponsoring a bonfire or requesting a permit shall be required to be on site prior to issuing a permit. The permit shall be requested 24 hours in advance. A suitable hose or filled water buckets (of at least five gallon capacity) shall be used to completely extinguish burning embers.

(6) All burned material shall remain in the burn pit, unburned material shall not be discarded inside a dumpster or trash can.

(7) The responsible individual shall remain on site to ensure fire and embers are completely extinguished.

(8) High winds or flying brands shall be causes to extinguish the fire immediate

(9) Command activity functions shall be requested in writing one week prior to and approved only by the Fire Chief.

(10) All campfires shall be authorized only in established bonfire pits. All bonfires shall require a permit from the Fire Department. The Fire Chief has the authority to approve other sites.

(11) Campfires will be limited to only 36 inches in diameter and no higher than 12 inches high.

(12) A three feet clearance shall be maintained around all campfires.

(13) Vehicles, tents, and other combustibles shall be kept at least 25 feet from the campfire.

(14) All Bonfire/Campfire permits shall terminate at 2400, extra time can be granted under the direction of the Fire Chief.

10. Hot Work Operations.

a. Cutting, welding, brazing, soldering, grinding, heat gun, tar kettle, torch down, or any other operation or equipment which produces a spark or temperatures above 350°F shall be referred to as hot work.

- b. All hot work operations shall be in accordance with reference (c).
- c. All hot work equipment shall be maintained in a safe operating condition and stowed away properly after operation.
- d. Each hot work site shall have the proper size & type of fire extinguisher, as well as a pail of water, readily available and be trained in its use, including practice on test fires. A charged garden hose or pressurized water canister may take the place of a water pail. Some outdoor hot work operations may dictate the use of a water truck.
- e. Each hot work operation shall require the presence of at least two persons, one operator and one additional person for fire watch duties. Some situations may require more than one fire watch, as determined by the Fire Inspector. There shall be at least one individual at the site, who is able to speak, read, and understand the English language.
- f. All personnel who will be assigned fire watch duties shall participate in Fire Watch Program by attending the Fire Watch Course. After the course, a Fire Watch Card will be issued that officially certifies the individual to perform fire watch duties. The Fire Watch Cards are good for one year. Annual recertification is required. Contact Fire Prevention for details.
- g. Major and long-term hot work operations shall be conducted under the responsibility of a designated Work Site Supervisor, who will be responsible for the overall safety of the hot work site. The supervisor is responsible to ensure that the required permit is present at the work site at all times and that a fire watch is assigned.
- h. The operator and fire watch will be responsible for the condition and maintenance of the hot work equipment, including monthly inspections of fire extinguishers.
- i. Gas cylinders for welding equipment shall not be transported in vehicles with the regulator attached. They will only be transported with the shipping caps on and the cylinders secured in place with appropriate means, by rope, chain, or other physical restraint.
- j. Hot work conducted at designated sites shall require an annual hot work permit signed by the Fire Chief. This permit will be posted at the job site; the Hot Work Operator or Work Site Supervisor will be responsible for the job site safety and for insuring that the permit is on site prior to commencing work.
- k. A designated area shall be a specific area designed or approved for hot work, such as a maintenance shop, muffler shop, or an open outside location that is of noncombustible or fire-resistive construction, essentially free of combustible and flammable contents, and suitably segregated from adjacent areas or structures.
- l. At designated sites, a fire watch is not required.
- m. No hot work operation shall be conducted in any area containing flammable or combustible materials. A 35-foot area, horizontal and vertical, shall be kept clear of all combustibles. Fire blankets, welding pads, curtains, fire resistant tarpaulins, or fire resistant partitions or barriers must be used if flammable or combustible materials cannot be removed.

n. Hot work being performed outdoors where vegetation can easily be ignite, the entire 35-foot hot work area shall be wetted down thoroughly to prevent wildfires. A water source must be ready to apply water in case of fire. After the hot work operation, the area shall be thoroughly wetted down again to extinguish possible smoldering embers. If possible, approved fire resistant tents should be used.

o. The fire watch will remain on site for at least 30 minutes after the hot work is completed to check and extinguish smoldering and flaming fires.

p. At any time that the conditions at the hot work site change substantially posing a fire threat, then the hot work operation shall cease until conditions improve and deemed safe again. The fire watch will notify the Fire Department of these changes.

q. Hot work permits will be requested through the Fire Prevention Branch at 4611 or 4178. If no answer, or if after business hours, then all requests will be made at Fire Station 1 at 660-4222. Requestor shall provide:

- (1) The requestor's name and the name of the organization requiring the permit.
- (2) The building number and name of the building (if the building has some form of title).
- (3) The location within the building where the work is to be accomplished.
- (4) The name of the individual conducting the work.
- (5) A call back number where the individual conducting the work can be contacted.
- (6) A description of the work being conducted.

r. In confined space areas where a hot work permit is requested a Gas Free Certificate shall be provided to ensure work area is safe for hot work prior to issuance of hot work permit. Hot work permit shall be valid for eight hours, only if requested a new hot work permit shall be issue for a continued eight hours thereafter.

11. Woodworking. All woodworking shops, areas, and storage sites shall be in accordance with reference (c).

- a. Dust collection equipment shall be installed on all woodworking machines.
- b. No woodworking machinery shall be operated without the proper dust collection system.
- c. All woodworking areas shall be cleaned and swept daily to minimize dust accumulations.
- d. All dust collection systems shall be vented to the exterior of the building and into an approved dust collection system.
- e. All electrical equipment installed in these areas shall conform to reference (c).

f. All flammable and combustible varnishes and stains shall be stored in flammable storage locker, no more than three storage lockers shall be stored indoors any area without an approved sprinkler system.

12. Ammunition and Explosive.

a. All Fire Department personnel shall become familiar with the NAVSEA OP 5 Ammunition Storage and Handling Manual. Magazines and armories used for the storage and handling of ammunitions shall have the following:

(1) Appropriate Department of Transportation classification sign posted.

(2) Fire Bills.

(3) Fire extinguishers (if applicable).

b. Surrounding magazines and ammunition storage facilities shall ensure grass, weeds, or overgrowth of brush and trees are kept to a height of no more than 18 inches within a 50 foot radius. Back burning of dry vegetation is strictly prohibited.

c. A special hot work permit is required for magazine repairs only. Hot work permits shall not be issued unless approval is granted from the following:

(1) Explosive Safety Officer (if applicable).

(2) Fire Chief.

(3) Ordnance Officer.

d. The Fire Prevention Staff shall ensure the special permit is completely filled out and all applicable boxes have been checked and signed prior to issuing hot work permit.

13. Outdoor Cooking.

a. Outdoor cooking to include the use of BBQ's, Hibachi's, liquefied petroleum gas outdoor stoves, etc. shall not be operated within 15 feet of any structure.

b. Outdoor cooking shall not be left unattended. A responsible adult shall remain in the area at all times.

c. A portable fire extinguisher or charged garden hose shall be immediately available at all times during outdoor cooking operations.

d. Cooking areas shall remain clear of combustible liquids and surface areas used in the placement of cooking appliances shall be non-combustible.

e. Under varying conditions as approved by the Fire Chief writing, cooking appliances may be allowed in residential areas where the 15 foot set-back requirements cannot be met.

14. JTF Tent City. NSGB, including all JTF areas on this base, is not an “expeditionary” or “bare” base. NSGB provides a multitude of services, including Fire Department, PWD, power grid, clean water, and waste management. However, an agreement with Naval Facilities Engineering Command, Southeast Fire Protection Engineering has approved the use of tents during Relief-in-Place/Transition of Authority, in accordance with UFC 1-201-01 Non-Permanent DoD Facilities in Support of Military Operations.

a. Tents used during these rotations shall not be occupied permanently and shall not be occupied longer than three consecutive weeks; once every two months in accordance with reference (k).

b. No wood structures, floors, or furniture shall be used inside tents. Wood products present a heavy fire load hazard.

c. The tent fabric shall be certified and approved as fire-resistant in accordance with reference (c), (i), and (j).

d. All tents shall have a spacing of 10 feet between stake lines, not fabric to fabric.

e. Each tent shall have at least two exits and each exit shall be an approved door having approved hardware. Zipper doors are not allowed.

f. Each tent shall be equipped with a smoke detector, mounted at the highest point and mounted to the frame of the tent, but not using Velcro.

g. Each tent shall have a combination unit emergency light and exit sign above each exit door.

h. Each tent shall have at least two 10 lb or 5 lb ABC fire extinguishers located at each exit.

i. The path of egress, from inside the tent to the muster area, shall be clear and unobstructed and shall have lighting to prevent trip injuries and prevent evacuees from walking into or onto a hazardous object.

15. Urban-Interface Defensible Space Program.

a. Lean, Clean, and Green Zone. Clearing an area of 30 feet immediately surrounding a building is critical. This area requires the greatest reduction in flammable vegetation.

b. Reduced Fuel Zone.

(1) The fuel reduction zone in the remaining 70 feet (or to property line) will depend on the steepness of the property and the vegetation.

(2) Spacing between plants improves the chance of stopping a wildfire before it destroys a building. There are two options in this area:

(a) Create horizontal and vertical spacing between plants. The amount of space will depend on how steep the slope is and the size of the plants.

(b) Large trees do not have to be cut and removed as long as all of the plants beneath them are removed. This eliminates a vertical “fire ladder.”

(3) When clearing vegetation, use care when operating equipment such as lawnmowers. One small spark may start a fire; a string trimmer is much safer.

(4) Remove all buildup of twigs and leaves from the roof and gutters. Remove dead limbs that hang over buildings.

**Chapter 5**  
**ACTION IN THE EVENT OF A FIRE**

1. All fires shall be reported to the Fire Department immediately, activate the nearest fire alarm pull station, and dial emergency 911. If the fire has been extinguished it must still be reported.
  - a. Persons reporting a fire shall provide the following information:
    - (1) Location to include building number, also location of incident within the building.
    - (2) Type of emergency (fire, explosion, hazmat incident or other type of emergency.)
    - (3) Name of caller and phone number.
    - (4) Do not hang up until directed by the emergency dispatch personnel.
  - b. No person shall take any action to extinguish a fire that would endanger them.
  - c. Fire extinguishers shall be used in an attempt to extinguish a fire only if it can be done safely without endangering themselves.
  - d. Safe and orderly evacuation shall be the primary responsibility of all personnel exposed to fire in any structure.
  - e. All personnel shall assemble in a designated area, missing personnel shall be reported to the first arriving Fire Officer.
  - f. In the event of a fire, no person shall re-enter a structure other than fire service personnel.

**Chapter 6**  
**FIRE WARDEN PROGRAM**

1. Each unit Commander, tenant command, contractor, or other activity shall appoint a Fire Warden and an alternate for all buildings or groups of buildings under their control. This appointment shall be kept current.

a. This appointment shall be in writing and shall be forwarded to the Fire Prevention Office.

b. The Fire Warden and alternate shall receive initial and yearly follow up training by the Fire Department.

c. The Fire Warden shall be responsible for the following duties:

(1) Reporting any fire hazard to the Fire Department and the Public Works Office for repair.

(2) Maintaining required files and logs as directed, records of inspections, repairs, tests, and maintenance of hood systems and fire suppression systems.

(3) Meet with and accompany the Fire Inspector on all inspections, follow ups, and other visits.

(4) Respond in writing to all fire inspections reports.

(5) Contact the Fire Inspector and schedule necessary training.

(6) Obtain advice and guidance from the Fire Prevention Office on all fire related issues.

(7) Attain all required permits prior to hot work operations, renovation or rehabilitation projects, or other changes that will influence fire safety within any structure or operation.

(8) Conduct daily inspections of assigned areas and report hazards.

(9) Fire evacuation plans are current and posted along the path of exit travel to include rally points for accountability. Senior person at rally point will provide accountability to security personnel.

(10) Report all major changes to the area layout or floor plan.

(11) Inspect all fire extinguishers and Automated External Defibrillator (AED) unit within their area and sign the attached inspection tag to reflect the inspection. See pages 2-1 and 2-2 for further information. In addition, inform all personnel of all hazardous conditions within the area.

(12) Ensure fire bills are posted throughout the building, such as common areas, office spaces, and common paths of exit travel.

**Chapter 7**  
**CONSTRUCTION PROJECT FIRE SAFETY**

1. All operations by or involving contract personnel shall be governed by and in compliance with all base and established fire safety rules and regulations.
  - a. All plans for, changes to, or modifications to structures or new projects shall be reviewed by the Fire Department prior to projects being started.
  - b. All completed projects that impact the fire protection or safety of any structure shall be reviewed for compliance prior to acceptance by the ROICC Office.
  - c. All plans and drawings shall be submitted to the Fire Prevention Office for review.
  - d. The Contract Supervisor shall be responsible in acquiring all required permits and approvals prior to commencing project.
  - e. Fire extinguishers are the property of the occupant. Fire extinguishers shall be returned to the building occupant prior to demolition of any structure.

28 Nov 16

**MEMORANDUM**

From:

To: Fire Prevention Office

Subj: FIRE WARDEN DESIGNATION FOR BUILDING#\_\_\_\_\_

Ref: (g)OPNAVINST 11320.23G

1. Per reference (a), each installation shall designate a Fire Warden to help execute the Fire Prevention Program. Fire Wardens are responsible for the day-to-day fire prevention regulations within their designated building and facilities
2. The Fire Warden memorandum shall be submitted to the Fire Prevention Office no later than five working days from the date of appointment. A supplemental sheet shall be attached when more than one building has been assigned.
3. Complete Fire Warden designation listed below with primary and alternate Fire Warden(s).

_____	_____	_____
Print name: Primary Fire Warden	Rate/Grade	Phone

_____	_____	_____
Print name: Alternate Fire Warden	Rate/Grade	Phone

\_\_\_\_\_  
Signature of Appointing Official

Enclosure (2)

## **NSGB FIRE WARDEN PROGRAM**

### **REFERENCES:**

- a. NAVSTAGTMOINST 11320.1A (Fire Warden Program)
- b. OPNAVINST 11320.23G
- c. National Fire Protection Association (NFPA)
- d. NFPA 1, Fire Code
- e. NFPA 101, Life Safety Code
- f. NFPA 10, Fire Extinguisher Standard
- g. NFPA 610, Security Services in Fire Loss Prevention

### **FIRE WARDEN RESPONSIBILITIES:**

1. Perform regular Fire Inspections in your area.
2. Monitor day-to-day activities to ensure a Fire Safe environment.
3. Place Trouble Calls or initiate Work Requests to correct fire safety deficiencies
4. Liaison with your command and the Fire Prevention Officer on all fire related matters.
5. Ensure Commanders, Chiefs, peers, and subordinates are informed on fire safety deficiencies.

### **FIRE PREVENTION ISSUES TO LOOK FOR:**

1. Fire Extinguishers and AED.
  - a. Gage in the green (Hot and cold will cause the gage to go high or low – take this into account).
  - b. Break away seal in place.
  - c. Bottle is not dented and is hanging in proper bracket.
  - d. Hose is in good condition and secured to bottle.
  - e. Extinguisher is clean and free of dirt and grease.
  - f. Area in front of the extinguisher is clear and the extinguisher is clearly visible.
  - g. Sign monthly inspection tag.

h. AED monthly inspection: Use AED inspection checklist provided with unit to complete monthly inspection and sign off inspection tag.

2. Exit signs.

- a. Clearly visible.
- b. Lighted signs are lighted.
- c. Those with emergency light back up are tested.
- d. Exits and Exit Access.
- e. Exits and exit access must be clearly visible and free of obstructions.
- f. Doors must remain operable from inside the building even during high security conditions.
- g. Isles, hallways, etc. must remain clear and recognizable plus accessible No signs or tape barriers posted inside indicating personnel not to use the door.
- h. To open a door, no special tools or knowledge is required (keys, combinations, etc.)
- i. Doors must swing open in the direction of exit discharge and to a full open position.
- j. Auto door closures must remain in functional order and remain attached.
- k. Doors should not be blocked open.
- l. Test emergency lights monthly if accessible.

3. Electrical Hazards.

- a. No Piggy Backed (Daisy Chained) cords.
- b. Only light power use appliances on cord (No refrigerators, microwaves, etc.)
- c. One Power strip = one computer with normal peripherals.
- d. Cords do not pass through walls, under furniture or across walk paths.
- e. No outlet splitters.
- f. No spliced or repaired cords, or exposed wires.
- g. Outlets and switches – Cover plates in place and not cracked.
- h. Outlets and power strips free from papers, combustibles and dirt.

4. Fire Alarms and Systems.

- a. Alarm and Electrical Panels plus sprinkler risers must have a 36" clearance around them.
- b. Pull stations are clearly visible and not blocked.
- c. Minimum 18" clearance in all downward directions from sprinkler heads (In some areas this can be 36")
- d. No covering placed over detectors or obstructions that would prevent them from operating.

5. Flammables, combustibles and other Hazardous Materials.

- a. All flammables and combustible liquids/sprays must be stored in a flammable storage locker or approved area.
- b. Only day use materials shall be out and they must be returned to the locker at the end of the day/shift.
- c. Materials must be in their original container or an approved container properly marked showing what it contains.
- d. MSDS must be maintained for all hazardous items.

6. Smoking Areas.

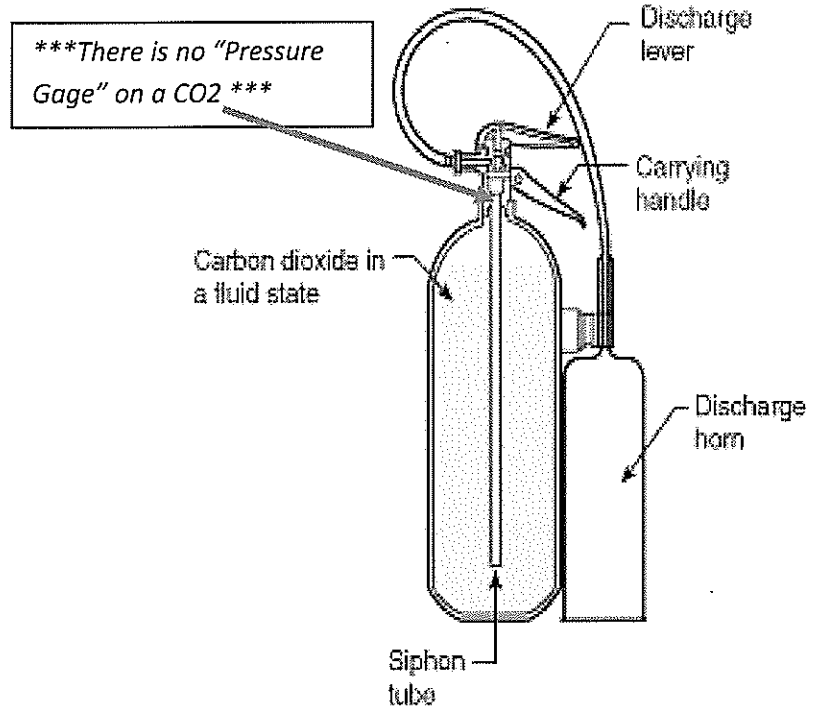
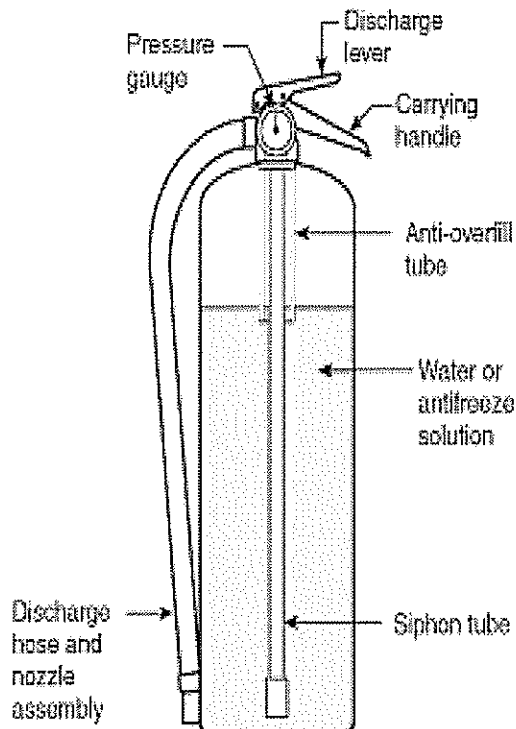
- a. Cigarette cans must be soaked for 5 minutes and then emptied into an outside dumpster daily.
- b. No trash in cigarette cans and no cigarettes in trash cans (To include field stripped cigarettes).
- c. Smoking in approved areas only.

7. Other areas.

- a. Fire Bill posted.
- b. Evacuation Plan posted and up to date.
- c. Coffee messes clean.
- d. Freezers defrosted.
- e. Trash emptied daily or as needed.
- f. Recycle material picked up regularly.

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6. Fire Wardens should maintain a log of Trouble tickets and work requests. Track the progress of these issues until they are corrected. Coordinate with your Fire Prevention Officer if there are any unreasonable delays.
7. Maintain a record or log of fire safety issues and Fire Prevention Visit reports.
8. Ensure you have a replacement before you PCS, change jobs, or retire. Ensure your replacement has your log and is scheduled to attend the next available Fire Warden class.



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**NSGB FIRE & EMERGENCY SERVICES****BONFIRE & CAMPFIRE PERMIT**

**\*\*\*IN ORDER TO HAVE THIS FORM SIGNED PLEASE CALL A FIRE INSPECTOR DURING NORMAL BUSINESS HOURS AT FIRE ADMIN BUILDING #2164 AT LEAST 48 HOURS PRIOR TO EVENT DATE (AFTER NORMAL BUSINESS HOURS CONTACT STATION #1 @ 4222)\*\*\***

- 4178 and or 4611 and ask for a Fire Inspector
- Or e-mail Fire Prevention at: Fire.prevention@usnbgtno.navy.mil

**FOR LEEWARD SIDE LOCATIONS CONTACT STATION #3 at 6166**

\*\*\*\*\* ☐ Requestor has provided MWR Reservation Receipt \*\*\*\*\*

Event Date		Start Time:	End Time:
Locations		Extinguishment Required	
<b>Bonfires:</b> <input type="checkbox"/> Cable Beach Between Cabanas 1492A and 1492 only  <input type="checkbox"/> Phillips Park  <input type="checkbox"/> Windmill Beach  <input type="checkbox"/> Other	<b>Campfires:</b> <input type="checkbox"/> Camp Youngstown  <input type="checkbox"/> Hospital Cay  <input type="checkbox"/> Other	<input type="checkbox"/> Water Fire Extinguisher  <input type="checkbox"/> Garden Hose W/ Supply Source  <input type="checkbox"/> Water Buckets  <input type="checkbox"/> Other	
<b>Fire Watch :</b> <b>(Responsible Party)</b>		Work Phone #: _____ Cell Phone #: _____ Home Phone #: _____	
Signature acknowledges that I have read and understand COMNAVBASEGTMOINST 11320.1 and further agree to maintain full compliance w/ section 4-8.6			
Requestor Signature: _____			
FIRE & EMERGENCY SERVICE APPROVAL			
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED (State reason in comments)			
Sign: _____		Print Name: _____	
Fire Department Approving Official Signature			
<b>Comments:</b>  <b>FIRE WATCH NEEDS TO BE PRESENT AT ALL TIMES. FIRE MUST BE COMPLETELY EXTINGUISHED WHEN EVENT IS OVER.</b>			

**Bonfires and Campfires Guidelines:**

1. Bonfires shall be authorized only in established bonfire pits. All bonfires shall require a permit from the Fire Department. The Fire Chief has the authority to approve other sites.
2. The burn pile shall not extend beyond the pit at any point.
3. The burn pile shall not be higher than 12 inches below the top of the pit.
4. Material classified as a flammable shall not be used as an ignition source.
5. All persons sponsoring a bonfire or requesting a permit shall be required to be on site prior to issuing a permit. The permit shall be requested 48 hours in advance. A suitable hose or filled water buckets (of at least five gallon capacity) shall be used to completely extinguish burning embers.
6. All burned material shall remain in the burn pit, unburned material shall not be discarded inside a dumpster or trash can.
7. The responsible individual shall remain on site to ensure fire and embers are completely extinguished.
8. High winds or flying brands shall be causes to extinguish the fire immediately.
9. Command activity functions shall be requested in writing one week prior to and approved only by the Fire Chief.
10. All campfires shall be authorized only in established bonfire pits. All campfires shall require a permit from the Fire Department. The Fire Chief has the authority to approve other sites.
11. Campfires will be limited to only 36 inches in diameter and no higher than 12 inches high.
12. A three foot clearance shall be maintained around all campfires.
13. Vehicles, tents, and other combustibles shall be kept at least 25 feet from the campfire.
14. All bonfire/campfire permits shall terminate at 2400, extra time can be granted under the direction of the Fire Chief.

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4. PERMIT EXPIRES

# Hot-Work Permit FOR MAGAZINE REPAIRS ONLY

1. Job Number	2. Permit Number	3. PERMIT ISSUED	4. PERMIT EXPIRES
5. Location of Work		Date	Date
Time		Time	

6. Type of Work / Repair

7. Type of heat / spark producing equipment: (Circle) Welding - Burning - Drilling - Grinding - Brazing - Soldering - Cutting - Tar Kettle - Jack Hammer - Portable

8. Names of Fire Watch:

9. Type of safety to be implemented at work site: (Check as Applicable)

Potable extinguisher Multipurpose type: \_\_\_\_\_ repaired

Location of Fire watch: \_\_\_\_\_ Outside of magazine only  
Outside and monitor inside of magazine

Fire watch will remain at the work site a minimum of \_\_\_\_\_ minutes after completion of the hot work.

Magazine door(s) shall be \_\_\_\_\_ opened / \_\_\_\_\_ closed

Explosives shall not be located within 25 feet of work site when magazine doors are open.

Equipment/building requiring certification tags: \_\_\_\_\_

Additional precautions: \_\_\_\_\_

10. Issuance of hot work permit: \_\_\_\_\_ I certify that I have examined the work detailed above and that the above precautions

Signature of person (s) issuing permit: Explosive Safety Officer Date Fire Department Chief Date Ordnance Officer Date

11. Acceptance of hot work permit: \_\_\_\_\_ I have read and understand this permit and will work in accordance with the conditions noted above

Signature of person (s) performing hot work: \_\_\_\_\_ Date: \_\_\_\_\_

12. Completion of hot work permit: \_\_\_\_\_ I certify that the work has been completed and materials and equipment removed

Signature of person (s) who performed the work: \_\_\_\_\_ Date: \_\_\_\_\_ are correct

13. Post-inspection of magazine repairs \_\_\_\_\_ I certify that all tools, excess materials and waste has been removed

Signature of Ordnance Department Representative \_\_\_\_\_ Date: \_\_\_\_\_

NAVAL RETURN HOT-WORK PERMIT TO THE ORDNANCE OFFICE AFTER COMPLETION OF WORK

21 Apr 11

Enclosure (4)

UNCLASSIFIED//FOUO



DEPARTMENT OF DEFENSE  
HEADQUARTERS, JOINT TASK FORCE GUANTANAMO  
U.S. NAVAL STATION, GUANTANAMO BAY, CUBA  
APO AE 09522

JTF-GTMO-CDR

20 December 2013


MEMORANDUM FOR Commanding Officer, Naval Station Guantanamo Bay, Bulkley Hall,  
Guantanamo Bay, Cuba

SUBJECT: Transient Berthing Tent Facility Construction Level of Initial

1. References:

- a. Unified Facilities Criteria (UFC) 1-201-01, 1 January 2013
2. In accordance with reference (a), the required Facility Construction Level for the 20 transient berthing tents and associated support facilities for these transient berthing tents is "Initial".
3. This determination is based on the transient nature of their use. The tents are used for three weeks approximately once every two months when units are in transition. In addition to the requirements of UFC 1-201-01, the JTF ensured that fire hydrants are located on both sides of the tent compound. Additionally, the JTF will ensure that combustible material is limited in the tents. Finally, the JTF will ensure a fire warden for the transient berthing area is assigned and trained.
4. My understanding is that the tents currently meet all the necessary fire protection requirements as defined by UFC 1-201-01, and no additional measures are required.

5. Point of Contact: CDR Michael L. Hipp, JTF Engineer at [Michael.L.Hipp@jtfgtmo.southcom.mil](mailto:Michael.L.Hipp@jtfgtmo.southcom.mil) or DSN 660-9989.

  
R. W. BUTLER  
Rear Admiral, U.S. Navy

Enclosure (6)