

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON
FORT SILL, OKLAHOMA 73503

Fort Sill Regulation
No. 420-90

10 March 2008

Facilities Engineering
FORT SILL FIRE AND EMERGENCY SERVICES FIRE PREVENTION REGULATION

Supplementation by subordinate commanders is prohibited, unless specifically approved
by Headquarters, USAG.

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*This regulation supersedes USAFACFS Regulation 420-90, 8 August 2002.

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Chapter 1 GENERAL

1-1. PURPOSE. To establish policies and procedures and provide implementing instructions for a effecting a comprehensive and continuing fire protection/prevention program at each echelon of command. Those actions are taken to reduce the possibility of fires occurring with the minimum interference to operations, yet provide for maximum protection against fire loss. This regulation amplifies current known and accepted codes, regulations, and standards, whether or not specifically mentioned. In case of conflict, the most restrictive requirements will apply, pending review and issuance of a written decision by the Post Fire Chief. The word "he" when used in this publication is intended to include both masculine and feminine genders unless otherwise stated.

1-2. APPLICABILITY. The provisions of this regulation are applicable to personnel, units, activities, operations, and facilities under command or administrative jurisdiction of the Installation Commander. This includes, but is not limited to: military personnel regardless of status, military family members, civilian employees both appropriated and

nonappropriated, Army and Air Force Exchange Service (AFFES), concessionaires, contractors, vendors, and visitors while on government property. Failure to comply with this regulation may cause pecuniary or liability charges brought against individuals. Military members that are signed for family housing quarters will be held responsible for actions of their family members, guests and domestics. The U.S. Army Reserve Units assigned to Oklahoma will use this regulation for their respective units.

1-3. SUMMARY. This regulation defines responsibilities of the Director of Emergency Services (DES) and its customers. This regulation provides procedures, responsibilities, and guidance on preparing command fire safety publications

1-4. IMPLEMENTATION. Each individual will be fully aware of the contents of this regulation for his/her own protection and every supervisor, regardless whether civilian or military, will read and understand those portions pertinent to their assignment. Personnel under these supervisors must be briefed at least quarterly and recorded. This briefing may be done during routine safety briefings.

1-5. FIRE PREVENTION ASSISTANCE/REFERENCES. Upon request of appropriate individuals, fire inspectors will make courtesy visits of unit areas to assist in resolving problems connected with fire prevention training. Referenced publications listed in this regulation are available for review in the Fire Prevention Library at Fire Headquarters Building 6041.

1-6. INDIVIDUAL RESPONSIBILITY. Each individual on the military reservation is responsible for taking precautions and for exercising judgment in the performance of his/her duties. Lack of instruction or warning concerning fire hazards will not excuse acts involving conditions, practices, or materials commonly recognized as dangerous.

a. Personnel serving in a supervisory capacity are directly responsible for maintaining the area in which his/her employees operate in accordance with this regulation. Supervisors will instruct employees in safe operating practices, how to recognize hazardous conditions not specifically covered in this and other fire regulations, and in removing or reducing the danger.

b. While occupying quarters with minor children, the adult personnel in charge are liable and responsible when it can be shown that reasonable precautions were not taken to prevent damage to property by children, or that reasonable discipline and control were not exercised.

c. Upon receipt of a **HAZARD/DEFICIENCY INSPECTION REPORT** on a hazardous condition, personnel are required to make the correction, or to deliver the notice to a person authorized to do so. Upon completion of correction on the same form, notify the Fire Department so they can re-inspect. In the event that correction cannot be accomplished within the time specified, or the directive is unreasonable or impractical, a request for additional time or an exception to policy, in writing, will be made to the Post Fire Chief within that time. Once started, corrective work will be diligently carried out.

1-7. DEFINITIONS.

a. An act of God: An inevitable accident. An extraordinary interruption of the course of events that no reasonable foresight or care could have prevented (e.g., lightning, windstorm, earthquake, or other natural phenomena).

b. Approved Equipment: Equipment that has been tested and approved by a nationally recognized testing laboratory, such as Underwriters' Laboratories, Inc. (UL); Factory Mutual, Engineering Division Laboratories (FM); Factory Insurance Association (FIA); American Gas Association (AGA); National Bureau of Standards; U.S. Bureau of Mines, and the American Standards Association. Approved equipment will be used, located, and installed in accordance with the stipulation in the listing of the approving laboratory. The listing refers to the inclusion of an item in publications of the approving laboratory, such as the UL Electrical Equipment List.

c. Class "A" Fires: Involve the burning of wood, paper, and similar materials. Effective extinguishers for use on Class "A" fires are water and dry chemical.

d. Class "B" Fires: Involve the burning of oil, grease and flammable liquids, such as gasoline, kerosene, benzene, naphtha, etc. Effective extinguishers for use on Class "B" fires are dry chemical and CO₂.

e. Class "C" Fires: Involve electrical current, and are caused in general by electrical short circuits or failure of energized appliances, equipment or wiring. Effective extinguishers for use on Class "C" fires are dry chemical and CO₂.

f. Class "K" Fires: Involve cooking media; vegetable or animal oils and fats, traditionally for extra(high) hazard. Evolution of high efficiency cooking appliances and the change to hotter burning vegetable shortening has created a more severe fire hazard. Effective extinguishers are wet chemical extinguishers.

g. Classification of Areas/Buildings: The Fire Prevention Branch is responsible in conjunction with other installation offices to classify areas or buildings as to the respective hazard class (i.e., battery charging areas, spray booths, etc).

h. Combustible Material: Any material that can be ignited and will continue to burn. Noncombustible materials in combustible packages or wrappings are considered combustible. Light combustible materials are those easily ignited by momentary exposure to flame, such as cotton fabrics, etc.

i. Electrical Wiring Systems: Any means of conveying current, except extension and appliance cords connected to the power source by means of standard plugs in receptacles.

j. Director of Emergency Services: Is responsible to the Installation Commander for the fire protection program.

k. Fireworks: As used herein, includes a combustible or explosive composition or article prepared for producing a visible or audible effect by combustion, explosion, deflagration, or detonation. Fireworks include, but are not limited to, blank cartridges, toy pistols, cannons, canes or guns in which explosives are used. Also included are balloons requiring fire for propulsion, firecrackers, torpedoes, skyrockets, roman candles, and sparklers. Devices using paper caps manufactured in accordance with United States Commerce Commission regulations are not included. Pyrotechnics and other devices used in established training programs and military ceremonies are also excluded.

l. First Aid fire fighting Equipment: Includes every type of portable extinguisher, standpipes and hose lines, water barrels and built-in extinguishing systems.

m. Flammable Material: Any material which can be ignited easily and burns with unusual rapidity.

n. NFPA: National Fire Protection Association.

o. OSHA: Occupational Safety and Health Administration.

p. Reasonable Care/Reasonable Prudence: The exercise of precautions and the control of actions which would be expected of a normally prudent person under similar conditions.

q. Reasonable Time: The time required to effect correction by diligent and prompt effort, and not necessarily suiting the convenience of the occupant or using service. The Post Fire Chief will determine the time allowed for correction, and this determination is final upon delivery of written notification to parties involved, or to any of their employees

r. Incident commander (IC): This is the individual in charge of the fire fighting operation at the scene of an emergency.

s. Fire Protection System: Any fire suppression or fire detection system that provides early detection, warning, suppression, and notification to all personnel in case of an emergency, to include transmitting a signal to the Central Fire Alarm Panel. A fire suppression system is one that extinguishes a fire, such as sprinklers, halon, and dry chemical systems. A fire detection system is one that provides early warning such as heat and smoke detectors. Both types have additional audible alarms (sounding devices), pull stations, and transmitters.

Chapter 2

GENERAL PROVISIONS

2-1. ALARM OF FIRE. Any person discovering a fire, regardless of the type or size, will **IMMEDIATELY** alert personnel in the building, and call 9-1-1 ensure you say on "Fort Sill", including those extinguished on discovery and those burned out prior to discovery. Everyone is responsible for knowing every available means of giving a fire alarm. Lack of this knowledge is not acceptable as a reason or excuse for delayed alarms. The Fire Department will be notified by one of the following.

a. Telephone. Use any telephone Dial 911 and say, "I want to report a fire at Building _____." **REMAIN ON THE LINE UNTIL RELEASED** by the person receiving the call. Immediately execute any instructions given by the operator.

b. When in family quarters and / or using, pay phones, cell phones, or commercial telephone systems Dial 911. When the Lawton emergency operator answers, say, "I want to report a fire at Building _____," **REMAIN ON THE LINE UNTIL RELEASED** by the person receiving the call. Dialing 911 will connect you with Lawton emergency operator and they will relay the emergency information to Fort Sill agencies.

2-2. AFTER REPORTING THE FIRE.

a. Alert everyone in the building and when possible close doors and windows (if safe and time permits). Do not reopen doors and windows until specific instructions are received from the Fire Department.

b. Someone must be sent to the street to direct and brief arriving Fire Department units to the proper location of the fire.

c. Evacuate the premises and meet at a designated meeting place and account for all persons if possible.

2-3. DURING PROGRESS OF A FIRE.

a. Traffic. Vehicles meeting or being overtaken by emergency equipment on an emergency response showing flashing red/blue lights and/or with siren sounding will immediately clear street intersections. Vehicles must pull to the nearest side of the road, stop and will remain stopped until the emergency vehicles have passed, unless instructed to move by a responsible officer or by the Military Police. Under no circumstances will vehicles or personnel follow fire apparatus closer than 500 feet, or enter the fire area for any reason.

b. Fire Area Entry during fire fighting operations, including overhaul and investigation, entry to the fire area is restricted to fire fighting forces and those personnel having stipulated duties in connection with the operation. Other personnel will remain well outside the zone of activity. Any action, other than that necessary for preservation of life or prevention of injury, may be considered interference with the operation. At no time will anyone outside the fire protection organization give orders to, or interfere with the Fire Chief and/or firefighters.

2-4. FALSE ALARMS. Any person maliciously or knowingly transmitting a false fire alarm to the Fire Department by any means, or for any purpose, will be subject to punishment to the fullest possible extent. Alarms made in error or transmitted in belief that there is a fire are not considered false alarms.

2-5. FIRST AID FIREFIGHTING EQUIPMENT. This equipment will be used for extinguishing fires, and will be removed from its location for that purpose or for inspection, testing, or recharging by authorized personnel.

a. Equipment Installed in Buildings.

(1) The building fire prevention coordinator is responsible for inspection of equipment, notifying the fire department of deficiencies, and for instructing occupants in proper use of the equipment.

(2) Distribution of equipment will be in accordance with AR 420-90, paragraph 7-8, and NFPA Standard 10. Extinguishers are not authorized for private quarters, except Class "A" units will be installed in the common front hallway of mobilization barracks converted to, and occupied as family apartments.

(3) Special type extinguishers (Class "A" "B" and "C") are authorized only at locations where there is a reasonable expectancy of the presence of personnel to operate them, and where the extinguishing agent can reach the fire.

b. Equipment Mounted on Vehicles. Commanding officers of units using vehicles are responsible for--

(1) Conducting a visual inspection of first aid fire extinguishers either in vehicles or on stationary equipment, portable generators, compressors, etc., each month.

(2) Familiarizing operators, permanently or temporarily assigned, with both maintenance and methods of checking fire extinguishers.

(3) Extinguisher requirements on vehicles transporting explosives or POL products (see the appropriate technical manual or regulation).

c. Procedures for Recharging and Inspection.

(1) The Fire Department will assist in reserving and maintaining extinguishing equipment installed in buildings.

(2) Commanders will make sure that fire extinguishers requiring maintenance are sent to Building 6041 Rothwell Street; fire extinguisher(s) for recharging as follows.

(a) Immediately after use (contents partially or completely discharged accidentally during training or fighting a fire).

(b) Extinguishers in outside storage areas will be provided as in paragraph (2) above.

(c) Ammunition Storage Areas. Do not distribute extinguishers in the ammunition storage (above ground or in igloo) areas. Vehicles entering the area will carry the required extinguishers.

(3) The Fire Department will inspect and identify fire extinguishers that are in need of repair or recharging during building inspections. All fire extinguishers, identified by inspection that requires service (Real Property, Buildings) will be taken to Fire Station # 1 (Building 6041) for replacement after of completion of an appointment with an inspector. Any discharged or damaged fire extinguishers will require a memorandum from the Commander explaining how the fire extinguisher was discharged or damaged before exchange can take place. All other fire extinguishers (i.e. CO-2, Purple-K, 5 LB ABC dry chemical or less and vehicle mounted fire extinguishers) will be serviced by vendors selected by the individual organizations.

2-6. FIRE PROTECTION EQUIPMENT.

a. Fire Hydrants. Do not use fire hydrants for any purpose other than fire protection without permission of the Post Fire Chief. Personnel are reminded that vegetation must be kept clear of fire hydrants within their areas of responsibility.

(1) Parking within 15 feet on either side of a fire hydrant is prohibited.

(2) Parking within 15 feet on either side of a fire department connection (FDC) is prohibited.

b. When no other source of water is available at construction sites and water is required for construction purposes, permission may be granted by the Installation Fire Department to use a hydrant as a source of water. The usage will be subject to the following limitations:

(1) Connection to a fire hydrant will be limited to no more than one 2-1/2 inch hose.

(2) Each connection will be gated or valve connection to a single 2-1/2 inch outlet of a hydrant. Flow will not be throttled by means of the main hydrant valve which, when in use will be fully open.

(3) A back flow device will be used when utilizing a fire hydrant.

c. Fire lanes identified by the fire department for fire apparatus and equipment will be marked as follows: 6 inches in height to the length required in "RED" color, with 4 inch

“WHITE” lettering centered, with the words “FIRE LANE – NO PARKING.” Depending on the length of the fire lane, spacing between the phases should be no more than 10 feet apart.

d. Fire Protection Devices. Do not tamper with, lock, or otherwise use fire alarm systems, sprinkler systems, standpipe systems, or other installed fire protection devices. Only the Fire Department will perform required testing. Access and clearance to Fire Department Connections for sprinkler systems and standpipes will be no less than 50’ from Fire Department outside connections.

e. Fire Extinguishers. The Fire Chief or his designated representative is responsible for requisitioning, distributing, determining location and type, and maintaining fire extinguishers installed in real property and other areas where necessary. Do not block, relocate, or move fire extinguishers except for use in a fire.

f. Monthly inspection of the unit fire extinguishers will be documented and maintained by Fire Prevention Coordinators.

g. Inspection of Fire Extinguishers. Area building manager / fire prevention coordinator or their designated representatives will inspect fire extinguishers in their area of responsibility monthly.

(1) CO2 Fire Extinguishers. Maintenance is required when seal is broken or when horn, hose, or any other part of the extinguisher shows evidence of being damaged or inoperative.

(2) Dry Chemical Extinguishers. Maintenance is required when seal is broken, gauge shows low pressure, or when hose or any other part of the extinguisher shows evidence of being damaged or inoperative. Monetary reimbursement and or UCMJ action to the full extent may take place, when malicious tampering is suspected or proven.

(3) Ensure that 6-year maintenance is completed, and a hydrostatic test on the cylinder is done. The extinguisher will have a label on the cylinder with the date stamped out, to include a service verification collar around the neck of the extinguisher.

h. Mount Fire Extinguishers (exception; wheeled units). Mount every fire extinguisher. The proper distance a fire extinguisher must be mounted from the floor is as follows.

(1) Top of extinguisher will not be higher than 5 feet from the floor.

(2) The bottom of the extinguisher will not be closer than 4 inches from the floor.

i. Maintenance and cleaning of Smoke Detection Devices. Commanders/supervisors will ensure that all subordinates are knowledgeable in the policy

regarding smoke detectors and alarm systems, by authorized R&U personnel that have attended the class.

(1) Fire Prevention Coordinators, Building Managers, and any other responsible individual as designated in writing by the unit commander will be trained in the proper procedure for cleaning, testing and maintaining smoke detection devices. To schedule training classes, call the Fire Prevention Branch at 442-5911. Fire Prevention Branch will maintain records on all personnel that have received this training IAW AR 25-400-2.

(2) Only trained Alarm Technician's are authorized to repair, or replace smoke detectors. Any unauthorized individuals tampering with, destroying, or causing malfunctions to fire alarm systems will be held accountable for their actions. **NOTE: Before cleaning and after cleaning smoke detectors contact the central 911 station at 442-2101. (State building number, name, indicate your performing smoke detector cleaning and notify them again when cleaning is complete).**

(3) If a smoke detection device continually malfunctions and efforts to correct the problem fail, a service order should be called in to the **Emergency Service Order Desk at 442-3251**. Units/activities are responsible to ensure keys are available during all hours for each individually locked room to allow Fire Department personnel to perform checks as needed.

(4) Fort Sill Fire Prevention Inspectors will inspect units annually to ensure cleaning and maintenance is being performed. Units should inspect themselves at least once a month; clean smoke detectors at least quarterly, but are highly recommended to be cleaned on a monthly basis. Specific instructions on cleaning and testing will be provided in the training sessions. Units/activities are responsible for maintaining records to account for testing, cleaning, and service orders on smoke detection devices. These records will be made available to Fire Prevention Inspectors, upon request.

2-7. HOUSEKEEPING.

a. Do not store flammable or combustible materials under houses or buildings, stairways, or in attics. Storage in warehouses will be in accordance with appropriate technical manual or regulation.

b. Do not use buildings other than barracks, family quarters, and unaccompanied personnel housing as sleeping quarters.

c. Notify the Fire Chief of any location that contains hazardous materials (e.g., organic phosphate insecticide, ammunition storage areas on Fort Sill). Display appropriate hazard markings externally on all buildings and on each door to any ammunition storage room, this includes arms rooms.

d. Do not use boiler rooms, air conditioning rooms, mechanical rooms, or generator rooms for storage of combustible materials. Maintain a 5 foot clearance in open basement areas around mechanical-type equipment.

e. Store rags in noncombustible containers with covers. Use separate containers to divide oily/greasy rags from clean rags.

f. Trash receptacles will be constructed of a noncombustible material.

g. Do not accumulate or store paper, scraps, and trash in closets, hallways, latrines, or other locations inside buildings. This includes recycle materials.

h. Remove sawdust, shavings, and scrap lumber from carpenter and woodworking shops and from buildings under construction at the end of each workday, or sooner, if necessary.

i. Do not use sawdust as a compound to absorb flammable liquids.

j. Mow dry grass or weeds and clear excess away from building.

k. Keep diesel and gasoline-powered generators, power plants, water pumps, and areas or buildings housing them free from accumulations of grease, oil, and fuel.

l. Do not use lighted candles or incense in buildings or tents except for organized religious events within church facilities or other approved facilities. Approval must be obtained from the Fire Department prior to use and then only when closely supervised. Candles or hurricane lamps may be used in clubs and dining facilities, with notification and approval from the Fire Prevention Branch (442-5911) in advance of the event.

Exception: candle warmers and brass ring oil warmers on light bulbs are allowed.

m. Cooking in unauthorized areas is prohibited. Do not cook on barbecue grills inside buildings, on porches, balconies, or within 10 feet of any buildings. During extreme dry conditions, cooking must be done only on barbeque grills on concrete or asphalt surface.

n. Electrically operated (plug in) air fresheners are not approved for use within any facility on Fort Sill.

2-8. SMOKING. Smoking and use of mechanical lighters or matches is prohibited in any government buildings or vehicles. No smoking in beds or hallways in single soldier quarters.

2-9. ELECTRICAL HAZARDS.

a. Installation, alteration, repair, or extension of electrical wiring and equipment will be accomplished by qualified facilities engineering personnel on the basis of an approved work order only.

b. Electrical wiring, equipment, and installation will conform to the standards of NFPA 70 National Electrical Code.

c. Electrical appliances, electrical lights, etc. in use must be approved by a recognized testing laboratory. Unauthorized electrical items will be disconnected and are subject to confiscation.

d. Do not use extension cords in place of fixed wiring. Extension cords will be of continuous length, properly insulated, without splices, and properly connected to fittings. They will not be nailed, draped, wrapped, or stapled to any object, run through doorways, walls, ceiling tiles or laid under rugs or carpets, and must be of heavy-duty type (16 gage or heavier).

e. Surge protectors with built-in fuses or circuit breakers are authorized provided they bear approval of a recognized testing laboratory (UL).

f. Properly "ground" electrical motors and appliances. Do not permit lint, oil, or other combustible materials to accumulate on electrical motors and appliances.

g. Use explosion-proof fixtures and wiring in ammunition storage areas and other buildings and facilities where explosive or flammable dust/vapors may be present.

h. Fuses will not be bridged in any fashion or manner and oversized and expedient type fuses will not be used. Do not tape, wire, or bridge circuit breakers to the open position. Tag or paint breaker switches for notification not to turn off.

i. Do not place electrical cords across aisles or places where they may be walked on, unless they are equipped with an approved electrical cover installed in such a way as to prevent friction or rubbing of cord.

j. Portable or permanently installed lights will be provided with guards in locations where they are subject to contact with clothes, paper, or other combustibles.

k. Turn off electrical appliances, except those necessary for preservation of food, when the room, building, or area is vacated or at the close of the business day.

l. Utilize surge protectors for their intended use do not daisy chain surge protector.

m. The screw-type outlet that fits into light fixtures is prohibited.

n. Electrical, propane, and kerosene space heaters are prohibited.

Exception #1: They can be an oil radiator space heater type, U.L. approved with an automatic shut off switch.

2-10. COOKING APPLIANCES AND EQUIPMENT.

a. Hot plates, toasters, toaster ovens, and George Foreman grills are not authorized in barracks unless used in a designated cooking area. Coffee-making appliances may be used in offices and work areas provided the following conditions are met.

(1) The appliance is placed on a noncombustible surface and kept a minimum of 6 inches from any combustible surface.

(2) The appliance(s) must bear the testing laboratory seal of approval (U.L.) and be in good working condition. Nonacceptable items will be removed at the time of inspection.

b. The use of electrical timers for the above appliances is prohibited.

c. Cooking in dormitories, barracks, etc., will only be done in designated, approved kitchen areas.

d. Microwave ovens, refrigerators, and air conditioning units must be used on a separate circuit and not be plugged into an extension cord or surge protector. This is for the protection of the electrical circuits as well as the appliances.

e. Leaving cooking appliances and equipment unattended while cooking will be considered "unattended cookings."

f. Fires caused by unattended cooking will be the sole responsibilities of individual causing unattended cooking fire.

2-11. STORAGE.

a. Inside Storage.

(1) Store materials to minimize the spread of fire internally and permit convenient access for fire fighting and salvaging or the removal of portions of any material that may constitute a hazard. Maintain neat blocking and piling at all times.

(2) Maintain access aisles at reasonable intervals to provide convenient access to all portions of the storage area. Access aisles will not be less than 8 feet in width.

(3) Provide cross aisles of not less than 4 feet in width for stacks up to 10 feet in height. Where stacks exceed 10 feet in height, cross aisles will be at least 5 feet wide.

(4) Do not obstruct fire lanes and access aisles at any time.

(5) Where automatic sprinkler protection is provided, maintain a clearance of at least 18 inches between storage and sprinkler heads. Do not obstruct sprinkler risers at any time.

(6) Where automatic sprinkler protection is not provided, maintain a clearance of at least 36 inches between storage and the underside of the lowest beams, girders, or other ceiling constructions.

(7) Maintain a clearance of at least 18 inches between storage and electric lights, wiring, and fixtures.

(8) The Fire Department must approve access doors blocked on the inside and will be conspicuously marked on the outside with 3-inch high black lettering on white background reading "DOOR BLOCKED."

(9) Do not block open or obstruct fire doors at any time.

(10) Do not refuel or service gasoline-powered equipment inside any storage building.

(11) Storage will not be permitted within 36 inches of heaters, stoves, furnaces, or water heaters.

(12) Inside vehicle maintenance compounds, fire hydrants will have at least 50 feet clearance from any vehicle, portable or temporary structures, connex's, and containers.

(13) All gates around vehicle maintenance compounds are classified as "FIRE LANES." They will not be blocked or obstructed at any time. Signs designating fire lanes are the responsibility of the organization assigned to the compound. Fire lanes will be monitored daily by an assigned member of the organization for blockage or obstructions.

(14) When any building any used to store more than five gallons of insecticides the organizations will prepare a list with the type of chemical and amount of each product and forward to the Fire Department. Hazardous pesticides will be identified, handled, and stored IAW AR 420-76, TM 5-632, and NFPA 434.

(15) Cylinders containing liquefied gases or acetylene that are stored outdoors will be protected from the direct rays off the sun with a fixed canopy (preferably noncombustible) capable of withstanding all local environmental conditions IAW AR 700-68

(16) Smoking is prohibited within 50 feet of compressed gas cylinder storage areas, and "No Smoking" signs will be posted.

(17) Oxygen cylinders will be stored in locations separated from other gases "such as acetylene," will be separated not less than 20 feet or separated by a 1 hour fire rated wall.

(18) Oxygen, acetylene, and other compressed gases will be handled carefully. Cylinders will be secured to prevent accidental tip over by lashing, strapping chaining, or clamping in an upright position. Cylinders will be capped during storage and while being transported.

b. Outside Storage.

(1) Keep the entire storage site free of unnecessary combustible materials. Keep weeds and grass cut. Remove dry weeds and grass from the storage site.

(2) Fences providing closed in areas for outside storage sites will have sufficient gates to permit rapid access of fire apparatus.

2-12. STORAGE OF FLAMMABLE AND COMBUSTIBLE LIQUIDS. All flammable and combustible liquid storage will be in compliance with the requirements of NFPA 30. Ground all flammable storage containers and connex's in accordance with NFPA 77; standard requires less than 10 ohms resistance. Storage containers must be properly marked with a NFPA 704 symbol. Flammable liquid is any liquid having a flash point of 100 degrees Fahrenheit or less, such as gasoline, alcohol, ether, thinners, and solvents. Combustible liquid is any liquid having a flash point in excess of 100 degrees Fahrenheit, such as diesel fuel, oil, greases, and lubricants.

a. Do not use liquid fueled fire heaters and stoves (e.g., gasoline or kerosene) inside any building to include tents.

b. Do not use gasoline for cleaning purposes. Only approved type cleaning solvents are authorized for this purpose.

c. Do not store flammable liquids in any shop, warehouse, janitorial closets or other building not specifically designated as a flammable liquid storage area. Exceptions are--

(1) Small amounts for display in sales stores.

(2) Small amounts less than 5 gallons in shops or buildings where its use is necessary to accomplish assigned mission. In this case, use only approved type safety cans that have the proper U.L. label and do not allow flammable liquids to remain in the building overnight or after the close of business.

(3) Keep kerosene, paint, thinner, and other flammable liquids in closed containers even when in approved storage areas.

(4) Do not store flammable liquids (including those in sales stores) under stairways, exits, or other places preventing safe exit for persons.

(5) Store paints and thinners separately from other materials such as grease, oil, gasoline, and spare parts. Do not store rags, wood, and other similar combustible matter in the same building.

(6) Buildings may have an approved metal paint storage locker as long as the following safety precautions are observed:

(a) Locker is located in a well-ventilated area, and does not interfere with a clear path of exit travel.

(b) All flammable liquid dispensing and storage sites will have visible signs, red in color, indicating "NO SMOKING WITHIN 50 FEET." The letters must be at least 3 inches in size.

(c) The maximum allowable storage will be 50 gallons; however, not more than 5 gallons are authorized in any one single container.

(d) Seal all containers.

d. Properly ground and bond drums or containers used for dispensing flammable liquids with an approved self-closing faucet. Label drums or post a sign stating "**NO SMOKING WITHIN 50 FEET.**"

e. Provide dispensing facilities with suitable receptacles or drip pans to catch leaking flammable liquids. Check, empty, and clean receptacles daily or when necessary.

f. Outside storage areas (open areas, lockers, and PE/TOE buildings) for flammable liquids will comply with NFPA Standard 30. They will be labeled, red in color "FLAMMABLE KEEP FIRE AWAY." The letters must be at least 3 inches in size.

g. Outside, flammable storage lockers, rooms or any other type of outside storage facility will not be positioned under or within 20 feet of overhead power lines. Any type of flammable storage facilities will be located at least 50' (50 feet) from any building or structure.

(1) Keep the entire storage site free of any type of unnecessary combustible materials. Keep weeds and grass cut. Remove dry weeds and grass from the storage site.

(2) Fences providing closed in areas for outside storage sites will have sufficient gates to permit rapid access of apparatus.

h. Do not dispense or store flammable liquids in glass or plastic containers. Only Underwriters Laboratories (UL) approved containers are authorized.

i. All flammable storage lockers and connex's will be grounded to meet any NFPA 77 standards requiring less than 10 ohms resistance.

j. Flammable gases such as propane, butane, and ether will be stored outside of the building, in separate containers from flammable and combustible liquids.

2-13. AMMUNITION STORAGE.

a. Do not obstruct the clear spacing between buildings used for storing ammunition by storage of combustibles.

b. Electrical facilities within ammunition or explosive storage and maintenance areas will meet the requirements of the National Electrical Code NFPA 70.

c. Keep separate waste materials such as oily rags, combustible scrap, and paper within an explosive area from each other. Please each type of waste material in metal containers with closing tops.

d. Do not permit matches, flames, or spark producing devices in any explosive area except by written authority of the Post Fire Chief.

e. Do not permit smoking within 100 feet of any magazine or storage pad. Specific designated locations may be established for smoking with approval of the Post Fire Chief.

f. Do not park vehicles within 100 feet of buildings containing explosives.

g. Do not use gasoline or other flammable liquids within an explosive area for cleaning purposes.

h. All small arms ammunition storage sites for local ground defense and security purposes may be stored in any magazine, warehouse, office, barracks, or other suitable structure provided the following is strictly complied with:

(1) The structure or portion being used for storage is locked and secured to prevent pilferage and unauthorized handling.

(2) The structure will a proper fire symbol posted on the exterior and in the arms room. The symbols will be removed when the building no longer has an arms room.

(3) Quantity authorized for storage is limited to the operational needs.

i. Military vehicles transporting ammunition and / or explosives will be equipped with a minimum of two 10 pound dry chemical fire extinguishers. The current using organization will supply the fire extinguishers. The vehicle transporting the ammunition should be properly placarded and have military fire symbols 1, 2, 3, 4 IAW Department of Transportation (DOT) guidelines have DA Pam 385-64.

j. UNIT ARMS ROOM. Ammunition storage in unit arms rooms requires an approved explosive storage license IAW TRADOC Regulation 385-2 and USAFACFS Circular 700-

k. The approved license will be renewed annually and a copy will be provided to the Fire Prevention Branch upon completion of all accepted/approved signatures.

2-14. STORAGE AND CONTROL OF VEHICLES (INCLUDING MOTOR SCOOTERS AND MOTORCYCLES).

a. Do not store vehicles inside of buildings unless the building is designed, constructed, and operated as a parking facility.

b. When it is considered in the best interest of the government to store vehicles inside of buildings, submit request for approval to the Fire Prevention Branch.

c. Do not park vehicles within 15 feet of any fire hydrant.

d. Do not park vehicles on streets or passageways in such a manner as to block free passage of fire apparatus.

e. Do not park or leave vehicles unattended in fire lanes; to include access gates leading into motor pool compounds.

f. Do not park vehicles within 10 feet of any building except in designated and authorized parking lots or for the purpose of immediate loading or unloading operations. Do not restrict exit doors and Fire Department access.

g. Assure privately-owned automobiles, trucks, boats, trailers, aircraft, etc., are not parked, stored in government buildings or structures with the exception of those buildings specifically designed for that purpose (Community Recreation Division repair and rebuild shops). Do not park or store government vehicles in buildings or structures other than those specifically designed as motor pools, vehicle warm storage buildings, or maintenance shops government vehicles parked indoors will have a minimum clearance or 2 feet around each vehicle, and will be parked in such a manner as to permit rapid evacuation in case of fire.

2-15. FIRE EXITS/FIRE DOORS. An exit or exit way is a means of providing safe exit to a place of safety. The place of safety may be outside the building or on the other side of a suitable firewall. The corridors in buildings are designated as fire exits.

a. Do not lock, obstruct, or block fire exits, fire escapes, and fire doors at any time. Do not lock doors equipped with panic hardware at any time with chains, hasps and staples, bars, or any other device to prevent proper operation.

b. Install exit doors so as to open in the direction of exit travel.

c. Provide exits and ways of approach thereto in places of public assembly with illuminated exit signs. Exits in other buildings not requiring illuminated exit signs will be properly identified by an exit placard.

d. Do not block or obstruct aisles and corridors leading to exits. The minimum width of aisles will be 4 feet, except in education occupancies where the minimum width will be 6 feet.

e. Any type partition that may block direct route to any fire exit is prohibited.

f. Do not install a partition or divider, screen, vending machine, or other such device in any corridor, ramp or porch that would in any way interfere with emergency evacuation of the building in the event of fire.

2-16. PUBLIC ASSEMBLY AND RECREATION REQUIREMENTS. These include clubs, theaters, exchanges, concessions, chapels, restaurants and/or cafeterias, hobby shops, gymnasiums, sales stores, and other places where people may congregate for entertainment or recreation. The potential life safety hazards and the possibility of property loss in these occupancies require that extraordinary actions be taken to prevent fire.

a. Supervisors will make sure that every employee understands their responsibility regarding fire prevention and receives training in proper building evacuation and proper application of the first aid fire protection equipment (if provided).

b. The Fire Chief or his representative will perform an unannounced spot check inspection on public assembly buildings. These inspections do not relieve the management of their required responsibility.

c. Managers of facilities in which commercial or restaurant-type cooking is performed must establish and enforce the following procedures.

(1) Clean grease filters and hoods daily to prevent the accumulation of grease.

(2) Must have exhaust ducts cleaned every 6 months by a licensed contractor. NFPA 96 contains specific guidance. It's highly recommended to have the ducts cleaned more often if there is a high volume of cooking being performed.

(3) Post the following information and make available to Fire Department inspectors during inspections:

(a) Date hood, ducts, and filters were last cleaned.

(b) Name of contractor who serviced/cleaned system.

(c) Date extinguishing system was checked and serviced and by whom.

(d) Date tested and certification of high-limit temperature controls on deep fat fryers. This is a semiannual requirement.

(e) Record of fire suppression training of the employees.

(4) Cooking is not permitted when grease filters are not installed or exhaust fans are not working.

(5) Installation of cooking equipment must be in accordance with NFPA No. 96.

d. Managers will notify the Fire Prevention Branch, 442-5911, when planning events involving temporary decorations, exceptionally large crowds, or any unusual arrangements.

2-17. PAINT SPRAY BOOTHS.

a. Equip spray paint booths with an adequate exhaust ventilating system. Fans will be of nonsparking type, with explosive proof fan motors located outside the booth. Install exhaust systems to conform to the standards of the NFPA 33, OSHA 29 CFR 1910. Electric lights, switches, or electrical equipment will be of the types, which meet the requirement IAW NFPA 70.

b. Installed electric equipment and lighting will be approved, explosive proof type conforming to the standards of the National Electrical Code.

c. Do not smoke within 50 feet of spray booths.

d. Clean filters and filter rolls will be constructed of noncombustible material. Inspect them after each use, and remove and dispose of clogged filters.

e. Do not store combustible materials within 3 feet of spray booths.

f. For additional information on personal protective equipment while spray painting, consult USAFACFS Regulation 385-10-1.

g. Sprinkler heads should be protected with a cellophane bag having the thickness of .003 or less or thin paper bag will be used. Covering will be replaced frequently so that heavy deposits of residue do not accumulate.

h. The interior of spray booths, exhaust fan blades, and exhaust ducts should be cleaned regularly to avoid the accumulation of residues.

i. Spray booths require an annual airflow test, to be conducted by industrial hygiene. Maintain test results records on file.

2-18. HEAT AND FLAME DEVICES (HOT WORK). Hot work covers open flame, welding, cutting, grinding, tar kettle (roofing) etc., in areas other than approved shops and any open burning.

a. Fire Department will issue permits (DA Form 5383-R, (Hot Work Permit)) only after an inspection of the area, work to be performed, and necessary precautions have been taken.

b. Preparation and protection for an area is the responsibility of the shop and/or agency or the contractor accomplishing the work. In cases where hot work has been done under permit, an inspection will be made of the area by the authority issuing the permit not less than 30 minutes before work is started.

c. No building or portions of a building will be used for shop operations involving hot work, except with the express approval of the Post Fire Chief. Verification of the adequacy and fire prevention safety will be accomplished by the Fire Chief or his representative.

d. Only authorized, qualified personnel will operate welding and cutting equipment. Qualified personnel will provide proof of qualification upon request by the inspector.

e. Request for hot work permits will be made by contacting the Fire Prevention Branch, 442-5911.

2-19. OBSERVED HOLIDAYS AND DECORATIONS. Each year, during the holiday season, Christmas tree fires have been found to be directly attributable to tree lights and the use of combustible decorations. These types of fires have occurred in hundreds of homes, and various types of structures, which have also resulted in the hundreds of deaths. The Christmas tree, with all of its decorations, constitutes a serious fire hazard and must be watched carefully. When a tree is brought into a building, it begins to dry out, thus begins the problem. A variety of methods for treating trees with flame resistant solutions have been tried, but none have proven to be completely successful.

a. Follow the following precautions, not only during the Christmas and holiday season, but also throughout the year whenever any type decorations are used:

(1) Do not use light, combustible decorations such as paper, artificial flowers, tinsel, paper streamers, scenery, cotton bating, and any other similar decorations in any structure, unless they have been approved and marked "flameproof" by an authorized testing laboratory. Prior to the installation of any special decorative materials, obtain approval from the Fire Prevention Branch. Decorations should be kept to a minimum, to prevent the possibility of fire.

(2) Decorative wrappings from Christmas gifts have a tendency to burn rapidly, and should be removed immediately and disposed of properly.

b. Observe the following precautions for Christmas trees:

(1) Keep the tree outside of the building until ready for set up. It is recommended that this be done a few days before Christmas.

(2) Cut the bottom of the tree at an angle about 1-inch above the original cut, set in water and wet sand, and brace securely.

(3) Place the tree away from radiators, windows, stoves, and other sources of heat. Do not place Christmas trees near entrance doors, exits, elevators, or stairwells, which could provide an updraft.

(4) Use only electric lights and assure that wiring is in good condition and not worn or frayed. Only lights tested and approved by the testing laboratories are authorized (UL).

(5) Do not leave the tree lights on when no one is in the building, or after retiring at night. Turn off tree lights by pulling the plug from the wall receptacle.

(6) If lights are desired in windows, use only electric lights and keep curtains and other flammable materials pulled back at least 6 inches from the lights.

(7) Metal trees are potentially less of a fire hazard; however, do not use lights on metal trees.

(8) If the tree should catch fire, get everyone out of the building and contact the Fire Department by calling **9-1-1**.

c. The use of fire works on Fort Sill is prohibited, unless approved in designated areas by the Commanding General for organized special observances.

d. Halloween haunted houses, hay bail decorations, and lighting will be approved by the Fire Prevention Branch prior to installation or use.

e. Refer any special problems or concerns regarding decorations of any type to the Fire Prevention Branch at 442-5911.

2-20. FAMILY QUARTERS FIRE PREVENTION.

a. No burning of candles and incants, only candle warmers are authorized.

b. Storage of flammables (gasoline, charcoal lighter fluid, paints thinner) will be kept to a minimal (recommend no more than 1 gallon gasoline, and no more than 1 gallon mix).

c. Do not store anything around open flame (hot water heaters or central heating units).

d. The only authorized storage in side the safe rooms will be items necessary for survival.

e. Propane tanks will not be stored inside family quarters.

f. No barbequing within 10 feet of residence or inside structure.

g. No storage is permitted in any attic space.

h. Test smoke detectors monthly and change 9 volt battery twice a year.

2-21. CONSTRUCTION, ALTERATIONS, AND MODERNIZATION PROJECTS.

a. Construction projects will be coordinated with DPW or Corps of Engineers and reviewed by DES Fire and Emergency Services Division during design phase and prior to bid advertising or authorization to proceed with construction.

b. All self help projects will follow the same fire protection criteria as other construction.

c. The engineer in charge of the construction project is responsible for ensuring adequate fire protection features are incorporated into each project. To do this, the engineer must work closely with the Fire Chief and other specially trained fire prevention personnel. Fire protection systems and construction features must comply with UFC 3-600-01 (Fire Protection Engineering for Facilities, Design and Construction), NFPA Codes (National Fire Protection Association), and DoD 4270.1 M, Construction Criteria. The Fire Prevention Branch prior to construction / renovation will review all plans and specifications.

d. Predesign and Preconstruction Conferences. The Fire Chief or a representative will participate in all conferences. At this conference, the contractor will be briefed on fire protection requirements and will be provided a pamphlet that outlines these responsibilities.

e. Fire Inspections of Construction Projects. Periodically during construction, a fire inspector may perform unannounced spot checks to ensure proper fire safety procedures are being followed to safeguard government property and personnel. During these inspections, the fire inspectors will relay any deficiencies. Fire Inspectors **will not** contact the contractor, unless there is an immediate Life Safety issue.

f. Acceptance Inspections. The Fire Chief or a designee will attend all acceptance inspections to include both prefinal and final. All systems and features will be tested in accordance with the fire codes and standards set forth. The contractor will conduct functional tests of all fire protection systems and features. The Fire Prevention Branch will have the authority to accept or disapprove fire protection systems and/or features prior to final acceptance.

2-22. FIRE PREVENTION TRAINING AND FIRE DRILLS. Personnel assigned to units stationed at Fort Sill will receive instructions on fire prevention and fire suppression procedures by their unit supervisors. Commanders at every level are encouraged to make use of the services of the Fire Department to assist in presenting an effective program. Fire Prevention Coordinator will attend semiannual fire prevention training.

a. For assistance in training, lectures, and demonstrations, contact the Assistant Chief of Fire Prevention, 442-5911.

b. In addition to fire drills, commanders of basic training units will conduct two fire drills during the first week of training and monthly thereafter. The first drill should be an announced drill during daylight hours.

c. Commanders, chiefs of activities, and staff sections will conduct a fire drill as follows:

(1) Semiannually in all permanent party and civilian occupy facilities.

(2) Quarterly in barracks of advanced training units.

(3) Monthly in schools.

(4) Public assembly facilities will conduct a fire drill semiannually, for employees (not patrons).

d. Fire prevention and fire suppression should be stressed in weekly and monthly safety briefings.

2-23. DESIGNATION OF THE POST FIRE MARSHAL. The Director of Emergency Services is the Post Fire Marshal and is assigned full responsibility for fire protection and prevention activities. In matters pertaining to these activities, he will act for, and will be responsible directly and only to the Installation Commander.

2-24. FIRE CHIEF. In addition to the duties stipulated in AR 420-90, the Fire Chief will--

a. Be responsible for fire fighting operations and will not be interfered with in any manner.

b. Be responsible for changes, deletions, and / or additions to this regulation, and for preparing necessary amendments for approval of the Directorate of Emergency Services.

c. Furnish technical assistance to area / unit building manager / evacuation coordinator.

d. Review fire plans for adequacy and practicality.

e. Coordinate plans for fire fighting and control with other installation elements and for maintaining MOU'S and mutual aid agreements.

2-25. AUTHORITY TO COMMANDER. The Fire Chief or his senior subordinates in charge at the scene may commandeer any available vehicles, personnel, equipment, and/or materials that may be considered necessary (in an emergency) for the prompt control and safe termination of any incident that deems this action.

2-26. SPECIAL FIRE DETAILS.

a. The Military Police will dispatch personnel to direct traffic and to keep unauthorized persons away from the scene of fire. Post guards in or around buildings suffering fire damage to preserve evidence and prevent removal of government or private property until released by the Fire Chief. Additional duties of the PMO are outlined in paragraph 3-6.

b. The hospital, upon request from the Fire Department, will dispatch one ambulance to the scene of the fire to assure adequate medical service.

2-27. FIRE SUPPLEMENT COMPANY. The purpose of the Fire Supplement Company is to assist the Post Fire Department when additional personnel are needed in structural/crash or range fire suppression operations. This unit of personnel will be utilized in incidents of mass proportion where serious fires threaten life and property. Personnel recalled under this provision will receive full instructions on specific duties at the scene of the fire, by the senior Fire Department official.

a. Forces Command Unit are is responsible for fire supplement companies and will

(1) Will make sure that the first Fire Supplement Team is properly organized and prepared to move out within the shortest possible time when their services are required.

(2) Furnish transportation for Fire Supplement Team to the scene of the fire.

b. The Post Fire Chief or his authorized representative is responsible for determining when the Fire Supplement Team is needed and for issuing the call for its response.

(1) When called and directed into action by the Post Fire Chief or his representative, the Fire Supplement Team(s) will proceed to the scene of action. Upon arrival, the Post Fire Chief or his authorized representative is responsible for directing the NCOIC of the Fire Supplement Teams in the disposition and instruction of his personnel and the actions necessary to be most effective in combating the fire.

(2) In the event vehicles for transporting Fire Supplement Teams to the scene of action are not available from the brigade, the operations officer of the Transportation Motor Pool will make available the required number of trucks to transport the Fire Supplement Teams to the scene of the fire.

CHAPTER 3 ORGANIZATION FOR FIRE PREVENTION AND PROTECTION

3-1. ORGANIZATION OF MAJOR ACTIVITY BUILDING MANAGERS. The responsibility for fire prevention and local fire fighting organizations is a command responsibility. Organization and major activity building managers are responsible for the functions outlined in AR 420-90, and this regulation. Organization and major activity building managers will notify the Assistant Fire Chief, 442-5911, when assistance is needed to correct hazards within assigned areas and/or facilities. Organization and major activity commanders will appoint on orders and individual (NCO or GS-5 or higher) who has the position and authority to handle fire prevention in the organization. A copy of these orders will be furnished to the Fire Chief and updated as needed. The following is the mandatory organization and major activity required building managers:

- a. USAFAS.
- b. 75th and 214th Brigades.
- c. Garrison Support Unit (GSU).
- d. DPTMS Range Division.
- e. OTC.
- f. DOIM.
- g. DOL.
- h. DPTMS.
- i. DMWR.
- j. DENTAC.
- k. MEDDAC.
- l. DOC.
- m. CPAC.
- n. DPW / Associates.
- o. DES.
- p. DRM.

- r. DHR.
- s. USAR and OKNG units residing on Fort Sill.
- t. Tenant concessionaires and contractors.

3-2. RANGE FIRE WARDEN. Due to the mission of this installation, DPTM Range Officer or his deputy is automatically appointed as the Range Fire Warden. This individual will--

a. Be responsible for fire prevention activities outside the cantonment area, including those required for maneuvers, field exercises, range firing, and bivouacs. He will publish the Range Safety Regulation and with the coordination of the Fire Chief, include the fire prevention rules to be enforced.

b. Be responsible to implement the calls for the Fire Supplement Company and super buckets upon request of the Fire Department.

c. Be responsible for providing current and accurate maps of impact areas, and other hazardous areas that present dangers in combating a range fire.

3-3. BUILDING MANAGER. Each principal organization or activity will appoint in writing a responsible person/supervisor to handle fire prevention in the organization. The person selected as the organization Fire Prevention Coordinator should have the position and authority to execute fire prevention within that organization. A memorandum of appointment of every Fire Prevention Coordinator, to include building number and telephone number, will be on file in the Fire Prevention Branch. The Fire Prevention Coordinator appointed will receive a briefing of his/her duties involved by the Fire Prevention Branch within 30 days of the appointment. This person will-

- a. Detect and eliminate fire hazards as outlined in this regulation.
- b. Coordinate emergency plans for evacuating personnel, reporting and control of fire, and salvaging property. Maintain evacuation plan on file.
- c. Coordinate and conduct evacuation drills with the Fire Prevention Branch.
- d. Inform the activity/unit commander each month of findings and corrected deficiencies. The Fire Prevention Coordinator will include matters requiring immediate attention of others.
- e. Arrange for access to secured areas and accompany inspectors on fire prevention surveys. Keys will be made available to all rooms in a timely manner upon request of the fire department.

f. Instruct occupants of their individual responsibilities and the requirements of this regulation.

g. Provide names and telephone numbers to the Assistant Chief of Fire Prevention, in writing, of personnel to contact in the event access to a facility is required. **This list must be kept current & updated (semiannually).**

3-4. FIRE PREVENTION COORDINATOR DUTIES. Appointed Building Fire Prevention Coordinators will--

a. Report every fire to the Fire Department and the major organizational building manager by the most expeditious means.

b. Appoint the necessary number of building evacuation coordinators.

c. Coordinate the operations of building fire wardens and furnish liaison with higher command levels.

d. Maintain records and prepare reports required by this regulation.

e. Prepare a Unit Fire Plan/SOP.

f. Hold fire drills at times established for testing planned operations.

g. Maintain a Fire Prevention Book which will include:

(1) Orders of appointment to this duty.

(2) Copy of orders of alternate for this duty.

(3) Copy of orders of appointed R&U for your area of responsibility.

(4) Facility evacuation plan.

(5) Organization Fire Prevention SOP.

(6) AR 420-90 and USAF COEFS Regulation 420-90 (Post Fire Regulation)

(7) Recorded monthly inspection of the facility.

(8) Complete list of Fire Extinguishers (type, location, service date due) for the facility.

(9) Recorded fire drills.

(10) Work orders for Life Safety Code issues.

3-5. ASSISTANCE. Building manager and building evacuation coordinators will assist the Fire Department, as required, in emergency situations. This includes but is not limited to providing security of the fire area/building, cleanup, and, as quickly as possible, an inventory and value of property that may have been destroyed.

a. The supervisor of each shop will designate one or more person(s) as members of an engineering alert crew. The crew will consist of--

(1) An electrician.

(2) A plumber.

(3) A pump station operator.

(4) Upon request, any other technician necessary for handling conditions involving special or unusual hazards.

b. In the event of a fire, members of crews will report directly to their assigned stations or to the Fire Chief. Any pre-assigned duties will be carried out promptly on receipt of the alarm.

c. The alert crew will be organized so that one person in each category will be available either on-duty or in an on-call status.

3-6. PROVOST MARSHAL. The Provost Marshal will serve as an interface with other law enforcement agencies; both traffic control and security, and will assist investigating officers as requested. He will arrange for automatic response of sufficient Military Police personnel to--

a. Clear the route to the fire, stop traffic in the fire area, and limit entry to the fire area to vehicles and personnel authorized by the Senior Fire Officer on scene.

b. Provide security of the building involved and of the contents either remaining in or on scene.

c. Assume charge of the investigation where investigating officers suspect arson. Provide the Fire Chief with two copies of the investigative report.

d. Assist investigating officers, upon request, in the handling, holding, segregating, and interrogating witnesses.

e. Designate, mark, and keep clear fire lanes for access to buildings, fire hydrants, or fire areas as requested by the Post Fire Chief.

3-7. DIRECTORATE OF INFORMATION MANAGEMENT. The Director of Information Management will--

a. Assist the Post Fire Chief in planning fire reporting communications systems. He will provide, install, and maintain the authorized signal facilities, and will coordinate with commercial companies to assist expeditious handling of fire reporting.

b. Publish a standing operating procedure (SOP) for communications personnel to implement instructions prescribed for assisting the Fire Department in maintaining the fire alarm transmission lines and emergency telephone service.

c. Provide assistance and guidance to the Post Fire Chief in maintaining an up-to-date radio system to be used strictly by the Fire Department.

3-8. DIRECTORATE OF LOGISTICS. The Director of Logistics will make sure that any requests from the Fire Department for fuel, equipment, and/or repairs during emergency situations are given the highest priority possible.

3-9. SECTION I REQUIRED PUBLICATIONS.

AR 420-90	Fire and Emergency Services
AR 700-68	Storage and Handling of Gases, Gas liquids in Cylinders and of Cylinders
NFPA No. 10	Portable Fire Extinguisher
NFPA No. 13	Installation of Sprinkler Systems
NFPA No. 30	Flammable and Combustible Liquids Codes
NFPA No .33	Spray Applications Using Flammable or Combustible Materials
NFPA No. 96	Ventilation Control and Fire Protection of Commercial Cooking Operations

3-10. SECTION II - RELATED PUBLICATIONS.

CFR 49	Code of Federal Regulations
NFPA No.70	National Electrical Code
NFPA No.77	Recommended Practice on Static Electricity
NFPA No. 101	Life Safety Code
NFPA No. 434	Storage of Pesticides
NFPA No. 704	Standard System for the Identification of the Hazards of Material for Emergency
TB5-4200-200-10	Hand Portable fire Extinguisher Approved for Army User
TRADOC/FORSCOM Supplement 1 to AR 385-10	Army Training Command / Forces Command -The Army Safety Program
UFC 3-600-01	Unified Facilities Criteria, Design: Fire Protection Engineering for Facilities
UFC 3-600-02	Unified Facilities Criteria, Operation and Maintenance:

*Fort Sill Reg 420-90, 10 March 2008

	Inspection, Testing, and Maintenance of Fire Protection Systems
DA Forms 5383-R	Hot work Permit

APPENDEX A

HALLOWEEN DECORATIONS AND HAUNTED HOUSES

A-1. DECORATION.

a. Decorations may **NOT** be placed in a manner that obstructs or obscures **ANY** fire protection system components (manual pull stations, smoke detectors, bells/horns/strobes, sprinklers, fire extinguishers, etc.), exit signs, emergency lighting, or any means of egress. Flames retardants/ fires resistant treated materials must have proper written documentation indicating that they meet the requirements of NFPA 701 or equivalent.

b. The following materials are prohibited:

- (1) Bamboo.
- (2) Candles or other open flames of any type are prohibited.
- (3) Confetti (loose, in large quantities).
- (4) Corn stalks or husks.
- (5) Cotton batting.
- (6) Cloth drapery (other than flame retardant*).
- (7) Crepe paper decorations (other than flame retardant*).
- (8) Dried vines.
- (9) Dry moss.
- (10) Flammable powders or liquids.
- (11) Foam or plastic materials (including packing "peanuts").
- (12) Dried leaves.
- (13) Paper streamers
- (14) Plastic sheeting.
- (15) Sawdust.
- (16) Straw or hay

(17) Tumbleweed.

(18) Wood bark, mulch or shavings.

b. **ONLY** drapes, backdrops, props, artificial spider webbing, trees, plants, and flowers must be labeled. Flame retardant/fire resistant* may be used.

A-2. ELECTRICAL REQUIREMENTS.

a. Extension cords (if needed) must be of heavy gauge (16 gauge or higher) have not been subject to any mechanical damage, and approved by Underwriters Laboratories (UL).

b. Only extension cords approved for outdoor use can be used to provide power to outdoor equipment or from an outdoor electrical source.

c. Flood and strobe lights will be plugged **DIRECTLY** into a wall outlet, listed multi-plug power strip, or single listed extension cord.

d. All extension cords and power strips will be adequately protected from foot traffic; "bridged" if paths of travel cannot be avoided.

e. Surge Protectors will **NOT** be plugged into one another in a series and must be plugged directly into a wall outlet.

f. Spliced Electrical Cords, homemade switching devices, and/or open junction boxes and connections will **NOT** be permitted.

A-3. HAUNTED HOUSES. The Fort Sill Fire Prevention Office must inspect and approve the setup or construction of any "haunted house" that is to be operated on Fort Sill, OK. The Fire Prevention offices needs a minimum of 4 weeks notice to verify all codes and regulations are going to be followed. The creation of the haunted house will **NOT** cause the alteration, modification, destruction or any other change to a building's structural, electrical, mechanical, or plumbing without the consent of the Fort Sill Fire Prevention Office. A "haunted house" is defined as any temporary or permanent building, structure, or portion of, which contains a system that transports passengers or provides a walkway through a course so arranged that the means of egress are not apparent due to theatrical distractions, not visible due to low illumination, are disguised or are not readily available due to the method of transportation through the building or structure. The decoration or construction of a structure or part of a structure so that any of the following are present:

a. Extremely low levels of lighting (less than 1 foot-candle measured at the floor)

b. Maze-like paths that confuse occupants as to their location or the location of the exits.

c. The use of lighting or sound effects to confuse or distract the occupants

A-4. GHOST WALKS. Similar to haunted houses, and may include both indoor and outdoor areas where egress to a public way is similar not readily identifiable.

A-5. APPROVAL. Fort Sill Fire Prevention Office will need to know the following:

a. Building.

(1) Dimensional site plan will indicate proximity of event building to other structures or hazardous areas, and path of travel from event building or area to the public way. This must include the building number, point of contact, and all units that are in charge of this facility.

(2) The floor plan should show the following:

(a) Dimensions (total sq. ft., width of exits, aisles or interior exit pathways, etc.).

(b) Locations of exits, exit signs, and emergency lighting units.

(c) Locations of fire extinguishers.

(d) Location of electrical panel(s) and light switches.

(e) Location of smoke detectors and/or fire alarm panel.

(f) Normal use of any structure(s) (i.e., auditorium, school, church, etc.).

(g) Staff positions.

(h) Written emergency procedure (see "Emergency Planning" section below).

(b) Emergency Planning.

(1) Maximum occupant load (which will include staff) will be determined during review. A sign stating maximum occupant capacity will be posted in a visible location near the entrance, and staff will control the flow of patrons so as not to exceed this limit.

(2) The number of persons allowed inside the haunted house per group should **NOT** be greater than 10 people or less depending on the size of building. Each group will be lead through the structure with a competent staff person. There will be **NO** more than two groups allowed inside the structure at any time. All staff persons leading

groups will be familiar with **ALL** the guidelines required for a haunted house/ghost walks.

(3) A written emergency procedure plan will be provided.

(4) Emergency procedure plan will include training of staff and familiarization with fire alarm tone. Specific personnel will be designated to turn off all distracting noises (i.e., sound system) and turn on lights when alerted by either fire alarm system or otherwise notified of an emergency condition.

(5) This event will be adequately staffed to control the occupant load and assist patrons in exiting should an evacuation become necessary. Staffing level will be determined upon review of plans and may be increased at the discretion of the fire inspector.

(6) All emergency staff will carry flashlights and know the location of all exits, fire extinguishers, light switches, electrical panels, and emergency phones.

(7) A fire drill may be required.

(8) Phone communication will be readily available for the purpose of calling 911 in the event of an emergency. Persons must notify the 911 dispatcher what building they are in on Fort. Sill.

c. Exits.

(1) Two remote exits will be provided from each room with an occupant load of 50 or more. Required exit doors will swing in the direction of egress.

(2) Illuminated exit signs, with battery back-up, will be provided at each exit serving an occupant load of 50 or more. Nonilluminated exit signs will be provided for all exits serving an occupant load less than 50.

(3) Exit doors serving an occupant load of 50 or more will not be provided with a latch or lock, unless it is panic hardware.

(4) Emergency lighting, with battery back-up, will be provided in all rooms, areas and exit pathways when serving an occupant load of 50 or more.

(5) Exhibits and decorative materials will **NOT** obstruct, confuse, or obscure exits, exit pathways, exit signs, or emergency lighting units.

(6) Additional pathway marking, including low level marking and signs, may be required at time of field inspection.

d. Fire Protection.

(1) Decorations will NOT be hung on any sprinkler piping and will not block any sprinkler heads.

(2) Fire Extinguishers must--

(a) Be 10lb ABC Dry Chemical and must remain in the buildings and NOT removed from other buildings to provide protection.

(b) Be properly stored in either a fire extinguisher cabinet or hung on the wall with the top of the fire extinguisher not higher than 5 feet from the ground & the bottom of the extinguisher no less than 4 inches from the ground.

(c) Be visible and accessible at ALL times, and clearly illuminated or marked with reflective tape.

(d) Must be located every 75 feet within the building.

e. Miscellaneous.

(1) Smoke machines are **NOT** authorized.

(2) Good housekeeping will be maintained throughout the exhibit and exit pathways.

(3) Parental Consent forms approved by the SJA Office must be filled out by the child's parent/guardian before each child enters the approved haunted house

(4) Fire Lanes outside the building are to be kept clear of ALL vehicles during this event.

(5) All stairwells **MUST** be illuminated.

(6) Please contact the Post Safety Office at 442-4215

(7) Personnel notify Fire Department with the hours of operation with **NO DEVIATIONS** from it.

A-6. ASSISTANCE. For assistance, please contact the Fort Sill Fire Prevention Office at 442-5911 if you have any further questions, concerns, or comments.

A-7. CEASE OF OPERATIONS. The Fire Chief or his representative reserve the authority to cease ANY operation or function deemed hazardous, dangerous, or unsafe at **ANY** time without notice.

GLOSSARY

ABC	Class of Fire Extinguisher
AGA	American Gas Association
AR	Army Regulation
BC	Class of Fire Extinguisher
CFR	Code of Federal Regulations
CO	Carbon Dioxide
DA	Department of the Army
DMWR	Director of Morale, Welfare, and Recreation
CPAC	Civilian Personnel Administration Center
DENTAC	Dental Activity
DES	Director of Emergency Services
DHR	Director of Human Resources
DPW	Director of Public Works
DOL	Department of Logistics
DOT	Department of Transportation
DoD	Department of Defense
DOIM	Director of Information Management
DRM	Director of Resource Management
DPTMS	Director of Plans, Training, Mobilization, and Security
FA	Field Artillery
FDC	Fire Department Connection
FORSCOM	Forces Command
IAW	In accordance with
IMPAC	International Merchant Purchase Authorization Card
MEDDAC	Medical Department Activity
NCOIC	Noncommissioned Officer in Charge
NFPA	National Fire Protection Association
OKNG	Oklahoma Natural Gas
OSHA	Occupational Safety and Health Administration
PARA	Paragraph
PIV	Post-Indicator-Valve
POL	Petroleum, Oils, and Lubricants
SOP	Standing Operating Procedure
TRADOC	Training and Doctrine Command
UFC	Unified Facilities Criteria
USAR	United States of Army Reserve
USAFCOEFS	United States Army Fires Center of Excellence and Fort Sill
UL	Underwriters Laboratories, Inc.

Suggested Improvements. Users are invited to send comments and suggested improvements via a written memorandum, or on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to the DES Fire Prevention Branch, Fort Sill, Oklahoma 73503.



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Garrison Commander

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Director of Human
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