



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:
ASO 11320.1P
S-4
15 Mar 24

AIR STATION ORDER 11320.1P

From: Commanding Officer, Marine Corps Air Station Beaufort,
To: Distribution List

Subj: MARINE CORPS AIR STATION BEAUFORT FIRE REGULATIONS AND INSTRUCTIONS

Ref: (a) MCO 11000.11A
(b) National Fire Protection Association Codes (NFPA)
(c) Unified Facilities Criteria (UFC) 3-600-01
(d) UFC 3-601-02
(e) Occupational Safety and Health Act
(f) Interim Lithium Battery Handbook (ILBH)
(g) ASO 6200.2, Tobacco Prevention and Control Program
(h) ASO 11000.2C, Energy Conservation Program
(i) UFC 3-600-10N
(j) PWD Supplemental A-E Design Guide
(k) NAVAIR 00-80R-14
(l) NAVAIR 01-1A-35
(m) NAVFAC 3-11320/9
(n) MCIEAST-MCB CAMLEJO 11320.1
(o) UFC 3-600-02
(p) SECNAV Notice 5210 Implementation of New Department of the Navy
Bucket Records Schedules
(q) SECNAV M-5210.1 Records Management Manual
(r) MCO 5215.1K Marine Corps Directives
(s) MCO 5210.11F Marine Corps Records Management Program

Encl: (1) MCAS F&ES Procedures

1. Situation. Per the references, Beaufort Fire and Emergency Services (F&ES) are to establish and maintain an effective and efficient fire protection and emergency services program, incorporating fire prevention, public fire education policy, and procedural guidance for fire prevention and suppression aboard Marine Corps Air Station (MCAS) Beaufort, Laurel Bay Family Housing (LBFH), and the Townsend Bombing Range (TBR).

2. Cancellation. ASO 11320.1M.

3. Mission. To protect Marine Corps personnel and the public from loss of life, injury, and illness due to fires and other emergencies as a result of installation activities, aircraft operations, disasters or terrorist incidents. Reference (b) through (d) have been adopted by the Marine Corps for use locally. Technical publications, references (e) through (l), are utilized as guides to affect the fire protection and emergency services program.

4. Execution

a. Commander's Intent and Concept of Operations

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

(1) Commander's Intent. These regulations are binding upon all departments, units and residents aboard MCAS Beaufort, LBFH and the TBR, and shall be effective upon receipt. The Commanding Officer, Marine Aircraft Group 31 concurs with this Order insofar as it pertains to Fleet Marine Forces stationed aboard MCAS Beaufort.

(2) Concept of Operations. This Order emphasizes the requirement for all levels of leadership to ensure that military and civilian personnel in are familiar with and comply with the instructions in the Marine Fire Regulations and Instruction Manual.

b. Subordinate Element Mission

(1) Department Heads and Officers-In-Charge

(a) Appoint in writing a single Fire Warden. The designated individual will be F&ES' primary point of contact on all matters regarding fire protection and prevention. The appointee shall be a responsible commissioned or noncommissioned officer or a civilian of equivalent responsibility and authority.

(b) Provide an after-hours point of contact to the Fire Prevention Branch for each building occupied by personnel. Contact information shall be updated when change necessitates, but no less than annually.

(c) Ensure master key(s) are made for emergency access and kept in the building's Knox Box. Notify the Fire Prevention Branch in the event a key needs to be replaced.

(d) Notify the Fire Prevention Branch when any building or groups of buildings are to be activated or deactivated.

(e) Notify the Fire Chief in writing when billeting of personnel is requested in building space not specifically designed for the purpose. A pre-occupancy inspection is required and shall be conducted by F&ES personnel.

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

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

(h) Report total content value loss to F&ES at (843) 228-6563 or (843) 228-7854 within 24 hours.

(i) The Public Works department (PWD) will report structural damage loss to F&ES at (843) 228-6563 or (843) 228-7854, within 24 hours.

(2) S-4 Office, Fire Department. The Fire Chief is responsible to the Commanding Officer (CO), under the cognizance of the S-4 Office for the F&ES protection and prevention program. The Fire Chief is vested with authority

to take immediate action as necessary to protect life, property, and the environment from fire, hazards, or other applicable conditions.

(3) Fire Wardens. Fire wardens shall call the F&ES Prevention Office at (843) 228-7854 for dates on initial training and guidance. When an individual attends the training, they will provide a list of the building(s) for which he or she is responsible.

c. Coordinating Instructions. The MCAS Beaufort Fire Regulations and Instructions Manual can be accessed and will contain elements of the following information but are not limited to:

- (1) Policy and general information.
- (2) Fire reporting procedures and firefighting requirements.
- (3) Fire drills and evacuation plans.
- (4) Care of building and grounds.
- (5) Life safety.
- (6) Flammable liquids.
- (7) Firefighting and fire protection equipment.
- (8) Electrical hazards.
- (9) Smoking and open fire regulations.
- (10) Hazardous materials and special processes.
- (11) Warehouse and general storage.
- (12) Heating Systems.
- (13) Fueling operations.
- (14) Fire investigation responsibilities.
- (15) Wildfire prevention and firefighting.
- (16) Change in occupancy classification due to special events/tour and catering events.
- (17) Fire watch.

5. Administration and Logistics

a. Recommendations concerning the contents of this Order may be forwarded to the MCAS Beaufort Fire Chief, via the chain-of-command.

b. Controlled Unclassified Information (CUI)

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(1) Unless specifically marked as classified (e.g. Confidential, Secret, and Top Secret) the following are categories are subsets of Controlled Unclassified Information (CUI) and are to be protected in accordance with 32 CFR Part 2002: Agriculture, Critical Infrastructure, Emergency Management, Export Control, Financial, Geodetic Product Information, Immigration, Information Systems Vulnerability Information, Intelligence International Agreements, Law Enforcement, Legal, Natural and Cultural Resources, NATO Controlled, Nuclear, Patent, Privacy, Procurement and Acquisition, Proprietary Business Information, SAFETY Act Information, Statistical and Tax.

(2) All individuals handling this information are required to protect it from unauthorized disclosure. Handling, storage, reproduction, and disposition of the attached document(s) must be in accordance with 32 CFR Part 2002 and applicable agency policy.

(3) Access to and dissemination of Controlled Unclassified Information shall be allowed as necessary and permissible to any individual(s), organization(s), or grouping(s) of users, provided such access or dissemination is consistent with or in furtherance of a Lawful Government Purpose and in a manner consistent with applicable law, regulations, and Government-wide policies.

c. Records Management. Records created as a result of this Plan shall be managed according to national archives and records administration (NARA) approved dispositions per references (p) and (q) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to references (r) and (s) for Marine Corps records management policy and procedures.

6. Command and Signal

a. Command. This Order is applicable to all personnel aboard MCAS Beaufort, LBFH and the TBR.

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


M. D. BORTNEM

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CHAPTER 1

Administration

1000. Mission. The mission of MCAS Beaufort F&ES is to establish and maintain an effective and efficient fire protection and emergency services program that incorporates fire prevention and public fire education; fire protection engineering; all-hazards emergency response; and fire protection systems inspection, testing and maintenance. To accomplish this the MCAS Beaufort F&ES shall:

a. Effect and supervise a vigorous program of fire protection and prevention through public education, code enforcement, and project plans review for all assets belonging to and managed by MCAS Beaufort.

b. Provide adequate structural protection to safeguard lives and property against fires.

c. Support Aircraft Rescue and Firefighting (ARFF) operations when requested.

d. Provide mutual aid to those communities which have a written agreement with MCAS Beaufort F&ES.

e. Provide assistance and technical advice to the Command on all matters pertaining to fire protection engineering, prevention, suppression, and investigation.

f. Provide adequate response capabilities for hazardous spills/incidents.

g. Provide emergency medical response services.

1001. Responsibilities

a. Fire Chief. The Fire Chief is the technical and administrative head of the MCAS Beaufort F&ES Department and is responsible to the CO, under the cognizance of the S-4 Office. The Fire Chief is vested with the authority to take immediate action as necessary to protect life, property, and the environment from fire, hazards, or other applicable conditions. Functions of the Fire Chief are to:

(1) Supervise of all activities and operations of MCAS Beaufort F&ES, including fire suppression, emergency medical response, training, pre-fire planning, fire prevention, and fire investigation.

(2) Establish suitable measures to enact the required policies, rules and regulations and procedures.

(3) Recall off-duty firefighters when emergency conditions exceed the capabilities of the on-duty shift.

(4) Advise the CO, Officers in Charge (OICs) and Department supervisors of conditions that are not in compliance with Air Station regulations and/or recognized fire prevention practices and assist in correcting such deficiencies when possible.

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b. Commanders and Section Heads. Commanding Officers and Civilian Section Heads are responsible to become familiar and comply with this Air Station Order. Their responsibilities include, but are not limited to the following:

(1) Appoint in writing a Fire Warden. This designated individual shall be a trained observer within the unit to identify and report hazards to Fire Prevention Personnel for corrective action. They must have e-mail capability and serve as F&ES's primary point of contact on all matters concerning fire protection and prevention. The appointee shall be a commissioned or noncommissioned officer or where applicable, a civilian of equivalent responsibility and authority. The appointment shall be kept current.

(2) Provide an after-hours point of contact to Fire Prevention Personnel for each building, or group of buildings, occupied by the unit. Contact information shall be updated when change necessitates, but not less than annually.

(3) Ensure master key(s) are made and secured in the building Knox Boxes were provided for emergency access to the building(s). Notify Fire Prevention, at (843) 228-7854, to have the keys placed in the box.

(4) Notify Fire Prevention in writing of any changes in building occupancy.

(5) Notify Fire Prevention in writing where billeting of personnel is requested in buildings or spaces not specifically designed for this purpose, such as duty rooms, ready rooms, etc. A pre-occupancy inspection is required.

(6) Ensure that prior to securing an unoccupied building, F&ES conduct a thorough inspection to confirm the electrical power and other utilities are turned off, the building has been properly policed, and all fire extinguishers are returned.

(7) Ensure that the locations of new structures (whether permanent or temporary) and/or existing structures are approved by MCAS Beaufort F&ES prior to occupancy.

(8) Organizational Commanders will report total loss and content value to MCAS Beaufort F&ES at (843) 228-6563/7854, within 24 hours of any fire event causing property loss.

(9) The PWD will report structural damage loss to MCAS Beaufort F&ES at (843) 228-6563/7854, within 24 hours of any event causing property loss.

(10) Submit self-help requests that modify, alter, or change the character of buildings/structures to Fire Prevention and the PWD for approval/disapproval.

(11) Ensure that all department heads, section heads and supervisors cooperate with the Fire Chief, or designated representatives, in the elimination of fire hazardous conditions found during fire prevention inspections.

c. Fire Warden Program. The Fire Warden Program was designed to provide commands with an in-house representative capable of identifying fire/safety

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deficiencies. The Fire Warden Program provides the activity and the Fire Department an expeditious way of reporting and identifying fire safety deficiencies and promotes a good relationship between the commands and Fire Prevention.

(1) The program objective is to provide units a trained observer within to identify and report hazards for corrective action. Each unit shall implement the Fire Safety Programs ensuring all buildings within their area of responsibility have a designated Fire Warden(s). The goal is to provide a fire safe working and living environment. Fire Prevention shall provide training to the designated personnel.

(2) The Fire Warden Program must be implemented with the close cooperation of the MCAS Beaufort F&ES Fire Prevention Personnel.

(3) Units shall appoint a Fire Warden(s) and an alternate Fire Warden(s) for each building/facility or portion of a building as appropriate.

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

(5) A Fire Warden appointment letter shall be maintained by the parent command, and it shall include building number(s), telephone number, and appointee's location. Assignments should include auxiliary structures and buildings.

d. Fire Warden Responsibilities. Fire Prevention Inspections, conducted by Fire Prevention Personnel do not alleviate the possibility that a circumstance or condition(s) could develop that would create a fire hazard; therefore, Fire Wardens are tasked with the following responsibilities:

(1) Upon assignment, Fire Wardens shall call MCAS Beaufort F&ES, Fire Prevention at (843) 228-7854 for initial training and guidance.

(2) Conduct monthly fire protection inspections of areas of responsibility to identify potential fire hazards and initiate corrective action(s). Items to be inspected include Automated External Defibrillators (AEDs), fire evacuation routes, general housekeeping, fixed and portable firefighting equipment (fire extinguishers), suppression systems, hazardous waste sites and fire hazardous area conditions and operations. Only the Fire Warden is authorized to initial extinguisher and AED tags. Extinguisher tags are available at MCAS Beaufort F&ES Main Station, building 2085.

(3) Monthly inspections of fire extinguishers shall be accomplished by the Fire Wardens ensuring extinguishers are fully charged and operable. Fire extinguisher tags shall be initialed and dated after each inspection. If a fire extinguisher has been used or damaged, a written explanation of use or cause of damage is required. Replacement extinguishers are available at MCAS Beaufort F&ES Station 61, building 2085. Call (843) 228-7854 to schedule a replacement. Inspections of fire extinguishers shall consist of a visual check of the following items:

(a) Fire extinguishers are located in their assigned place.

(b) There are no obstructions blocking accessibility or visibility.

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

(d) The seals and tamper indicators are not broken or missing.

(e) There is no obvious physical damage, corrosion, leakage, or clogged nozzles.

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

(4) Monthly inspections of AED shall be accomplished by the Fire Wardens ensuring AED(s) are fully charged and operable. Monthly inspection log shall be signed and dated after each inspection. Inspections of AED(s) shall consist of a visual check of the following items:

(a) Cabinet mounted and not damaged.

(b) Cabinet Alarm and in good working order.

(c) AED in cabinet.

(d) AED Battery indicator light on (Green).

(e) Defibrillator pads are present and in date.

(f) Personal protective equipment is present.

(g) Copy of MCIEAST-MCB CAMLEJO 11320.2 is located in AED(s) cabinet and monthly inspection log is completed.

(h) If any of the listed items are missing or not in service contact Fire Prevention at (843) 228-7854.

(5) Ensure Fire Bills (NAVFAC 3-11320/9) and fire evacuation plans are posted in conspicuous places. Fire Bills can be obtained from the MCAS Beaufort F&ES Fire Prevention.

(6) Accompany Fire Inspectors on annual, semi-annual, and monthly inspections of installation facilities. If deficiencies are identified; correct or submit a maintenance/trouble ticket via Public Works for repair. Notify the Fire Prevention office via email (bfrt_fes_fpoffice@usmc.mil) once the ticket has been submitted and when the ticket closes out (deficiencies corrected).

(7) Ensure that all personnel in their areas of responsibility are given initial training in fire reporting procedures and instructed to immediately call MCAS Beaufort F&ES on all fires, even if extinguished.

(8) Coordinates the required fire evacuation drills for all assigned buildings and structures under their control with Fire Prevention.

(9) Ensure corrective action is initiated on all hazard violations identified on building monthly fire protection inspections and submits work request through Public Works for found discrepancies to be corrected. Contact Fire Prevention at 843-228-7854, if assistance is needed.

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(10) Notify Fire Prevention, via email: bfrt_fes_fpoffice@usmc.mil, of any intention to change the occupancy classification of a structure, or to add/modify the structure or change tasks performed in it (i.e., change an administration office to a vehicle maintenance shop or vice versa). Change in occupancies will not be conducted until it has been approved by the Fire Department.

(11) Notify the Fire Prevention of any structure that is to be vacated.

(12) In the event a designated Fire Warden's duties are reassigned, the current Fire Warden along with their replacement must come by the Fire Department (Station 61), located at 2085 Drayton St. to report the change and sign release of duty form. Fire Prevention shall be notified at (843) 228-7854, thus ensuring continuity and that the new Fire Warden receives the necessary training. Contact Fire Prevention for Fire Warden training by calling 843-228-7854.

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

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

CHAPTER 2

General Fire Regulations

2000. Discovery of a Fire, Emergency Services Initiation

a. Emergency Services. MCAS Beaufort F&ES shall be notified of all situations that pose a threat to life, property, or the environment. **Call 9-1-1** for the following:

- (1) Fire.
- (2) Medical.
- (3) Police.
- (4) Hazardous Materials spills/releases.

b. To Initiate an Emergency Service Response

(1) Telephone: Dial 9-1-1, give the dispatcher your building number, and nature of emergency. Do not hang up the telephone until instructed to do so by the Emergency Communications Dispatcher.

(2) Fire Alarm Pull Station and Fire Alarm Street Boxes: Activation of these systems will automatically cause fire personnel to respond to the location of that specific alarm station. After activating an alarm station, dial 9-1-1 and immediately evacuate the facility to the designated rally/muster point as outlined in your emergency evacuation plan.

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

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

d. Anytime a fire extinguisher is used/expelled, Fire Prevention needs to be notified so the fire extinguisher can be replaced and serviced. See Chapter 1 d. Fire Warden Responsibilities, (3).

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

d. Evacuation Procedures

(1) Direct all occupants to immediately evacuate to the designated rally/muster point.

(2) Direct emergency personnel to the location of incident upon their arrival.

(3) Close (do not lock) windows and doors.

(4) Extinguish the fire (if confident and safe)

2001. Evacuation Plans and Fire Drills

a. Evacuation plan. A fire evacuation plan is a unit's fire instruction, which contains additional information to those detailed in the Fire Bill. The evacuation plan should include duties and responsibilities of all concerned, in regards to fire reporting, fire hazard control and evacuation procedures. The evacuation plan will be prepared and published by each unit, section, or agency, and will be posted conspicuously on official bulletin boards and at strategic locations throughout all buildings or departments at the activity. All plans shall be regularly practiced ensuring that all personnel are familiar with the plan and fire hazardous conditions related to the specific operations in a particular building or area. Instructions for individual locations should include:

(1) An integral part of the evacuation plan is the graphic floor plan showing locations of exits, firefighting equipment, fire alarm box/ pull stations, evacuation routes and actions required for personnel in the particular shop, department, or building upon alarm of fire.

(2) The location of first aid, fire extinguishing equipment, nearest fire alarm box, special fire reporting equipment, nearest telephone, and personnel rally/muster point.

(3) Special fire prevention measures that may be unique to a particular area.

b. Fire Bills. Fire Bills are a required part of the overall fire evacuation plan. These shall be posted on official bulletin boards and other conspicuous locations throughout all buildings/departments. Forms are available at the MCAS Beaufort F&ES Main Station, building 2085.

c. Fire Exit Drills. The purpose of a Fire Drill is to educate the participants in the fire safety features of the building, the egress facilities available and the procedures to be followed. Sense of urgency is required but not in the place of safety. All fire exit drills shall be initiated and monitored by MCAS Beaufort F&ES. The hours at which drills are held should vary. During fire exit drills, occupants shall evacuate all spaces and exit the building in an orderly fashion under the control of responsible personnel. Personnel shall muster at a predetermined site according to each building's fire evacuation plan. Prior to an evaluation of the performance of an emergency egress and relocation drill, an opportunity for instructions and practice should be provided. This educational opportunity should be presented in a non-threatening manner, with consideration to the prior knowledge, age, and ability of the group participating in the drill.

d. Frequency of Fire Drill. Fire Prevention shall conduct Fire Drills for the following areas and frequency will be as outlined below:

(1) Child Care/Youth Centers, Schools [Monthly].

(2) Barracks and Industrial Facilities [Semi-Annually].

(3) All other facilities [Annually].

2002. General Regulations

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

(1) MCO 11000.11A (Marine Corps Fire Protection and Emergency Service Program).

(2) NFPA Fire Codes.

(3) UFC 03-600-01 (Fire Protection Engineering for Facilities)

b. Every precaution shall be taken to prevent fires aboard MCAS Beaufort facilities.

c. No open fires are allowed on the Air Station except where approved (permit issued) or designated in writing by the Fire Chief or designated representative.

d. Persons found in violation of the following shall be referred to the Provost Marshal or to the Unit's Commanding Officer for punitive action. A violation of this order is punishable under the Uniform Code of Military Justice and may serve as a basis for disciplinary actions against civilian employees.

(1) No person(s) shall deliberately or maliciously send, give, or transmit, or sound any false alarm of fire, by means of any fire alarm system, signal or by any other means or methods when in fact that person knows that no fire exists.

(2) No person(s) shall render any portable or fixed fire extinguishing system or device or any fire warning system inoperative or inaccessible except as necessary during emergencies, maintenance, drills, or prescribed testing.

(3) No person(s) shall willfully or maliciously tamper with, or break and fire protection equipment, installed fire protection equipment, fire alarm apparatus, wire, or signal.

(4) Where false alarms are turned in from any building, the Staff Duty or management shall investigate and where necessary, provide a fire watch to maintain building security.

e. No person shall conduct or maintain any fire hazardous operations unless proper and adequate fire prevention measures have been taken. Such operations shall be inspected, approved, and permitted by MCAS Beaufort F&ES.

f. All fires (even extinguished) shall be reported to MCAS Beaufort F&ES.

g. All expelled, missing, damaged, or out of service fire extinguishers shall be immediately reported to MCAS Beaufort F&ES. The responsible unit may be required to provide a like replacement or a written statement of the fact to MCAS Beaufort F&ES prior to receiving a replacement.

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

- (1) Resist or interfere with the lawful efforts of any F&ES personnel.
- (2) Disobey the lawful orders of any F&ES personnel or Public Officer.
- (3) Engage in any disorderly conduct, which delays or prevents a fire from being extinguished in a timely manner.
- (4) Forbid or prevent others from assisting in extinguishing a fire, or exhort another person, over whom he has no legal right or obligation to protect or control, from assisting in extinguishing a fire.

2003. General Procedures in Case of Fire

a. Fire Department

(1) The Fire Department shall immediately dispatch firefighting equipment and personnel to the scene of the alarm. Firefighting equipment and personnel shall be employed under the direction of the Fire Chief or the Senior Fire Officer on duty.

(2) If required, additional outside equipment shall be requested by the Fire Chief or Senior Fire Officer in accordance with Station Mutual Aid Agreements.

(3) In the event of a combination aircraft/structural fire, Unified Command will be established via the Fire Chief and ARFF OIC or their designees.

(4) The Senior Fire Officer is authorized to dispatch firefighting equipment and personnel to off-Station fires when such fires fall within the boundaries set forth in the Station Mutual Aid Agreement and when fire protection to the Station can be maintained.

b. MCAS Beaufort F&ES and Airport Rescue Fire Fighting Division (ARFF). MCAS Beaufort F&ES and ARFF will support each other as agreed upon within their Memorandum of Understanding.

c. Station Duty Officer and MCAS Military Police Unit

(1) In the event of a fire and/or emergency, the Officer of the Day and Military Police Unit will take appropriate action as dictated by their operating procedures, Marine Corps and or installation directives.

(2) In addition to the above, the Military Police Unit Shall:

(a) Initiate appropriate action to prevent the obstruction or interference of emergency responders from safely performing their duties while enroute and or operating on scene of an event.

(b) Ensure responding firefighting units have a clear path to the location of event for optimal positioning to perform their duties. If unable to clear path for F&ES units enroute, Notify MCAS Dispatch to inform responding units. Allowing F&ES units to choose an alternate route for scene access.

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

d. Public Works. Public Works or the current maintenance contractor will take appropriate action as set forth in separate, pertinent Station directives, to fires, emergencies, automatic fire alarms, fire protection system malfunctions and/or similar incidents, at the request of the Senior Fire Officer.

CHAPTER 3Life Safety3000. General

a. Fire Prevention Personnel will make frequent inspections of all buildings on a scheduled basis (i.e., monthly, quarterly, semi-annually, and annually), based on the type of building occupancy. The purpose of the inspection is to support community risk reduction efforts, by ensuring safe practices are being adhered too towards the elimination of hazards.

b. Personnel in charge of buildings and/or Fire Wardens will ensure that a fire prevention walkthrough/inspection is conducted on a daily basis.

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

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

e. In every building or structure of such size, arrangement, or occupancy that a fire may not in itself provide adequate warning to occupants, fire alarm notification shall be provided where necessary to warn occupants of the existence of fire so that they may escape.

f. Every building or structure, section, or area of such size, occupancy, and arrangement that the reasonable safety of occupants may be endangered by the blocking of any single means of egress, shall be so arranged as to provide a remote alternate means of egress, eliminating the possibility of both being blocked under emergency conditions.

g. Any violation(s) found during these inspections will be corrected immediately.

3001. Interior Finish Materials

a. Interior finish is defined as the material of walls, ceilings and other interior surfaces of a building and other interior surfacing materials applied to walls, movable partitions, floors, and ceilings. Insulating and acoustical materials are considered in the category of interior finish. Interior finish, along with structural fire resistance and contents hazard, is one of the principal elements in determining building fire potential. Commercially available materials vary widely in flame spread, ease of ignition, rate of burning, and generation of smoke.

b. All finishes shall meet the requirements of the current NFPA 101 Life Safety Code (LSC), unless specified elsewhere in the LSC and /or current UFC 3-600-01. The requirements for the interior finish materials will vary depending upon the occupancy of the facility.

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3002. Capacity or Occupant Load

a. The capacity or occupant load permitted in any assembly building, structure, or portion thereof, shall be determined by MCAS Beaufort F&ES personnel in accordance with reference (b); permitted occupant loads shall be posted at or near the main entrance.

b. The capacity or occupant load permitted in a building or portion thereof may be increased above that specified where authorized in writing by the Fire Chief. Requests to increase occupant load shall be submitted, with appropriate diagrams, in writing to the Fire Chief.

c. Personnel shall not be permitted to be seated or to stand in aisles, doorways or exits in places of assembly.

3003. Exits and Means of Egress

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

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

c. Every building or structure shall be provided with exits of kinds, numbers, locations, and capacity appropriate to the individual building or structure, with due regard to the occupancy, number of persons exposed, fire protection available, height and type of construction to afford all occupants convenient facilities to escape.

d. All facilities, exits shall be arranged and maintained to provide free and unrestricted egress from all parts of the building or structure at all times when occupied. No locks, fastening devices, or restrictive type hardware shall be installed that will prevent free escape from inside of any building.

e. Every exit shall be clearly visible, and the route to reach the exit shall be conspicuously marked with signs in such a manner that every occupant will readily recognize the direction of escape from any point. Each path of escape, in its entirety will be so arranged or marked that the way to a place of safety is unmistakable. Any doorway or passageway that can be mistaken as an exit, will be so arranged, or marked as to minimize its possible confusion with an exit and shall be identified appropriately.

f. Means of Egress shall be clear of obstructions at all times.

g. In every building or structure requiring artificial illumination, adequate and reliable illumination shall be provided for all facility exits.

3004. Exit Markings

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

b. Any door, passage, or stairway which is neither an exit, nor an exit access, or which is arranged that it could be mistaken for an exit, will be identified by a sign reading "NOT AN EXIT" or will be identified by its designation of what its actual character, such as "TO BASEMENT", "STOREROOM", etc.

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

d. Exit signs shall conform to the requirements of NFPA 101 Life Safety Code, "Marking of Means of Egress".

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

3005. Size of Exit Signs

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

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

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

(1) Photo-luminescent exit signs are permitted only when provided with a reliable external illumination (charging) source providing a minimum illumination of 54 lux (5-foot candles) of unfiltered fluorescent light. See UFC 3-600-01 chapter 10-2 "Means of Egress Marking" for more requirements.

(2) Radio luminous exit signs in DoD facilities are not permitted.

3006. Emergency and Exit Lighting

a. Emergency and exit lighting, as required by appropriate occupancy classification, will conform to NFPA 101 Life Safety Code (LSC).

b. Emergency and exit lighting systems shall be arranged to provide the required illumination automatically in the event of any interruption of normal lighting.

c. Functional testing of emergency and exit lighting systems shall be conducted at least monthly by the assigned fire wardens.

3007. Emergency Exits and Fire Doors. Exit doors shall be arranged to be readily opened from the side from which egress is to be made at all times when the building is occupied. Exit doors shall open in the direction of exit travel.

3008. Panic Hardware and Fire Exit Hardware

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

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

c. Lock, where provided, shall not require the use of a key for operation from the inside of the building. No lock, padlock, hasp, bar, chain or other device or combination thereof, will be installed or maintained at any time on or in connection with, any door on which panic hardware and/ or fire exit hardware is required if such device prevents or is intended to prevent the free use of the door for exit purpose when the facility is occupied.

d. Any device or alarm installed to restrict the use of an exit shall be so designed and installed that it cannot, even in the case of failure, impede or prevent emergency use of such exit. Locking devices on doors and exits of brigs will conform to the requirements.

3009. Fire Doors and Walls

a. Where sliding fire doors (such as in a warehouse) are permitted to be held open they shall be equipped with fusible links or smoke activated closures for automatic closing in the event of fire. Fusible links shall not be painted, coated, or covered.

b. Fire doors, dampers, or shutters shall not be obstructed or blocked in any manner or intentionally wedged open. Sufficient space shall be maintained to allow personnel fire doors to swing clear. Material will not be stored within 36 inches of fire door openings. Highly combustible material that may produce a flash fire should not be stored near any fire door or other opening in a firewall.

c. At the close of the workday, personnel shall ensure that fire doors and all other doors and windows are closed and latched to prevent the spread of smoke or fire.

d. Care shall be exercised that fire doors and dampers are not damaged. Inoperable doors or dampers shall be reported immediately to MCAS Beaufort F&ES at 228-7854 and to the PWD at (843) 228-7527.

e. Penetrations or damage to firewalls shall be repaired with like material to maintain required fire resistance rating.

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

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

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

i. Damaged or defective fire doors shall be reported to Fire Prevention at (843) 228-7854.

CHAPTER 4

Fire Protection

4000. Fire Alarm and Fire Suppression Systems

a. For the installation of Fire Alarm and Fire Suppression Systems, the criteria outlined in UFC 3-600-01, *Fire Protection Engineering for Facilities* shall be followed, along with appropriate NFPA Fire Code Standards.

b. For the Operations and Maintenance of all Fire Protection System, reference (o), *Inspection, Testing and Maintenance of Fire Protection Systems*, shall be followed.

c. Any building Fire Alarm Control Panel (FACP) or Fire Suppression System found to be in a trouble alarm status, damaged or tampered with, shall be reported immediately to the Beaufort Emergency Dispatch Center 843-228-6710, Fire Prevention 843-228-7854 (normal working hours) or MCAS Beaufort F&ES 843-228-6563 (after normal work hours) for repair.

d. Fire sprinkler control valves shall be maintained in the open position. If sprinkler heads are activated by fire, the system shall not be shut off until MCAS Beaufort F&ES arrives, unless the activation is evident to be accidental. Once sprinkler valves are closed the building shall be evacuated, or a constant fire watch maintained until repairs are made and the system is restored.

e. No material of any sort shall be hung from suppression system piping or components. Suppression heads shall not be painted or otherwise be coated, and piping shall be identified by red paint or two-inch red bands at 20-foot intervals along the length of the piping.

f. General storage piled 15 feet high or less shall have at least 18 inches of clearance below the sprinkler heads. General storage piled higher than 15 feet shall have a 36-inch clearance below the sprinkler heads. Storage of hazardous materials and plastics, regardless of height of piles, shall have hydraulically designed sprinkler systems in accordance with NFPA 13, *Installation of Sprinkler Systems*.

g. Sprinkler systems shall be tested and serviced by qualified maintenance personnel at frequencies outlined in reference (o). Adequate clearance and access as determined by the MCAS Beaufort F&ES will be provided for all sprinkler control valves.

h. Building(s) shall be evacuated, or a fire watch shall be posted any time required fire suppression equipment is out of service for more than four consecutive hours.

i. Servicing personnel will make notification to Beaufort Emergency Dispatch Center (843) 228-6710, before proceeding with any testing and/ or maintenance of any Fire Alarm or Fire Suppression System to prevent unnecessary response. At the conclusion of the testing and/ or maintenance, those previously notified will be notified that the testing and/ or maintenance is concluded.

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j. At no time will the tenants of a facility possess keys to the fire alarm control panels or fire suppression equipment. These are to be maintained by the fire department and fire alarm technicians only. If found they will be removed, unless approved by the Fire Chief.

4001. Fire Hydrants and Fire Department Connections

a. Fire hydrants are for firefighting purposes only and permission from the Fire Chief must be obtained prior to their use.

b. Fire hydrants shall not be obscured at any time. No vehicles or other objects shall be left standing, parked, or stored within a 20-foot radius of any fire hydrant or fire department connection (FDC) or in any other way that violates this clearance.

c. Fire hydrants and FDC shall not be obscured by shrubbery, trees, signs, storage, or other obstructions. Must remain clear at all times.

d. Connections shall not be made to fire hydrants, nor shall fire hydrants be operated by other than MCAS Beaufort F&ES or authorized maintenance personnel unless approved by the Fire Chief. Only approved hydrant wrenches shall be used on fire hydrant stems.

e. MCAS Beaufort F&ES personnel shall ensure that flow testing (conducted by Beaufort Jasper Sewage and Water Authority) is completed annually, and results documented.

f. Fire lanes to and from fire hydrants shall be established in open storage areas, flight line areas, around hangars, open areas, and buildings. Fire lanes servicing fire hydrants shall not be obstructed, blocked, nor modified without prior written approval of the MCAS Beaufort F&ES.

g. Leaking fire hydrants, will be reported to the Public Works Department trouble desk (843-228-7527) for repair and Beaufort Emergency Dispatch Center (843-228-6710) and Fire Prevention (843-228-7854) during normal working hours or MCAS Beaufort F&ES (843 228-6563) after normal work hours. Must provide the hydrant location, and hydrant number (stenciled number located on the hydrant) for the repairs to be made.

4002. Portable Fire Extinguishers

a. The current edition of NFPA 10, *Standard for Portable Fire Extinguishers*, shall be used as a guide for the installation, maintenance, and use of portable fire extinguishers, and where applicable, reference (k), will be used as a guide for the installation, maintenance, and use of portable fire extinguishers.

b. Any portable fire extinguisher found to be discharged or tampered with shall be reported to MCAS Beaufort F&ES (843-228-7854) for repair or replacement. Portable Fire Extinguishers for use in fixed facilities are the only ones that will be replaced by MCAS Beaufort F&ES.

c. Fire extinguisher shall be inspected at least monthly by the Fire Warden or Assistant Fire Warden. Individuals making the inspection shall record them on a tag attached to the fire extinguisher, or an inspection checklist maintained on file or by electronic method that provides a permanent record. Extinguisher tags can be obtained from MCAS Beaufort F&ES, building 2085 Drayton Street.

d. The procedural checklist below shall be followed when conducting a portable fire extinguisher check:

- (1) Fire extinguisher is in its designated place.
- (2) Nothing is obstructing the access to, or the visibility of the fire extinguisher.
- (3) Operating instructions on the nameplate are legible and facing outward.
- (4) The "yellow" safety seals and tamper indicator located on the pin is not broken or missing.
- (5) Examine the bottle for obvious physical damage, i.e., corrosion, leakage, or clogged nozzle.
- (6) Check the pressure gauge or indicator to make sure it's in the operable range or position.

e. Any person having discharged portable fire extinguisher or having found indications that a portable fire extinguisher has been used, will report the fact to MCAS Beaufort F&ES at (843) 228-7854/6563.

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

g. All personnel that may be required to utilize a portable fire extinguisher in an emergency should be familiar with its operation. Training is available and can be requested by contacting MCAS Beaufort F&ES at (843) 228-7854/6563. Department heads and/or supervisors shall ensure all personnel in their areas of responsibility are familiar with the operation and location of portable fire extinguishers.

h. All portable flight line extinguishers are 150lb, wheeled, Halotron fire extinguishers. Halotron bottles shall be provided in accordance with NAVAIR 00-80R-14, for flight line parking areas. All flight line extinguishers are issued, inspected, replaced, maintained, and accounted for by Aircraft Rescue and Fire Fighting (ARFF). For more information on flight line extinguishers, contact ARFF at (843) 228-6416.

i. Firefighting equipment will not be used or moved from its assigned location for any purpose other than firefighting, repair and/ or maintenance.

4003. Locking of Doors and Gates

a. Knox Box Key Vaults

(1) Knox boxes key vaults are required on all buildings equipped with a Fire alarm system, detection system, or suppression system and where otherwise the Fire Chief finds required. These vaults are placed on buildings to provide easy access during emergency situations for fire department personnel only.

(2) Building managers, responsible officers or the MCAS Beaufort locksmith shall provide the required access key(s) for placement in the Knox Box key vaults. Anytime a lock is changed or re-keyed MCAS Beaufort F&ES

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shall be notified at (843) 228-7854/6563 and provide them with a new key(s) to be placed in the key vault.

(3) Keys shall be placed and locked into the Knox Box key vault by authorized MCAS Beaufort F&ES personnel only.

(4) MCAS Beaufort F&ES personnel shall not accept building keys unless for the purpose of locking them into the Knox Box key vault.

b. After Hours Access to Enclosed Areas

(1) Fences, gates, or compounds may be locked by use of padlocks and chain but will also require KNOX padlocks used only for firefighter access. Locks are available at MCAS Beaufort Fire Prevention, Main Fire Station building 2085.

(2) In all cases where security of an area or building has been breached by firefighters, a firefighter will remain at the location to provide security until properly relieved by authorized personnel.

(3) Mechanical and equipment rooms shall be keyed by MCAS Beaufort locksmith with designated series cylinders for after hours and emergency access.

(4) All duty officers shall maintain access to a master key on site that is available for immediate use in case of emergency.

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CHAPTER 5**Fire Prevention and Fire Safety****5000. Smoking**

a. Smoking (e.g., cigarettes, electronic cigarettes, personal vaporizers, cigars, and pipes) and the use of smokeless tobacco products, (e.g., nicotine oils, spit, plug, leaf, snuff, dip, and chew) is prohibited in the following locations as specified in ASO 6200.2, Tobacco Prevention and Control Program.

- (1) Work areas (this includes the Flight Line).
- (2) Common areas of multiple housing units (e.g., barracks, bachelor quarters, temporary lodging facilities, etc.).
- (3) All government vehicles. This includes cars, trucks, buses, vans, and shuttle vehicles.
- (4) Any common space, which is defined as any space within a building common to all occupants and visitors. Examples of these types of common spaces are auditoriums, theaters, corridors, elevators, lobbies, lounges/clubs, stairways, restrooms, conference rooms, classrooms, libraries, gymnasiums, barber shops, and snack bars.
- (5) Smoking, and the use of smokeless tobacco replacement devices, is likewise prohibited in stand-alone Marine Corps Community Services facilities unless specifically authorized by the Commanding Officer. Decision will be based on the recommendations of the environmental engineer, following a review of ventilation system plans and site visit, per the reference.
- (6) Youth Activity Centers.
- (7) Child Development Centers, Family Child Care Homes. Smoking in Family Child Care Homes shall not be permitted when children, other than the provider's own, are present.
- (8) Barracks. There shall be no smoking in BOQ/BEQ rooms.
- (9) Medical Treatment Facilities.
- (10) Outdoor areas designated for smoking will not be located in areas commonly used by non-smokers. Outdoor areas will also not be located in the immediate vicinity of supply air intakes or building entry way and exits, as well as directly in front of air ducts. The distance from the building entry way and exits which smokers must maintain is to be determined by the Commanding Officer, with a recommended 50-foot minimum distance.
- (11) The use of any tobacco product (smoked, smokeless, electronic cigarettes and/or personal vaporizers) is restricted to those outdoor designated smoking areas, which have been approved by the Commanding Officer and in personally owned vehicles (POVs).

b. Smoking Areas. Where smoking is permitted, signs shall be posted "DESIGNATED SMOKING AREA" and suitable "safety" ash and butt receptacles shall be provided.

c. Disposal of Smoking Material

(1) The contents of ash trays and butt receptacles shall be suitably extinguished and emptied into water before being placed in trash receptacles.

(2) Smoking material, including lighted cigars, cigarettes, and matches shall not be thrown in trash receptacles or on the floor, in brush, out of windows, or from vehicles and must be extinguished before being discarded.

(3) All matches, cigars, and cigarette butts shall be extinguished and deposited in containers which are located in smoking areas for that purpose and shall not be thrown on the floor or disposed of in any other manner. The use of these containers for the disposal of anything other than smoking material is strictly prohibited. Lighted cigarettes, cigars, and other smoking material shall not be thrown from a moving vehicle.

d. Open Flame, Burning, and Use of Matches

(1) Open flame or fires shall not be allowed except by written permit from MCAS Beaufort F&ES.

(2) Matches, candles or open flame devices shall not be used for illumination purposes.

(3) Burning of classified documents is prohibited.

(4) The use and/or possession of matches or portable lighters are forbidden in all ammunition magazines and magazine areas.

e. Fireworks. The sale, storage, or use of fireworks of any description on any part of MCAS Beaufort, TBR and Laurel Bay Family Housing Area is strictly prohibited. Fireworks or incendiaries, except those requested by authority of the Commanding Officer, under contract, and subject to government control, shall not be permitted on MCAS Beaufort properties.

5001. Housekeeping

a. Practicing good housekeeping can be an effective fire prevention measure. The importance of good housekeeping practices in preventing ignition and minimizing a fire's impact cannot be overstated. The correction of housekeeping-related problems improves fire safety by eliminating excessive fuels, removing obstructions to fire safety and egress features, controlling sources of ignition, and increasing safety for responding personnel.

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

c. The containers used for storage or disposal of materials listed above will be plainly marked as to the contents and emptied on a periodic basis.

d. Galley, Snack Bar and Kitchen exhaust ducts and equipment are to be cleaned on a recurring basis. Filters and hoods shall be cleaned regularly to prevent excessive accumulation of grease.

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

f. All flammable and combustible liquids, paints, brushes, etc. will be removed from the building at the close of the workday and stored in an underwriter's laboratory (UL) listed fire-rated (labeled) storage cabinet which shall be located at least 50' from the building.

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

5002. Trash, Trash Disposal and Trash Containers

a. All buildings, occupancies, and work sites shall be policed for good housekeeping regularly on a daily basis to reduce fire hazards.

b. Trash and refuse containers will not be located in corridors, stairways, within 10 feet of exits, or placed in any location where ignition of the refuse or trash, and resulting hot gases or smoke, will prevent safe evacuation of a building. Particular attention will be given to enforcing this regulation in lodging facilities, bachelor officer quarters, and troop billets.

(1) Trash containers shall be constructed of metal or non-combustible material and provided with tight fitting covers in good condition. Small wastebaskets are exempt from the cover requirement.

(2) Trash shall be removed from buildings daily and placed in Dumpsters. No trash shall be burned on MCAS Beaufort properties.

(3) Dumpster and other trash disposal units shall be spaced a minimum of 20 feet from buildings or storage areas and in such position as not to obstruct traffic or operations. The doors or hatches of such units shall be kept closed except when being used for disposal of trash.

(4) No flaming or glowing substances, hazardous materials, or explosives will be placed in any dumpsters.

(5) Dry weeds, grass, brush, trash, and combustible debris shall not be permitted to accumulate within 50 feet of buildings, along fence lines, property lines, or within open storage areas. Areas shall be policed regularly, and such materials removed frequently and disposed of in a safe manner.

5003. Decorations

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

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

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

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

5004. Christmas Trees. Combustible vegetation and natural cut Christmas trees are not permitted in assembly, educational, day-care, health care, detention and correctional, mercantile, hotel, selected industrial or dormitory occupancies. Artificial Christmas trees shall be labeled or certified by the manufacturer as "flame retardant" or "flame resistive."

5005. Barbeque Grills and Turkey Fryers

a. Barbeque Grills. Properly designed and approved charcoal/briquettes and/or propane fed barbecue (BBQ) grills, either portable and/or stationary, are allowed provided:

(1) Charcoal or gas BBQs are prohibited on all floors above the ground floor level of all Barracks and Lodging facilities.

(2) BBQs are to be no closer than 20' feet from any structure (this does not include single-family dwellings).

(3) Single-family dwellings shall not use any style of BBQ grill in the garage, breezeways, or screened in patio. Grills can be stored there after they are completely cooled, charcoal briquettes removed, and propane tank is in the closed position.

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

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

(2) The use of turkey fryers by untrained personnel can lead to devastating burns, other injuries, and the destruction of property. The following requirements shall be followed.

(a) The pot must be UL listed.

(b) The stand must be of sturdy construction.

(c) Fryers will be set up in outdoor areas only, in a clear space, away from any structures, storage area, or vegetation.

(d) The fryer will be on a flat surface to reduce the chance of it tipping over.

(e) Safety Procedures

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

CHAPTER 6Electrical Safety6000. General

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

b. Existing installations shall be permitted to be continued in use provided the lack of conformity doesn't present imminent hazard danger.

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

d. All defective electrical equipment shall be disconnected, tagged *Out of Service* immediately, and reported to PWD for repair by authorized electricians. Defective or frayed wiring or cords of fixtures, appliances, lighting, or switches shall be removed from service and replaced.

6001. Extension Cords

a. Extension cords shall not be used as a substitute for permanent wiring. Where extension cords are used for temporary applications, they shall be of appropriate gauge for the electrical load and of the grounded type. They shall be inspected frequently, kept dry and free from oil and grease, maintained in a safe condition, and removed after each application.

b. Every effort shall be made to rearrange the workspace to eliminate the need for extension cord use. In no case shall extension cords be connected to heat-producing appliances, microwaves, refrigerators, appliances with motors, or used in tandem with additional extension cords or power strips. All appliances shall be plugged in directly to outlets.

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

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

6002. Relocatable Power Taps

a. Surge protecting power strips or surge protecting outlets may be permitted only for the protection of low voltage appliances or when protecting computers and electronic equipment. Appliances or devices that require currents greater 600 watts or 5 amperes should not be powered through surge protectors. These types of appliances shall be plugged directly into wall outlets. The following are examples of those types of appliances that meet these criteria:

(1) Portable space heaters (750-1500 watts).

(2) Coffee pots (900-1200 watts).

(3) Microwave ovens (750-1100 watts).

(4) Toaster ovens (800-1400 watts).

(5) Refrigerators (725 watts).

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

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

d. Power strip cords shall not extend through walls, ceilings, or floors; under doors or floor coverings; or be subjected to environmental or physical damage.

e. Using extension cords to extend the reach of a power strip is prohibited.

6003. Electrical Fire Safety

a. Changes in electrical wiring, fittings, or attachments, for electrical appliances will not be made, except by authorized electricians approved by PW.

b. Defective electrical cord, lighting fixtures, appliances and switches will be repaired or removed. Loose outlet plates will be secured as they can cause short circuits. All defective equipment will be reported immediately to the PW service desk at 843-228-7527. Privately owned appliances will be maintained in good condition, including all cords and attachments thereto, and will be subject to the regulations.

c. Electrical outlets located within six feet of all water sources shall be protected by ground fault circuit interruption (GFCI) device.

d. No coin operated electrical appliances, vending machines and such devices that use electrical motors, will not be located in aircraft hangar bays or other places where flammable vapors are to be expected under reasonable circumstances, unless they are certified as explosion proof fixtures as referenced in the National Electric Code.

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

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

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

6004. Electrical Circuits

a. Electrical circuits shall not be overloaded. When a circuit has been interrupted by a blown fuse or tripped breaker, the source of disturbance shall be located and eliminated by an authorized PW electrician before restoring power to the interrupted circuit.

b. Circuit breakers shall not be used as switches, tampered with, taped in the open position, or otherwise rigged.

c. All breakers in service panels shall be correctly labeled to indicate the circuits and/or devices that they control.

d. Electricity for MCAS Beaufort, TBH or TBR shall be shut off only by approval of the S-4, or due to fire or other emergencies, by order of the Maintenance Officer or Fire Chief. Except in cases of power failure, MCAS Beaufort F&ES shall be notified of all proposed utility outages.

6005. Lighting Fixtures

a. Combustible material, other than listed lampshades, shall have at least 18 inches of clearance from electric light bulbs or electric heaters. Precautions will be taken at all times to prevent combustible lampshades from coming in contact with light bulbs.

b. Fluorescent light fixtures shall be installed with a minimum of one and one-half inches from combustible ceilings and shall be equipped with thermally protected ballasts. Fluorescent lights will not be used as standing lights.

c. Light bulbs and fluorescent bulbs shall be provided with guards or covers to prevent accidental contact.

6006. Heat Producing Appliances

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

b. The number of special heat producing appliances should be kept to a minimum. Installation shall be only upon approval of MCAS Beaufort F&ES and shall be inspected regularly by the Fire Warden. Such devices shall not be installed in closets, lockers, or out of sight locations. Automatic time devices are not authorized.

c. Deep fat fryers shall be equipped with a primary thermostat to limit temperature to 425 degrees Fahrenheit and a secondary backup thermostat or thermal electric cutout to limit temperature to 450 degrees Fahrenheit. Qualified personnel shall test thermostats periodically.

d. Utilization of coffee making and microwave appliances in all barracks and lodges shall be permitted provided they are UL listed, set up away from combustible material, and are not attached to an extension cord.

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e. Portable electric heaters shall meet standards as set forth, they shall have a thermostat for heat control and a tip-over switch for automatic shut off. Heaters shall be unplugged when not in use or out of the office.

f. Open flame type heating devices are prohibited in areas when flammable vapors may accumulate, such as gasoline stations, garages, aircraft hangers, and paint shops. Kerosene heaters are prohibited.

g. The introduction of any liquid fueled portable heater aboard MCAS Beaufort property is prohibited. Temporary use of such heaters may be authorized by the Fire Chief on a case basis where no other alternative exists.

CHAPTER 7Hazardous Materials and Special Processes7000. Storage and Handling of Hazardous Materials

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

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

c. Safety data sheets shall be readily available on the premises for hazardous material stored in/or on the premises.

d. Hazardous materials shall not be released into sewers, storm drains, ditches, drainage canals, ponds, rivers, or tidal waterways; upon the ground, sidewalk, street, or highway; or into the atmosphere. MCAS Beaufort F&ES shall be notified immediately via 911 when an unauthorized hazardous materials discharge occurs.

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

f. Commercial hazardous materials storage cabinets shall be UL or FM listed. These cabinets shall be installed and maintained in accordance with manufacturer's specifications and instructions. MCAS Beaufort F&ES, Fire Prevention can be consulted prior to placement or whenever a storage cabinet is to be relocated. The responsible organization for the hazardous material storage cabinet shall maintain the cabinet's fire protection systems (if equipped) per the manufacturer's instructions and in compliance with applicable NFPA requirements.

(1) Incompatible materials shall not be stored in the same cabinet.

(2) Shelf storage of hazardous materials shall be maintained in an orderly manner.

g. Outdoor storage and use areas shall comply with the following:

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

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

7001. Hazard Identification Signage

a. Visible hazard identification signs in accordance with reference (b), shall be placed on the following:

(1) Stationary aboveground tanks.

(2) Stationary aboveground containers.

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

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

c. Rooms or cabinets containing compressed gases shall be conspicuously labeled as compressed gas.

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

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

7002. Flammable and Combustible Liquids

a. General. For purposes of this chapter, the words "liquid or liquids" shall mean flammable and/or combustible liquids. Flammable liquids shall be divided into two major classes as follows:

(1) Class I liquids shall include those having flash points below 100 degrees Fahrenheit.

(2) Class II liquids shall include those having flash points at or above 100 degrees Fahrenheit and less than 140 degrees Fahrenheit.

b. Class I liquids shall not be used for cleaning purposes.

c. Class II solvents in volume may be used for "parts" cleaning if done in an approved type room and where safety measures and recommended equipment are used.

d. Drawing of Class II liquids from drums will not be permitted unless automatic self-closing spigots are used. Class I liquids shall be drawn by pump only.

e. Class I or II liquids which are soluble with water shall not be stored with liquids of petroleum base.

f. Paint, kerosene, solvents, gasoline, alcohol, bowling ball cleaner, and other highly flammable liquids shall be always kept in safety containers when in use, or capped in the original container.

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g. Class I or II liquids shall not be taken into quarters, warehouses, maintenance shops, places of public assembly, mess halls, cafeterias, recreation buildings, theaters, or tents.

h. In the event of a spill or leak of Class I or II liquids in any quantity deemed dangerous, emergency services notification procedures shall be followed.

i. A lined earth dike will be built up around areas of above ground storage for Class I and II liquids. The height of the dike will be at least 18 inches or higher where necessary to provide complete containment. Minimum containment shall be capable of containing 10% of all liquids stored at 110% of the largest container.

j. Gasoline tanks in portable or stationary engines shall be fueled by safety nozzles or safety containers only.

k. All gasoline-powered vehicles shall be fueled outdoors.

7003. Portable Fuel Containers

a. Gasoline shall not be pumped, transferred, moved, stored, poured, or received by any open container, glass container, unapproved plastic container, or while container is located within a vehicle.

b. Containers used for dispensing Class I and II liquids shall be listed for use by a recognized testing authority. They shall be maintained in good condition. Contents of leaking containers shall be transferred to serviceable containers. Fifty-five-gallon drums used for Class I and II liquids shall not be transported aboard vehicles without prior approval from MCAS Beaufort F&ES.

c. All portable fuel containers will be properly marked with type of contents such as "GASOLINE," "KEROSENE," in two-inch black letters on a number 14 yellow background.

7004. Bulk Fuel Storage

a. Flammable and combustible liquids should be stored in special areas of fire-resistive buildings equipped with sprinkler systems and firewalls, as required by published standards. When liquids are stored in flammable storehouse (bulk) buildings, the following precautions shall be taken:

- (1) Handle containers carefully to avoid breakage.
- (2) Remove and dispose of leaky containers.
- (3) Maintain accessibility for firefighting purposes.
- (4) Ensure proper ventilation for materials that give off flammable vapors.
- (5) Avoid any location where spilled liquids may come in contact with a spark or flame.
- (6) Clean-up of any spills or leaks of hazardous materials shall be in accordance with current federal, state, and local directives.

(7) Use only spark-proof forklifts.

(8) Do not store liquids near combustible material

(9) Post 'NO SMOKING' signs.

b. All liquids, including intrastate shipments, shall be in containers approved for shipment of such materials, which are tagged or labeled in accordance with regulations of the Interstate Commerce Commission.

c. Day-to-day stocks of liquids shall be kept only in places approved by the Fire Chief for such storage. Amounts of stored materials shall be procured only as needed and kept in approved, labeled, and closed containers. Any surplus shall be returned to the storage area prior to the close of the workday. Storage places of flammables or explosives shall be plainly marked to indicate such storage.

d. Class I or Class II liquids, shall not be drawn from or dispensed into tanks or containers within a building, except within explosion proof liquid storage and dispensing rooms. Drums shall be in an upright position using approved type barrel pumps in approved locations, i.e., flammable liquid storage and dispensing room. Containers other than approved safety cans from which Class I and II liquids are dispensed shall be equipped with an approved quick closing valve.

e. Gravity discharge within a building of Class I or Class II liquids from tanks, drums, or containers other than safety cans is specifically prohibited.

f. Used liquids shall be collected in steel drums, cans, or other designated receptacles and disposed of appropriately in accordance with current directives.

g. Lockers, buildings, and areas used for storage of flammables will be approved and posted with letter signs on a #14 yellow background reading 'FLAMMABLES' in four-inch minimum letters and 'NO SKOKING WITHIN 50 FEET' in two-inch minimum letters. This is to include paint storage. Approved lockers or buildings used for storage of flammables will not be painted red, nor will they be located within 50 feet of any other building or structure.

h. Gasoline, oil, or any other hazardous material shall not be discharged into or permitted to accumulate in storm drains, sewers, or upon any waters aboard or adjacent to MCAS Beaufort properties.

7005. Operation of Filling Stations. The following rules shall be strictly enforced; copies of these rules shall be conspicuously posted at each gasoline dispensing station.

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

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

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

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

e. In the event gasoline is spilled near a vehicle, the engine shall not be started within 50 feet of the spilled gasoline or until the spill has been thoroughly cleaned (using spill kit) and properly dissipated.

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

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

(1) The nozzles used shall be approved and listed by the American Insurance Association without limitation.

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

(3) Automatic-closing type nozzle with latch-open device is permitted only when all dispensing of Class I liquids is to be done by the service attendant.

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

i. Class I or II liquids will not be dispensed or transported in anything other than approved containers. Transportation of Class I or II liquids in "Jerry cans", not attached to a vehicle, will be allowed but will not exceed 20 gallons. The transporting vehicle must be equipped with a portable fire extinguisher rated at a minimum 20: BC and comply with all other requirements for fuel transportation vehicles.

j. Small amounts of gasoline for emergency use may be dispensed at the discretion of the filling station operator but only in approved type safety cans.

k. Operators dispensing fuel, will focus on the dispensing process and not have their attention drawn elsewhere. Personnel engaged in dispensing gasoline must be familiar with:

(1) Telephone number of MCAS Beaufort F&ES.

(2) Proper operation of firefighting equipment provided.

(3) Fuel power-shut off switch.

(4) The above regulations.

l. Ignition switches of vehicles being serviced shall be turned to the "Off" position prior to fueling.

7006. Fuel Carrying Vehicles and Refuelers

a. "NO SMOKING" signs shall be posted inside the cabs of all fuel tank trucks.

b. Fuel carrying vehicles, whether empty or full, shall not be parked inside of or within 50 feet of any structure. Every effort shall be made to park trucks 50 feet from one another or from other vehicles.

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

d. Fuel tank trucks shall be properly grounded during all loading and unloading operations. Where applicable, refueling shall be conducted at fuel dispensing points only.

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

f. Fuel trucks having leaky or otherwise defective pumping equipment or other fuel leaks shall not be used and shall be dead lined. Commercial vehicles are included in this category.

g. Tank trucks, trailers, or semi-trailer vehicles used for transporting Class I or II liquids will be posted with red-lettered signs on white background reading 'FLAMMABLE' in three-inch minimum letters and "NO SMOKING WITHIN 50 FEET" in three-inch minimum letters. When not in use, they shall have a clear distance of 50 feet between vehicles and/or buildings.

h. All tank trucks, trailer, or semi-trailer vehicles used for transportation of Class I or II liquids will be equipped with two fire extinguishers rated at a minimum 40: BC.

i. All tank trucks, trailer or semi-trailer vehicles used for the transportation of Class I or II flammable liquids shall be restricted to travel to and from fuel farms and/or to dispensing operations. Traveling through or parking in other than designated locations is prohibited, except in cases of emergency.

j. Refueling equipment operating under field conditions shall be lined with an appropriate spill containment system to contain accidental releases.

k. Top loading, or otherwise referred to as splash filling, is prohibited unless a proper bonding nozzle assembly is used which extends to and bonds with the bottom of tank being refueled and all parts of fill line bonded.

7007. General Storage of Compressed Gas

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

b. Compressed gas cylinders showing evidence of excessive rust, corrosion, dents, or other surface defects shall be considered hazardous and shall be disposed of safely and properly through the Hazardous Waste Facility.

c. Cylinders of compressed gases, whether in use or in storage, shall be secured in such a manner to prevent movement or overturning.

d. Individual compressed gas containers, cylinders and tanks shall be marked or labeled in accordance with DOT requirements. Labels applied by the gas manufacturer to identify the liquefied or non-liquefied compressed gas cylinder contents shall not be altered or removed by the user.

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

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

7008. Oxygen Systems and Oxygen Storage

a. The use, handling, storage, repair, and maintenance of aircraft breathing oxygen systems shall comply with the current Naval and Marine Corps Directives and NFPA Code 410.

b. Except in an area specifically designated for such parking, no oxygen cart or oxygen trailer will be parked within 25 feet of any building.

c. Oxygen cylinders will be stored only in approved locations and will be protected against tampering. Cylinders will not be stored in aircraft servicing and maintenance areas of hangars or near flammable materials or other readily combustible substances, or in the same fire area as other compressed gases. This regulation applies to trolleys, carts or trailers carrying oxygen cylinders or tanks.

d. No open flame, sparking-producing equipment or smoking will be permitted within 50 feet of oxygen cylinders, tanks, and any breathing oxygen recharging operations.

e. In case of a fire, the oxygen supply to the fire shall be shut off and the fire extinguished in the same manner as a fire in a normal air atmosphere.

f. Liquid oxygen servicing of aircraft shall not be conducted indoors under any conditions. A separation of at least 50 feet shall be maintained between a filling point and other aircraft, vehicles, and structures. Recharging will be accomplished only in an open area, on a concrete surface free of oil/grease, flammable materials and shall not be performed within range of any drainage system elements, such as catch basins.

g. Oxygen carts will not approach or be parked within 100 feet of a fuel transfer operation while such operation is in progress and will not approach any aircraft for oxygen servicing operations until the tanker vehicles have left the vicinity.

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

i. Cylinders shall be stored in a definitely assigned locations away from or near flammable or combustible materials or in the same area as compressed gases.

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

k. Storage areas shall be clearly placarded "OXYGEN - NO SMOKING or NO OPEN FLAMES".

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

7009. Hot Work Operations

a. Hot work will comply with NFPA 51B Standard for Fire Prevention During Welding, Cutting and other Hot Work.

b. Hot work processes include the following: welding, cutting, grinding, brazing, soldering, open fires and similar applications producing a spark, flame, or heat.

c. Welding and cutting operations will be conducted in locations (i.e., welding shops) designed and authorized for such operations. Hot Work permits are required in areas other than those designated and shall be issued by authorized MCAS Beaufort F&ES personnel and posted at the job site. The following precautions must be adhered to if hot work operations are being conducted:

(1) Ensure that area is free of fire hazards

(2) Approved and serviceable portable fire extinguisher is available.

(3) Fire Watch is established and in place throughout the operation and will remain on watch after the operation for a 30- minute cool down period to ensure that no live spark or smoldering materials are present.

(4) All tools and equipment used for these operations is safe and serviceable.

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

(6) If hot work operations are going to be conducted in an area protected by fire alarm smoke/heat detectors, it will be necessary in certain circumstances to cover/bypass the alerting devices in that area for the hot works to be completed. Alerting devices shall be re activated to normal working conditions once the hot work in the area is complete. All fire alarm work will be completed by MCAS Fire Alarm Technicians only.

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

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closed at the cylinders when the equipment is left unattended, or work is stopped.

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

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

g. For issue of Hot Work permits please contact MCAS Beaufort F&ES at (843) 228-7854/6563.

7010. Battery Charging Shops

a. Battery charging shops shall be well ventilated and segregated from other areas by noncombustible construction. For a small amount of batteries, a vented hood over the batteries may be satisfactory.

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

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

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

7011. Designation of a Fuel Cell Maintenance Area

a. As per NAVAIR 01-1A-35 and NFPA 410, a segregated area shall be designated as a fuel cell maintenance area. The designated site shall be approved by MCAS Beaufort F&ES. A written request for approval shall be submitted to the Fire Department. References listed above are available from MCAS Beaufort F&ES.

b. This letter from the Aircraft Confined Space Program Manager requesting approval of a designated area for fuel cell maintenance shall be submitted to the fire department via the Squadron Safety Officer, Squadron Maintenance Officer. The following are required and will be completed prior to approval:

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

(2) Once the letter is received by MCAS Beaufort F&ES, an inspector will inspect the area and respond with a letter approving or disapproving the designated area as a fuel cell maintenance area.

c. It is imperative that if the designated representative is removed or changed the documentation shall be updated accordingly.

7012. Radioactive Materials

a. When radioactive material (including weapons) are transported, stored, handled, or used aboard MCAS Beaufort F&ES will be immediately notified.

b. The department controlling or using the material shall make the above notification and shall include the following information:

(1) The general type of radioactive material and possible Emission hazard, if any.

(2) The specific location where the radioactive material will be used or stored.

(3) Specific information on the physical properties and characteristics of the radioactive material which could aid in fighting a fire in which it may be associated.

c. It is essential that MCAS Beaufort F&ES obtain the above information for the protection and safety of firefighters and other personnel in the event of fire or similar emergency involving radioactive material.

d. MCAS Beaufort F&ES is authorized to make appropriate pre-fire planning surveys to evaluate the hazards involved and prepare the best possible fire protection principles of operation.

CHAPTER 8

Change in Occupancy Classification

8000. Special Events. Special events are defined as any activity outside the normal daily operations, such as receptions, dinners, private viewings and so forth, held at the property for specific groups.

8001. Fire Safety Challenges

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

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

c. Aircraft hangars, these facilities are equipped with a fire suppression system that includes Triple Infra-Red sensors that once it sees a flame, it activates the AFFF components located in various spots throughout the hangar bays. From these turrets, approximately 200 psi of water and AFFF is released. While this foam is being released, the turrets are oscillating to cover the base of an aircraft to "blanket" the fire area with foam. These turrets can also be activated by manual pull stations, which are located on the walls of the hanger bays. Due to the operation of these systems harm to personnel can occur.

8002. Special Events Guidelines

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

b. A Temporary Change of Use Permit for a Special Event is required for structures or portions of structures that are classified for the use as a "Place of Assembly" and/or the change of use in assembly occupancy. When the venue in which the event takes place will be on a temporary basis and you will be changing the use or type of use of the current occupancy, a temporary change in type of activity, a temporary increase in occupancy load, a temporary change in routes of exit from the venue, or a temporary introduction of an additional hazard, (e.g. food warming, display of vehicles, flammable decorations, cooking etc.).

c. As defined in NFPA 101, Life Safety Code, an assembly occupancy includes, but is not limited to buildings or portions of buildings used for:

(1) The gathering of 50 or more people for such purposes as deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or

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(2) Used a special amusement building, regardless of occupant load.

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

e. ACTION: If you are hosting this type of event in your office or workspace that is out of the ordinary daily operations of that area, please contact MCAS Beaufort F&ES, Fire Prevention to determine if you will need a special event permit (843) 228-7854/6563.

8003. Permanent Change of Occupancy

a. Permanent Occupancy Changes, Office spaces and work areas are designed according to the work being performed in those areas. If at any time, an office space or work area is going to permanently change the purpose or use of a building or part of a building. It may involve changing the occupancy category for that building or portion of the building to meet required codes or regulations for which it is going to be used for. For example, a building or area normally used as an office space is going to be changed to a child day care. Thus, triggering the need for additional stringent assembly code requirements for the new use. MCAS Beaufort F&ES, Fire Prevention must be contacted to determine if a change of occupancy is required, and an assessment is warranted before the occupancy change occurs. (843) 228-7854/6563.

CHAPTER 9Fire Watch

9000. Purpose. The purpose of this policy is to assist building occupants, building managers and others with the proper establishment of a fire watch when required by the AHJ, the MCAS Beaufort Fire Chief.

9001. Scope

a. This policy shall be followed anytime a required fire alarm system, required fire suppression system, or other required fire protection system is out of service. This policy shall be followed if a fire watch is required by the Fire Chief for any other reason.

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

c. Fire Watch Duties: The following steps, at a minimum, shall be implemented when a fire watch is required:

- (1) Conduct periodic patrols of the entire facility as specified.
- (2) Identify any fire, life, or property hazards.

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

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

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

(d) All fire protection equipment should be in place and not obstructed.

(e) Exit corridors should be clear.

(f) All exit doors should be unobstructed.

(g) Motors or machines not required to run continuously should be monitored.

(h) In all areas, including unsecured offices, conference rooms, smoking areas, lunchrooms, etc. check for electrical hazards (i.e. plugged in

coffee pots, portable heaters, extension cords, overloaded electrical outlets, etc.).

(i) Check for carelessly discarded smoking material.

(j) The conditions of hazardous manufacturing processes should be noted as assigned. Dryers, furnaces, and similar equipment that continue to operate during the night and on holidays and weekends should be noted on all rounds.

(k) Flammable and combustible materials should be stored in approved containers or storage areas.

l) Check for conditions likely to cause a fire, such as leaks or spills of flammable liquids and faulty equipment.

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

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

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

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

9002. Authority

a. AHJ Policy for Fire Detection, Alarm, and Communication Systems is as follows: When a Fire Alarm System is out-of-service for more than 4-hours within a 24-hour period, the Fire Department shall be notified, and the building shall be evacuated or an approved fire watch shall be provided in accordance with chapter 9, section 9001b until the Fire Alarm System has been returned to service.

b. AHJ Policy for Automatic Sprinklers and Other Extinguishing Equipment is as follows: Where a required fire protection system is out-of-service for more than 4-hours in a 24-hour period, the Fire Department shall be notified, and the building shall be evacuated or an approved fire watch shall be provided in accordance with chapter 9, section 9001b for all parties left unprotected by the shutdown until the sprinkler system has been returned to service.

c. Several NFPA codes reference the need for a Fire Watch and are as follows:

(1) NFPA 101, Life Safety Code.

(2) NFPA 1, Fire Code.

(3) NFPA 241, Construction, Alteration and Demolition Operations.

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

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

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

9003. Frequency of Inspections

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

- (1) The facility has people sleeping
- (2) The facility is an institutional occupancy
- (3) The facility is an occupied assembly occupancy

b. All other facilities shall have the Fire Watch patrol every 30 minutes.

9004. Cancellation of Fire Watch. Once the fire protection system(s) has been fully restored or after the end of the special circumstance or event it is the responsibility of management to cancel the Fire Watch and notify MCAS Beaufort F&ES, Fire Prevention at (843) 228-7854/6563.