

SINGLE SOURCE SAFETY DOCUMENT
CHAPTER 19
FIRE PROTECTION

19-1. GENERAL

This document outlines policies, procedures, and responsibilities for the installation Fire Protection Program. This applies to all personnel on Fort Hamilton to include: Active Duty Army, the Army National Guard (ARNG), United States (U.S.) Army Reserve, members of other uniform services, civilian personnel, retirees, family members residing or visiting on the installation and all other users authorized to conduct training on Fort Hamilton, and other organizations (including tenant and contractors). This document also applies to off-post facilities under the jurisdiction of Fort Hamilton. Issue of supplements to this document is prohibited unless specifically approved by Commander, United States Army Garrison Fort Hamilton. The word "his" in this document is intended to include both the masculine and feminine genders. The word "shall" in this document indicates a mandatory requirement. The word "should" in this document indicates a recommendation or that which is advised but not required. Related publications are listed in section 19-4.

19-2. FIRE PROTECTION GENERAL INFORMATION

a. Need for Fire Prevention. The Department of Army (DA) requires every activity to have an aggressive fire prevention program. Commanders, facility managers, and supervisors shall monitor their fire prevention program with emphasis on the training of personnel regarding prevention of needless fires.

b. Hazardous conditions of a peculiar nature for which criteria have not been established or published shall be resolved by the Installation Fire Protection Officer.

c. It is the duty of each individual who discovers a fire to notify the installation Directorate of Emergency Services dispatch by the quickest means available, whether the fire has been extinguished or not. Units/agencies utilizing training facilities on Fort Hamilton shall also contact the Directorate of Emergency Services dispatch to report fires utilizing two way radios or by telephone 718-630-4357. Fire emergencies shall be reported using one of the following methods:

(1) On-installation commercial telephones, military family housing occupants, or cellular phone dial 718-630-4357.

(2) Alternate number is 911.

Provide the following information to the emergency dispatch center when reporting a fire:

(3) Building number, building name or address.

(5) Nature/type of fire.

(5) Name and grade of person reporting the fire.

Please do not hang up until the alarm center operator tells you to.

d. After reporting a fire, direct the first responding police or fire apparatus to the fire scene and, if applicable, direct other personnel **that are trained** to apply temporary measures to control the fire pending arrival of the fire department.

e. Installation and commercial telephones are required to be labeled as follows:

**EMERGENCY
FIRE, POLICE, AMBULANCE
2-HELP (4357) or
718-630-HELP (4357)**

Give Address and name clearly

f. The emergency services desk sergeant shall dispatch patrols to the fire scene to provide traffic control, security of government property, and assist in fire investigation upon receipt of any report of fire.

19-3. PROCEDURES AND RESPONSIBILITIES

I. Fire Protection Duties and Responsibilities.

a. The Director of Emergency Services is responsible to the Commanding Officer for fire prevention and fire protection at this installation, satellite off-installation facilities, and other activities where facilities engineering support is provided as well as technical development and execution of an effective fire prevention and protection program for the entire installation or other support activities.

b. Directors, chiefs of principal organizations, and major commanders shall appoint area fire wardens and are responsible for the fire prevention program in their areas of responsibility. (19-5 Appendix A)

Area fire wardens shall request in writing the required number of additional personnel to assist in the performance of this duty to their director, chief of principal organization, or commander.

(1) Appointment orders shall contain the following as a minimum:

(a) Full identification of appointed individual.

(b) Assignment of a specific area of responsibility as determined by building and areas assigned to activity or unit.

(c) Special instructions directing each appointee to personally contact the Installation Fire Protection Officer or his representative upon initial appointment.

(2) Area fire wardens shall ensure each new appointed facility fire team personnel completes the position briefing within 1 month of appointment. This briefing shall be obtained from the Fire Protection Office.

(3) Area fire wardens shall ensure that employees are trained and understand their fire prevention responsibilities, fire reporting, and facility evacuation procedures.

(4) Area fire wardens shall report to their commanders or supervisors for appropriate action of any person(s) causing damage by fire as a result of failure to comply with the provisions of this document or acts of negligence or carelessness. Fire wardens shall also report any person responsible for the transmission of false alarms or cause of such by any attempt to alter or damage the function of fire detection and/or protective systems. Fire wardens shall also ensure that this information has been reported to the Installation Fire Protection Office.

(5) Area fire wardens shall ensure emergency contact name and phone numbers are accurate at all times.

(6) Area fire wardens shall ensure all buildings within their responsibility are numbered and the numbers are visible from the road.

c. Fire evacuation drills.

(1) Commanders having the responsibility for the quartering of troops shall prepare an adequate plan to ensure that sleeping personnel are promptly aroused and evacuated in case of fire during the night.

(2) When directed by the installation Fire Protection Officer, fire evacuation drills shall be held by the facility fire warden. During fire evacuation drills in buildings that have more than one means of egress, one exit shall be barred to simulate that exit being obstructed by fire unless otherwise directed by the Installation Fire Protection Officer. This practice shall familiarize occupants with alternate means of egress for use in an emergency. A different exit shall be varied during each successive drill.

(a) During a fire evacuation drill, participating individuals shall continue under drill discipline even after reaching the outside area or place of safe assembly to ensure complete evacuation and accountability of all personnel.

(b) When all personnel have been assembled in the area designated by the area or facility fire warden, the appropriate fire warden shall present a critique of the drill.

(c) Fire evacuation drills that involve the response of motorized fire fighting apparatus without prior warning and approval by the Installation Fire Protection Officer are prohibited.

d. Activity supervisors shall be thoroughly familiar with this document and shall ensure proper dissemination of and rigid compliance with this document.

II. Construction, Alterations, and Modernization.

a. Sound fire protection engineering is required in all repair and construction projects; this shall limit fire spread and save lives and property. Fire protection systems and construction features shall comply with Department of Defense fire protection policies, UFC 3-600-01 and National Fire Protection Association standards. Special emphasis shall be placed on providing adequate fire protection in facilities that are highly susceptible to loss of life and those that house high-value or mission-essential processes or equipment.

b. Installation fire protection personnel shall review all construction alteration and renovation projects (including DD Forms 1391 (FY Military Construction Project Data)). This includes non-appropriated funds (NAF), Army and Air Force Exchange Services (AAFES), and self-help projects. Construction, alteration, and renovation projects shall be coordinated with the Directorate of Emergency Services, Fire Protection Office prior to bid authorization to proceed with construction.

c. Interior finish materials installed as a part of change, alteration, or modernization projects and movable partitions shall be in accordance with Department of Defense fire protection policies, UFC 3-600-01 and National Fire Protection Association standards. Fire retarding chemicals listed by recognized testing laboratories may be considered for treatment of existing interior finish materials.

d. Contracting officers shall include a statement in special contract requirements of construction project solicitations and contracts substantially as follows: Fire Protection. Contractor shall comply with Fort Hamilton Document 420-4 in performance of work on the job site. A copy of this document may be viewed by prospective contractors at the contracting office or in the Safety Folder on the Fort Hamilton network. In case of conflict with contract plans and specifications, nothing contained in this document shall be construed as altering them without prior coordination with and approval by contracting officer.

e. Installation fire protection personnel shall be notified in writing of all pre-construction conferences, pre-final inspections, and final inspections.

III. Life Safety.

a. Exit facilities.

(1) Exit facilities shall be arranged for full compliance with National Fire Protection Association 101.

(2) Restrictive hardware, such as padlocks and hasps, throw-bolts, and cross-bars shall not be installed on any exit door except as permitted by National Fire Protection Association 101. Where either physical or classified security is a major concern, judicious use of a two-point (top and bottom) latching panic hardware, without exterior door operating hardware, is an effective measure. Such doors, particularly when not normally under direct observation by operating personnel, may also be provided with simple effective door alarm devices as an additional control measure.

(3) Knock-out or kick-out panels or emergency escape panels of any kind are not permitted in lieu of standard exit facilities as required by National Fire Protection Association 101. Whenever it is necessary to block, obstruct, or rearrange any existing exit in a manner which destroys or reduces its function, an additional exit or exits designed, located and arranged in strict conformance with National Fire Protection Association 101 shall be provided.

(4) Padlocks and/or hasps are not permitted on interior/exterior doors, except for storage or industrial occupancies, unless arranged to be locked in the open position. Occupants of these types of buildings/rooms should be able to unlock doors from the inside without using a key.

(5) Exit illumination and marking shall comply with National Fire Protection Association 101. It shall be the building occupants' responsibility for the replacement of bulbs in exit lights.

(6) Stairs and stairways shall comply with National Fire Protection Association 101 with particular attention given to the following:

(a) Do not use stairways enclosures for storage or for any purpose other than a stairway.

(b) Protect opening to stairway enclosures by self-closing doors. Do not hold stairway door open by wedging or blocking or by any other device which prevents the doors closing automatically unless specifically designed.

(7) Personnel shall not lock open, block, or otherwise obstruct the normal operation of fire doors or fire shutters.

(8) Removal of door closures (i.e., self-closures) shall be prohibited.

(9) Removal of fire doors shall be prohibited.

(10) Approved fire doors shall not be altered or modified.

(11) No exit door shall be locked while the building is occupied.

IV. Draperies and Decorations.

a. Furnishings and decorations in building occupancies such as health care, day care, and places of assembly shall be in compliance with the requirements of National Fire Protection Association 101.

b. Burning incense, scented or decorative candles and similar open-flame devices in offices, barracks, bachelor officers' quarters (BOQ), and similar sleeping occupancies are prohibited.

V. Care of Buildings.

a. Rubbish and debris.

(1) Police working and storage areas, new construction, and repair areas regularly to reduce fire hazards.

(2) Dispose of rubbish and scrap materials in properly identified containers and located in noncombustible cans, bins, or receptacles. Remove rubbish from buildings at the close of the normal workday and take to locations approved for rubbish disposal or for temporary storage. Keep work areas reasonably free of combustible debris accumulation.

(3) Use only metal containers or nonmetallic containers that are approved by a nationally recognized testing laboratory for disposal of combustible trash or rubbish inside buildings. Ordinary plastic containers are generally combustible producing toxic gases when burned, and will not contain a fire involving the contents of the container. *Exception: All places of public assembly shall have containers with self-closing lids.

(4) Place dumpster units and other central trash disposal units at least 15 feet from any building. Dumpster lids shall be kept closed, except when refuse is being loaded into dumpster.

(5) Store soiled rags in metal containers with self-closing metal covers until removed from building.

(6) Store steel wool, a combustible material, separately in covered metal containers.

(7) Combustible trash in maintenance, warehouses and storage areas shall be in a metal can with a tight fitting cover.

b. Personnel service rooms.

(1) Metal or UL approved plastic trash receptacles shall be used in all restrooms or latrines and in other areas where paper towels or disposable paper or plastic cups are used.

(2) Clothing lockers shall be adequately ventilated and kept in a clean and orderly condition. Materials shall not be stored on top of or underneath lockers. Work clothing in lockers should be regularly aired and cleaned.

(3) Flammable liquids, chemicals, paints, paint-soaked rags, and similar materials shall not be kept in clothing lockers.

(4) Combustible materials shall not be placed on radiators, heaters, or steam pipes.

c. Attics and concealed spaces.

(1) Attics and concealed spaces shall be kept clean. Attics without sprinklers in other than family quarters shall not be used for storage.

d. Securing buildings at close of workday.

(1) All doors, including fire doors and windows shall be secured properly at the close of working hours unless excepted in writing by the Installation Commander or authorized representative.

(2) The person in charge shall shut off portable electric appliances and heating devices that are not required to be kept in operation during the night at the close of work hours.

(3) Exit doors shall not be secured in any manner which shall prevent their use as an exit at all times when the building is occupied.

(4) Mops, cleaning gear, and other material subject to spontaneous ignition shall be kept outside of buildings or stored in metal containers with tight-fitting, self-closing lids or approved areas.

(5) Unused paint, brushes, drop cloths, rags, and like items shall be removed from buildings at the close of the workday. An exception is in paint shops where full precautions are taken daily to store paints and related supplies. Any material left at the job site shall be placed in a metal container with a tight-fitting, self-closing lid and placed at least 15 feet from the building. Trash and other waste material shall be removed daily.

(6) Oily, greasy rags used in connection with repair shops, painting or other such operation shall be removed from the building or places in a UL approved metal safety can with a self-closing, tight-fitting cover.

e. Vacant buildings.

(1) Vacant buildings shall be secured against unauthorized trespass. Doors shall be locked and windows barred with wood or fixed shutters to prevent access, where necessary.

(2) Electrical power to vacant buildings shall be shut off by either disconnecting the incoming power lines outside the building, opening main or all distribution power master switches. If possible, secure power switches with padlock. Power for fire alarm systems and support of sprinkler systems shall be maintained.

(3) Fuel inlet valves shall be closed and sealed on furnaces, boilers, and other means of heating in vacant buildings where heat is not required to prevent freezing of sprinkler system or plumbing.

(4) The Fire Protection Office shall be notified in writing whenever a building becomes vacant and when it is again occupied.

f. Parking of vehicles.

(1) Parking of vehicles shall be controlled to ensure free access of emergency response equipment to all sides of buildings, structures, fire alarms, post indicator valves, fire department connections and fire hydrants.

(2) Vehicles shall not be parked closer than 15 feet of any building or structure, except while loading or unloading.

(3) Vehicles shall not be parked between buildings or structures that are not separated by a distance of at least 50 feet.

(4) Vehicles shall not be permitted in any building for repairs or storage, except for approved maintenance buildings or with written approval of the Installation Fire Protection Officer and Director of Emergency Services.

(5) No parking within 15 feet of a Fire Hydrant, post indicator valves and sprinkler connections.

VI. Use of Buildings.

a. Sleeping areas.

(1) Using buildings or portions of buildings, other than approved barracks or quarters, as sleeping facilities is prohibited, except upon written approval through the Installation Fire Protection Officer and authorized representative(s). Reserve center buildings are exempt from these requirements provided areas comply with the requirements of National Fire

Protection Association 101 and adequate hard wired smoke detectors are provided for early warning detection.

(2) Using attic space in any building, including quarters, as a sleeping area is prohibited.

(3) Using space in any building accessible only by scuttle, hatch, or trap door, or served by other than a standard stairway, as a sleeping area is prohibited. The use of below-grade basement areas for living and sleeping is only permitted when there is a second means of escape in compliance with National Fire Protection Association 101.

b. Changing occupancy or use.

(1) The Installation Fire Protection Officer shall review changes in the use of occupancy of any building, structure, or area. In any building or structure, whether necessitating a physical alteration or not, a change from one occupancy classification to another, or from one occupancy subclassification to another subclassification of the same occupancy, shall be permitted only if such building or structure conforms to the requirement of National Fire Protection Association 101.

(2) Pump houses, generator buildings, transformer stations, furnace electrical equipment, and mechanical equipment rooms shall not be used for other than their designed purposes. Storage is prohibited in these areas. These areas shall be secured to prohibit unauthorized entry.

(3) Plans for major changes or closing of roadways shall be coordinated with the Installation Fire Protection Officer.

c. Special occupancies.

(1) Nursery, kindergarten, or day care centers, shall not be located in a basement or above the first floor. Full compliance with National Fire Protection Association 101 and AR 608-10 (Child Development Services) is required.

VII. Common Hazards.

a. Heat.

(1) All building heating equipment shall be labeled and/or listed by the American Gas Association, Underwriters Laboratories (UL) Inc., or Factory Mutual Laboratories (FM) and shall be installed, maintained, and operated under the approval listings, manufacturer's operating instructions, and the National Fire Codes.

(2) There shall be adequate clearances between heating equipment and combustible material. Clearances for listed equipment shall not be less than the minimum given in the listings. Existing unlisted equipment shall be governed by the clearances indicated in the National Fire Codes.

(3) The use of unvented hydrocarbon-fueled heating appliances inside buildings is prohibited. Hydrocarbon fuels include natural gas, gasoline, fuel oil, alcohol and petroleum based oils and kerosene. Duct-type portable gasoline-fired heaters (e.g., Herman Nelson or similar models) are not authorized for heating any building unless prior approval is obtained from the Installation Fire Protection Officer and only if the use is temporary and held to a minimum. These types of heaters are designed for outside operation and are intended primarily for field uses such as heating large tents, maintenance shelters, operator compartments for tactical vehicles, and preheating aircraft engines or keeping them warm during idle periods.

(4) Using open flame heating devices is prohibited in areas subject to accumulation of flammable vapors such as gasoline stations, garages, paint shops, and aircraft hangars. Exceptions are the installation of suspended oil furnaces and gas-fired unit heaters when the use, location, and installation of such equipment is permitted by specific provisions of pertinent sections of the National Fire Codes and the unit is specifically listed and/or approved for such installation.

(5) Covered metal containers shall be provided for ashes where solid fuels are used.

(6) Portable electric heaters are generally prohibited for energy conservation purposes; however, when otherwise permitted, written approval of the Directorate of Public Works and Installation Fire Protection Officer shall be required for heater use. Such heaters, when permitted, shall be listed and shall be of a type in which the electrical circuitry is automatically shut off if unit is tipped over. Power supply cords and plugs shall be in good condition and supply circuit shall be adequate for safe use.

(7) Lint traps for domestic type clothes dryers shall be cleaned after each use. Properly vent dryers to outside of building. Avoid excessive length of vertical runs of vent pipe to reduce lint accumulation in piping. Flexible plastic hose is not approved for use.

b. Electricity.

(1) The current edition of National Fire Protection Association 70 shall be the minimum standard for all electrical wiring and equipment. Only authorized electricians shall install, repair, and charge electrical wiring, fitting, or attachments for electrical appliances.

(2) Defective electrical equipment shall be reported to the work order branch of the Directorate of Public Works for repair or removal by authorized electricians.

(3) Use only electrical appliances and devices that bear the UL-label or those listed by another approved testing agency. Appliances or devices that do not have the UL-label or other approved listing (e.g., decorative lamps and small electrical appliances acquired in Europe and the Orient) shall not be connected to a power source unless continuously under observation. Such items are prone to electrical breakdown under limited usage, and cord insulation is often inadequate for safety.

(4) All electrical wiring equipment and devices, including electrically operated vending machines, water coolers, and clocks installed and operated in automotive repair shops, and other occupancies where flammable vapors, gases, or dusts may be present, shall be UL-listed for the particular hazardous area and comply with National Fire Protection Association 70.

(5) The Directorate of Emergency Services may require permits for installation and use of any electrical hot plate, coffee maker, or other constant heat generating appliances. Unauthorized installation is not permitted.

(6) Soldering irons, hot plates, coffee makers, office machines, and other nonfixed electrical devices shall be turned off when not in use. There shall be adequate clearance between all heat-producing electrical devices and combustible material. The use of automatic timers to control power supplies is prohibited.

(7) Fusing of circuits shall be compatible with the safe current-carrying characteristics of the circuit wire (i.e., circuits shall not be over fused). Ground-fault-circuit interrupters shall be provided for receptacles in accordance with National Fire Protection Association 70.

(8) Electric switches, circuit breakers, and fuses in power panels shall be labeled correctly to indicate the circuits or devices they control. Provide continuously clear access to all panels.

(9) Devices which interfere with the normal operation of a circuit breaker or fuse shall not be installed. Whenever a circuit has been interrupted by a tripped breaker or blown fuse, the source of the disturbance shall be located and eliminated before restoring power to the interrupted circuit. Circuit breakers are not to be used as switches, unless the breaker is specifically designed for switching.

(10) Lamp fixtures in damp or hazardous locations and in areas subject to grease accumulation (such as under hoods over cooking ranges/fryers) shall be of types specifically approved for such locations.

(11) Not more than two electrical cords per outlet are permissible. The "Octopus" arrangement of multiple plugs shall be prohibited.

(12) All domestic-type washing machines, clothes dryers, vending machines, portable electric tools and lights shall be electrically grounded in accordance with National Fire Protection Association 70.

(13) Electrical cords shall be without splices and shall not be hung over nails, rafters, or in a manner which would constitute a fire hazard. Electrical cords shall not be placed under rugs, carpets or other combustible materials. Extension cords shall not be used in lieu of permanent wiring and shall not run through walls, ceilings, floors, doorways, windows, or other similar openings. Extension cords shall not be equipped with more than one male and one female connection. The use of multiple type plugs shall be prohibited.

(14) Surge protectors shall be permitted for use on computers, printers, facsimile machines, and like equipment. The use of surge protectors for extra or more convenient outlets shall be prohibited.

c. Smoking.

(1) The following shall be the smoking policy for USAG Fort Hamilton: The U.S. Food and Drug Association (FDA) classifies E-cigarettes as tobacco products and is marketed under the Tobacco Act. IAW DOD Instruction 1010.15, 02 Jan 2001 – "Smoke-Free DoD Facilities" USAG Fort Hamilton has established the policies and procedures for controlling the smoking of tobacco products in all Department of the Army (DA) occupied work places on USAG Fort Hamilton. Smoke break areas shall only be outdoors and will be at least 50 feet from common points of ingress/egress, ventilation intakes, and will not be located in areas that are commonly used by nonsmokers. Smoking is prohibited in all government owned buildings, office space, hallways, corridors, stairwells, lobbies, warehouses or warehouses partitioned for administrative use, auditoriums, conference rooms, restrooms, classrooms, elevators, stairways, private offices, military vehicles, government owned vehicles, and any government reimbursable conveyances to include taxi-cabs, vans, limousines, and rental cars. Smoking is prohibited in all post food establishments including the Fort Hamilton Community Club. E-cigarettes shall be considered to be the same as regular cigarettes and subject to all of the same rules and requirements.

(2) Smoking is prohibited at all times in attics, lofts, roofs and under structures, bunks or beds, theaters (including projection rooms), and gymnasiums.

(3) Smoking is prohibited in vacant or secured buildings, battery charging rooms,

woodworking shops, paint shops and sheds, photographic processing rooms, fuel storage areas, aircraft maintenance shops and hangars, or any place where flammable liquids or explosives are handled or where explosive dust or vapors may be present.

(4) Smoking is prohibited within 50 feet of gasoline dispensing operations, bulk oxygen storage facilities, areas where bituminous or plastic coatings are being applied, flammable liquid or gas handling storage areas, and aircraft parking areas.

(5) Smoking is prohibited in all areas where explosives, chemicals, flammable or highly combustible materials are stored or handled.

(6) Designated smoking areas will be at least 50 feet from common points of ingress/egress, ventilation intakes, and will not be located in areas that are commonly used by nonsmokers.

(7) An adequate number of suitable metal receptacles for discarding smoking materials shall be provided in areas where smoking is permitted. Such receptacles shall not be used as wastebaskets.

(8) Smoking materials shall not be thrown from vehicles.

(9) Smoking shall be in IAW DoD Directive 10.10.15, "Health Promotion," dated Mar 11, 1986, and interim change I02 to AR 600-63.

d. Air conditioning and air handling.

(1) Air conditioning and air handling equipment rooms, including boiler and furnace rooms, shall not be used for storage. Secure rooms from unauthorized entry.

(2) Electrical circuitry supply to air conditioning units shall be in conformance with National Fire Protection Association 70.

VIII. Special Hazards.

a. Flammable and combustible liquids. All flammable and combustible liquid storage shall be in compliance with the requirements of National Fire Protection Association 30. Flammable liquids are defined as any liquid with a flash point below 100 degrees Fahrenheit (37.8 degrees Centigrade). Flammable liquids include gasoline, alcohol, naphtha, lacquer paints, and thinners. Combustible liquids are defined as any liquid which shall burn but has a flash point in excess of 100 degrees Fahrenheit. Combustible liquids include those such as kerosene, mineral spirits, JP8, or diesel fuel.

(1) Flammable liquids shall not be used for cleaning equipment parts. Nonflammable cleaners or solvents and/or water-solvent detergents shall be used for such purpose.

(2) Flammable liquids shall not be used to clean or refinish floors, desks, or other furniture and furnishings.

(3) Personnel shall observe the following precautions if a combustible liquid (mineral spirits) is used for floor cleaning or refinishing:

(a) Provide all possible ventilation and/or adequate mechanical ventilation to dissipate vapors.

(b) Prohibit smoking in the work place.

(c) Keep all open flames and spark-producing devices away from the work area.

(d) Shut off all pilot lights in the vicinity.

(e) Clean only a small area at a time.

(f) Restrict the amount of fluid to that necessary for the immediate operation.

(g) The use of paste wax on floors is prohibited. The heating of paste wax is also prohibited.

(4) Day-to-day stocks of flammable liquids shall be kept only in an approved flammable liquid cabinet. Containers shall be plainly marked to indicate the nature of the contents. Storage shall be arranged to comply with National Fire Protection Association 30. A maximum of 2 weeks supply of day-to-day stock of flammable and combustible liquids shall be stored in operational areas.

(5) Gasoline and other flammable liquids shall not be kept, stored, used, or dispensed within any building except by means of listed safety cans in good condition, unless in a flammable liquid dispensing room. Glass containers are prohibited, except where permitted by National Fire Protection Association 30 for storage of chemically pure liquids.

(6) Gravity discharge of any flammable liquid from tanks, drums, or containers other than listed safety cans is prohibited within all buildings.

(7) Flammable liquids shall be drawn from or dispensed into tanks or containers within buildings only with the drum in an upright position, using an approved manually-operated barrel pump, and only in locations approved as flammable liquid dispensing rooms.

(8) Combustible liquids shall be stored in closed metal containers having an individual capacity of not more than 5 gallons. The use of glass or plastic containers other than listed safety cans is prohibited, except where permitted by National Fire Protection Association 30 for storage of chemically pure liquids.

(9) Tanks, hoses, and containers shall be bonded while flammable liquids are being poured or dispensed to prevent static electricity discharge.

(10) Transfer of flammable liquids or purging of tanks or containers by compressed air or gasses is prohibited.

(11) Gasoline, oil, or any other flammable/combustible liquid shall not be discharged into, or permitted to accumulate in, storm drains or sanitary sewers.

(12) Flammable liquids shall not be stored in any place of public assembly, or buildings which are normally used as sleeping quarters.

(13) Gasoline storage in family quarters is prohibited. The storage of fuel in containers or in power mowers, outboard motors, and similar equipment with fuel tanks shall be in an outside building, cabinet, or such storage. If storage building is lacking, the following conditions shall be met:

(a) The aggregate amount in the container or equipment shall not exceed 5 gallons.

(b) The storage area shall not contain and shall be remote from any possible source of ignition (e.g., water heaters, furnaces, electrical appliances).

(c) Adequate ventilation of storage area shall be provided to prevent the accumulation of flammable vapors. Storage in below-grade basements and cellars shall be prohibited.

(d) Storage area shall not be occupied as living space or used as an exit.

(e) Items stored shall not be subject to mechanical damage.

(f) All openings from the fuel tank and the supply line to the engine shut off where a valve is provided shall be tightly closed.

(g) Gasoline shall be stored only in a safety can that is listed by a nationally recognized testing laboratory.

(h) No refueling shall be conducted inside or within 15 feet of any building, including garages, basements, or attached right-of-way.

(i) Occupants shall be liable for losses by fire caused by the occupant's negligence in storage and use of flammable liquids.

(j) Gasoline-fueled lanterns shall be allowed to cool before refilling.

(k) Paste wax shall not be burned or heated over open flame.

(14) The use of gasoline-fueled field ranges inside buildings is prohibited.

(15) Use gasoline as fuel only. Other uses of gasoline are prohibited.

(16) Jerry can shall not be stored inside any building. Jerry can shall be stored 50 feet from any building. A Jerry can shall not be used to refuel any snow blower, lawnmower, or other small gasoline power equipment.

b. Fueling operations.

(1) Only authorized and properly trained personnel shall be permitted to operate major fueling equipment. Knowledge of the equipment hazards involved and the regulations for handling flammable liquid shall be required. The operator shall be familiar with nearest telephone, how to call the fire department, and location and operation of first-line firefighting equipment.

(2) Self-service gasoline stations open to the public shall have a fully qualified attendant in the immediate vicinity of gasoline dispensing operations during all periods that the facility is open for use.

(3) Unattended gasoline stations are prohibited. This restriction does not apply to fueling points for military vehicles.

(4) Operators of vehicles and mobile equipment shall turn off engine, lights, and radio transmitters before taking on fuel.

(5) Vehicle operators, attendants, or others shall not smoke or light a match or lighter during fueling, and there shall be no open flame in the vicinity.

(6) Latching or locking devices, which restrict or impede the ability to automatically stop the flow of fuel, shall not be permitted on any gasoline or other flammable liquid dispensing nozzle. This does not preclude the use of listed and approved automatic nozzles.

(7) Operating any vehicle leaking fuel or excessive amounts of oil shall be prohibited until necessary repairs have been performed.

(8) Flammable liquid containers found to be leaking shall be moved to a safe location and contents transferred to serviceable containers. Leaking containers shall be disposed of properly.

(9) Only Army fuel cans and self-closing safety cans are authorized. Glass or plastic containers other than plastic containers listed by a nationally recognized testing laboratory (i.e., UL or FM approved) shall not be used for gasoline.

(10) Vehicles transporting explosives shall not be refueled with gasoline while explosives are in the vehicle, except in an emergency, then only with the engine stopped; all lights and radios off and static grounding devices properly connected.

(11) Defective or leaking fuel dispensing equipment (e.g., nozzles, hoses, pumps) shall not be operated until restored to proper operational condition.

(12) Makeshift fuel dispensing or de-fueling arrangements are prohibited. Fuel

dispensing, storage locations, arrangements, and equipment shall be in conformance with the pertinent requirements of the National Fire Code or applicable Army technical manuals. Defueling into open containers is prohibited.

(13) Automotive vehicles and other spark-producing equipment shall not be operated within 50 feet of any fuel spill involving gasoline or fuels of similar characteristics until the spill has been cleaned up and all flammable vapors have dissipated.

(14) Fueling of lawnmowers and other gasoline powered equipment or dispensing of any flammable liquid shall be conducted outside of all buildings, including garages, basements, attached carports or storage rooms associated with family quarters. Inside fueling is prohibited. Allow equipment time to cool before refueling.

c. Parking of flammable liquid transport vehicles. Tank vehicles used for transporting flammable or class II combustible liquids shall be grounded (for static electricity) and shall be parked in groups of not more than three with a 50-foot separation between groups. Parking locations shall be selected so that the vehicles are accessible from all sides for fire fighting operations and so that any of the tank vehicles can be moved (either under their own power or towed) from their location without moving another vehicle.

d. Hazardous chemicals:

(1) Only personnel properly instructed in the potential hazards will handle all chemicals and characteristics of the material involved and duly authorized to perform such work.

(2) Incompatible chemicals and compounds shall be kept separate and precautions taken to prevent accidental contact or contamination with incompatible materials, compounds, and agents. Many chemicals and compounds, which are completely inert under normal conditions, may become violently explosive when in contact with other compounds.

(3) Damaged or leaking containers will be removed immediately to a safe place and if feasible, the contents placed in a satisfactory safe container. Safely dispose of the damaged container. Do not use trash cans, dumpsters, or similar ordinary refuse receptacles for disposal of hazardous chemicals. Inspect chemical storage areas frequently to determine the condition of containers and storage methods. Take immediate corrective action, as required.

e. Tar pots and kettles:

(1) Kettles for heating tar, asphalt, and similar materials shall be equipped with proper heat controls and means of agitation to assure controlled uniform temperatures throughout the contents to prevent spot heating.

(2) Tar pots or kettles shall not be operated inside, on the roof, or within 25 feet of any building and shall be attended by a competent operator. A minimum of two 10-pound multipurpose (A, B, C) dry chemical extinguishers shall be provided at the tar pot and at the area of tar application.

(3) When the material is applied within buildings or enclosed areas, the atmosphere shall be free of dust and adequate ventilation provided to completely remove all smoke and fumes.

(4) Material will not be heated above the temperature necessary to produce workable fluidity and in no case above its flash point.

(5) All smoking, open flame devices, and/or other sources of ignition will be prohibited in or near the area of application.

(6) Mops, brushes, or other applicators will be stored in an area approved by the Installation Fire Protection Officer.

f. Welding and cutting:

(1) All welding, cutting, sweating of copper piping, or burning operations shall be under the supervision and control of a competent supervisor who shall ensure compliance.

(2) Oxygen, acetylene, and other fuel gases shall be handled carefully and cylinders shall be secured by lashing, strapping, chaining, or clamping in an upright position. Cylinders shall be capped during storage or while being transported.

(3) Oxygen cylinders shall be kept free of oil and grease at all times. (A high pressure leak from an oxygen cylinder may cause sufficiently rapid oxidation to ignite gasoline, oil, grease, alcohol, or organic material and result in fire or explosion).

(4) Oxygen and fuel gas systems in use shall be frequently inspected for evidence of leaks in hoses, couplings, valve stems and fittings, and other points in the system.

(5) Acetylene and oxygen valves at the cylinders shall be closed whenever the equipment is left unattended or when work is stopped for more than 15 minutes.

(6) Operators of electric welding equipment needing to leave or stop work for any appreciable time shall open the power supply switch to the equipment and disconnect the equipment from the source of power.

(7) The Fire Protection Office shall be notified whenever any cutting or welding is to be performed outside of an established shop. A qualified Fire Protection representative shall inspect the work site before starting the operation to determine that all necessary fire prevention precautions are taken, that a properly instructed fire watch equipped with a minimum 10 pound multi-purpose (A, B, C) fire extinguisher is provided, and that the proposed operation does not constitute a hazard to life and property. If the operation is deemed safe, DA Form 5383-R (Hot Work Permit), signed by the inspector, shall be given to the operator and to the supervisor, if any. A copy of the DA Form 5383-R shall be maintained by the fire department. Each separate operation, work site, and day of operation shall require an inspection and issuance of a permit. No person at any time shall conduct any cutting or welding operation outside of an established authorized shop without an approved DA Form 5383-R/or FM 2630 Hot Work Permit.

(8) When welding or cutting is to be performed in any confined space other than in an authorized welding shop, the gas cylinder will be left outside unless specifically approved by the Installation Fire Protection Officer.

g. Cooking:

(1) Cooking is permitted only in properly arranged and equipped authorized locations.

(2) No cooking or use of hot plates, electric frying pans, and similar small electrical appliances is permitted in private rooms of bachelor enlisted/officer quarters, and similar buildings unless such rooms or areas are provided with kitchens or cooking facilities. Microwave ovens may be authorized in bachelor enlisted quarters (BEQ)/BOQ facilities without kitchens, provided the electrical power supply is adequate.

(3) Hoods and ductwork over cooking surfaces shall be cleaned periodically to prevent excess grease accumulations. Snack bars and similar locations where cooking operations result in the production of substantial amounts of grease-laden vapors shall require cleaning more frequently.

(4) Exhaust systems over cooking surfaces where smoke or grease-laden vapors are produced shall have removable noncombustible filters or listed grease extractors. Cooking shall not be done unless all filters are in place.

(5) Hoods and associated duct systems over commercial type cooking equipment where grease-laden vapors are produced in clubs, snack bars, cafeterias, and other large food preparation facilities shall be protected and serviced in accordance with National Fire Protection Association 96.

(6) A standard supply of portable fire extinguishers listed for Class K fires should be provided at all locations where cooking is conducted in accordance with National Fire Protection Association 10. Fire extinguishers are recommended but not required for cooking facilities in family housing.

(7) Charcoal grills shall not be used inside buildings, on porches, or on balconies. Charcoal grills shall be located at least 10 feet away from combustible materials when in use. When cooking has been completed, hot coals shall be quenched with water or covered with a noncombustible cover to prevent sparks or hot coals from being scattered by the wind.

h. Painting:

(1) Paint that requires flammable solvents or thinners or flammable cleaners shall not be used without first extinguishing or removing all potential sources of ignition in the immediate area.

(2) Flammable thinners, solvents, and cleaners shall be handled, stored, dispensed, and used only in accordance with this document pertaining to flammable liquids contained in paragraph 14.

(3) Tarpaulins and drop cloths used with oil based painting operations shall not be stored within buildings but shall be folded and stored in metal lockers that are detached at least 15 feet from any building.

(4) Spray paint shall not be used within buildings unless standard spray booths or rooms constructed and arranged in accordance with National Fire Protection Association 33 are provided for this purpose.

(5) Minor touch-up involving the use of small aerosol or pressurized spray cans may be conducted outside of a painting standard spray booth, provided all precautions of adequate ventilation are observed. Such operations shall be very limited in scope.

(6) Spray booths shall be equipped with an exhaust ventilation system. Fans shall be non-sparking type, with explosion-proof fan motors located outside the booth. Exhaust systems shall be installed to conform to the standards of National Fire Protection Association.

(a) No smoking within 50 feet of spray booths.

(b) Clean filters and filter rolls shall be of noncombustible construction. They shall be inspected after each use, and clogged filters shall be removed and disposed of.

(c) Combustible materials shall not be stored within 3 feet of spray booths.

(7) Before refinishing floors, eliminate all sources of ignition including pilot lights for water heaters and appliances.

(8) Smoking is not permitted in any area where painting involving the use of flammable thinners, solvents, or cleaners is being done.

i. Open fires:

(1) No open fires shall be permitted on the installation at any time without the express approval and permission of the Installation Fire Protection Officer.

(2) Burnishing of wood by use of a heat or flame-producing device is prohibited within any building.

(3) The use of open flame devices for removing paint from any structure is prohibited.

(4) Controlled burning of areas such as brush or grasslands will be done only with the consent and approval of the Installation Fire Protection Officer, and then only when all precautions required by the Installation Fire Protection Officer, Fire Department of New York and appropriate land management personnel have been taken. Compliance with all local, State, and Federal air pollution regulations is required.

j. Batteries:

(1) All batteries shall be handled, stored, and disposed of in strict compliance with Technical Bulletin (TB) 43-0134.

(2) All lithium batteries shall be stored in accordance with TB 43-0134.

(3) Only approved storage sheds shall be used to store used or discharge lithium batteries. Storage sheds shall be stenciled in 5-inch lettering. Storage sheds shall have adequate ventilation. Windows are not a substitute for ventilation. "Used lithium battery storage and discharge only" shall be stenciled in 5-inch lettering above the entrance to the storage area. "Authorized personnel only" shall be stenciled in 3-inch lettering above the emergency point of contact.

(4) Emergency point of contact shall be posted on the front door at eye level

(5) Location of storage sheds shall be approved in writing by the Fire and Emergency Services, Safety Office, and Department of Public Works.

(6) Storage of other material inside or within 25 feet of lithium storage sheds is not permitted.

(7) New batteries are batteries that are in the original unopened plastic wrapping. Store batteries away from open flame, heat and combustible material to include used batteries.

(8) Used batteries are batteries that the original plastic wrapping has been open. A minimum of 2 inches shall be maintained between batteries to allow for ventilation. Do not stack batteries on top of each other.

(9) When venting, the battery makes a hissing sound and releases irritating gases. These gases are highly toxic and should not be inhaled. Immediately leave the area and contact the Fort Hamilton Emergency Services Dispatcher. Standby to show fire fighters the contaminated area. Have Safety Data Sheets (SDS) available for the fire department to inspect when they arrive.

(10) Only trained personnel shall have access to the storage shed, discharge batteries, and turn-in batteries.

(11) Only trained personnel shall activate the complete discharge device (CDD).

(12) Lithium Battery testing is not authorized at this time.

k. Flammable Gas:

(1) Flammable gases shall be stored in the upright position and be secured in this position. Cylinder valves shall be protected as required by NFPA 58. Screw-on-type caps or collars shall be securely in place on all cylinders stored regardless of whether they are full, partially full or empty; the cylinder outlet valve shall be closed and plugged or capped.

(2) Flammable gas cylinders shall not be stored inside flammable liquid cabinets.

(3) Flammable gas cylinders stored in buildings shall not be located near exits, stairways, or areas normally used or intended to be used for safe egress of occupants.

(4) Storage of flammable gas cylinders shall not be located in basements or any area below grade.

(5) Flammable gas cylinders stored outside shall not be located within 20 feet of any building.

(6) Flammable gas cylinders will not be stored with oxygen cylinders or corrosives.

(7) Compressed gas cylinders shall be stored in the upright position and be secured in this position. Cylinder valves shall be protected by screw on type caps or collars and shall be securely in place on all cylinders stored regardless of whether they are full, partially full, or empty. Cylinder outlet valves shall be closed and plugged or capped.

IX. Fire Protection Equipment.

a. Fire hydrants:

(1) Parking of vehicles and/or equipment shall not be permitted within 15 feet of any fire hydrant.

(2) Fire hydrants shall be used only for their intended purposes and shall be operated only by authorized personnel using only standard hydrant wrenches.

(3) When no other source of water is available at construction sites and water is required for construction purposes, permission may be granted by the Directorate of Public Works to use a hydrant as a source of water. In such cases, immediate written notice shall be given to the Installation Fire Protection Officer and the usage shall be subject to the following limitations:

(a) Connection to a fire hydrant shall be limited to not more than one 2 and 1/2 inch hose.

(b) Only one connection shall be permitted per hydrant.

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

(d) The Fire Protection office shall not furnish hose, valves, etc.

(e) Any fire hydrant found to be leaking, damaged, or defective shall be reported to the Installation Fire Protection Officer immediately so that proper repair may be started.

(f) Whenever any fire hydrant is placed out of service for any reason, the Installation Fire Protection Officer shall be notified immediately. Out of service hydrants shall be marked with a metal disc approximately 9 inches in diameter painted a conspicuous color and attached to the hydrant by means of a hole in the center of the disc which shall fit over the hydrant outlet and be held in place by the outlet cap. The Installation Fire Protection Officer shall be notified immediately whenever an out-of-service hydrant is restored to service.

b. Fire lanes:

(1) No vehicle, equipment, or storage shall obstruct a prescribed fire lane.

(2) Prescribed fire lanes within or exterior to buildings or structures shall be identified by the Installation Fire Protection Officer and clearly marked.

c. Sprinkler equipment:

(1) Automatic sprinkler systems shall be installed in accordance with UFC 3-600-01 and National Fire Protection Association 13 and 101.

(2) Sprinkler systems which operate during an actual fire shall not be shut off except upon directions of the senior fire officer.

(3) Sprinkler systems which operate due to mechanical injury, breakage, or other non-fire related causes shall be shut off as soon as it is determined that no fire exists. The Installation Fire Protection Officer shall be notified immediately of the sprinkler impairment.

(4) Only properly authorized personnel shall maintain and test sprinkler systems.

(5) Whenever any sprinkler system is withdrawn from service for any reason, the Installation Fire Protection Officer shall be notified immediately.

(6) Storage shall be kept at least 18 inches below all sprinkler heads and/or piping.

(7) All building modification projects in buildings with sprinkler systems shall include provisions for rearranging the sprinkler system as necessary for compliance with National Fire Protection Association 13.

d. Fire extinguishers:

(1) Fire extinguishers shall be supplied as part of construction projects in accordance with UFC 3-600-01 and National Fire Protection Association 10.

(2) Where fire extinguisher cabinets are not provided, there shall be suitable hangers or supports for extinguishers. Fire extinguishers shall be installed so that the bottom of the fire extinguisher is a minimum of 4 inches and the top a maximum of 5 feet from the floor surface.

(3) Whenever any fire extinguisher is discharged or partially discharged for any reason, contact the Installation Fire Protection Officer and arrange for recharging.

(4) Fire extinguishers shall not be relocated or removed from their assigned locations without the approval of the Installation Fire Protection Officer.

(5) Area fire wardens shall inspect and document all fire extinguishers within their respective areas on a monthly basis.

(6) Dry chemical fire extinguishers will not be used to combat grass or brush fires.

e. Alarm Systems:

(1) Fire alarm systems in accordance with Architectural and Engineering Instructions, AR 420-01, UFC 3-600-01, and applicable engineer technical letters will be provided.

(2) The alarm system will be installed under applicable standards in the National Fire Prevention Association Codes.

(3) The alarm system shall not be tampered with per NFPA 1. Tampering with the alarm system is punishable under the "Uniform Code of Military Justice."

X. Storage and Warehouses.

a. Storage shall not interfere with fire lanes or inhibit access to fire valves, fire hoses, fire extinguishers, fire escapes, fire exits, or fire doors. A clearance of 18 inches minimum shall be maintained between sprinkler heads, ceilings, ceiling lights, electrical fixtures, and stored materials. Stacks more than 15 feet high or which contain unusually hazardous materials shall not be piled closer than 36 inches to sprinkler heads.

b. Doors and exits shall not be blocked.

c. Access aisles shall be maintained to provide convenient access to all portions of the storage areas. Access aisles shall not be less than 8 feet in width.

d. Cross aisles of not less than 4 feet in width shall be provided for stacks up to 10 feet in height. Where stacks exceed 10 feet in height, cross aisles shall be at least 5 feet.

e. Combustible materials, such as excelsior, rags, and shredded paper shall be stored in fire resistant bins with fusible link or self-closing doors.

f. Materials shall not be stored under or piled against building doors, exits, or stairways. Materials shall not be stored within 25 feet of any structure.

g. Rack storage over 12 feet high shall be sprinkled per NFPA 231c.

h. Containers, drums, or other approved receptacles containing flammable liquids shall not be stored in general storage areas, but shall be stored in locations specifically constructed according to current directives for this type storage. This also applies to empty flammable liquid containers.

i. Packing materials shall be kept in the original bales until used. Broken bales shall be kept in all metal lined bins with automatic self-closing covers. Waste from packing/unpacking or other sources shall not be allowed to accumulate in hazardous quantities. All waste shall be removed outside daily at the end of the workday/shift and disposed of in designated containers.

j. Floor sweeping compound shall be stored in metal containers with a tight-fitting, self-closing lid. Oiling of floors is prohibited.

k. Boiler rooms, utility rooms, and hot water heater enclosures shall not be used for storage purposes.

l. Storage is prohibited under stairways and in stairwells.

m. Gasoline powered equipment shall not be refueled or serviced inside any storage building.

n. Empty pallets shall be stored outside the building.

XI. Family Housing. It is expected and required that adult occupants shall exercise ordinary prudence in their own conduct and shall impose reasonable control on minors in their households. The prevention of fires is the paramount objective.

a. Smoking in bed is prohibited. Individuals are responsible for safe disposal of smoking materials.

b. Accumulation of trash on floors or near buildings is prohibited. Outdoor trash containers shall be a safe distance from the building.

c. Charcoal grills shall not be used inside buildings, on porches, or on balconies. Charcoal grills shall be located at least 10 feet away from combustible materials when in use. When cooling has been completed, hot coals shall be quenched with water or covered with noncombustible cover to prevent sparks or hot coals from being scattered by the wind.

d. Fireworks are prohibited.

e. Storage is prohibited in heater rooms or heater closets.

f. Flammable and combustible liquids shall be kept in their original containers, away from sources of ignition, and safe from tampering by children. Small quantities (one pint or less) may be kept in metal containers capable of being tightly closed. Containers shall be plainly marked to indicate the nature of the contents of the container. Larger quantities shall be kept in a standard UL listed, self-closing safety can. Quantities over one pint shall not be stored inside living quarters.

g. Electrical installation, repair, and change in electrical wiring, fittings, or attachments for electrical appliances shall not be permitted except by authorized electricians, except for specific items covered in the Self-Help program.

h. To ensure the safety of all occupants, a fire plan shall be developed. The plan should be clear and uncomplicated so that all members can understand and carry out their assignments. The following principles are essential:

(1) Immediately upon discovery of fire, all family members shall leave or be removed from the building.

(2) Once outside, never let anyone reenter the building.

(3) As you leave, close doors behind you.

(4) Designate a meeting place outside. If someone is missing, notify the first arriving firefighter.

(5) If possible, report the fire to the emergency services dispatcher (718-630-4357), but do not risk injury to use your own telephone (use a neighbors).

(6) Notify all occupants in adjoining quarters or houses.

i. Grease hoods and fans shall be kept clean. Combustibles shall be kept at a safe distance from open flame areas.

j. Grease fires in kitchens can normally be safely controlled at the start. Fires in skillets, broilers, and deep fat devices can usually be extinguished by covering with a lid. A lid should be kept conveniently available for this purpose. Turn off the burner control as soon as possible. Do not attempt to move any type of container that contains burning grease.

XII. Fire Prevention for Contractors/Concessionaires. Contractors/concessionaires shall comply with this document to include the following:

a. Smoking is prohibited in any area or location where such an act shall result in possible loss of life or destruction of property by fire or explosion. Smoking materials shall be deposited in designated smoking receptacles. Smoking is prohibited in all government owned buildings.

b. Remove debris from building or area before quitting time each day and deposit in accordance with installation disposal requirements.

c. The use of heat producing devices in or adjacent to buildings shall be coordinated with the Installation Fire Protection Officer.

d. Fire extinguisher(s) shall be the responsibility of the contractor.

e. Any work that shall affect the operation of an installed fire alarm system shall be coordinated with the Installation Fire Protection Officer.

f. All employees shall be indoctrinated on methods of preventing and reporting fires.

g. All fires on Fort Hamilton shall be reported.

h. Welding and cutting operations shall be in accordance with this document.

i. Contractors shall not use or close off water mains or hydrants without approval of the Installation Fire Protection Officer.

XIII. Places of Public Assembly.

a. Managers of places of public assembly and recreational facilities shall establish a sound fire prevention program and shall ensure that employees are trained and understand their fire prevention responsibilities, fire reporting, facility evacuation procedures, and primary fire fighting procedures. Occupancy loads shall be posted in public view.

b. Managers or assistants shall conduct closing inspections. This responsibility shall not

be delegated to janitorial personnel. Closing inspection checklist shall be prepared by managers and as a minimum shall include the following:

- (1) All electrical kitchen equipment switches placed in the OFF position.
- (2) All cushions in chairs and sofas have been inspected for smoking materials.
- (3) Portable electrically operated devices or appliances, including amusement and vending machines, not essential for after hours maintenance, shall have the switches placed in the OFF position.
- (4) Trash receptacles are emptied and trash is placed in containers outside of building; in addition, separate cigarette materials from other combustibles in cleanup operations.
- (5) A noncombustible container with self-closing lid shall be used in restrooms for the disposition of paper towels.

c. Operating personnel shall be designated to check fire egress exits daily, prior to entry of patrons, to ensure that doors are unlocked and that panic-type hardware and exit lights are functioning properly.

d. An inspection by the fire warden or fire protection personnel shall be conducted prior to the start of any social and/or unusual event.

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

(1) All installed grease filters and exposed surface of kitchen range hoods shall be cleaned daily to prevent accumulation of grease. A spare set of filters is required in kitchens which are continuously operated.

(2) Kitchen range hoods and exhaust ducts shall be cleaned at least every 6 months or as necessary to prevent accumulation of grease. Cleaning includes fans, roofs, louvers, exterior walls, cupolas, etc., and where the system exhausts to the outside.

(3) Managers shall maintain the following information on file for each range hood:

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

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

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

(4) Ensure cooking is not permitted under a range hood without grease filter(s) installed.

(5) Provide a metal clad cover for each deep fat fryer. Pre-position cover for immediate use in case of grease fire.

f. Use of candles and other open flame devices for decorative or lighting purposes in places of public assembly is prohibited.

g. Carpets, curtains, and draperies shall be fire resistant and/or treated for fire resistance. Certification shall be maintained by the managers.

h. All decorations to be used for special events (i.e., banners, artificial floral designs, lighting, and Christmas decorations) shall be approved and inspected by the Installation Fire Protection Officer prior to use. Any decoration declared a fire hazard by the Installation Fire Protection Officer shall be removed.

i. The manager shall conduct no-notice inspections of assigned facilities to ensure compliance with this document.

XIV. Ammunition Storage.

- a. Handling and storage shall be in accordance with AR 385-64.
- b. Waste materials such as oily rags, combustible scraps, and paper within an explosives area shall be separated and placed in a metal container with a self-closing lid.
- c. Matches, flame, or spark-producing devices shall not be permitted in any explosive area except by written authority of the Installation Commander.
- d. Smoking shall not be permitted except in a designated smoking area.
- e. Vehicles shall not be placed within 15 feet of buildings containing explosives.

XV. Holiday and Facility Decorations.

a. Combustible decorations, such as paper, flowers, tinsel, streamers, scenery, etc., shall not be used in any buildings. Decorations shall have the UL approval and be marked "Flameproof." Prior to the installation of any special decorative materials, approval shall be obtained from the Installation Fire Protection Officer. In all cases, decorations should be kept to a minimum to prevent the possibility of fire.

b. The following precautions shall be observed for holiday decorations:

- (1) No cut live greens or Christmas trees are permitted inside facilities at Fort Hamilton.
- (2) All artificial greens and Christmas trees must be certified as fire safe or "flameproof" by UL or a similar agency.
- (3) Keep the tree away from radiators, stoves, and other sources of heat. The tree shall not be located near entrance or exit doors, nor near any elevator or stairwell.
- (4) Use only UL approved electric lights that are in good condition and not worn or frayed.
- (5) Do not leave the tree lights burning when no one is in the building or after retiring at night.
- (6) If lights are desired in windows, curtains and other combustible materials should be at least 6 inches from the lights.

c. Any concerns with decorations should be referred to the Installation Fire Protection Officer, 718-630-4961.

XVI. Seasonal Responsibilities-Snow & Ice

a. Means of egress shall be continuously maintained free of all obstructions or impediments to full instant use in case of fire or other emergency. Any type of barrier including but not limited to the accumulation of snow and ice is an impediment to free movement in means of egress.

b. Each unit/area fire warden shall ensure that snow has been shoveled away from hydrant, post indicator valves, fire department connections, and building exits within the assigned area.

c. The senior occupant of each family quarters is responsible for ensuring the removal of snow from fire hydrant, nearest the quarters. All occupants are responsible to ensure all exits are clear from snow and ice. Egress routes must be maintained.

d. All mechanical room doors shall be kept free of snow and ice.

XVII. Fire Works Display

- a. The use of fire works before a proximate audience in any facility that is not protected by an automatic suppression system is forbidden.
- b. The display of fire works inside facilities must conform to the strict requirements of the codes listed below and is strongly discouraged.
- c. Written authorization from the Installation Fire Protection Officer (AHJ) is required for any fire works display regardless of location.
- d. A Plan shall be completed and forwarded to the AHJ and shall provide all the information as required in NFPA 1126 section 4.3.2 & 4.3.3.
- e. NFPA 1, 1123 & 1126 provide the code and standard for fireworks display.
- f. The Fire Department shall be notified at least 30 days prior.
- g. Operators shall present a valid license to the AHJ.
- h. Fire extinguishers shall be of the appropriate size and number for the hazard.
- i. The Fire alarm system shall not be disabled unless written permission from the Installation Fire Protection Officer has been obtained.
- j. Outdoor displays shall be in strict compliance with NFPA 1, 1123 & 1126 and the requirements of sections, c, d, e, f, g, h & i.

19-4. REFERENCES.

AR 385-64

Ammunition and Explosives Safety Standards

AR 608-10

Child Development Services

TB 43-0134

Battery Disposition and Disposal

UFC 3-600-01

Fire Protection for Facility Engineering, Design and Construction.

Factory Mutual Approval Directory

(This directory may be purchased from the following source: Order Processing Factory Mutual Engineering, 1151 Boston-Providence Highway, Norwood, MA 02062-9102.)

National Fire Codes and Standards

(These codes and standards, published by the National Fire Protection Association, may be purchased from the following commercial source: NFPA, ATTN: Publication Sales Department, 1 Batterymarch Park, P.O. Box 9146, Quincy, MA 02269-9146.)

Underwriters Laboratories (UL) Fire Resistance Directory

(This index may be purchased from the following commercial source: Underwriter's Laboratories, Inc., Publications Stock, 333 Pfingsten Rd., Northbrook, IL 60002-2096.)

19-5. Appendix A and Enclosures

Emergency Evacuation/Fire Prevention Plan

Enclosure 1 – Emergency Evacuation and Fire Prevention Measures for Building Occupants

Enclosure 2 – Duties of the Fire Wardens

Enclosure 3 – Duties of the Installation Fire Officer

APPENDIX A

IMNE-HAM-ESF

11 August 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Emergency Evacuation/Fire Prevention Plan

1. Reference: AR420-01; Facilities Engineering – Army Facilities Management and NFPA No. 101 - Life Safety Code.
2. Purpose. To establish an Emergency Evacuation/Fire Prevention Plan for United States Army Garrison Fort Hamilton, Brooklyn, New York (USAGFH).
3. Cancellation. This memorandum supersedes any previous Fire Protection/Prevention Program at USAGFH.
4. Scope. This memorandum applies to all military, civilian and visitors of USAGFH.
5. Discussion. This memorandum provides emergency evacuation procedures for use during fire emergencies, CBRNE incidents, and fire drills at USAGFH.

Combinations of automatic fire suppression systems (sprinkler system), smoke detection and manual fire alarm evacuation systems provide for the life safety of some building occupants. These systems may be actuated by automatic means (heat or smoke) or may be manually activated by pulling a manual pull box station. The elevators in most buildings are equipped with an emergency return system. During a power failure, this system will automatically return the elevator to an exit floor and the doors will open. This system will enable the elevators to be operated during an emergency situation by emergency responders. There is an emergency telephone, intercom or recorded dialer in each elevator with a direct line to the DES dispatch center. Many buildings have an emergency generator for backup electrical power for the elevators and emergency lights. Each building has emergency lights with battery backup.

6. Action.

a. All personnel must be knowledgeable of the emergency evacuation procedures and fire prevention measures contained in enclosure (1).

b. A unit Fire Warden is established to administer the evacuation plan for each Directorate, Tenant Unit, Building and/or Area at USAGFH. Additional personnel, who will be known as Emergency Response Team members, may be assigned as necessary to include Assistant Fire Wardens, Personnel Movement Officers, Handicap Coordinators and other staff as deemed necessary. The Fire Warden and assigned personnel are responsible to conduct an orderly and safe evacuation of all building occupants during an emergency or practice exercise.

These personnel are under the direction of the assigned Fire Warden. The Fire Warden and additional assigned personnel will perform the duties as outlined in enclosure (2).

c. The Fire Protection Office will conduct annual training for the Fire Wardens and additional team members. The Installation Fire Protection Officer will perform the duties as outlined in enclosure (3).

d. Building Managers will assist the Fire Protection Office in selecting Emergency Response Team members within their area to fulfill these duties.

e. The Fire Protection Office will maintain a current list of Fire Wardens and Emergency Response Team members and publish, as required, an information bulletin containing the Emergency Response Team members.

f. Fire Wardens will conduct indoctrination training for new personnel in fire safety practices, building emergency evacuation procedures, exit routes and fire alarm pull box locations. This training shall be conducted within the first two days that the new personnel reports to the section. Additionally, the Fire Wardens will conduct annual refresher training for all personnel.

g. Emergency evacuation due to a bomb threat will be conducted in the same manner as a fire emergency situation unless otherwise directed.

h. Fire drills will be held as necessary or as authorized by the Commander, USAGFH. Fire drills may be unannounced.

7. POC for this action is Andrew Carman, Fire Protection Officer, at (718) 630-4961 or e-mail at andrew.b.carman.civ@mail.mil

3 Encls
1. Measures for Bldg Occupants
2. Duties of Fire Wardens
3. Installation Fire Protection Officer

//s//
ELUYN GINES
COL, AG
Commanding

Distribution:
Command Staff
Directors, USAGFH
Tenant Commanders
Fire Wardens and any Additional Staff
Garrison Email Distribution List

ENCLOSURE 1

Emergency Evacuation and Fire Prevention Measures for Building Occupants

1. General. Personnel are responsible for maintaining their environment in a fire-safe manner and observing all fire prevention rules. Fire hazards shall be reported promptly to your supervisor, so that corrective action may be taken. Fire prevention is everyone's responsibility.

2. Evacuation Procedures

a. If you discover a fire:

(1) Assist any person in immediate danger to safety if it can be accomplished without risk to yourself.

(2) Immediately activate the building fire alarm system. This will sound the fire alarm bells to evacuate the building and shut down the air handling units to prevent the spread of smoke. If there is no fire alarm system, announce that there is a fire repeatedly as you evacuate and ensure the DES has been notified once you have arrived at a safe location.

(3) If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire. Do not fight a fire if any of the following conditions exist:

- (a) The fire is spreading rapidly.
- (b) You don't have the proper equipment.
- (c) You can't do so with your back to an exit.
- (d) The fire might block your means of escape.
- (e) You might inhale toxic smoke.
- (f) Your instincts tell you not to do so.

(4) If the first attempts to put out the fire do not succeed, evacuate the building immediately.

(5) Doors and, if possible windows, should be closed as the last person leaves a room or area.

(6) Do not use elevators; use building stairwells.

(7) Upon evacuation of the building, all personnel should proceed to a designated meeting area where head counts can be taken.

(8) Never re-enter a building without permission from the fire department.

The emergency numbers (718-630-4456/4357/HELP) at USAGFH are monitored 24 hours a day.

b. When you hear the fire alarm:

(1) Assume your duties if you are an Emergency Response Team member.

(2) If you are not an Emergency Response Team member Evacuate the building by your assigned exit, or by a secondary exit if primary exit is blocked.

(3) Walk, do not run.

(4) Obey instructions of the Emergency Response Team members.

(5) Escort visitors/vendors out of the building to designated areas.

c. If there is a bomb threat:

(1) DO NOT TOUCH OR DISTURB THE SUSPECTED DEVICE. Notify the DES emergency number (718-630-4456/4357/HELP) immediately.

(2) The person that discovers the device and/or a person familiar with the area of the building where the device is located should identify themselves to the first responding unit should any additional information be required.

(3) Unless notified otherwise or the situation warrants, follow the same procedures as for a fire evacuation except, attempt to leave all windows and doors open as you evacuate.

3. Fire Prevention Rules.

a. Maintain good housekeeping in all areas of the building.

b. Deposit all trash in approved receptacles. When excessive trash accumulates, notify maintenance personnel for immediate removal.

c. Report all fire hazards, such as accumulations of rubbish or defective electrical cords, to your supervisor.

d. Maintain clear, unobstructed passageways/corridors to emergency exits and fire-fighting equipment at all times.

e. Keep inside fire exit enclosures free of any materials or objects which may interfere with egress or fire department operations.

f. Fire doors shall be closed and not wedged open by any type of device. No rope, wire, chocks or similar device shall be affixed to fire doors.

g. All portable heat producing appliances are prohibited except by special permit.

ENCLOSURE 2

Duties of Fire Wardens

1. Responsibilities. The Fire Warden is responsible for planning and supervising emergency building evacuations of USAGFH facilities during an emergency or practice drill. The Fire Warden and Emergency Response Team members will assume their assigned positions and duties.

2. Duties.

The appointed Fire Warden acts as the Fire Protection Liaison for their unit and carries out duties under the general direction of the Fire Protection Office, USAGFH. The Fire Warden will serve as the head of the Emergency Response Team and supervises the Emergency Response Team during emergencies and practice drills. Duties include:

- (1) Advise Incident Commander of the status of the building evacuation.
- (2) Coordinate with the USAGFH Police to ensure that security measures are provided that will prevent unauthorized personnel from entering the buildings during emergency situations.
- (3) Ensure keys are available for all secured areas.
- (4) Coordinate with maintenance staff for the restoration and repairs due to emergency shutdown of utility systems; including electrical, gas, water and ventilation.
- (5) Inspect their sections monthly for hazards and maintain surveillance to make sure that all exit doors are unobstructed and all passageways and corridors are kept clear.
- (6) Report any piling of storage/trash beyond safety limits and any portable fire extinguishers, which have been discharged to the Installation Fire Protection Officer.
- (7) Know the associates in your assigned section who are physically handicapped or may require special assistance; use the "buddy" system by assigning them a handicap coordinator from your section.
- (8) After evacuation, if fire is not in the immediate area, report to assembly area and standby for further assignment. Under no circumstances will a fire be fought at the expense of endangering lives.

ENCLOSURE 3

Duties of the Installation Fire Officer

The Installation Fire Protection Officer, USAGFH:

- (1) Plans personnel movement routes and establishes movement procedures to ensure life safety of all building occupants.
- (2) Appoints, with the assistance of the building managers, the Emergency Response Team members.
- (3) Advise the Fire Warden that the building is safe to re-enter.
- (4) Coordinates all matters concerning building evacuations with Unit Fire Warden.
- (5) Conducts evaluation meeting with fire wardens and other team members after each evacuation and prepares critique for the Director, DES.
- (6) Provides training in use of portable fire extinguishers and fire fighting procedures to Fire Wardens and team members.
- (7) Assures that the Fire Wardens know their duties, locations of fire-fighting equipment in their areas of responsibility, and alarm signals.
- (8) Directs the Fire Warden and team preceding arrival of other fire fighting forces; cooperates with such forces upon their arrival.
- (9) Coordinates with local fire department on all fire prevention/protection activities at USAGFH.
- (10) Recommends replacements for team members when necessary and notifies Building Manager of personnel changes.
- (11) Coordinates with Fire Warden on annual emergency evacuation training with all personnel within their assigned sections.