#### **UNITED STATES MARINE CORPS**



MARINE CORPS BASE PSC BOX 20004 **CAMP LEJEUNE. NORTH CAROLINA 28542-0004** 

> BO 11320.1L FESD JUN 1 2 2006

#### BASE ORDER 11320.1L

From:

Commanding Officer

To:

Distribution List

Subi: FIRE REGULATIONS

Ref:

(a) MCO P11000.11B

(b) OPNAV Instruction 3750.6R

(c) DoD 6055.6

(d) National Fire Codes

Encl:

- (1) Organizational Chart of the Fire and Emergency Services Division
- (2) Procedures for Reporting a Fire and Immediate Action
- (3) NAVFAC Form 3-11320/9 (Fire Bill)
- (4) Fire Prevention Regulations
- The Fire and Emergency Services Division is Situation. organized as shown on enclosure (1) to provide fire protection, hazardous materials response, advance life support ambulance service (paramedic level), maintain rescue and fire fighting equipment and to conduct inspections as part of its fire prevention program for MCB, Camp Lejeune, and MCAS, New River.
- 2. Cancellation. BO 11320.1K.

#### 3. Mission

- To publish the fire regulations for Marine Corps Base (MCB), Camp Lejeune, and the Marine Corps Air Station (MCAS), New River.
- Summary of Revision. This Order has been revised and should be reviewed in its entirety.

#### Execution 4.

Base Fire Chief operates as a special staff officer under the Director, Installation Security and Safety (Director, ISS) and is responsible for the efficient operation, organization, training, and supply of the Fire and Emergency

Services Division and its inspection program as directed by and per reference (a). The Base Fire Chief or their senior representative, unless relieved by higher authority, will:

- (1) Be in overall charge of structural fire fighting upon arriving at the scene of any fire, except aircraft crash fires on the airfield, MCAS, New River, and will request logistical support from appropriate activities, as required, during structural fire fighting operations. These activities will render all possible assistance in furnishing personnel or equipment, as requested, to extinguish fires or eliminate serious hazards.
- (2) Provide Advance Life Support (paramedic level) and Basic Life Support (emergency medical technician) services to MCB, Camp Lejeune and MCAS, New River.
- (3) Coordinate the repair and installation of fire protection and fire fighting devices with the Installations and Environment Officer (I&E), Public Works Officer (PWO), Base Motor Transport Officer (BMTO), and other pertinent staff section heads.
- (4) Prior to the onset of cold weather and no later than 1 October, be responsible for inspecting and winterizing fire extinguishing systems and appliances per reference (a).
- (5) Perform water rescue. The Fire and Emergency Services Division is the "designated source" of water rescue.
- (6) The Base Fire Chief or their senior representative acts as the Incident Commander in a Unified Command with the senior Forestry Program representative on all wildland fires.
- (7) In the event of an aircraft mishap, "First Responder" efforts should provide any and all crash, fire, rescue, and medical assistance as required to mitigate immediate danger to life and health (IDLH) threats pending arrival of MCAS, New River Aircraft Rescue Firefighting (ARFF) or Ambulance (AMB) personnel. After arrival and consolidation of the MCAS, New River ARFF/Command Investigation Team at the mishap site, command and control duties and responsibilities will be transferred from the First Responder to the ARFF/Command Investigation Team. This transfer of control will occur after it has been determined that IDLH threat is mitigated. Command

and control must be transferred to the MCAS, New River ARFF/Command Investigation Team so that the mandated Aircraft Mishap Board actions can be effected per reference (b).

- (8) Off Base military air crashes are under the jurisdiction of the municipality in which the crash occurs. In general, civilian municipalities will normally transfer site control to military authorities upon mitigation of IDLH and fire suppression. It is understood, however, that civil authorities have a congressional liability and requirement to take those actions necessary to safeguard the public.
- b. Area Commanders/Commanding Officers/Officers in Charge will:
- (1) Appoint a Deputy Fire Marshal and submit the list of assigned Deputy Fire Marshals to the Fire and Emergency Services Division. The Deputy Fire Marshal will prepare local fire evacuation plans and instructions. Local fire evacuation plans and instructions should be conspicuously posted to prevent common and unusual fire hazards incident to specific operations in a particular building or area. Instructions for individual locations will include:
- (2) Color-coded floor plan showing two evacuation routes (primary: red; secondary: blue) and the action required for individual personnel in that particular shop, department, or building upon signal of fire alarms.
- (3) The location of first aid, fire extinguishing equipment and the nearest fire alarm box, special fire telephone or nearest telephone.
- (4) Special fire prevention measures as may be required in the particular area.
- (5) With the Fire and Emergency Services Division providing technical guidance, designate and train specific personnel on building fire-fighting details to handle the fire fighting equipment in each building. These local details will utilize available fire fighting equipment to prevent fire from spreading and to assist the Fire and Emergency Services Division upon its arrival.
- (6) Include in guard and sentry orders that particular attention must be paid to closing exterior doors and windows during the cold weather season to eliminate the possibility of freezing fire equipment/extinguishers. They should be closed when freezing weather is forecasted.

- (7) Maintain fire prevention programs by instructing personnel and conducting inspections to eliminate fire hazards. Assistance may be obtained for fire prevention classes by contacting the Fire and Emergency Services Division at 451-3320 or 2548.
- (8) Ensure that all personnel are familiar with enclosures (2) through (4).
- (9) Hold supervised, semiannual fire drills in buildings where personnel are quartered, e.g., Bachelor Officer Quarters/Bachelor Enlisted Quarters (BOQ's/BEQ's), and industrial buildings such as shops. In other buildings, hold drills no less than once a year. Drill hours should vary. During drills, personnel should perform their assigned duties as outlined in local fire instructions. All organizations will maintain drill records, which will be subject to inspection by Fire and Emergency Services Division officials.
- (10) Fire drills of Dependents Schools will be held twice during the first month of school, and once a month for the remainder of the school year. Monthly drills are also required for Child Care Centers. The Fire and Emergency Services Division will schedule and conduct each school fire and evacuation drill.
- c. The Installation and Environment (I&E) Department's Environment Management Division (EMD) will respond to requests for assistance from the Director, ISS for incidents involving hazardous materials and hazardous waste.
- d. The Training and Operations (T&O) Department (Base Range Control Officer) will ensure that all using units are indoctrinated in wild land fire precautions prior to using training area/ranges, and that they are informed of the wildland fire readiness plans required.
- e. The <u>Commanding Officer</u>, <u>MCAS</u>, <u>New River</u> will provide support for <u>combating structural fires</u> when requested.
- f. The <u>Business and Logistics (BLSD) Department (Base Communications-Electronics Officer)</u> will effect the repair of mobile, hand-held, and Base radio station communications equipment on an as-needed basis.

- g. The Base Provost Marshal's Office (PMO) Desk Sergeant will direct Military Police (MP) patrols to proceed to the scene of a fire to provide traffic control and MP support. Any requirement for additional military supplies will be determined by the patrol by contacting the person in charge at the scene of the fire. The PMO Desk Sergeant will request such additional, required support.
- h. <u>Personnel on duty</u> in buildings will familiarize themselves with all local fire evacuation plans and instructions. They will know the location and understand the use of first-aid/fire fighting appliances. Contact the Fire and Emergency Services Division at 451-3320 to receive training.
- i. <u>Civilian employees</u> are required to exercise the same precautions as military personnel for preventing fires and to perform such duties in connection with fire fighting equipment as the responsible head of the activity may designate.
- j. <u>Contractors</u> performing work are subject to these regulations. The Public Works Officer will notify the Base Fire Chief of the starting date of any work to be performed. The Fire and Emergency Services Division will furnish a special fire prevention form to the contractor.

#### k. Fire Equipment

(1) <u>Fire hydrants</u> will normally be used only for fire fighting and training by the Fire and Emergency Services Division; however, the Public Works Officer may authorize their use for other purposes in specific cases when the request is received in writing.

#### (2) Fire Alarm Systems

- (a) If a fire alarm system, to include pull stations, is vandalized and damaged, the Fire and Emergency Services Division will be notified as soon as it has been detected. Additionally, the responsible area commander/commanding officer/officer in charge will initiate an investigation and report the circumstances to the Base Fire Chief.
- (b) The area commander/commanding officer/officer in charge will be responsible for all malicious damage to the fire alarm reporting system and its components.

#### (3) Fire Extinguishers

- (a) No extinguisher or other fire fighting equipment will be removed from its assigned space except for maintenance or to fight fires. Extinguishers lost, misplaced, damaged, or destroyed will be replaced by the unit.
- (b) At monthly intervals, occupants will visually inspect fire extinguishers, except for those mounted on vehicles and those organic to an organization. Form NAVFAC 11320/2, Inspection Record (Fire Extinguisher), will be fastened to each fire extinguisher and will be used to record each inspection. When monthly inspections reveal an excessive number of broken seals or evidence of tampering, inspection frequencies should be increased. Carbon dioxide-type extinguishers should be turned into the Fire and Emergency Services Division for replacement.
- (c)  $\underline{\text{Non-organic}}$  to the unit (normally used in barracks, office buildings, warehouses, and dining facilities, etc.).
  - 1. Air expelled water cans (BOQ's/BEQ's).
  - 2. Dry Chemical.
- (d) Organic to the unit (normally used on vehicles, field installations, etc.).
  - 1. Dry Chemical.
- $\underline{2}$ . 2-lb, 5-lb, and 15-lb CO2 gas-type extinguishers.
- $\underline{3}$ . CO2 Automatic System gas type used in tracked vehicles.
- (e) Vehicle extinguishers will be installed per reference (d) and will be inspected by the using organization. Assistance in inspecting vehicular/organic extinguishers may be obtained by contacting the Fire and Emergency Services Division.
- (f) Extinguishers will not be used for any purpose other than to fight fires. In the event an extinguisher, other than organic, is expended, lost, or damaged and no fire occurred, the Fire and Emergency Services Division will be notified as soon as practicable.

The responsible area commander/commanding officer/officer in charge will also initiate an investigation and report the circumstances to the Base Fire Chief. Organizational fire evacuation plans and instructions should include instructions prohibiting the utilization and/or expenditure of fire extinguishers for any purpose other than to fight fires.

- (g) All types of organic fire extinguishers will be recharged, refilled, and maintained by the using unit, not the Fire and Emergency Services Division.
- (h) The Base Brig will service all non-organic extinguishers. A member of the Fire and Emergency Services Division will issue a Fire Extinguisher Service Chit (MCBCL 11320/2) to the using unit. The Chit, along with the fire extinguisher needing service, is taken to the Base Brig, Gate 1, on Wednesdays or Fridays between the hours of 0800-1045.
- (i) Units using hand extinguishers will inspect them monthly.
- (4) A standpipe hose will not be washed or tested without prior permission from the Fire and Emergency Services Division. Standpipe hoses will only be used to fight fires. In the event a hose is used and no fire occurred, the Fire and Emergency Services Division will be notified as soon as practicable, and the responsible area commander/commanding officer/officer in charge will initiate an investigation and report the circumstances to the Base Fire Chief.
- (5) The Fire and Emergency Services Division will be notified immediately of any change in storage, occupancy, or other conditions within buildings/structures, which might necessitate a change in type or location of auxiliary fire fighting equipment.
- (6) Fire fighting equipment will not be blocked by storage; aisles leading to fire fighting equipment will be kept clear.
- (7) Cabinets housing fire hoses will be painted red with the words, "FOR FIRE ONLY," stenciled in black.

#### 1. Fire Prevention Inspections

(1) Monthly fire prevention inspections will be conducted in aircraft hangars, places of public assembly, detention and correctional facilities, hospitals, schools and child day care centers.

- (2) Quarterly fire prevention inspections will be conducted in mixed occupancy, mercantile, armories and processing facilities.
- (3) Semi-annual fire prevention inspections will be conducted in administrative, business, office, BOQ/BEQ, hotels, lodging, industrial, storage, and other facilities not specified by monthly and quarterly inspections.
- (4) A fire safety indoctrination class will be conducted for all housing occupants upon assignment to quarters. Random fire prevention inspections of family quarters are also authorized.
- (5) Fire hazards and discrepancies noted on the Fire Inspector's Report should receive immediate attention for corrective action. The Fire Inspector's Report, with annotated corrective action taken, will be returned to the Fire and Emergency Services Division, Building 58, within five working days.
- (6) The local authority will determine the frequency of fire prevention inspections.

### m. Inter-service Support Agreements and Off-Base Responses

(1) The Base has fire fighting Inter-service Support Agreements with the U.S. Department of Agriculture, Forest Service, National Forests in North Carolina; the State of North Carolina; Onslow County; and the City of Jacksonville, North Carolina. By the agreement terms, the following officials are authorized to request fire fighting assets:

Onslow County Emergency Services Director
Onslow County Emergency Dispatch Center
Onslow County Fire Marshal
District Ranger, Croatan National Forest
State Forest Director, Raleigh
Central Office Operations Officer, NCFDR
Operations Officer, District 4, NCFDFR
USFS Dispatch Office, Asheville, NC
North Carolina Forest Ranger, Onslow County
Fire Chief or Senior Fire Division Duty Officer under
jurisdiction of the Onslow County Board of Commissioners
Jacksonville City Manager
Jacksonville Fire Chief, or Senior Representative

- (2) <u>Utilization of Fire and Emergency Services Division</u>. The Fire and Emergency Services Division's apparatus and personnel may be used when justified in emergencies to assist fire fighting outside the limits of the Base. Such requests will be approved consistent with the Inter-Service Support Agreements, as well as applicable laws and Regulations. In emergency situations, the Base Fire Chief or his/her senior representative will authorize such deployment. In all such deployment cases, the Base Fire Dispatcher will notify the Director, ISS, MCB, Camp Lejeune at 451-3608/9350, and the Training and Operations Department, MCB, Camp Lejeune, at 451-5326/5720.
- (3) <u>Utilizing Uniformed Marine Fire Fighting Details</u>. Requests from civilian officials listed in subparagraph 7a above for Marine fire fighting details will be forwarded by the contacted command/agency to the Training and Operations Department, MCB, Camp Lejeune, at 451-5326/5720. The following actions will be taken:
- (a) The Base Fire Chief will assign an agency representative to represent MCB, Camp Lejeune until the incident has been contained and Base assets are released by the Incident Commander. The Base Fire Dispatcher will subsequently notify the Director, ISS and maintain communications with the Base Operations Center (BOC), if it is in operation.
- (b) The agency representative is assigned to the incident from MCB, Camp Lejeune and has authority on all matters affecting the Base's participation at the incident. The agency representative will report to the Liaison Officer; if that position has not been filled in the Incident Command system, the representative will report directly to the Incident Commander.

#### n. Fire Reports

- (1) All fires, however minor, must be immediately reported to the Fire and Emergency Services Division, extension 911, even if already extinguished.
- (2) Fires resulting in damages of \$100,000 or more, loss of life/serious injury to personnel, as well as fires of unusual or suspicious origin must be reported to higher headquarters per reference (a). This report will be submitted by message within 24 hours of the fire. The Base Fire Chief will prepare the required report and forward it to the Commanding Officer, MCB, Camp Lejeune (Attn: Director, ISS) for release to higher headquarters.

- (3) The Base Fire Chief will provide a preliminary report by phone of fire-related accidents or disasters resulting in property damage in excess of \$100,000 to the Commandant of the Marine Corps (LFF-1).
- (4) The Fire Chief will submit prepared Fire and Emergency Incident Response Reports (IRR's) in accordance with the instructions contained in references (a) and (d). IRR's (RCS DD-11320-01) for all fire and emergency incident responses will be submitted within 14 days of the incident.
- (5) Area Commanders/Commanding Officers/Officers in Charge will initiate investigations of all fires occurring within their area of responsibility. A copy of the investigation will be forwarded to the Commanding Officer, MCB, Camp Lejeune (Attn: Director, ISS) with a copy to the Base Fire Chief.
- 5. Administration and Logistics. Not applicable.

#### 6. Command and Signal

Signal. This Order is effective the date signed.

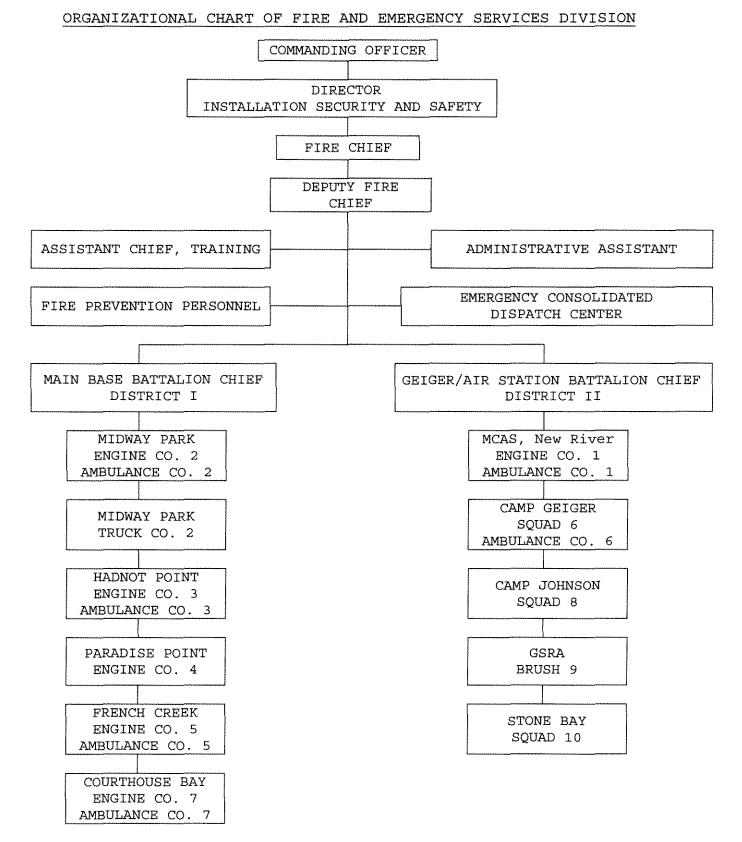
#### b. Command

- (1) This Order has been coordinated with and concurred in by the Commanding Generals, II Marine Expeditionary Force; 2d Marine Division, 2d Marine Logistics Group, Marine Corps Installations East, II MEF Augmentation Command Element and Commanding Officers, Marine Corps Air Station, New River, the Naval Hospital, and Naval Dental Center and the Special Missions Training Center, U.S. Coast Guard.
- (2) This Order is applicable to Marine Corps Base, Camp Lejeune and Marine Corps Air Station, New River.

By direction

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#### PROCEDURES FOR REPORTING A FIRE AND IMMEDIATE ACTION

- 1. Fire alarm boxes are installed in the Paradise Point, Midway Park, and Berkeley Manor areas.
- 2. In reporting a fire or emergency, dial 911.
- 3. In case of a fire, the person discovering the fire will immediately telephone or use the nearest fire alarm box to notify the Fire and Emergency Services Division (Fire Department). If by telephone, notification will include the caller's name, location (building number) and type of fire. The caller will then:
  - a. Alert personnel who may be endangered.
- b. Go or send someone to direct the Fire and Emergency Services Division to the scene of the fire.
  - c. Fight the fire with any means at hand:
- (1) Use water on ordinary combustibles (trash, paper, wood, etc.).
- (2) Use CO2 or dry powder extinguishers on grease, oil, gasoline or other flammable liquids.
- (3) Use CO2 or dry powder extinguishers on electrical fires. DO NOT USE WATER ON ELECTRICAL FIRES.
  - (4) Carry out instructions on local fire bills.
- d. Personnel using fire alarm boxes should remain or leave someone at the box location after pulling the box to direct the Fire and Emergency Services Division to the scene.
- 4. All fires must be reported, even if already extinguished.
- 5. Persons apprehended for turning in false alarms will be prosecuted.

# FIRE BILL

BUILDING NO. \_\_\_\_

# IN CASE OF FIRE

1. USE NEAREST FIRE ALARM BOX
OR TELEPHONE EXT.

Know the location of the nearest alarm box and the nearest telephone in your area. When using telephone, REPORT BUILDING NUMBER.

Upon arrival direct Fire Department to the scene of fire.

- 2. SPREAD THE ALARM—PASS THE WORD.

  All personnel except fire parties dear the area.
- 3. IF TIME PERMITS, CLOSE DOORS AND WINDOWS TO CONFINE THE FIRE AND PREVENT DRAFTS. DO NOT ENDANGER YOURSELF OR OTHERS IN THIS EFFORT.
- 4. USE PROPER EQUIPMENT AT HAND TO EXTINGUISH THE FIRE, PENDING ARRIVAL OF THE FIRE DEPARTMENT.

NAVFAC 3-11320/9 (4-67) cils. GPO: 1999---504-304

NAVFAC 3-11320/9 (4-67) Supersedes NAVDOCKS 2079

5/N 0105-LF-001-6001

#### FIRE PREVENTION REGULATIONS

#### 1. <u>General</u>

- a. Fire Prevention is the joint responsibility of the Fire and Emergency Services Division and all organizations/activities. All personnel will be indoctrinated in order to be thoroughly fire conscious and aware of the serious loss of life and property that may result from a fire.
- b. All activities will guard against the creation of fire hazards and will promptly report to the Fire and Emergency Services Division any hazardous conditions that exist. The Standards of the National Fire Protection Association, National Fire Codes and Navy-Marine Corps publications contain the criteria for determinations regarding fire hazards and their elimination aboard the Base.
- c. Disposing gasoline, kerosene, oil, paint, thinner, solvent, or other flammable liquids through any drainage system, either surface or subterranean, is prohibited. Disposal instructions will be requested from the Environmental Management Division, at 451-1482, during normal working hours, and from the Fire and Emergency Services Division at all other times. Marine Corps Air Station (MCAS), New River units will contact the Station Hazardous Waste Manager, at 449-6143/6144 for disposition instructions.
- d. In buildings where fire doors are installed, only those doors through which normal traffic must pass may be kept open during working hours. Manually operated fire doors will be kept closed when a building is not occupied and at all times when they are not required as an entrance/exit. Care will be exercised that forklifts or other equipment do not damage fire doors. Defective fire doors will be reported to the Installation Services Officer for immediate repair.
- e. Fusible links used on any equipment will not be painted. Sprinkler heads will not be painted. A clearance of 18 inches will be maintained between sprinkler heads and material storage.
- f. Fire lanes in storage warehouses will be maintained as prescribed by reference (d).
- g. Area Commanders/Commanding Officers/Officers in Charge of activities are responsible for ensuring that immediately prior to gatherings at places of indoor public assembly all exit doors, windows, aisles and passageways function properly and are clear.

While such buildings are occupied, all such exits and passageways must be kept clear of obstructions and unlocked. Exit doors must be in proper mechanical order and lighted where necessary. Fire and Emergency Services Division personnel will spot-check indoor public assembly locations to ensure compliance when occupied. Before securing the building, the sponsoring activity will complete MCBCL Form 11320/4, Building Nightly Security Checklist, and forward the completed form to the Fire and Emergency Services Division. The instructions will be conspicuously posted on building bulletin boards as guidance to activity personnel. All curtains, drapes, etc., in such places of assembly will be properly flame proofed, unless otherwise authorized in writing by the Base Fire Chief.

- h. Personnel in charge of maintenance and industrial shops, storerooms, warehouses, clubs, recreation rooms, theaters, office spaces, etc., will ensure that fire prevention inspections are conducted immediately after working hours or after activity in area has ceased. A checklist of fire-hazardous conditions for each area will be established to ensure complete inspections and should include heating devices (coffeemakers, stoves, radiators, furnaces, etc.). Furniture in clubs and recreation rooms should be checked to avoid damage from carelessly discarded smoking material.
- i. All ventilators, skylights, windows and doors in warehouses will be closed at the end of the working day.
- j. Per reference (e), sufficient clearance must be maintained between combustible material and steam pipes, stoves, and other heat sources.
- k. No building, structure, or area will be constructed, repaired, altered or utilized without the approval of the activity commander and the activity fire chief. Plywood, hardboard and other type combustible materials used in the construction of partitions and as a surface finishing material on walls and ceilings are prohibited. Interior finish will conform to the requirements of NFPA Standard 101 of reference (d).
- 1. The proper authority will notify the Fire and Emergency Services Division prior to fumigating any building on Base or in surrounding government-controlled areas so that proper precautionary instructions can be given.
- m. The Fire Chief or his/her senior officer on duty will be notified immediately when radioactive materials, including weapons, are transported, stored, handled, or used in the confines of the Base.

- n. Only safety matches are authorized for use in the confines of Base.
- o. The sale, storage or use of fireworks of any kind is prohibited, unless authorized by the Commanding Officer, MCB.
- p. Running any type of open flame device for aromatic purposes, to include all candles and incense, is prohibited without prior approval from the Fire and Emergency Services Division. The following are exceptions:
  - (1) Clubs and dining facilities, if properly arranged.
  - (2) By permit for ceremonial purposes.
  - (3) In family housing.

#### 2. Ammunition and Explosives

- a. Instructions for fire fighting and for the care, handling and storage of ammunition and explosives are contained in reference (d).
- b. The Fire and Emergency Services Division will provide fire prevention guidance in ammunition areas.
- c. The Fire and Emergency Services Division will furnish fire protection first-aid.

#### 3. <u>Theaters</u>

- a. The chief operator in each theater will inspect fire prevention and fire fighting equipment and fire shutters daily. Any defects noted must be reported immediately to the Fire Protection Division. Movies will not be shown unless all fire fighting/prevention equipment is in proper working order.
- b. Only authorized personnel will operate motion picture machines.
- c. All motion picture film, except that actually in use, will be kept in closed cans.
- d. No combustible furniture, cleaning gear or other combustibles will be kept or stored in any projection booth or rewind room.

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- e. Film magazines will be kept closed except when changing films.
  - f. Smoking is prohibited in any projection booth.
  - g. In case of fire in a projection booth, the operator will:
    - (1) Make an immediate effort to halt the fire.
    - (2) Clear the theater.
    - (3) Close all doors on projectors.
- (4) Turn off all switches pertaining to motion picture equipment.
  - (5) Clear the booth and close tightly.
  - (6) Notify the Base Fire and Emergency Services Division.
  - (7) Notify the NCO in charge.

#### 4. Stoves and Heaters

- a. Whenever heating stoves are installed or moved, they will be inspected and their location and installation approved by the Fire and Emergency Services Division before being put into operation, unless such stoves have been installed or moved by Installation Services personnel.
- b. Exterior vented oil heater tanks must be removed to a safe location outside of the building when filling. Only approved safety cans will be used for storage/refueling and must be identified in accordance with reference (a). The use of fuel fired non-vented heaters is prohibited.
- c. Stoves will not be left burning after a building is secured.
- d. Smoke pipes and flues will be inspected frequently and kept in good condition. All pipe and flue joints will be secured.
- e. Oil stoves installed on wooden decks must have a sheetmetal pan with edges turned up to hold any spilled oil. Sand boxes will not be used in conjunction with oil heaters.

#### ENCLOSURE (4)

- f. Sand boxes will be installed for coal or wood burning stoves only on the recommendations of the Fire and Emergency Services Division.
- g. Only authorized maintenance personnel will be permitted to repair defective stoves.
- h. Aircraft hangars, vehicle repair shops, and parking garages will only be heated per reference (d).
- i. Portable electric space heaters will have built-in thermostats and tip-over switches.

#### 5. Storage

- a. Flammable liquids such as paints, oils, kerosene, and gasoline will be stored in outside lockers, located 15 feet from any building or as approved by the Base Fire Chief. Indoor storage of flammable liquids will be in an UL-approved indoor flammable storage cabinet.
- In shops and other places where waste and rags are used, self-closing metal waste cans will be provided. In areas where hazardous wastes (HW) are generated, proper storage of HW will be accomplished per guidance provided by the Environmental Management Division (EMD). Only authorized, trained personnel will handle or manage HW. Hazardous waste containers must be secured at all times except when adding, removing or inspecting Hazardous materials (HM), i.e., oily rags, paints, adhesives, POL's, etc., when not in use will be stored in a manner that precludes access by unauthorized, untrained HM/HW personnel. Solid waste to include garbage, refuse, or other discarded material will be stored in proper solid waste collection containers in a manner that does not pose a threat of fire to the surrounding structures. Detailed solid and hazardous waste management procedures are provided by EMD. Spaces under and around buildings will be kept clear of lumber, boxes, rubbish, paper, dry grass, and leaves.
- c. The following materials are particularly subject to spontaneous combustion and will be inspected frequently by the storing organization to determine if excessive heat exists: used steel wool, excelsior and straw materials, sand bags, jute and hemp products, unslaked lime, damp or oil soaked rags, waste felt and cotton pads or protectors.

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- d. Steel wool, excelsior and straw packing materials will be stored in a noncombustible or metal-lined room. Small quantities of these materials may be stored in other areas in a metal can or bin with a tight-fitting cover.
- e. No combustible material will be stored within 18 inches of any heat-producing appliance.
- f. Storage of combustibles is prohibited in equipment rooms, attics, air-conditioning equipment rooms, boiler rooms, exit corridors, and on or under stairways built, in whole or in part, of combustible material.
- g. Materials stored in buildings will be arranged to provide maximum accessibility for applying water from sprinklers and hose. In storerooms and general storage areas, mattresses will be stacked no closer than 12 inches to another stack, and rows of such stacks will be at least six inches from the deck on pallets. No moist or oily mattresses will be placed inside storage.
- h. Materials will not be piled in any manner that will prevent access of fire apparatus to any building, or to obstruct hydrants, sprinkler Siamese, or roadways.
- i. In the event any of these storage requirements cannot be met due to shortage of suitable space, request for modification will be addressed to the Fire and Emergency Services Division.
  - j. Storage and parking of automotive equipment:
- (1) Parking or storing automotive equipment in buildings other than garages or buildings specially designated for such parking or storage is prohibited.
- (2) Fuel trucks and other gasoline-powered equipment will not be stored inside hangars or adjacent thereto. (The minimum safe distance recommended is 100 feet.)
- (3) Fuel trucks with leaky or otherwise defective pumping equipment will not be used and will be marked accordingly.
- (4) When numerous tank trucks are being stored, they should be in detached groups so that there will not be any aggregate cargo capacity exceeding 25,000 gallons in a single group.

#### ENCLOSURE (4)

- (5) Groups should be detached at least 50 feet from another group. Groups will be stored in a manner that if a POL spill were to occur, the spilled HM would be prevented from gaining access to storm water drains and other non-impervious surfaces. Units storing vehicles should be aware of their responsibilities in the event of POL spills to include the proper use of authorized absorbent material sand local reporting requirements.
- (6) Private vehicles will not be parked in the vicinity of aircraft or in motor transport facilities. Vehicles will be parked only in designated parking areas.
- (7) Gasoline operated vehicles will not be operated inside hangars, unless they are equipped with non-spark exhaust.
  - k. Storage and handling of chemicals:
- (1) Units that require the use of HM will follow safety procedures in reference (d).
- (2) Chromic acid will be isolated from any other type of material and must be placed on either a concrete or dirt floor. This acid will ignite on contact with acetic acid or alcohol and may ignite wood, sawdust, paper or cotton.

#### 6. Flammable Liquids

The use of gasoline for any purpose other than a motor fuel is prohibited. Benzene, naphtha, kerosene, paint thinner, alcohol, paint remover, or other flammable solvents with a flash point of less than 100 degrees Fahrenheit for cleaning ordnance equipment, automotive parts, floors of buildings and bowling pins and/or balls are prohibited unless prior approval is obtained from the Fire and Emergency Services Division, which will issue a written permit for such work. Appropriate first-aid fire fighting extinguishers will always be immediately available when such work is being conducted. Solvents used inside buildings with flash points below 200 degrees Fahrenheit will be kept in containers equipped with self-closing or automatic covers. Processes using solvents as cleaning agents often produce residual waste that is a regulated hazardous waste. Only authorized, trained personnel must handle contaminated ranges and solvents. Disposal of HW will be done in accordance with EMD quidance.

#### b. Dispensing Flammable Liquids

- (1) Flammable liquids with flash points below 100 degrees Fahrenheit will not be drawn from or dispensed into tanks or containers inside a building except when the drum is in an upright position and when using approved manually operated drum pumps that are in locations approved by the Fire and Emergency Services Division. Other than approved safety cans from which flammable liquids having flash points above 100 degrees Fahrenheit are dispensed, containers will be equipped with approved self-closing valves.
- (2) Gravity discharge of flammable liquids, with flash points below 100 degrees Fahrenheit is specifically prohibited inside a building.

#### c. Refuelers and Defuelers

- (1) The gasoline hose on refuelers will be kept coiled on the reels provided; the doors to the hose compartment will always be kept closed when not in use.
- (2) When filling refueler tanks, the filling station fill pipe will be grounded to the refueler tank before any filling cover fill pipe is opened. This ground will not be removed until all covers have been closed. Only immediately before the filling is to begin will the required cover be open. When the filling has stopped, it will promptly and properly closed.
- (3) Plane captains or personnel designated by operating units will handle the fuel hose nozzles during actual fueling and will be responsible for fueling to the desired capacity and for securing filler caps properly after tanks are filled. The refueler's hose nozzle will be grounded to the structure of the aircraft or boat to be fueled near the fueling connection before the latter's filling cap is removed. This ground wire will not be removed until the connection cap has been secured.
- (4) Aircraft refueling instructions apply in their entirety to draining aircraft fuel into refuelers. Grounding will be completed before the refueler tank is opened or the drain hose led to the refueler. The grounding connection will not be broken until

the drain hose is clear of the refueler; the aircraft tank filler cap, secured, and all refueler tank covers closed. If a hose

#### ENCLOSURE (4)

nozzle is not used in fuel draining operations, the hose coupling will be grounded to the tank to be drained at a point near the filler cap before the filler cap is removed.

- d. All aircraft containing fuel or fuel vapor undergoing maintenance inside hangars will be effectively grounded.
- e. <u>Painting</u>. Spray painting inside a building is strictly prohibited unless performed in an approved paint spray shop. Spray-painting equipment and vehicles are allowed only inside a properly functioning paint booth with a dedicated ventilation system. Refer to Marine Corps TM4750-15/1, Marine Corps User Guide WBCC-1/4, the Naval Aviation Maintenance Officer (NAMO) manual, and NAVAIR 01-1A-509 maintenance manual.
- 7. <u>Hot Work Permits</u>. Welding and cutting will be conducted only in approved and specially equipped shops. When these operations must be done outside of approved shops, the following procedures will be carried out:
- a. Secure a Hot Work Permit from the Fire and Emergency Services Division at 451-3004 before beginning the operation.
- b. Remove all combustible materials to a safe distance or use flameproof covers to cover combustibles.
- c. Ascertain that appropriate first-aid fire fighting equipment is on hand and that a fire watch is posted.
- d. All classified burning and open flame burning are prohibited without prior approval of the Fire and Emergency Services Division and EMD.

#### 8. Electric Appliances and Circuits

- a. Any change in electric wiring or fittings must be performed by Installation Services or qualified electrical contractor personnel.
- b. Only electrical appliances approved by the Underwriters Laboratories will be used. All wiring will conform to the National Electric Code.
- c. Electric coffee makers, water heating units and hot plates must be insulated and equipped with an integral thermostatic control, designed to prevent overheating, and will be installed on a nonflammable surface.

ENCLOSURE (4)

- d. Use of toasters, portable water heaters, hot plates, percolators, microwave ovens, and similar equipment in hotel rooms, administrative offices, troop billets, warehouses, storehouses, and buildings or structures containing high value or critical material or equipment is prohibited. Activity commanders may authorize in writing the use of coffee makers, microwaves, and food-warming appliances in administrative offices and other areas as appropriate. Before written authorization is given, facility maintenance personnel will inspect proposed locations for coffee making, microwave, food-warming appliances to determine if electrical circuits are adequate to carry the load and if a fire hazard may be involved
- e. Electrical appliances, such as coffee makers, hot plates, radios, stereos, tape players, television sets, etc., should not be installed in wall lockers or other like enclosures. Installations where approved will conform to National Electric Code.
- f. The Fire and Emergency Services Division must approve equipment for "Hot Lockers" and the installation thereof.
- g. Fluorescent lights will not be used for standing lights nor permitted to burn during nonworking hours when unattended. Fluorescent lights will be installed to conform to the National Electric Code.
- h. Area Commanders/Commanding Officers/Officers in Charge will make frequent inspections of all electrical appliances to ensure compliance with regulations.
- i. The use of extension cords in lieu of fixed wiring is prohibited.

#### 9. Smoking Restrictions

- a. Smoking is prohibited inside all facilities aboard MCB, Camp Lejeune, except for some designated MCCS facilities approved by the Command.
- b. "No Smoking" signs will be posted in the storage vicinity or distribution area of gasoline, J.P. fuels, oil, ammunition and other highly flammable materials, or any place where flammable liquids are handled or explosive vapors may be present.

- c. Cigars, cigarettes and matches must be put out before being discarded. They will not be discarded in trash receptacles, dumpsters, in bushes, or thrown out of cars.
- 10. <u>Housing Areas</u>. Although fire prevention, as stated in this Order, applies to all personnel and areas of this Base and MCAS, New River, the following applies specifically to personnel and their family members who reside in Base quarters/housing:
- a. Using charcoal grills on porches, carports or enclosed areas is prohibited. Before storing grills after use, be sure no coals or embers remain in the grill. The safest method for disposing of live coals or ashes is to drop them into a bucket of water.
- b. Stringing decorative or other electrical lights attached to porches, eaves, etc., to dwellings is prohibited except during Christmas holidays, at which time only Underwriters Laboratory-approved fixtures will be used.
- c. Extension cords must not be placed under rugs or in areas where they may be subject to wear.
- d. Before using electrical appliances with worn or frayed cords, they must be replaced by cords bearing the Underwriters Laboratory label.
  - e. Electrical circuits will not be overloaded.
- f. Smoking materials will be extinguished before emptying ashtrays into wastebaskets; wastebaskets must not be used for ashtrays.
- g. Kitchen ranges and other cooking devices will be attended by a responsible adult at all times while in use, and extreme care will be taken when cooking with fats and oils.
- h. Grease-coated ovens will be properly cleaned before being used again.
- i. Furnace rooms and other heating enclosures will not be used as areas to dry clothes or for storage.
- j. Matches, lighters or other combustibles will be kept out of reach of small children.

- k. Using flammable liquids for indoor cleaning is prohibited. Gasoline kept around the house for lawn mowers, etc., will be limited to two gallons, and stored in Underwriters Laboratories-approved containers designed for this purpose and will not be kept in nonapproved containers. Gasoline cans and lawn mowers may be stored in garage, carport or on the porch provided they are not in close proximity to any heating device.
- l. In case of fire, every family should have an evacuation plan. Children should know at least two escape routes (window and door) in every room of the house. Baby-sitters should be made aware of escape routes and instructed to get children out immediately. The Fire and Emergency Services Division is available to assist in forming an evacuation plan.

#### 11. Motor Vehicle Operators

- a. Government motor vehicle operators are governed by the contents of reference (d) as it applies to fire safety regulations.
- b. Drivers of ambulances, school buses, and vehicles carrying 10 or more passengers will ensure smoking regulations are enforced and that proper, serviceable fire extinguishers are installed.
- c. Drivers of flammable liquid, compressed gas, dangerous chemicals, ammunition and explosives carriers will be especially fire conscious and will ensure that no smoking is allowed in or near vehicles. Smoking, lighting matches or lighters, or any open flames are prohibited within 100 feet of a fueling point. Drivers will ensure that proper, serviceable extinguishers are carried and that appropriate markings and identification are posted on vehicle.