UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 11320.1
SES/FESD

22 AUG 2016

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 11320.1

From: Commanding General
To: Distribution List

Subj: MARINE CORPS BASE CAMP LEJEUNE (MCB CAMLEJ) AND MARINE CORPS AIR STATION NEW RIVER (MCAS NR) FIRE AND EMERGENCY SERVICES (F&ES) PROGRAM AND FIRE PREVENTION AND LIFE SAFETY CODE

Ref: (a) MCO 11000.11
(b) DoD Instruction 6055.06, "DoD Fire and Emergency Services Program," of 21 December 2006
(c) OPNAV Instruction 3750.6S
(d) UFC 3-600-01
(e) National Fire Protection Association; NFPA 1 & 101
(f) NAVSEA OP 5 Vol 1
(g) UFC-3-601-02
(h) Marine Corps TM4750-15/1, Marine Corps User Guide WBCC-1/4
(i) Naval Aviation Maintenance Officer Manual
(j) NAVAIR 01-1A-509-1 Maintenance Manual
(k) National Electric Code

Encl: (1) Fire and Emergency Services Division (FESD) Organizational Chart and Contact Information
(2) Procedures for Reporting a Fire and/or Medical Emergency
(3) Example of Fire Bill for Reproduction
(4) Fire Prevention Code

1. Situation. To publish the F&ES Program Manual and Fire Prevention and Life Safety Code for MCB CAMLEJ and MCAS NR; hereafter referred to as the Installation. The Commanding Officer (CO) of MCAS NR retains complete authority over the execution of the Aircraft Firefighting and Rescue Mission.

2. Cancellation. BO 11320.1L.

3. Mission. The FESD operating as a subordinate agency of the Security and Emergency Services (SES) Department provides: fire protection, basic first responder medical, advanced life support ambulance (i.e. paramedic level), hazardous material (HM) containment and confinement, and technical rescue (e.g. confined space, trench rescue, high and low angle, water rescue) response services. Additionally, FESD performs fire and life safety inspections, maintenance, repair, and testing responsibilities of structural early fire detection/early fire suppression systems as part of its fire prevention program for the Installation.

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

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Within resource constraints, implement an Installation F&ES Program and Fire and Life Safety Code per the references.

(2) Concept of Operations

(a) The Marine Corps Installations East (MCIEAST)-MCB CAMLEJ Fire Chief operates under the Assistant Chief of Staff (AC/S), SES and is responsible for the efficient operation, organization, training, and supply of the FESD and its inspection program as directed by references (a) and (b). The MCIEAST-MCB CAMLEJ Fire Chief or his/her designated senior representative, is tasked to:

1. Establish standard operating procedures in accordance with references (a) and (b) that direct personnel in their official duties, which includes: emergency response readiness, health and wellness, emergency scene rehabilitation, community risk reduction, and industry best research.

2. Assume incident command (IC) of any fire aboard the Installation, except aircraft mishaps aboard MCAS NR airfield. Request logistical support as necessary from appropriate MCB CAMLEJ agencies during firefighting operations. MCB CAMLEJ agencies will render all possible assistance furnishing personnel or equipment, as requested, to extinguish fires or eliminate serious hazards.

3. Provide Advanced Life Support (paramedic level) and Basic Life Support (emergency medical technician) services to the Installation.

4. Coordinate the repair and installation of fire protection and firefighting devices with the Installation Facilities Department (G-F), Base Motor Transport Officer, and other pertinent general and special staff department heads.

5. 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).

6. In the event of an aircraft mishap aboard the Installation, "First Responder" efforts will provide all available crash, fire, rescue, and medical assistance as required to mitigate immediate danger to life and health (IDLH) threats pending arrival of MCAS NR Aircraft Rescue Firefighting (ARFF). After arrival of the MCAS NR ARFF Officer-in-Charge (OIC) at the mishap site, command and control duties

and responsibilities will be transferred from the FESD to the ARFF OIC. Command and control must be transferred to the MCAS NR ARFF for the mandated Aircraft Mishap Board actions to be effected per reference (c).

7. Off-base military aviation mishaps are under the jurisdiction of the municipality in which the mishap 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 the legal requirements to take those actions necessary to safeguard the public.

8. Ensure a FESD liaison is provided to the MCB CAMLEJ and MCAS NR Emergency Operations Centers (EOC) when directed by the MCIEAST-MCB CAMLEJ AC/S, SES.

9. The FESD provides initial response to all HM releases for the purpose of containment and confinement. The FESD will contact the Environmental Management Division (EMD) for clean-up and appropriate spill reporting. The FESD will estimate Petroleum, Oil, and Lubricant (POL) releases and report quantities to the Emergency Consolidated Communications Center (ECCC). The EMD may obtain POL released quantities from the ECCC as necessary.

(b) Area Commanders (Comdr)/Commanding Officers (COs)/OICs

1. Appoint a Deputy Fire Marshal (DFM) and submit an appointment letter to the FESD by e-mail or fax. E-mails are received at fire_nonemergent_requests@usmc.mil or faxes at (910) 451-6869. The DFM will be an E-6, GS-7 civilian equivalent, or above.

2. The DFM will attend FESD sponsored training, enabling him/her to prepare local fire evacuation plans and instructions. Local fire evacuation plans and instructions will be conspicuously posted to prevent common and unusual fire hazards. Instructions for individual locations will include:

a. Color-coded floor plans showing two evacuation routes (primary: red; secondary: blue) and the action required for individual personnel in that particular shop, department, or building upon signaling of fire alarm.

b. The location of first aid, fire-extinguishing equipment, automatic external defibrillators (AEDs), and/or nearest telephone.

c. Special fire prevention measures that may be required in the particular area.

d. Include in guard and sentry orders that particular attention must be paid to close exterior doors and windows

during cold weather season to prevent freezing of fire equipment and extinguishers. They should be closed when freezing weather is forecasted.

e. 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 FESD at (910) 451-3320 or e-mail: fire_nonemergent_requests@usmc.mil.

f. Ensure all personnel are familiar with enclosures (1) through (4).

g. Hold supervised semi-annual fire drills in buildings where unit personnel are quartered, e.g., Bachelor Enlisted Quarters (BEQs), and industrial buildings such as shops or maintenance spaces. In other buildings, hold fire drills no less than once a year and they should vary. During fire drills, personnel should perform their assigned duties as outlined in local fire instructions. DFMs will maintain fire drill records for inspection. Occupants should not attempt to activate the fire alarm system to conduct fire drills.

h. Ensure fire drills of the Department of Defense Education Activity Schools are held twice during the first month of school, and once a month for the remainder of the school year. Monthly fire drills are also required for childcare and youth centers. The FESD will schedule and conduct each school fire and evacuation drill.

(c) AC/S, G-F. Respond to requests for assistance from the AC/S, SES or designee for incidents affecting the Installation's infrastructure. Additionally, the AC/S, G-F will provide support to the FESD by:

1. Directing the G-F Wildland Fire Program Manager to support the IC as a Command and General Staff Officer of an Installation Incident Management Team (IMT) when mitigating wildfires and conduct periodic meetings with the Fire Chief to validate the wildland fire risk assessment.

2. Provide an emergency maintenance representative as necessary to support the IC during incidents.

3. Provide on a five-year cycle, an Installation Fire Protection Engineering survey that affords a highly technical review of life safety features, fire protection systems, and physical features of facilities at the Installation ensuring deficiencies are corrected as soon as possible per references (a) and (d).

4. Provide the EMD Spill Response Team along with watercraft for waterborne HM spill responses. The EMD will coordinate annual training requirements with the FESD to sustain the after-hour

response capabilities.

(d) AC/S, G-3/5, Base Range Control Officer

1. Ensure all units are informed of wildland fire precautions and the Wildland Fire Readiness Plans prior to and during the use of the training areas and ranges.

2. Upon notification, direct explosive ordinance disposal support to the IC of a suspected high explosive incident.

(e) CO, MCAS NR. Provide available ARFF assets for combating structural fires or hazardous material spills when requested.

(f) AC/S, G-6. Affect the repair of mobile, hand-held, and base radio station communication equipment, and support the FESD with interoperable communications with the Installation's automatic-aid and mutual-aid partners.

(g) Provost Marshal Office (PMO). Direct Military Police (MP) patrols to proceed to the scene of an emergency and provide support to the IC.

(h) Duty Military Personnel. Familiarize themselves with all local fire evacuation plans and instructions. DFMs will ensure duty personnel know the location and understand the use of organic first-aid and firefighting equipment (e.g., fire extinguishers and emergency gas shut-offs.)

(i) Civilian Employees. Be required to exercise the same precautions as military personnel for preventing fires and to perform such duties in connection with firefighting equipment as the responsible head of the activity may designate.

(j) Contractors. Be subject to this Order while performing work aboard the Installation. The Officer-in-Charge of Construction (OICC) will notify the MCIEAST-MCB CAMLEJ Fire Chief or designee of the starting date of any work to be performed. The FESD will furnish a Contractor's Fire Prevention Guide to the contractor during the preconstruction meeting.

b. Coordinating Instructions

(1) Fire Equipment

(a) Fire hydrants will normally be used only for firefighting and training by the FESD. The AC/S, G-F may authorize their use for other purposes in specific cases. Such use will not limit firefighting capabilities. The OICC will ensure that hydrants are installed and color-coded in accordance with reference (e) and that grass cutting and

debris management is such to afford complete hydrant access.

(b) Fire Alarm and Sprinkler Systems

1. If a fire alarm and/or sprinkler system component is discovered to be vandalized or damaged, the FESD will be promptly notified for repairs or replacement by calling (910) 451-3320 or by e-mail: fire_nonemergent_requests@usmc.mil. The FESD may contact PMO when vandalism is suspected to document and seek a responsible individual for loss of Government property. Additionally, the responsible area Comdr/CO/OIC will initiate an investigation to determine the circumstances surrounding the damage and submit a written report to the Commanding General (CG), MCIEAST-MCB CAMLEJ (Attn: AC/S, SES).

2. The area Comdr/CO/OIC will be responsible for all malicious damage to the fire alarm and/or sprinkler system.

3. Fire alarm activations should be treated as real emergencies until an all clear is given by the FESD. Trouble alarms or suspected malfunctions should be reported to the 911 ECCC at (910) 451-3004/3005.

(c) Fire Extinguishers

1. No extinguisher or other firefighting equipment will be removed from its assigned space except for maintenance or to fight fires. The unit through their supply will replace extinguishers that have been lost, misplaced, damaged, or destroyed. Fire extinguisher misuse represents a significant monetary cost to the Installation. The area Comdr/CO/OIC will make every effort to correct abuse.

2. Occupants will visually inspect fire extinguishers monthly ensuring the devices are fully charged and unobstructed. An inspection tag 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. Replacement inspection tags can be obtained by e-mail: fire_nonemergent_requests@usmc.mil.

3. Non-organic. To the unit, those normally used in barracks, office buildings, warehouses, and dining facilities, etc. such as:

a. Air Expelled Water Cans - (Bachelor Officer Quarters (BOQ)/Bachelor Enlisted Quarters (BEQ))

b. Dry Chemical

4. Organic. To the unit, those normally used on vehicles, field installations, etc. such as:

a. Dry Chemical

b. Two pound, five pound, and 15 pound CO2 gas-type extinguishers.

c. CO2 Automatic System - gas type used in tracked vehicles.

d. Halogen Vehicle Extinguishing System.

5. Vehicle extinguishers will be installed, per reference (e) and will be inspected, maintained, and repaired by the using organization. Assistance inspecting vehicular and organic extinguishers may be obtained by contacting the FESD at (910) 451-3320 or e-mail: fire_nonemergent_requests@usmc.mil.

6. 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 FESD will be notified as soon as practicable. The responsible area Comdr/CO/OIC will initiate an investigation and report the circumstances to the CG MCIEAST-MCB CAMLEJ (Attn: AC/S, SES). Fire evacuation plans and instructions should include instructions prohibiting the use and/or expenditure of fire extinguishers for any purpose other than to fight fires.

7. All types of organic fire extinguishers will be recharged, refilled, and maintained by the using unit, not the FESD.

8. The FESD will service all non-organic fire extinguishers. A member of the FESD will exchange non-organic fire extinguishers every Friday at Building 1400 on Dogwood Street from 0800 to 1130. MCAS NR and Camp Geiger DFMs, should contact Fire Station Six; Bldg. TC 701 at (910) 449-0538 to coordinate an exchange. MCAS NR and Camp Geiger DFMs may also e-mail the FESD at: fire_nonemergent_requests@usmc.mil for fire extinguisher questions or exchange.

(d) A standpipe hose will not be washed or tested without prior permission from the FESD. Standpipe hoses will only be used to fight fires. In the event a hose is used and no fire occurred, the FESD will be notified as soon as possible, and the responsible area Comdr/CO/OIC will initiate an investigation and report the circumstances to the CG MCIEAST-MCB CAMLEJ (Attn: AC/S, SES).

(e) The FESD will be immediately notified of any change in storage, occupancy, or other conditions within buildings and structures that might necessitate a change in type or location of auxiliary firefighting equipment.

(f) Firefighting equipment will not be blocked by storage or any other items; a clearance of 36 inches around the equipment and 36 inch aisles leading to firefighting equipment will be kept clear at all times.

(g) Cabinets housing fire hoses will be painted red with the words, "FOR FIRE ONLY," stenciled in one-inch minimum white letters.

(2) Fire Prevention Inspections

(a) Monthly fire prevention inspections will be conducted in aircraft hangars, armories, places of public assembly, detention and correctional facilities, hospitals, schools, child daycare centers, and youth centers.

(b) Semi-annual fire prevention inspections will be conducted in administrative business offices, BOQ/BEQ, hotels, lodging, industrial, mercantile, mixed occupancies, storage, and other facilities not specified by monthly inspections.

(c) Occupancies identified for both monthly and semi-annual inspections may be inspected at an increased frequency in accordance with reference (a).

(d) A fire safety indoctrination class will be conducted for all housing occupants upon assignment to quarters. Attendance rosters will be provided to the housing partner's designated representative to verify attendance. Random fire prevention inspections of family quarters are authorized by the direction of the CG MCIEAST-MCB CAMLEJ.

(e) Fire hazards and discrepancies will be noted on the Fire Inspector's Report. Discrepancies will receive immediate attention for corrective action. The Fire Inspector's Report, with annotated corrective actions taken will be returned to the FESD, Fire Prevention Branch within five working days. Reports may be scanned and e-mailed to: fire_nonemergent_requests@usmc.mil or faxed to: (910) 451-6869. The FESD uses a Marine Corps Enterprise Record Management System for reporting requirements. DFMs should remain aware of the Enterprise Safety Applications Management System (ESAMS) reporting requirements from the Safety Department.

(f) FESD Inspectors will be afforded the ability to gain access to all areas of a structure or facility. While secure areas are paramount to the security of the Installation, DFMs will coordinate escorted access to secure areas.

(3) Memorandums of Agreements (MOAs)/Memorandum of Understandings (MOUs), Off-Base Responses, and Asset Utilization

(a) All MOAs and MOUs for firefighting with the State of North Carolina (NC); Onslow County and affiliated fire and rescue agencies; and the City of Jacksonville, NC will be reviewed annually by the MCIEAST-MCB CAMLEJ Fire Chief. The MCIEAST-MCB CAMLEJ Fire Chief will coordinate with the MCIEAST-MCB CAMLEJ Business Performance Office if updates or changes are required.

(b) Utilization of FESD Assigned Assets. The assigned FESD apparatus and personnel may be used when in justified emergencies to assist with firefighting rescue and fire prevention activities outside the limits of the Installation. Such requests will be approved consistent with the MOAs and MOUs, reference (a), and other applicable laws and regulations. In emergency situations, the MCIEAST-MCB CAMLEJ Fire Chief or his/her senior representative will authorize such deployment.

(c) Using Uniformed Marine Firefighting Details. Requests from civilian officials listed above for Marine firefighting details to augment local firefighter efforts will be forwarded by the contacted command/agency to the AC/S, G-3/5 (Attn: Operations and Training Department), MCIEAST-MCB CAMLEJ, at (910) 451-5326/5720 for consideration as defense support to Civilian Authorities. The following actions will be taken:

1. The MCIEAST-MCB CAMLEJ Fire Chief will assign an agency representative to the Civilian IC to represent MCB CAMLEJ until the incident has been contained or base assets are released by the IC. The ECCC Dispatcher will subsequently notify the AC/S, SES and maintain communications with the EOC, if it is activated.

2. The agency representative is assigned to the incident from MCB CAMLEJ and has authority to coordinate on matters affecting the Base's assets and participation at the incident.

(4) Fire Reports and Fire Investigations

(a) All fires, must be immediately reported to the FESD, by dialing 911, even if already extinguished.

(b) Fires resulting in damages of $100,000 or more, loss of life and/or serious injury to personnel, as well as fires of unusual or suspicious origin must be reported to higher headquarters (HHQ) per reference (a). This report will be submitted by message within 24-hours of the fire. The MCIEAST-MCB CAMLEJ Fire Chief or designee will prepare the required report and forward it to the AC/S, SES and the MCIEAST-MCB CAMLEJ Adjutant for release to HHQ via an Operations Event/Incident Report (OPREP-3). The Safety Department will report loss of property and injuries as a mishap.

(c) The FESD fire reports will be released to Law Enforcement and appointed area Comdrs/COs/OICs/Partnership Investigators only. Appointed investigators will need to submit a written appointment letter to FESD and provide photo identification upon receipt. All other requestors should seek assistance from the Freedom of Information Act (FOIA) office at: FOIA.MCIEAST@USMC.MIL.

(5) All fires will be investigated by the FESD to determine probable origin and cause and to reveal lessons learned to support local fire prevention and protection improvements. Fires that involve criminal activity will be reported to the Naval Criminal Investigative Service in accordance with reference (a). At the completion of the FESD's cause and origin investigation, area Comdrs/COs/OICs will initiate investigations of all fires occurring within their area of responsibility.

5. Administration and Logistics. This Order has been coordinated with and concurred with by the CGs, II Marine Expeditionary Force; Comdr, U.S. Marine Corps Special Operations Command, and the COs of MCAS NR, and the Special Missions Training Center, U.S. Coast Guard.

6. Command and Signal

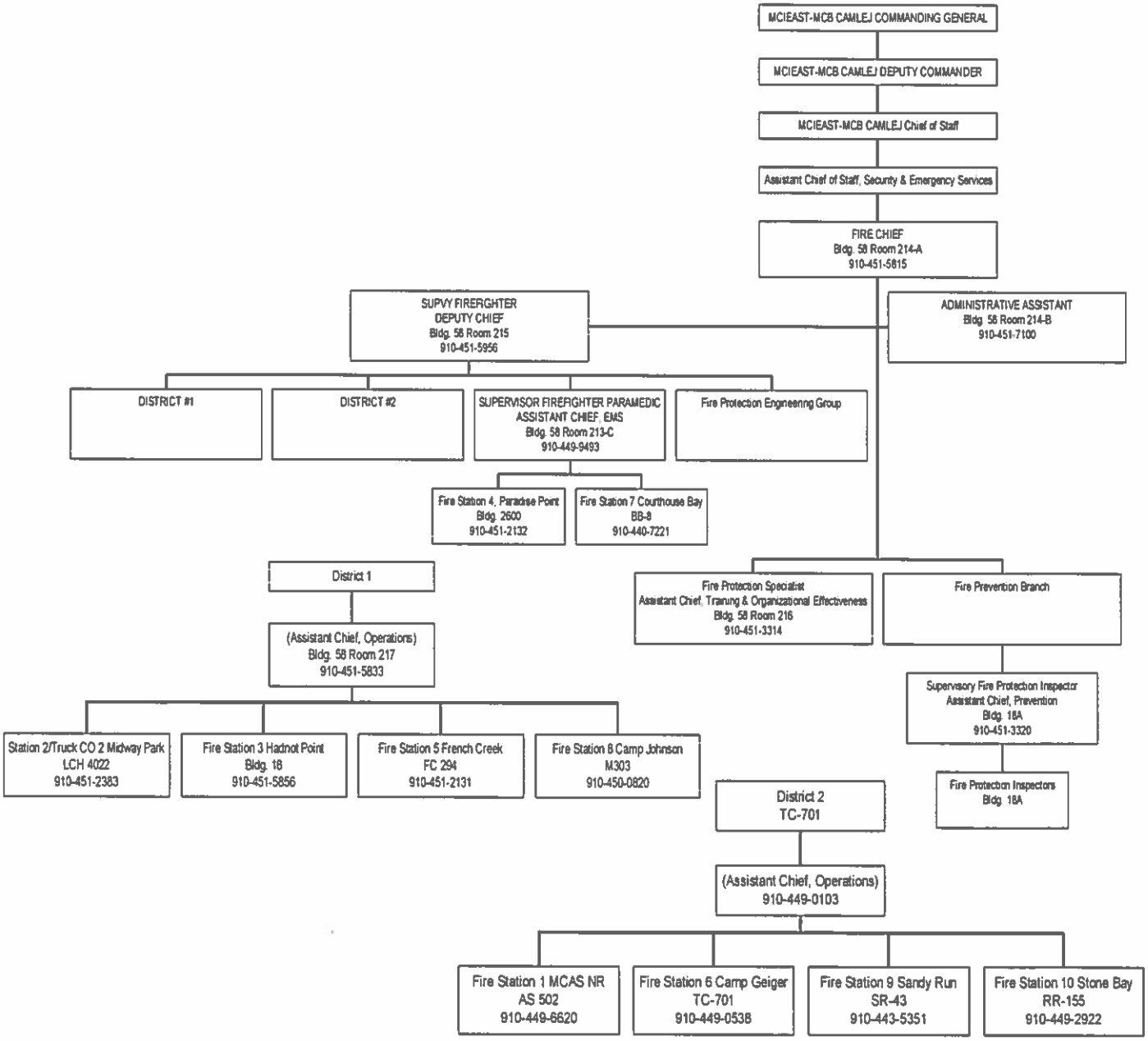
a. Command. This Order is applicable to MCB CAMLEJ, MCAS NR and all subordinate and tenant commands and organizations aboard these Installations.

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

M. L. SCALISE
Deputy Commander

DISTRIBUTION: A/B/C

Fire and Emergency Services Division (FESD) Organizational Chart and Contact Information



Procedures for Reporting a Fire and/or Medical Emergency

1. In reporting a fire or emergency, dial 911.

2. In case of a fire, the person discovering the fire will immediately telephone or use the facility fire alarm system to notify FESD. If notifying by telephone, 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 FESD to the scene of the fire.

c. Fight the fire with any means at hand only if you may do so without undue risk:

(1) Use water on ordinary combustibles (trash, paper, wood, etc.).

(2) Use Underwriters Laboratory (UL) rated Class B fire extinguishers on grease, oil, gasoline, or other flammable liquids or Class K on any commercial cooking oil fire.

(3) Use UL Class C fire extinguishers on electrical fires. DO NOT USE WATER ON ELECTRICAL FIRES.

(4) Carry-out instructions on local fire bills.

d. Personnel using a fire alarm system to notify the FESD of a fire should also use a telephone to report the fire once they are at a safe location.

e. All fires must be reported, even if already extinguished.

3. In case of a Medical Emergency, render assistance if safe to do so. The caller should:

a. Provide the 911 ECCC Dispatcher with information about the location of the patient, possible problems if known, and any dangers that might be considered; such as: downed electrical lines, active shooter, etc.

b. Confirm your call back number with the Operator should the call become disconnected.

Example of Fire Bill for Reproduction

FIRE BILL

BUILDING NO. _____

IN CASE OF FIRE

1. USE NEAREST PULL STATION AND DIAL 911.

   KNOW THE LOCATION OF THE NEAREST PULL STATION AND THE NEAREST TELEPHONE IN YOUR AREA. WHEN USING TELEPHONE REPORT THE BUILDING NUMBER.

2. SPREAD THE ALARM, PASS THE WORD, AND ASSIST OTHERS IF POSSIBLE TO ORDERLY EVACUATE.

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 FIRE DEPARTMENT ARRIVAL.

Fire Prevention Code

1. General

a. Fire Prevention is the joint responsibility of the FESD and all organizations and activities. All personnel will be indoctrinated to be thoroughly fire safety 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 FESD any observed hazardous conditions that may exist. The standards of the National Fire Protection Association and Navy-Marine Corps publications contain the criteria for this Code and determining fire hazards, along with their expected remedies. This Fire Prevention Code will enhance the Installation's fire safety and if conflict occurs with the reference documents, enforcement of this Code will defer accordingly.

c. Disposal of gasoline, kerosene, oil, paint, solvent, thinner, or other flammable liquids through any drainage system, either surface or subterranean, is prohibited. Disposal instructions will be requested from the EMD during normal working hours and from the FESD at all other times. MCAS NR units will contact the Station Hazardous Waste Manager for disposal 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 or exit. Fire doors can be distinguished by the presence of an affixed third party rating tag. Care will be exercised that forklifts or other equipment does not damage fire doors. Damaged fire doors will be reported to the Work Reception at (910) 451-3001 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 from the bottom of the sprinkler head to the top of the materials being stored will be maintained. In buildings without fire sprinkler protection a clearance of 24 inches will be maintained from the ceiling. Exception: fixed shelves, bookcases, and storage lockers.

f. Fire lanes in storage warehouses will be maintained as prescribed by reference (e).

g. Area Comdrs/COs/OICs are responsible for ensuring that immediately prior to gatherings at places of an 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. FESD personnel will spot-check indoor public assembly locations to ensure compliance when occupied. All Combustible scenery of cloth, film, vegetation (dry), and similar materials or curtains and drapes used in places of assembly will be properly flame proofed, unless otherwise authorized in writing by the MCIEAST-MCB CAMLEJ Fire Chief. Places of assembly include: areas for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or a special amusement building, regardless of occupant load.

h. Personnel in charge of maintenance and industrial shops, storerooms, warehouses, clubs, recreation rooms, theaters, office spaces, etc., will ensure that fire prevention walk-throughs are conducted immediately after working hours or after activity in the area has ceased. Designated smoking areas 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. Construction repair and alterations to buildings and facilities will require a detailed work plan and must be reviewed by a qualified fire inspector in accordance with references (a) and (e). Interior finish will conform to the requirements of reference (e).

l. The proper authority will notify the FESD prior to fumigating or testing drainpipes with smoke in any building on Base or in surrounding government-controlled areas for proper precautionary instructions to be given.

m. The MCIEAST-MCB CAMLEJ Fire Chief or his/her senior officer on duty will be notified immediately at (910) 451-3004/3005/5833 when radioactive materials, including weapons, are transported, stored, handled, or used in the confines of the Installation.

n. Only safety matches are authorized for use in the confines of the Installation. These matches will not ignite on their own and produce a slow and controlled flame.

o. The sale, storage, or use of fireworks of any kind is prohibited, unless authorized by the CG MCIEAST-MCB CAMLEJ. All professional commercial firework displays aboard the Installation will receive a Fireworks Permit from the FESD Prevention Branch by calling (910) 451-3320. The process for obtaining a permit should begin no later than 30 days prior to the expected fireworks display.

p. Burning any type of open flame device for aromatic purposes, to include all candles and incense, is prohibited without prior approval from the FESD. The following are exceptions:

(1) Clubs and dining facilities, if properly arranged;

(2) Chapels for religious ceremonies;

(3) By permit for other non-religious ceremonial purposes; and

(4) In family housing.

q. Commercial off-the-shelf fire pits are authorized without obtaining a permit. Fire Pits should be no closer than 25 feet from any structure. No flammable liquids will be added to start or enhance flame output. Homemade fire pits or burn barrels are strictly prohibited.

r. Grills purchased as a consumer off-the-shelf product and used for cooking are authorized without a permit. Charcoal, gas, or wood-fired grills will be repaired, serviced, and used in accordance with the manufacturer's instructions.

2. Ammunition and Explosives

a. Instructions for firefighting, care, handling, and storage of ammunition and explosives are contained in reference (f). All Department of the Navy activities who store and handle ammunitions and explosives are required to follow reference (f).

b. The FESD will provide fire prevention guidance in ammunition areas. Personnel may contact the Assistant Fire Chief of Fire Prevention at (910) 451-3320 or e-mail: fire_nonemergent_requests@usmc.mil.

c. Regardless of the type of fire discovered, it is of the utmost importance that the first person who detects a fire takes an immediate, logical approach to the situation. Calmly evaluate the necessary steps needed to prevent casualties, and prevent the spread of the fire. Prompt action will prevent casualties and minimize loss of property. Reference (f) provides the appropriate guidance for withdrawal areas, set-backs, and appropriate planning actions.

d. The first person discovering a fire within the Ammunition Supply Point (ASP) will sound the alarm to alert personnel in the immediate vicinity of the fire. This will be done by using section radios, fire phones, and by verbally sounding the alarm. Provide as much information as possible regarding the type, extent, and intensity of the fire. ASP Operations will sound the fire siren and notify the FESD by dialing 911. The person reporting the fire should notify the FESD of wind direction.

e. All ASPs will establish a local fire bill in accordance with reference (f). Local ASP fire bills will be updated and notification provided to the FESD. The Explosives Safety Officer will upload, as necessary, changes to ammunition locations via the FESD share portal.

3. Theaters and Auditoriums

a. The chief operator in each theater will inspect firefighting equipment and perform fire prevention and life safety checks daily. Any defects noted must be reported immediately to the FESD and repairs made as soon as possible. Movies will not be shown unless all firefighting and prevention equipment is in proper working order or the risk associated with out-of-service equipment is mitigated.

b. The use of pyrotechnic special effects and open flames are strictly prohibited.

c. Combustible drapes, drops, and any other similar combustible hanging or vertically placed materials will be maintained in flame-retardant conditions. Flame retardant application and upkeep will be in accordance with reference (e).

d. No combustible furniture, cleaning gear, or other combustibles will be kept or stored in any projection booth.

e. Smoking is prohibited in any projection booth.

f. In case of fire in a projection booth, the operator will:

(1) Make an immediate effort to halt the fire.

(2) Activate the Fire Alarm system and ensure an immediate evacuation is underway.

(3) Follow the reporting requirements in enclosure (2).

4. Heaters

a. The use of fuel fired non-vented heaters is prohibited.

b. Aircraft hangars, vehicle repair shops, and parking garages will only be heated per reference (e).

c. Portable electric space heaters will be UL, FM or third-party listed and have built-in thermostats with tip-over switches. Electric space heaters will be plugged directly into an electrical outlet. Care should be taken against overload of electrical circuits. Portable space heaters will be unplugged when not in use and operated in accordance with the manufacturer's instructions.

5. Storage

a. Indoor storage of flammable liquids will be in an UL-approved indoor flammable storage cabinet. Vertical stacking of flammable storage lockers is prohibited. Flammable storage lockers will not exceed 1500 square feet of gross floor space separations; distances will be in accordance with NFPA 30, Flammable Liquids Code.

b. 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 EMD. Only authorized trained personnel will handle or manage HW. HW containers must be secured at all times except when adding, removing, or inspecting HW. 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 or untrained HM/HW personnel.

c. 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 HW management procedures are provided by the EMD. Spaces under and around buildings will be kept clear of lumber, boxes, rubbish, paper, dry grass, and leaves.

d. 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, straw materials, sand bags, jute, hemp products, unslaked lime, damp or oil soaked rags, waste felt and cotton pads, or protectors.

e. 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.

f. No combustible material will be stored within 18 inches of any heat-producing appliance.

g. Storage of combustibles is prohibited in equipment rooms, attics, air-conditioning equipment rooms, boiler rooms, exit corridors, and on or under stairways.

h. Materials stored in buildings will be arranged to provide maximum accessibility for applying water from sprinklers and fire hoses. 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.

i. Materials will not be stored in any manner that will prevent access of fire apparatus to any building, or to obstruct hydrants, sprinkler connections, or roadways.

j. In the event any of these storage requirements cannot be met due to shortage of suitable space, a request for modification will be addressed by calling (910) 451-3320 or e-mail: fire_nonemergent_requests@usmc.mil.

k. 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.

(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 materials and local reporting requirements.

(6) Privately owned vehicles (POVs) will not be parked near aircraft or in motor transport facilities. POVs will be parked only in designated parking areas.

(7) Gasoline operated vehicles will not be operated inside hangars, unless they are equipped with spark arresting exhaust.

l. Tension Fabric Structures will be erected and maintained in accordance with chapter 6 of reference (g).

m. Storage and Handling of Chemicals

(1) Units that require the use of HM will follow safety procedures in reference (e).

(2) Chromic acid will be isolated from any other type of material and must be placed on either a concrete or a dirt floor. This acid will ignite on contact with acetic acid or alcohol and may ignite wood, sawdust, paper, or cotton.

6. Flammable Liquids

a. The use of gasoline for any purpose other than a motor fuel is prohibited. Flammable solvents with a flash point of less than 100 degrees Fahrenheit used for cleaning ordnance equipment, automotive parts, floors of buildings, and bowling pins or balls are prohibited unless prior approval is obtained from the FESD. A written permit will be issued for such work. Appropriate first-aid firefighting extinguishers will always be immediately available when such work is being conducted. Solvents with flash points below 200 degrees Fahrenheit used inside buildings 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 HW. Only authorized, trained personnel will handle contaminated ranges and solvents. Disposal of HW will be done in accordance with EMD guidance.

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 FESD. 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.

(3) During any flammable liquid dispensing process, both containers and transfer equipment will be properly bonded and grounded.

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, filling station fill pipe will be grounded to the refueler tank before any filling cover or fill pipe is opened. This ground will not be removed until all covers have been closed. Only immediately before the filling is to begin open the required cover. When the filling has stopped, promptly and properly closed.

(3) Only authorized personnel designated by operating units will handle the fuel hose nozzles during actual fueling and will be responsible for fueling 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 is 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 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. 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 properly functioning paint booth with a dedicated ventilation system. Refer to references (h) through (k).

7. Hot Work Permits. 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 FESD at (910) 451-3004 before beginning the operation.

b. Remove all combustible materials to a safe distance or use flameproof covers to cover combustibles.

c. Ensure that appropriate first-aid firefighting equipment is on hand and that a fire watch is posted. Fire extinguishers assigned to structures may not be used as an operator's first-aid equipment inventory.

d. Operators of welding or cutting equipment are responsible for making sure the area is free of explosive and flammable gases. This process should be performed throughout the hot work operation.

e. All classified burning is prohibited. Open flame burning is allowable by permit only. Open burning permits will only be issued for campfires, outdoor cooking without a device, example: grills, cookers, fryers, and bonfires for festive occasions. Open burning is permitted for firefighter training.

f. No permit issued by the FESD will eliminate the requesting party's responsibility for damage or impact caused by the fire, nor defer the responsibility to comply with the NC Division of Air Quality clean air laws or other agency requirements. Area Commanders/CO/OICs must have authorized the open burning before requesting a permit.

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 a third party testing agency will be used. All wiring will conform to reference (k).

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.

d. DFMs will inspect areas where toasters, microwave ovens, and other similar equipment is in use and use caution not to exceed electrical circuit ratings.

e. Electrical appliances should not be installed in wall lockers or other like enclosures.

f. DFMs will make frequent inspections of all electrical appliances to ensure compliance with this Code.

g. The use of extension cords in lieu of fixed wiring is prohibited. Extension cords will not be placed under rugs or in areas where they are subject to wear; such as doorways and windows.

9. Smoking Restrictions

a. Smoking to include electronic cigarettes is prohibited inside all facilities aboard the Installation, except for some designated Marine Corps Community Services facilities approved by the Command.

b. "No Smoking" signs will be posted in the vicinity of storage and distribution areas 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. Housing Areas. Although fire prevention, as stated in this Order, applies to all personnel and areas of the Installation, the following applies specifically to personnel and their family members who reside in Base quarters/housing:

a. Using 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, dwellings, etc., is prohibited except during the Christmas holidays, at which time only third party tested, lighting, decorations, and equipment will be used in accordance with manufacturer's recommendations.

c. Electrical circuits will not be overloaded.

d. Smoking materials will be extinguished before emptying ashtrays into wastebaskets; wastebaskets must not be used for ashtrays.

e. A responsible adult will attend kitchen ranges and other cooking devices at all times while in use and extreme care will be taken when cooking with fats and oils.

f. Grease-coated ovens will be properly cleaned before being used again. Self-cleaning ovens will be operated in accordance with the manufacturer's instructions.

g. Matches, lighters or other combustibles will be kept out of the reach of children.

h. Using flammable liquids for indoor cleaning is prohibited. Gasoline kept for lawn mowers, etc., will be limited to five gallons, and stored in third party tested approved containers.

i. 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. Babysitters should be made aware of escape routes and instructed to get children out immediately. The FESD is available to assist in forming an evacuation plan by calling (910) 451-3320 or e-mail: fire_nonemergent_requests@usmc.mil .

11. Motor Vehicle Operators. 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 fire extinguishers are carried and that appropriate markings and identification are posted on vehicle.