

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER
AND SCHOOL AND FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5014

AMEDDC&S & FSH Regulation
No. 420-5

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Facility Engineering
FIRE AND EMERGENCY SERVICES

Local limited supplementation of this regulation is permitted. If supplements are issued by commanders immediately subordinate to this command, furnish one copy to Directorate of Safety, Environment and Fire, ATTN: MCCS-BFE-F.

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*This regulation supersedes FSH Reg 420-5, 28 Feb 90.

CHAPTER

INTRODUCTION

1-1. **HISTORY.** This issue publishes a revision of this publication. Because this publication has been extensively revised, the changed portions have not been highlighted.

1-2. **PURPOSE.** The purpose of this regulation is to set forth the responsibilities for fire prevention and protection and to prescribe the means for implementing them, with the objective of eliminating the causes of fire and minimizing the possibility of loss of life and property by fire.

1-3. **APPLICABILITY.** This fire regulation applies to all commands, installations, concessionaires, family members, or other activities and personnel located within the confines of Fort Sam Houston (FSH), Camp Bullis, Camp Stanley, Canyon Lake, and the United States Army Reserve Centers provided support by FSH.

1-4 REFERENCES

a AR 420-90, Fire and Emergency Services

b. National Fire Protection Association (NFPA) Fire Codes and Standards Copies can be obtained from Fire and Emergency Services (FES).

Department of Defense Instruction 1010.15, Smoke-Free DoD Facilities

1-5. **POLICY:** Hazardous conditions of an unusual nature, for which criteria has not been established or published, will be resolved by the Installation Fire Marshal or Fire Chief, U.S. Army Medical Department Center and School and Fort Sam Houston (AMEDDC&S & FSH). Fire Protection Inspectors, as representatives of the Fire Chief, have the authority to impound unauthorized or unsafe equipment or materials, and may require discontinuance of all extremely hazardous operations or processes if precautionary measures are not in compliance with existing directives.

a. This regulation establishes policies, procedures and defines responsibilities for an effective fire prevention and protection program at AMEDDC&S & FSH, Camp Stanley, Camp Bullis, and Canyon Lake. It is applicable to all activities and organizations (including tenants and contractors), military and civilian personnel, family members residing or visiting on post, and those off-post facilities under the jurisdiction of Headquarters, U.S. Army Garrison (USAG), FSH.

b. Need for Fire Prevention. Any delay or stoppage of the performance of the mission or function of this installation or sacrifice of personnel or equipment due to fire is a needless waste of resources. Both fire breeding conditions and fire losses can be minimized by observing engineering principles, accepted good practices, and establishing fire prevention standards. Positive thinking by capable personnel will, through displayed example, encourage others to accept the fact that inadvertent acts are responsible for most fires. The Army requires every responsible individual/activity to have an aggressive and continuous fire prevention program. All potential sources and causes of fire, regardless of size, must be put under control. This requires effective local fire prevention programs and positive individual responsibilities in all phases of the Army fire

protection program. Building Managers must continuously monitor their fire prevention program with special emphasis pinpointing weaknesses in the indoctrination of personnel regarding their responsibilities in the prevention of needless fires.

CHAPTER 2

RESPONSIBILITIES

2-1. APPLICABILITY. To all individuals on the installation, military and civilian, including family members, contractors, and concessionaire employees.

2-2. INDIVIDUAL DUTIES AND RESPONSIBILITIES. Fire prevention and protection is the direct responsibility of every individual assigned, attached, employed, or otherwise located or connected with FSH areas, with specific responsibilities as follows:

a. The Director of Safety, Environment and Fire (DSEF), is designated Installation Fire Marshal; and, as such, is responsible for the performance of duties set forth by AR 420-90, Fire and Emergency Services.

b. The FES, DSEF will assume the responsibilities as set forth by AR 420-90 and will provide fire prevention training and demonstrations upon written request.

c. Building Managers, Commanders, Supervisors, and Directors at all levels are responsible for the total fire prevention program in their areas of responsibility. They will establish sound fire safety operational procedures for each functional activity or facility under their jurisdiction, in accordance with this regulation, and develop operating instructions for their unit or activity to follow when fire is discovered. Instructions must include fire reporting, personnel evacuation, safeguarding classified information, first aid, firefighting (application and use of extinguishers and fire hose stations), emergency removal of aircraft/vehicles, as appropriate, protection of high value and critical material, and accidents involving fuel, weapons, and toxic materials handling. Commanders should take appropriate action to recognize and honor significant contributions to the fire safety program. Likewise, commanders will initiate appropriate administrative or disciplinary action against persons causing damage or destruction of government property and/or endangering life and property by fire as a result of failure to comply with the provisions of this regulation and/or acts of negligence or carelessness.

d. Building Managers will serve as the evacuation coordinator. The individual will execute fire prevention measures in the assigned building.

e. Building Managers are responsible for the fire prevention program. They shall conduct the following duties:

(1) Conduct monthly inspections on CSFS Form 233-E, Building Manager's Monthly Report, and send to the FES, Bldg 3830, no later than the 10th of each month.

(2) Have a copy of this regulation posted in a conspicuous location.

(3) Accompany and assist the FES representative during the building risk management survey and insure prompt action is taken to correct deficiencies.

(4) Post a Fire Evacuation Plan in conspicuous places on all floors of the building.

(5) Will incorporate a standing operating procedure (SOP), and ensure a copy is forwarded to FES.

(6) Have CSFS Label 445 (IN CASE OF FIRE DIAL 911) conspicuously posted throughout each building. CSFS Label 445 will be obtained through normal supply channels. Contact the Installation Forms Clerk at 221-5098.

(7) Conduct fire drills at frequencies prescribed in Chapter 3 of this regulation.

(8) Building Managers will ensure keys are readily available to all areas of the building during emergencies.

(9) All Building Managers will attend the semi-annual fire prevention briefings held during the months of March and September.

f. Building Managers are responsible for ensuring that prompt corrective action is taken on all fire hazards. DA Form 5382, Hazard/Deficiency Inspection Record, issued by the FES will be annotated as to the hazards and corrective actions to be taken, and the original Inspection Report is returned to FES.

g. Repeat or uncorrected hazards noted during follow up or scheduled inspections will be reported through the Commander, AMEDDC&S & FSH, to the applicable unit/activity commander.

CHAPTER 3

ACTION IN EVENT OF FIRE AND DRILLS

3-1. **APPLICABILITY** To all personnel

3-2. **ALARM OF FIRE.** Any person discovering a fire (regardless of type or size), or conditions that may indicate fire (odor of smoke, gaseous fumes), explosive hazards, hazardous spills or other, will immediately alert all personnel in the building and will report the same to the FES by the quickest means available. The Brooke Army Medical Center (BAMC) personnel, after reporting fire to the FES, will notify BAMC Communications Room (916-0999). All fires shall be reported including those extinguished upon discovery and those burned out prior to discovery.

a. The FES will be notified by one of the following means:

- (1) On Post - Dial 911, Camp Bullis - Dial 911
- 2) On Post Commercial Telephones - Dial 554-4713/911*
- (3) Post Housing - Dial 554-4713/911*

*If you choose to dial 911 from your commercial, cellular, or post housing telephone, you will be calling San Antonio/Bexar 911. You must identify yourself as being on FSH, San Antonio/Bexar 911 will connect you to FSH.

(4) By "break the glass and/or pull down and release the lever" type fire alarm boxes located inside and outside on exterior walls of various buildings throughout the Post, instructions are posted on the box. Call the FES as stated above.

b. The following information will be reported to the Fire Department Alarm Center Operator when telephones are used:

Building numbe

Nature of fire (location)

(3) Name, grade, and phone number of person reporting the fire (Do not hang up until the Alarm Room Operator tells you to do so.)

3-3 **AFTER ACTIVATING THE FIRE ALARM, AND WHEN POSSIBLE:**

- a. Close all doors and windows in the immediate fire area if safe to do so
- b. Evacuate the building (exception Hospitals).
- c Use portable fire extinguishers if properly trained (see Chapter 4).
- d. Meet FES personnel at the front of the building and direct them to the incident.
- e Unit SOPs are encouraged to implement pars. 3-3a, 3b, and 3c above.

3-4. **FALSE ALARMS.** Any person maliciously or knowingly transmitting a false alarm by any means, for any purpose, will be subject to punishment to the fullest extent of regulations or laws allowed.

3-5. FIRE DRILLS. Fire drills will be conducted by the Building Manager and annotated on CSFS Form 233-E, Building Manager's Monthly Report.

a Frequency

- (1 Monthly. Day care facilities (Evacuation
- (2) Quarterly. Indoor (fixed) military training facilities (evacuation). Hospitals. (Non-Evacuation)
- (3) Other Education facilities (10 fire drills per school year (Evacuation)

b. All other occupancies will participate in an annual fire drill normally held during "Fire Prevention Week."

c. When participation by the FES is desired, approval is required one working day prior to the drill. Drills that require movement of firefighting equipment, called without prior approval, are false alarms. BAMC drills conducted in patient care areas and for staff training do not require sounding of the fire alarms or calling the FES as the central alarm system is notified.

3-6. AUTHORITY: The Installation Fire Chief or his representative is in complete charge of all rescue and firefighting operations and other incidents requiring FES response. No person will interfere with the Fire Chief or firefighting personnel necessary for prompt control of emergency scene.

a. Supporting activities: Public Works Business Center (PWBC) will designate emergency crews to respond to all fire emergencies, when notified, and will be equipped to immediately disconnect electrical services, gas, etc., when directed by the Fire Chief or his representative.

b. Ambulance crews designated by the BAMC Commander will respond to all fires and/or aircraft emergencies, when notified and will report to the Fire Chief or his representative for instructions.

c. Upon notification of a fire or other emergency, the military police desk sergeant will dispatch patrols to the fire scene to provide traffic control and security of government property.

CHAPTER 4

FIRE EXTINGUISHING EQUIPMENT AND ALARM SYSTEMS

4-1. **APPLICABILITY.** All types of portable fire extinguishers, fire sprinkler systems, dry chemical extinguishing systems, inert gas extinguishing systems, fire alarm systems, and hose stations.

4-2. **FIRE EXTINGUISHING EQUIPMENT.** Fire extinguishers, fire extinguishing systems, and fire alarm systems are provided in accordance with current regulations and standards. The FES is responsible for determining the number and type of extinguishers required in each building and for buildings or building areas requiring fire extinguishing systems and fire alarms.

4-3. **RESPONSIBILITIES.** Building Managers are responsible for monthly inspection and deficiency correction of all fire protection equipment and maintaining written record of the same. The following guidance is provided to assist Building Managers in conducting inspections.

a Fire Extinguishers

(1) Pressurized Water - (A): Used on wood, paper, and other ordinary combustibles. To use: Take to fire, and use the **PASS** technique:

Pull pin breaking the seal,

Aim the nozzle at the base of the fire using a

Sweeping motion, and

Squeeze handles together. **Test before approaching fire to ensure proper operation.**

To inspect: Check pull pin and seal, check pressure gauge for proper pressure, check extinguisher for physical damage, and check hydrostatic test date (test required every five years). Take extinguisher(s) to the Central Fire Station if not in proper working condition.

(2) Carbon Dioxide (CO₂) - BC: Used on flammable liquids and on electrical equipment. To use: Take to fire, **pull** pin breaking the seal, **aim** horn at base of fire using **sweeping** motion, and **squeeze** handles together. **Test before approaching fire to ensure proper operation.**

To inspect: Check pull pin and seal, check horn for obstructions, check extinguisher for physical damage, and check hydrostatic test date (test required every five years). Take extinguisher(s) to the Central Fire Station if not in proper working condition.

(3) Dry Chemical - (K): Used on flammable liquids and electrical equipment. To use: Take to fire, **pull** pin breaking the seal, **aim** nozzle at base of fire using **sweeping** motion, and **squeeze** handles together. **Test before approaching fire to ensure proper operation.**

To inspect: Check pull pin and seal, check pressure gauge for proper pressure, check extinguisher for physical damage, and check hydrostatic test date (test required every 12 years). Take extinguisher(s) to the Central Fire Station if not in proper working condition.

(4) Multi-Purpose Dry Chemical - (ABC): Used on wood, paper, and other ordinary combustibles; flammable liquids and electrical fires. To use: Take to fire, **pull** pin breaking the seal, **aim** nozzle at base of fire using **sweeping** motion, and **squeeze** handles together. **Test before approaching fire to ensure proper operation.**

To inspect: Check pull pin and seal, check pressure gauge for proper pressure, check extinguisher for physical damage, and check hydrostatic test date (test required every 12 years). Take extinguisher(s) to the Central Fire Station if not in proper working condition.

b. Fire Sprinkler Systems. Fire sprinkler systems operate automatically. *To inspect:* Building Managers shall visually check the sprinkler heads for leakage, dirt buildup, grease, or other materials, which might adhere to the heads and storage of any type which may be too close (18 inches) to the heads. If system does not appear to be in proper operating condition, contact the FES Division at once.

c. Fire Hose Stations. *To operate:* Completely remove hose from the rack; remove all kinks; then, while holding the nozzle firmly, have the valve turned on.

To inspect: Building Fire Marshals shall check nozzle for obstruction, check hose for deterioration, and check valve to make sure it is closed and sealed. If the system does not appear to be in proper operating condition, contact the FES at once.

d. Dry Chemical and Inert Gas Extinguishing Systems. These systems operate automatically or with a manual pull station located adjacent to the protected area.

To inspect: Check seal on the manual pull station, check discharge nozzles for obstructions, and check system for physical damage. Notify FES if system does not appear to be in proper operating condition.

e. Fire Alarm Systems. *To operate:* Break the glass and/or pull down and release the lever to alert building occupants. Call the FES as described in Chapter 3, para. 3-2a.

To inspect: Check pull stations and bells for physical damage.

4-4. Person who tampers with or vandalizes any fire detection equipment or firefighting equipment, for any purpose, are subject to administrative or disciplinary action.

CHAPTER 5

HOUSEKEEPING

5-1. APPLICABILITY. Performance of good housekeeping practices relative to fire safety is the responsibility of all unit commanders and supervisors at all levels regardless of whether or not contract custodial services are authorized and provided. Building Managers will ensure that all buildings and grounds (including trash pick-up area) under their jurisdiction are policed and maintained in a fire-safe condition at all times.

5-2. Trash and waste material will not be permitted to accumulate on floors, in utility closets, latrines, basements, laundry rooms, day rooms, or other rooms.

5-3. Oily rags, clothing, paint rags, or other material subject to spontaneous ignition will not be permitted to accumulate in buildings or placed in containers with other combustibles. Metal containers with self-closing lids will be provided for saturated rags or clothing. Wet mops or mops used for waxing purposes will be on mop racks in an approved storage room or in a metal locker outside of buildings.

5-4. Immediately prior to securing an office at close of business each day or at change of shifts, responsible supervisors will ensure that all trash and waste containers are emptied into outside trash receptacles. Receptacles in facilities that are provided custodial services need not be emptied at the close of business each day unless they are overflowing.

5-5. Underwriters Laboratory (UL) or Factory Mutual approved self-closing trash receptacles will be provided in all latrines and restrooms; this includes all areas of warehouses, clubs, base exchanges, office buildings, maintenance shops, and hangar operational areas.

5-6. Trash dumpsters will not be positioned closer than 15 feet to a structure. All outside trash containers will be equipped with lids or doors, which will be kept closed.

5-7. Excessive vegetation and trash are prohibited in the vicinity of buildings, fuel tanks, aircraft parking areas, and/or similar locations.

5-8. Organizations will ensure that structures are kept free of bird nests. Any occupied nest should not be disturbed without first contacting DSEF.

5-9. Sawdust and chips will be removed from all woodworking shops at the close of each workday. Under no circumstances will sawdust or floor sweeping compounds be used as an absorbent material for fuel, oils, or other flammable liquids on floors.

5-10. Only approved sweeping compounds will be used on floors. After bags of sweeping compound have been opened (for use, thereafter) they will be stored in a closed metal container.

5-11. Janitor's closets will not be used as trash collection points. Closets will be kept clean and used for janitorial supplies only.

5-12. Soiled linen of any type will be kept in closed metal containers or approved hampers.

5-13. Storage will not be permitted under stairways, under floors or attics of buildings, to include mechanical and boiler rooms. Materials will not be piled against buildings or in front of doors or exits. Exception: Storage is authorized in attics of building where the attic is protected by a supervised automatic sprinkler system.

5-14. Bulk storage of steel wool will be held to a minimum and loose portions will be stored in closed metal containers.

5-15. Lint will not be allowed to accumulate at any time in or around clothes dryers

5-16. Care will be exercised when storing materials to assure that clear aisles are maintained as approach ways for firefighters and for easy access to firefighting equipment, sprinkler control valves and heads, fuse boxes, alarm boxes, fire department connections, risers, drains, and power switches. These will not be obstructed in any manner.

Paste wax and other flammable/combustible waxes are prohibited

Curtains will be flame retardant.

CHAPTER 6

SMOKING AND DISPOSAL OF SMOKING MATERIALS

6-1. APPLICABILITY. This chapter applies to smoking as related to fire prevention. The Department of Defense (DOD) and AMEDDC&S & FSH policy provides requirements related to health. The majority of fire incidents result from unsafe smoking practices. Fires of this type, particularly in dormitories and family housing, expose personnel to injury or death. Therefore, firm control measures and rigid enforcement are required to prevent this fire cause.

6-2. Building Managers will assure ashtrays, butt cans, or other trash-free, noncombustible containers are available for disposal of smoking materials. Smoking materials will not be discarded on the floors of buildings or grounds near buildings.

6-3. Control of Smoking:

a. Smoking is prohibited in any area, building, or structure where in the opinion of the Fire Chief or his representative, such an act will result in possible loss of life or destruction of property by fire or explosion. DA Form 5560-R, **NO SMOKING** Except in Designated Smoking areas and Designated Smoking Area signs, will be conspicuously posted to designate such areas. If smoking areas are misused by carelessness and smoking materials are being improperly disposed of, the Installation Fire Chief may discontinue the smoking privileges in that area.

b. No smoking, striking of matches, or lighting of mechanical lighters are permitted within any building, structure, or room used for the purpose of storage, repair, processing, serving, testing, or fabricating, including miscellaneous supply rooms. Smoking is prohibited in all health care facilities on FSH. Personnel will smoke only in designated areas provided around the hospital. Smoking may be permitted in designated areas within such buildings when approved by the BAMC Safety Office, and Installation Fire Chief, or his representative. Requests for approval of designated areas will be submitted in writing, in duplicate, to the Installation Fire Chief. Requests will include a detailed drawing of the facility, indicating the proposed no smoking area.

6-4. Approved containers for disposal of smoking materials will be provided for each designated smoking area. Containers will be painted red and stenciled **CIGARETTE BUTTS ONLY**. Lids to containers will be self-closing type

6-5. Smoking will not be permitted within 50 feet of flammable gases, liquids, explosives, or dangerous combustibles, and DA Form 5560-R, will be posted in or on buildings containing such materials.

6-6. Authorized smoking areas will be designated by signs, and/or other distinctive markings, such as painted lines on floors. Designate "outdoor smoking areas," when possible, which are reasonably accessible to employees and provide a measure of protection from the elements. Smoke-break areas only should be outdoors and away from common points of ingress and/or egress into and/or out of the DOD facility and not in front of building air intake ducts.

6-7. Smoking is prohibited in the following type buildings and areas, except in specified areas authorized by the Installation Fire Chief.

a. Shops, storerooms, and warehouses

- b. Within 50 feet of any exterior storage area.
- c. Within any elevator. Sand urns, ash trays, or other disposal devices will be provided near elevator doors.
- d. Smoking in or upon a bed is prohibited.
- e. Except when permitted in designated areas under conditions outlined above, smoking, striking of matches, or operating mechanical lighters will be prohibited in or within 50 feet of:
 - (1) Hangars.
 - (2) Aircraft repair docks.
 - (3) Paint and dope shops.
 - (4) Petroleum, oil, and lubricants storage or dispensing area.
 - (5) Flammable liquids.
 - (6) Fuel dispensing vehicles and fueling and defueling operations.
 - (7) Vehicle maintenance.
 - (8) Activities that are obviously hazardous and not listed herein.
 - (9) Aircraft.
 - (10) General flight line area.
 - (11) Hospital loading docks.

6-8. Smoking in gymnasiums, theaters, youth centers, Post Exchange facilities, commissaries, or childcare facilities is prohibited except in rooms or areas so approved and designated by the Installation Fire Chief.

6-9. Under no circumstance will smoking materials be discarded into wastebaskets. Ashtrays will be emptied into receptacles provided for that purpose.

CHAPTER 7

STORAGE

APPLICABILITY. All buildings or building areas used for storage

GENERAL STORAGE.

a. Storage of any type is prohibited in furnace or boiler rooms, transformer rooms or vaults, in water heater closets, or mechanical equipment rooms.

b. Materials will not be stored under or piled against buildings, doors, exits, or stairways. Materials will not be stored within 25 feet of any structure without approval of the Installation Fire Chief or his representative.

c. Attics will not be used for storage areas unless specifically designated for such use and fire suppression protection is provided.

d. All stored materials will be neatly arranged and kept in an orderly manner

e. Storage areas will be segregated to the maximum extent possible from all other parts of the building and used for no other purposes.

f. Materials subject to spontaneous ignition will be stored in areas authorized by the Installation Fire Chief.

g. A clearance of 18 inches will be maintained between sprinkler heads, ceiling lights, and stored materials. Exception will exist for permanently installed wall shelving units in health care facilities.

WAREHOUSES.

a. Fire doors will not be blocked open nor will carts, materials, etc., be left in door openings preventing their closure.

b. Fire doors will not be locked in a manner, which would deny the FES access to cut or break the lock without approval of the Installation Fire Chief or his representative.

c. Fire doors will be opened and closed manually, not with motorized vehicles or forklifts, and will always be opened to full position to prevent damage from traffic.

d. Fire exits, fire lanes, and exit aisle ways will be unobstructed throughout warehouses and storage areas.

e. Materials will be stored so as not to interfere with fire lanes or to inhibit access to fire valves, fire hoses, fire extinguishers, fire escapes, fire exits, or fire doors. A minimum clearance of 18 inches will be maintained between sprinkler heads, ceilings, ceiling lights, and stored materials. Stacks more than 15 feet high or which contain usually hazardous materials will not be placed closer than 36 inches to sprinkler heads.

f. Accumulation of excessive waste or packing material will not be permitted. Supervisors will ensure removal of waste or packing materials from buildings or areas, and ensure fire safe disposal. Working supplies of combustible packing materials will be restricted to contents of non-combustible bins or boxes provided for this purpose.

g. Doors and exits will not be blocked unless approved by the Installation Fire Chief or his representative. Blocked doors will be indicated as such, both on the interior and exterior of the building, by prominently displayed placards, painted signs, or other suitable means, with four-inch red lettering on a white background.

h. A 24-inch space will be maintained between stored combustible materials and interior fire walls and partitions.

i. Gasoline powered material handling equipment will not be parked inside warehouses or storage areas unless written approval is granted by the FES.

j. DA Form 5560-R will be conspicuously posted in unauthorized smoking areas.

k. Fusible links on fire doors and other fire protection devices will be arranged so that they are subject to initial heat of any fire that may develop. They will not be painted, locally manufactured, or tampered with.

l. Items will not be stored in any manner, which would block access to fire extinguishers, standpipes, sprinkler risers, sprinkler connections, fire alarm boxes, heaters, furnaces, electrical panels, or fuse boxes.

m. Empty pallets inside structures will be limited to a one day working supply. Outside pallets will be stored 15 feet from structures.

n. All fire doors should be inspected for deformation, cracks, excessive wear, frayed cables, etc., and shall be replaced or repaired as appropriate. There should be a preventive maintenance program that identifies the date of inspection, the signature of the person who performed the inspection or other identifiers (Building Manager's function).

7-4. HAZARDOUS MATERIALS.

a. Explosives and hazardous materials (chemicals included) will be stored only in structures and areas designated and approved by the Installation Fire Chief.

b. Symbols identifying explosives, ammunition, and dangerous materials will be provided and posted by the using organization.

c. The using organization will furnish the Installation Fire Chief a current listing of the types of hazardous materials contained in each magazine, structure, or area.

d. Storage of hazardous chemicals in laboratories and other work areas will not exceed a one-day working supply as specified in paragraph 7-4a.

CHAPTER 8

FLAMMABLE AND COMBUSTIBLE LIQUIDS

8-1. **APPLICABILITY.** All buildings, building area, or flammable liquids dispensing and storage area.

8-2. Flammable and combustible liquids will be marked **FLAMMABLE** and will be stored only in those buildings designated by the DSEF. DA Form 5560-R will be prominently posted on all sides.

a. Where occupancy of the building requires the storage of small quantities of flammable liquids, such as office supply type cleaner, and liquids required for laboratory work-they will be stored in an approved metal cabinet or vented metal locker when not in use. The cabinet and/or locker will be plainly labeled **FLAMMABLE**. Desk or table container will not exceed 8 fluid ounces in volume. The total volume in cabinets or lockers shall not exceed more than a five-day working supply.

b. Flammable and combustible liquids will not be stored in administrative buildings, transient lodging, barracks, or places of public assembly.

c. The FES recommends that post-housing occupants utilize a safety can for storing gasoline. This does not apply to small items, (i.e., lighter fluid, machine oil, etc).

d. A working stock (normally five-day supply) of paints, oils, thinners, or cleaning solvents may be stored in paint shops, hobby shops, maintenance shops, and similar facilities where approved flammable liquid storage buildings are not provided. When not in use, all flammable liquids will be stored in an approved metal locker or cabinet approved by FES. No individual container will exceed a 5-gallon capacity. Rags or other combustible materials will not be stored in cabinets or lockers used for flammable liquid storage. Storage cabinets will be conspicuously labeled **FLAMMABLE** and **NO SMOKING** in red letters on white background.

e. All flammable or combustible liquid storage buildings or rooms shall be positively vented by gravity or by mechanical means. All flammable liquids stored in drums will be identified by the appropriate name of the contents stenciled or marked on the outside of the container. Flammable liquids stored in metal drums used for dispensing purposes will be installed on properly grounded metal stands or racks at least 20 feet from any building or structure, and the drums will be equipped with a spring-action or automatic-closing dispensing device to include containment area.

f. Means of egress shall not be blocked by the storage of flammable and combustible materials.

8-3. **FLAMMABLE AND COMBUSTIBLE LIQUID USE.**

a. Flammable liquids will be stored only in safety-type, approved containers with self-closing lid on the pour spout. A safety can is defined as a metal container with automatic closing devices on all openings and flame arrestors or within openings. Containers will be stenciled stating the contents and the word **FLAMMABLE**. No individual safety container will exceed 5 gallons in capacity. This does not include fuel samples in glass tubes.

b. Gasoline, naphtha, lacquer, paint thinners, alcohol, turpentine, toluene, acetone, and similar liquids will not be used as cleaning solvents. The use of any cleaning solvent with a flash point of 100 degrees Fahrenheit or less is prohibited. Any exception to this rule will require approval of the Installation Fire Chief or his representative.

c. Cylinders of flammable gases stored inside buildings, except when in use, will be limited to a total capacity of 2,000 cubic feet. They will be stored in a separate room or compartment of at least one-hour fire-resistant construction, or they will be kept outside in a special building utilized for only this. Such special buildings, rooms, or compartments will be equipped with approved electrical fixtures, and will be well vented.

8-4 PAINTING.

a. Indoor spray painting on an appreciable scale will be permitted only in properly equipped and specifically designated areas.

b. Infrequent spray painting using aerosol cans will be done either outside of the building or in a well-ventilated room.

c. Drop cloths and paint-soaked clothing will be stored only in flammable liquid storage buildings or areas. Paint-soaked rags or paper towels will be disposed of outside of buildings at the close of business each day.

d. Spraying areas will be kept free from the accumulation of deposits of combustible residues. Cleaning should be conducted daily, if necessary. Scraping tools will be non-sparking. Roof trusses, light fixtures, and any other overhead equipment should be checked for accumulation of overspray at least annually.

8-5 FLAMMABLE LIQUID POWERED EQUIPMENT.

a. Motor vehicles will not be stored in hangars, or other shops not specifically designed for such storage, nor will they be operated therein longer than the time necessary to transport material or equipment. Spark arrestors will be installed on all internal combustion engines that are required to operate within the confines of a facility designated as a hazardous area.

b. Equipment will not be fueled or de-fueled inside a building

c. Equipment (except forklifts) will not be operated inside a building.

CHAPTER 9

BUILDING COMPONENTS

APPLICABILITY. To all structures on the Installation.

9-2. BUILDING AND SPACE USE. Buildings or parts of buildings will be used only for the purpose for which they were originally constructed. Where other use is to be made of a building, permanently or temporarily, with or without alterations, prior approval by the Installation Fire Marshal is required.

9-3. SLEEPING QUARTERS. No individual or group of individuals will be quartered or allowed to sleep in any building not designated for quarters or in which the prime occupancy is other than housing, without prior written approval from the Installation Fire Marshal.

9-4. ATTICS. Attics or portions of attics will not be used for any purpose unless specifically designated for that purpose.

9-5. BASEMENTS. Basements or portions of basements will not be used for any purpose unless specifically designated for that purpose.

ELECTRICAL WIRING, EQUIPMENT, AND APPLIANCES.

a. All electrical appliances will be of the approved type and bear the Underwriters Laboratories (UL) seal of approval.

b. Fuses in fuse boxes will not exceed the limits stenciled on the box.

c. Electrical appliances and devices will not be left plugged in at the close of the workday (Automated Data Processing Equipment, clocks, and refrigerators are excluded).

d. Fluorescent light bulbs will be replaced when a black ring appears or light blinks.

e. Coffee pots over 1725 watts, or similar heat generating appliances will only be used in approved areas. A letter of request will be submitted to the Installation Fire Chief for approval. Request will contain the following information: type, make and model, wattage, voltage, and location (building and room number) of the appliance. When approved, appliances will not be placed directly on combustible materials and will be disconnected when left unattended.

f. Multiple plugs, electrical timers, multiple extension cords, and other type of electrical convenience attachments are prohibited.

g. Extension cords will be of the approved type (less than 8 feet in length) UL approved. Surge protectors will be of the approved type and will have an installed circuit breaker. Extension cords and surge protectors will not be used in place of fixed wiring. They will not be tacked, stapled, or fastened to walls, pipes, or other objects. Cords will not be spliced or run under rugs, through walls, partitions, windows, or doors. Extension cords will not be used in hospital areas without approval from the BAMC Safety Manager.

h. Self-help installation of electrical circuits and/or permanently installed equipment is prohibited.

i. Fixed or direct wiring of appliances, extension cords, or other electrical devices not listed for such use to an electrical circuit is prohibited.

j. Connection of welding machines, sanding equipment, or other heavy-duty equipment to an electrical circuit with temporary connections (alligator clips, etc.) is prohibited.

k. Unauthorized electrical wiring or devices may be disconnected or confiscated by FES personnel.

l. Halogen lamp-bulbs shall not exceed 300 watts and will have protective guards in place to use.

HEATING EQUIPMENT

a. Heating equipment in a building that's not operating properly will be reported to Customer Support, PWBC, for repairs. No one except authorized technicians will attempt to adjust or repair heating equipment.

b. Electrical space heaters must be approved in writing on an individual basis by PWBC. **Written request will be sent through the building manager to the Installation Fire Chief for approval/disapproval.**

c. Electrical space heaters, when authorized, must be UL approved, and have safety devices including the "tip-over" feature.

COOKING EQUIPMENT

a. Cooking equipment (including field equipment) will be used only in locations authorized by the Installation Fire Chief. Cooking is not permitted in Transient Lodging or barracks, except in specifically designated areas.

b. Where cooking is permitted, using personnel are responsible for ensuring that all installed grease filters; exposed surfaces of kitchen range hoods; and areas behind, beside, and below kitchen ranges are cleaned daily. Unexposed interiors of hoods will be cleaned as often as necessary to remove excess grease. Cooking in the hospital will only be permitted in approved dining facility areas after approval from the Installation Fire Chief and BAMC Safety Manager.

c. Grease filters must be in place and exhaust systems in operation before any cooking is performed. Grease filters shall be cleaned daily.

d. A metal-clad cover will be provided for each deep fat fryer. The covers must be readily available in case of a grease fire. Deep fat fryers must be equipped with primary and secondary thermostat. The primary thermostat is to limit temperature to 400 degrees Fahrenheit. The second thermostat must be non-adjustable fusible or manual resetting with a maximum cut-off temperature of 475 degrees Fahrenheit. Thermostats will be tested semi-annually by qualified electricians.

e. Microwave ovens will be used in accordance with IAW) manufacturers instructions.

9-9. AIR CONDITIONING EQUIPMENT.

a. Air conditioning and/or mechanical rooms will not be used for any other purpose. At no time will air conditioning/mechanical rooms be used for storage.

b. Window air conditioner shall not utilize an extension cord for supplementing power.

9-10. EXITS AND EXIT ACCESS.

a. Doors required for exit or exit access from buildings will not be locked or blocked when the building is occupied. Locks, if provided, will not require the use of a key to exit the building, but will be provided with a knob, handle, or other simple releasing device, which is obvious even in darkness. **The use of hasp & padlock-type mechanisms on any door designated as a means of egress is prohibited.**

b. Fire exit and panic hardware is required on all exits from places of public assembly and certain other occupancies. No other locks or fastening devices shall be used on doors provided with panic hardware AT ANY TIME.

c. Hallways will not be used for storage areas, work areas, or any other purpose, which may obstruct or hinder access to exits in any occupancy.

d. Elevators will not be used for storage areas, work areas, or any other purpose, which may obstruct or hinder access to exits.

e. Fire escape stairs and their balconies are "off limits" except for emergency exit.

f. Prior approval for blocking any door will be obtained from the Installation Fire Chief.

9-11. SELF-HELP PROJECTS. All alterations, modifications, or additions to buildings will be approved by the PWBC through the submission of FSH Form 4283, Work Request (IFS-M), prior to work being started.

CHAPTER 10

VEHICLE TRAFFIC AND PARKING

10-1. **APPLICABILITY.** All motorized vehicles, bicycles, boats, trailers, and mobile homes operated or parked upon the installation.

10-2. **VEHICLES, BOATS, TRAVEL TRAILERS, MOBILE HOMES, ETC.**

a. Vehicles will not be parked in fire lanes or FES access ways to Fire Department connections when such parking will reduce the fire lane or access way to less than 10 feet. A 15-foot access will be maintained for all fire hydrants and Fire Department connections.

b. Vehicles will not be parked inside a building or structure unless the building is specifically designed for such use. Motorcycles will not be parked or stored in rooms, hallways, or stairways.

c. Boats, travel trailers, campers, or mobile homes will not be parked on lawns or adjacent to any building or structure.

d. Mobile homes, campers, or travel trailers will not be connected to utilities (electricity and water), nor will they be used for overnight housing of personnel unless in an approved area.

e. Trash in military vehicles will be emptied daily at the close of business or prior to turning in vehicles.

f. When it becomes necessary to block or obstruct a fire lane or access way while loading or unloading equipment or materials, the driver of the vehicle will remain with the vehicle to move it in the event of an emergency.

g. The FES vehicles, when sounding sirens and displaying flashing lights, will have the right-of-way, and all other traffic will move to the side of the road and await passing of the FES vehicles.

h. Vehicles will not drive over fire hoses.

i. No vehicle will be parked in such a manner as to obstruct the movement or exit of a FES vehicle from its parked position or emergency parking area.

j. Vehicles will not be parked within 10 feet of a structure, except when loading or unloading, without written approval of the Installation Fire Chief and Provost Marshal.

CHAPTER 11

HAZARDOUS OPERATIONS

11-1. **APPLICABILITY.** To all buildings, structures, and areas

WELDING, CUTTING, AND RELATED OPERATIONS

a. Any welding, torch cutting, or similar operations to be done in other than an authorized shop area will require an approved DA Form 5383-R, Hot-Work Permit. Contact FES for a permit. Permits requested for BAMC will be routed through the BAMC Safety Office.

b. Ensure that all flammable liquids are moved to a minimum of 50 feet from any area where sparks or fire could ignite them.

c. Cover holes, concealed spaces, and combustibles with a fireproof cover within 35 feet of the operation.

d. A fire extinguisher will be placed nearby; and at least one person, in addition to the welder, will remain to observe for hazardous sparks or slag and extinguish any fire that occurs.

e. For 30 minutes after welding or cutting operations have ceased, the area will be thoroughly inspected to ensure no hazards exist, and will contact the FES Dispatch Office.

f. Buildings that are released to the construction or new buildings under construction will not require a permit, but will still follow 11-2b, 11-2c, and 11-2d.

TAR KETTLES

a. Operating tar kettles will not be placed inside of or on the roof of any building.

b. Tar kettles operated in a controlled area must be identified by the use of traffic cones, barriers, or other suitable means as approved by the authority having jurisdiction.

c. Operating kettle will be attended by a minimum of one employee who is knowledgeable of the operations and hazards. Employee will be at ground level, within 25 feet of the kettle and have the kettle in sight.

d. Two approved 20-BC portable fire extinguishers will be on site and within 25 feet of the operating kettle.

e. Kettles will not block exits, means of egress, gates, roadways, or entrances.

f. Kettles will not be placed within 35 feet of any structure or building.

g. Kettles will require a DA Form 5283-R, Hot-Work Permit

11-4 **DE-FUELING OPERATIONS**

a. Aircraft. The FES will be notified of de-fueling of aircraft and will standby with firefighting equipment.

b. Vehicles. De-fueling of vehicles will be conducted only in authorized maintenance shops. The FES will be notified before the operation starts.

11-5. BULK OXYGEN TRANSFERS (HOSPITALS). The FES will be notified before oxygen is transferred between tank trucks and storage tanks.

11-6 FUEL SPILLS

a. The FES will be immediately notified when a fuel spill occurs involving more than one gallon of flammable or combustible liquid.

b. Sand or other appropriate spill control material, for absorbing spills involving less than one gallon of flammable or combustible liquids, will be provided where fuels are transferred on a regular basis.

11-7 OPEN FIRES

a. The burning of trash, leaves, grass, brush, or other such open fires is prohibited without prior approval of the Installation Fire Marshal.

b. The use of charcoal burners, hibachis, and barbecue grills is permitted subject to the following provisions:

- (1) Attended by an adult at all times when in operation
- (2) Will not be operated inside buildings or within 10 feet of buildings or combustibles, on balconies, and porches.
- (3) Charcoal, charcoal starter fluids, and igniters are stored in a safe area away from children.
- (4) The use or availability of water hoses, or a portable fire extinguisher, at site, on-hand.
- (5) Charcoal ashes will be properly disposed in metal container with lid. No dumpsters.

c. Fuel burning torches (Tiki Torches) will not be used in any area other than family housing without prior approval of the FES. Fuel burning torches may be used outside family quarters provided they are used in a safe manner.

CHAPTER 12

WILDLAND FIRE CONTROL

12-1. **APPLICABILITY.** To all units and activities.

12-2. **DUTY/RESPONSIBILITY OF COMMANDERS.** Commanders of units engaged in field exercises are responsible for:

a. Developing a unit fire plan to protect against wildfire peculiar to this locality.

b. Arranging for construction of firebreaks, when applicable, around field activities, bivouac areas, etc.

c. Obtaining and placing in strategic positions, emergency fire fighting equipment for the initial attack on wildland fire control. Contacting the FES for proper type of fire fighting equipment.

d. Being aware of the prevailing fire danger class, and increasing fire watches during dangerous fire weather periods.

e. Training field personnel in the prevention and initial attack of wildfire control.

f. Providing escape routes or protection areas for personnel during periods of high fire danger.

g. Making initial attack on fires until arrival of the FES personnel or other organized fire fighting forces.

h. Providing support within the limits of available resources to the FES or other fire fighting forces engaged in fire suppression activities.

CHAPTER 13

PLACES OF PUBLIC ASSEMBLY

13-1. APPLICABILITY. Places of assembly include, but are not limited to, all buildings or portions of buildings used for gatherings of 50 or more persons for such purposes as deliberation, worship, entertainment, amusement, or awaiting transportation.

13-2. Maximum patron capacity shall be determined by FES IAW the NFPA Life Safety Code 101. The occupancy load of the room shall be posted in a conspicuous place near the main exit from the room. Signs shall indicate the number of occupants permitted for each room. Management personnel shall enforce strict compliance.

13-3. Management personnel will be responsible for ensuring that there are aisles of sufficient number and width to immediately evacuate all personnel in emergencies. Aisles, corridors, stairways, and passageways shall be free of obstructions.

13-4. An exit door shall not be provided with a latch or lock unless it is panic hardware.

13-5. Prior to patrons being present, management personnel will check and ensure that all emergency exits are unobstructed, operational, and clearly identified by required "EXIT" signs.

13-6. Managers of places of public assembly and recreational facilities will establish a sound fire prevention program and will assure that all employees have been adequately trained, and that they understand their fire prevention responsibilities, fire reporting, and facility evacuation procedures, and first aid fire fighting procedures. A certification system will be maintained to ensure training has been accomplished to include indoctrination of newly hired employees.

13-7. Use of candles or other open flame devices for decorative or lighting purposes in places of public assembly is prohibited unless approved by the Installation Fire Chief.

13-8. Fire evacuation drills, without evacuation, will be conducted monthly in all places of public assembly to ensure that assigned personnel are thoroughly trained in proper procedures for fire evacuation and suppression in case of fire.

13-9. Carpeting, curtains, and draperies installed in places of public assembly will be permanently fire-resistant and/or treated for fire resistance, as required. Certification to this effect will be maintained by all managers of public assembly facilities for review by FES personnel.

13-10. Decorative wall covering, wood or vinyl paneling, installed in places of public assembly, will have a flame spread of 0-25 and smoke development rating not to exceed 450. Requests will be forwarded to the Installation Fire Chief for review and approval prior to installation of wall covering, wood, or vinyl paneling.

13-11. All decorations to be used for special events (for example: bunting, banners, artificial floral designs, lighting, and Christmas decorations) will be approved by the Installation Fire Chief and inspected by the Fire Prevention Inspectors prior to use. Any decoration declared a fire hazard by the Installation Fire Chief or his representative will be removed. All decorations being put up in the hospital will be flame retardant and approved by the BAMC Safety Manager.

13-12. All seasonal or special decorations will be taken down immediately following the occasion and removed from the building.

13-13. Management personnel will notify the FES when there will be a large gathering of personnel (200 or more) for a function or party.

CHAPTER 14

MISCELLANEOUS

14-1. DECORATIONS:

a. All decorations and acoustical materials used on the interior or exterior of any building will be flameproof. The use of combustible vegetation (cornstalks, straw, hay, leaves, etc.) for decorations and/or to provide atmosphere is prohibited.

b. The use of open candles and/or open flames for atmosphere or decorative purposes in any facility presents a considerable fire hazard. The use of candles or open flames will be approved by the Installation Fire Marshal in writing (family quarters excepted).

c. Christmas trees will not be treated with flameproof materials, but will be cut back one inch with two 45-degree cuts at the base of the tree and placed in a container of water or wet sand. Natural trees will not be sprayed with decorative paint and will not be kept over ten calendar days.

(1) Natural Christmas trees will not be permitted in assembly, educational, health care, mercantile, or dormitory occupancies.

(2) Christmas trees will not obstruct corridors, exit ways, or other means of egress.

(3) Electrical lights are prohibited on metal artificial trees.

(4) Christmas trees will not be located on or near open flames i.e., candles, lanterns, kerosene heaters, gas-fired heaters).

d. Decorative lighting will be of the approved type (UL) and in serviceable condition. All decorations prior to being utilized in BAMC facilities shall be approved by the BAMC Safety Manager.

EXPLOSIVES:

Fireworks.

(1) Fireworks will not be stored, offered for sale, used, exploded, or burned at any point on the installation, except supervised displays authorized by Headquarters, United States Army Garrison, Fort Sam Houston, TX.

(2) Unauthorized fireworks found on the Post will be seized by representatives of the Fire Marshal or the Military Police.

(3) Any person using fireworks other than authorized displays may be liable for any loss caused by such use.

b. Smokeless Propellants and Small Ammunition

(1) Smokeless propellants intended for personal use in resealable original shipping containers may be stored in family quarters in quantities not in excess of 10 pounds.

(2) Small arms ammunition primers, not in excess of 5,000 rounds, may be stored in family quarters.

(3) Small arms ammunition, not in excess of 1,000 rounds total, may be stored in family quarters.

14-3. TENTAGE (MILITARY TENTAGE INCLUDED).

a. The original flame proofing, waterproofing, and mildew retarding treatment will not last the life of the tentage.

b. All tentage will be certified for flame proofing annually.

c. Tents that fail certification will be re-flamed proofed.

Appendix A

BUILDING MANAGER'S MONTHLY REPORT

(For use of this form, see AMEDDC&S & FSH Reg 420-5; the proponent is MCCS-BPW)

*****THIS FORM MUST BE SUBMITTED TO FIRE & EMERGENCY SERVICES DIVISION, BLDG 3830*****

REPORT DATE: BUILDING/SECTION/AREA: PHONE NUMBER: RANK/NAME OF BUILDING MANAGER:

1. Is CSFS Label 445 and CSFS Label 324 posted near telephones and Fire Evacuation plans posted?

2. Are all employees aware of Fire Reporting procedures (i.e., when and how to notify Fire Department)?

3. All Fire Extinguishers checked for condition, pressure, and hydrostatic testing dates IAW AMEDDC&S & FSH Reg 420-5, Chapter 4. (Complete reverse for all fire extinguishers.)

4. Fire Doors blocked in the open position?

5. Exit signs and Exit Directional signs in place and functional?

6. Unauthorized storage in stairwells or hallways?

7. All exit paths are clear and unobstructed?

8. Last fire drill conducted IAW AMEDDC&S & FSH Reg 420-5, Chapter 4?

9. Modifications to electrical systems (i.e., multiple plug adapters unauthorized extension cords, non-UL approved appliances, etc.)?

10. Unauthorized cooking equipment in non-designated areas?

11. Frayed, damaged, or exposed electrical wiring?

12. Switch plates, receptacle cover plates, etc., damaged or missing?

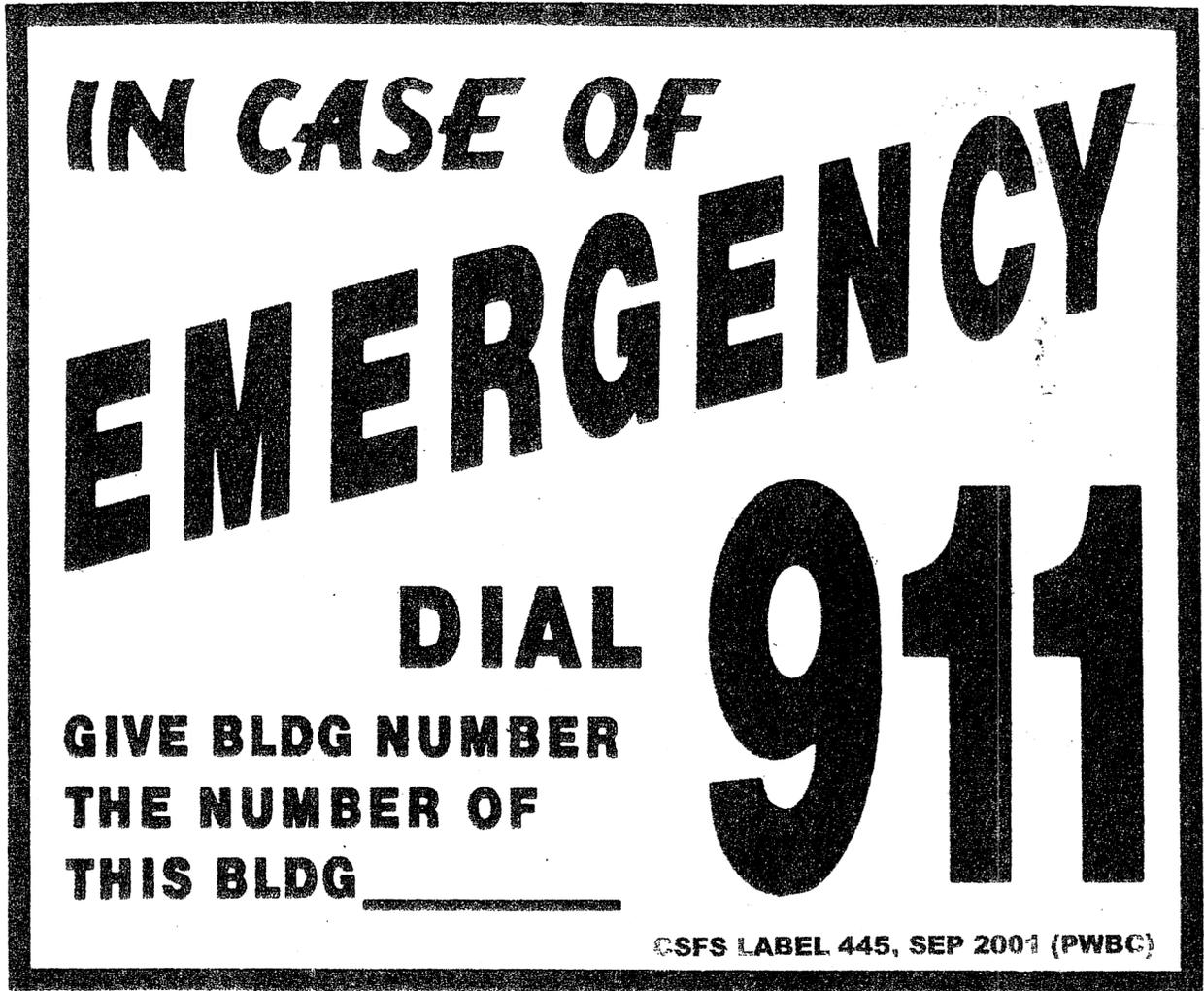
13. Unauthorized storage exit corridors or non-designated locations?

14. Fire Lanes, Fire Department Connections, and Fire Hydrants unobstructed?

15. Storage within 18" of ceilings, smoke/heat detectors, light fixtures, or sprinkler system heads?

16. Are Material Safety Data Sheets available for all chemicals, cleaning solutions, and hazardous materials?

17. Are all chemicals, cleaning solutions, and hazardous materials stored IAW manufacturer recommendations and FSH Reg 420-5?



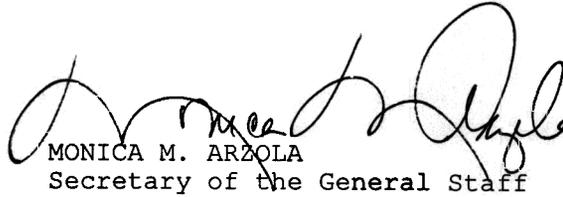
The proponent of this publication is Fire and Emergency Services Division, Directorate of Safety, Environment, and Fire. Users are invited to send comments and suggested improvements on DA Form 2028. Recommended changes to Publications and Blank Forms to HQ, Commander, U.S. Army Medical Department, and School and Fort Sam Houston, ATTN: MCCS-BFE-F, 2202 15th Street, Ste 36, Fort Sam Houston, TX 78234-5036.

FOR THE COMMANDER:

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Thomas E. Bailey

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