

JBAI 32-2001
BY ORDER OF THE COMMANDER JOINT BASE ANDREWS
JBA INSTRUCTION 32-2001
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Civil Engineer
ANDREWS FIRE PROTECTION PROGRAM
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This instruction establishes responsibilities and procedures to be followed in the performance of the fire prevention and protection program. It provides guidance and authority for establishing and conducting an effective, aggressive, and integrated fire prevention program to prevent real property, material, and aerospace vehicle loss. This directive applies to all personnel, activities (including tenants, and other agencies appropriated or non-appropriated), buildings, structures, and areas under the jurisdiction of the US Government at Joint Base Andrews (JBA) Naval Air Facility and its satellites. This instruction places specific prohibitions upon members of the Armed Forces, a violation of which is punishable under Article 92 of the Uniformed Code of Military Justice (UCMJ). Civilian employees will be disciplined under the appropriate provisions of applicable laws.

SUMMARY OF CHANGES

This revision changes the title from Andrews Air Force Base Instruction 32-2001 to Joint Base Andrews Instruction 32-2001, adds 301 981 9911 for reporting emergencies from cell phones and commercial phone lines. Flammable storage locker letter removed, and Fire Prevention Construction Design and Final Acceptance Checklist attachment added. Requirements for crowd managers established.

1. Objective. The objective of the fire prevention program at JBA is the preservation of life and property. Professional firefighters and reliable vehicles alone will not ensure a successful fire prevention program. The most crucial ingredients in an effective fire prevention program at all levels of command and supervision are awareness and involvement. Without involvement and support the program will fail, regardless of the resources applied. Certain portions of this instruction impose mandatory obligations and prohibitions on individual members of the Armed Forces; any violation of those obligations and prohibitions is punishable under Article 92(2), UCMJ. Failure to comply with the policies established here may also be punishable as dereliction of duty under Article 92(2), UCMJ, or may be subject to appropriate administrative actions.

2. Publicity. This instruction shall be conspicuously and permanently posted on each organization bulletin board in regularly occupied facilities. Fire reporting procedures shall be conspicuously displayed on each floor of all occupied facilities. A fire evacuation plan shall be displayed in buildings where the means of egress are not obvious, or where personnel must travel a considerable distance (50 feet or more) through interior enclosures to reach an exit door that leads directly to fresh air (exit discharge).

3. Authentic Standards

3.1. Fire protection standards developed by nationally recognized professional organizations apply to conditions not covered by this instruction or other Air Force publications. Such organizations include, but are not limited to Occupational Safety and Health Administration (OSHA), the National Fire Protection Association (NFPA), the Uniformed Building Code (UBC), and the Underwriters Laboratories (UL). Occupancies are classified IAW NFPA Life Safety Code 101, Uniform Building Code IBC) and the Unified Facility Code (UFC).

Chapter 1	RESPONSIBILITIES	4
1.1.	Authority Having Jurisdiction.	4
Chapter 2	FACILITY MANAGEMENT	6
2.1.	Functional Managers' Responsibility.	6
2.2.	Facility Managers' Responsibility.	6
2.3.	Supervisors' Responsibility.	7
2.4.	Quality Assurance Evaluators/Contract Monitors' Responsibility.	8
Chapter 3	FIRE SAFETY EDUCATION	9
3.1.	Fire Reporting and Evacuation.	9
3.2.	Places of Public Assembly.	9
3.3.	Fire Prevention Education.	10
3.4.	Evacuation Drills.	10
Chapter 4	FIRE PREVENTION INSPECTIONS	12
4.1.	Fire Prevention Visits.	12
4.2.	Deficiencies Noted During Inspections.	12
4.3.	Forms 1487, Fire Prevention Visit Report Routing.	12
4.4.	Facility Manager Responsibility.	12
Chapter 5	FIRE PROTECTION SAFETY EQUIPMENT AND SYSTEMS	13
5.1.	Fire Protection and Alarm Systems.	13
5.2.	Testing of New, Repaired or Modified Fire Alarm and Suppression Systems. .	13
5.3.	Fire Extinguishers.	14
5.4.	Exits and Exit Lights.	15
Chapter 6	FIRE SAFETY PRACTICES	16
6.1.	Electrical Fire Safety.	16
6.2.	Heating and Cooling Systems.	17
6.3.	Cooking and Cooking Appliances.	17
6.4.	Smoking Fire Safety.	17
6.5.	Fire Prevention Safety Practices.	17
6.6.	Draperies, Curtains, and Decorations.	18
6.7.	Handling of Flammable and Combustible Liquids.	19
6.8.	Handling of Explosives and Hazardous Materials.	19
6.9.	Welding, Cutting, and Brazing.	19
6.10.	Asphalt and Tar Kettles.	20

6.11. Painting Safety Practices.	20
6.12. Vehicle Safety Practices.	21
Chapter 7 FAMILY CHILD CARE HOME PROGRAM	22
7.1. Family Child Care.	22
7.2. Smoke Detectors.	22
7.3. Fire Extinguishers.	22
7.4. Fire Drills.	22
7.5. Fire Department Notification for Accepting Handicapped Children.	22
7.6. Termination of Care for Handicapped Children.	22
Chapter 8 PRESCRIBED AND ADOPTED FORMS	23
8.1 Forms Prescribed.	23
Attachment 1 GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION.	24
Attachment 2 FIRE REPORTING PROCEDURES.	25
Attachment 3 MONTHLY EXTINGUISHER CHECKLIST.	27
Attachment 4 FIRE PREVENTION CONSTRUCTION DESIGN and FINAL ACCEPTANCE CHECKLIST.	28

Chapter 1

RESPONSIBILITIES**1.1. Authority Having Jurisdiction (AHJ).**

1.1.1. HQ USAF/ILE. The Office of The Civil Engineer is the overall AHJ for Air Force fire protection policy and approval of permanent deviations to NFPA standards.

1.1.2. HQ AFCESA/CEXF. The Air Force Civil Engineer Support Agency's Fire Protection Division is the Office of the Chief, Air Force Fire Protection. HQ AFCESA/CEXF provides technical services to the major commands and direct reporting units, assists The Civil Engineer with oversight of fire protection programs, and implements standards to support fire protection and prevention programs. HQ AFCESA/CEXF is the overall AHJ for Air Force fire protection policy and approval of permanent deviations to the Unified Facilities Criteria (UFC) 3-600-01, *Design: Fire Protection Engineering for Facilities*.

1.1.3. AFDW/A7. The Air Force District of Washington Civil Engineer is responsible for execution, oversight, and compliance with, DOD, Air Force and OSHA regulations and NFPA standards as implemented by the Air Force. The AFDW/CE is the AHJ for approval of long-term (more than 18 month) deviations to NFPA standards. AFDW/CE forwards all requests for permanent deviations to NFPA standards to HQ USAF/ILE for approval. HQ USAF/ILE ensures that installation programs are provided with high priority and funding to maintain compliance with this program. HQ USAF/ILE is also responsible for validation and coordination of long term and permanent deviations that are forwarded to HQ AFCESA.

1.1.4. The Installation Commander (11 WG/CC) is the AHJ to approve the processes, procedures and programs developed locally for compliance with this instruction. The installation commander is the AHJ for approval of short-term (less than 18 months) deviations. The AHJ must ensure programs are assigned an appropriate priority for the associated risk and adequate funding for correction and compliance. They also approve Operational Risk Management (ORM) plans for deviations and forward to the AFDW/CE/SE. ORM plans must identify (1) functional areas in which the installation fails to comply with Air Force fire protection policies and (2) quantify the operational restrictions or other appropriate mitigating actions that fully offset the installation's failure to explicitly comply with those Air Force standards.

1.1.5. Base Fire Marshal. The Base Civil Engineer (11 CES/CC) is designated as the base fire marshal and is the AHJ responsible to the installation commander for the effective and efficient execution of the installation's fire protection program. Additionally, the fire marshal provides the fire chief with the necessary support to ensure the highest possible priority and funding of fire protection and prevention initiatives to accomplish mission support. The Fire Marshal is authorized to abate any operations or processes considered to be a fire, explosive or life safety hazard.

1.1.6. Fire Chief. The fire chief is directly responsible to the Base Civil Engineer for determining the resources required for the installation's overall fire protection program. The Fire Chief, in the absence of 11 CES Commander, also serves as the Base Fire Marshal. The Fire Chief will establish and implement an effective fire protection and prevention program, including hazardous materials, mutual aid, initial emergency medical care, confined space rescue, and emergency response programs. The Fire Chief is the AHJ for implementation of this instruction and serves as staff advisor to the 11 CES Commander and the AFDW/A7 on issues pertaining to fire, life safety and prevention.

1.1.7.1. For new construction, modification, or rehabilitation, the Fire Chief shall have the authority to review construction documents and shop drawings. The Fire Chief shall be given not less than 10 working days for the review process, more if the facility exceeds 20,000 Sq ft or has complex fire systems or life safety requirements. It is the responsibility of the applicant to ensure that the construction documents include all of the fire protection requirements and that the shop drawings are correct and in compliance with the applicable codes and standards. The Engineer Flight or Operations Support Flight manages fire protection engineering requirements as prescribed by the current edition of the UFC 6-300-01. The fire chief provides consultation and design recommendations regarding firefighting operational requirements. The fire chief is not responsible for system design. The fire chief coordinates on design drawings to signify review and that firefighting operational recommendations are incorporated. This coordination does not indicate fire protection engineering design acceptance or compliance. Review and approval by the AHJ shall not relieve the applicant of the responsibility of compliance with this Instruction. Where field conditions necessitate any substantial change from the approved plan, the authority having jurisdiction shall have the authority to require the corrected plans be submitted for approval. This applies to all construction on JBA or property under the jurisdiction of the 11 WG/CC.

1.1.7.2. The duties and responsibilities of the fire chief as listed in 4.7.1 above have been duly delegated to the Assistant Chief, Fire Prevention (11 CES/CEFP).

1.1.8. The Assistant Chief, Fire Prevention, is the AHJ responsible for executing and determining instruction, compliance, adequacy of life safety and approving acceptable measures or equipment that meet the objectives of this instruction. During coordination, where agreement cannot be reached, the installation commander's decision prevails.

1.1.9. The AHJ listed above and any senior fire officer is authorized to inspect at all reasonable times, any facility or premises for dangerous or hazardous conditions or materials as set forth in this instruction. The AHJ may order any person(s) to remove or remedy such dangerous or hazardous condition or material. Any person(s) failing to comply with such order shall be in violation of this instruction. Where conditions exist and are deemed hazardous to life and property by the AHJ, the AHJ shall have the authority to summarily abate such hazardous conditions that are in violation of this instruction.

Chapter 2

FACILITY MANAGEMENT

2.1. Functional Managers (as defined in AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Program*), shall comply with this instruction in the discharge of their responsibilities toward the fire prevention program on JBA. **Functional Manager**—the senior operating official at all levels exercising managerial control of an activity or operation (normally Group Commanders). This individual usually can acquire and commit resources for the abatement of occupational safety and health hazards. The AFDW/CC or Installation Commander designates functional managers.

2.1.2. Unit commanders shall make sure that fire prevention training is conducted in accordance with AFI 91-301 and that refresher training is given at least annually. This training will include annual hands on fire extinguisher training for personnel working on the flightline or in direct contact with aircraft or in aircraft hangers. The 11th Fire Protection Flight will provide this training twice monthly at the Fire Prevention Office or upon request with 15 or more attendees. Personnel working or assigned to any other location on JBA or property under the authority of the 11 WG/CC shall have hands on fire extinguisher training at a minimum every three years. On-line training will be accomplished annually when hands on training are not required. This training can be accomplished on the JBA home page or with the training DVD which may be signed out from the Fire Prevention Office. All personnel military, DOD civilian, and DOD contractors are required to complete the applicable training and a review of this instruction annually to be annotated on AF Form 55, **Employee Safety and Health Record**, or appropriate personal record IAW AFI 91-301.

2.2. Facility Managers Shall:

2.2.1. Be responsible to the Functional Manager to execute a comprehensive Fire Prevention Program. The program must comply with AFI 32-2001, *The Fire Protection Operations And Fire Prevention Program*, AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*, this instruction and other DOD and Air Force directives in order to discharge their duties toward fire prevention.

2.2.2. Develop fire reporting procedures for their unit to be followed in the building or facility when a fire is discovered. These procedures will include, but not be limited to items in chapter 3, and include measures for extreme cold weather and accurately depict the floor plan, evacuation route and gathering point. Sample Fire Reporting and Evacuation procedures are located in Attachment 2. These procedures will be reviewed and updated bi-annually.

2.2.3. Ensure that each telephone instrument located within their areas of responsibility has a phone sticker JBA VA 32-110, **On-Base Fire Label**, with fire/emergency reporting telephone numbers. Fire inspectors will provide this visual aid for commercial and private

telephones located on base. These stickers can also be obtained at the Fire Prevention Office, Building 3464.

2.2.4. Coordinate through the Civil Engineer Customer Service Office located in building 3465, room 106, all AF Form 332, **BCE Work Requests**, that are to correct fire discrepancies, new construction, renovation projects, or to accomplish self-help projects. Should you have any questions regarding fire prevention and protection in processing your AF Form 332, please contact the Fire Prevention Office, extension 2-6977/6953

2.2.5. Maintain a record of all fire evacuation drills in their fire prevention folders. Reports will indicate date, time, and number and names of personnel who participated. This will be an item of interest when inspectors conduct scheduled fire prevention visits. The type of occupancy will determine the frequency for fire drills, but annually shall be the minimum.

2.2.6. Keep a six-part fire prevention folder for each facility under facility manager's jurisdiction. Keep information for three years unless identified by the fire department to be kept longer. Arrange each folder in the following manner:

2.2.6.1. Section 1 - Current copy of this instruction.

2.2.6.2. Section 2 - Current copy of the facility Fire Reporting and Evacuation Procedures. These requirements are in addition to the procedures posted in areas available to employees.

2.2.6.3. Section 3 - Copies of AF Form 1487, **Fire Prevention Visit Report**, occupant load, and any communications concerning fire prevention actions and requirements.

2.2.6.4. Section 4 - Copies of all AF Form 332's, work orders, and self-help projects.

2.2.6.5. Section 5 - List of all employees by name and date they received their initial fire prevention training, annual training thereafter given to them on a training report and/or AF Form 55 or other appropriate form.

2.2.6.6. Section 6 – Maintain a copy of any correspondence and email pertinent to the fire prevention and life safety of your facility to include certification of fire/smoke density of building materials and wall coverings, monthly extinguisher checks and annual fire detection/system test for a minimum of five years.

2.3. Supervisors shall:

2.3.1. Include their fire reporting procedures and applicable parts of this instruction as part of their AFOSH training program.

2.3.2. Give refresher fire prevention training at least annually to all personnel assigned in their area of responsibility. Annual training will include a review of JBAI 32-2001 and be annotated on AF Form 55, or other approved document IAW AFI 91-301.

2.3.3. Make sure their work area is free of all fire hazards before leaving for the day.

2.4. Quality assurance evaluators/contract monitors for all contractors and concessionaires shall:

2.4.1. Ensure contractors/concessionaires under their oversight comply with this instruction while working on JBA or areas under the jurisdiction of JBA where this instruction applies.

2.4.2. Ensure contractors/concessionaires take necessary action to correct any and all fire hazards or safety discrepancies.

2.4.3. Ensure contractors/concessionaires are familiar with fire reporting procedures.

2.4.3. Ensure contractors/concessionaires comply with the requirements for AF Form 592 when welding, cutting, and brazing and when working with any open flame.

2.4.4. Ensure contractors/concessionaires have the proper fire safety equipment on hand and accessible. Equipment must be current and completely operational.

Chapter 3

FIRE SAFETY EDUCATION

3. Fire Reporting and Evacuation. It is the responsibility of anyone who detects the presence or indications of a fire, to immediately evacuate the building or areas involved and notify the JBA Fire Department. Use one of the following methods:

3.1. Activate any installed fire alarm system and telephone the fire department. Where no installed system is available, commanders shall establish a clear, distinct signal to alert assigned personnel in the event of a fire.

3.1.1. Dial 911 from government phones or 301 981 9911 from all cellular and non government phones.

3.1.2. Give name.

3.1.3. State building number or address.

3.1.4. State location of fire and what is burning (if known).

3.1.5. Give call back number.

3.1.6. Dial 911 when reporting emergencies at Brandywine, Summerfield, or Davidsonville provide information requested in 3.1.2, 3.1.3, 3.1.4, and 3.1.5 above. NOTE: DO NOT hang up the phone unless in danger or until requested to do so by alarm/communications operator.

3.1.7. All personnel will evacuate the building by way of nearest exit door and assemble at a specified location whenever the fire alarm bells are heard. NOTE: REPORT ALL FIRES TO THE FIRE DEPARTMENT IMMEDIATELY, EVEN IF THE FIRE HAS BEEN EXTINGUISHED. NEVER USE AN ADMINISTRATIVE LINE; ALWAYS DIAL THE EMERGENCY NUMBER 911.

3.2. Places of Public Assembly. Assembly occupancies include, but are not limited to, all buildings or portions of buildings used for gathering together 50 or more persons for such purposes as deliberation, worship, entertainment, eating, drinking, amusement, or awaiting transportation. These facilities require extraordinary actions to prevent fires. To help prevent life and property loss and to ensure the fire safety of these facilities, managers shall:

3.2.1. Maintain a copy of all correspondence and email pertinent to fire prevention and life safety for your facility to include certification of fire/smoke density of building materials and wall coverings, annual deep fat fryer certifications, hood and duct cleaning records, daily hood and filter cleaning, and monthly extinguisher checks. Maintain a record of annual fire detection and fire suppression system test in section 6 of the facility manager's folder.

3.2.2. Conduct a daily closing fire safety inspection of their assigned facility. Document date and time and maintain in part three of the six-part folder above.

3.2.3. Each deep fat fryer shall have a metal cover available to cover the vessel when the unit is not in use or if a fire occurs. Test the primary and secondary thermostats installed on the deep fat fryers at least annually. Record and maintain this as outlined in section 3.2.1.

3.2.4. Notify the Fire Prevention Office, extension 2-6977, at least 10 workdays before any major social event where temporary decorations, large crowds, or unusual arrangements are involved.

3.2.5. Ensure that facility occupant load capacities are never exceeded. This will ensure safe and swift evacuation during an emergency.

3.2.6. Assembly occupancies shall be provided with a minimum of one trained crowd manager or crowd manager supervisor. Where the occupant load exceeds 250, additional trained crowd managers or crowd manager supervisors shall be provided at a ratio of one crowd manager or crowd manager supervisor for every 250 occupants, unless otherwise permitted by the following.

3.2.7. This requirement shall not apply to assembly occupancies used exclusively for religious worship with an occupant load not exceeding 2000.

3.2.8. The ratio of trained crowd managers to occupants shall be permitted to be reduced where, in the opinion of the authority having jurisdiction, the existence of an approved, supervised automatic sprinkler system and the nature of the event warrant.

3.2.9. The crowd manager shall receive approved training in crowd management techniques. Maryland State Fire Marshal's Office provides, at no charge, a crowd management e-course at <http://www.firemarshal.state.md.us/crowdmanager/bginfo.html>.

3.3. Fire Prevention Education:

3.3.1. Fire prevention personnel are available to all organizations and social groups, by written request, with a minimum notice of 10 working days to 11 CES/CEFP for fire prevention education. Resources available are WG training, lectures, demonstrations, videos, and films. This education can be used to augment orientation and periodic training which are required by this instruction, AFI 91-301, and AFI 32-2001. Some of the training the 11 CES/CEFP can provide: fire safety briefings, annual fire extinguisher training, facility, and functional managers training. Units provide initial workplace safety training within 7 duty days of arrival of newly assigned personal.

3.4. Evacuation Drills. Practicing order and control and reinforcing procedure are the primary purposes of fire evacuation drills. Speed in emptying buildings, although important, is not the primary objective and should be secondary to proper order, control, knowledge and ability to perform the procedures correctly.

3.4.1. The Fire Prevention Office will assist in conducting fire evacuation drills by activating the alarm system (see section 5.1.2) when requested by the facility manager in writing. Such requests must be received at least 10 workdays prior to proposed time of the fire evacuation drill. Submit requests to 11 CES/CEFP.

3.4.2. Facility managers of all dormitories, whether tenants or permanent party, shall exercise annual evacuation drills.

3.4.3. Munitions storage areas will comply with AFMAN 91-201, **Explosive Safety Standards**.

3.4.4. All regularly occupied facilities shall exercise annual fire evacuation drills. Fire evacuation drills may be conducted during the annual fire prevention visit.

Chapter 4

FIRE PREVENTION INSPECTIONS**4. Fire Prevention Inspections.**

4.1. Fire protection personnel conduct visits annually as required by AFI 32-2001 and OSHA guidance. More frequent inspections may be required based on occupancy or operations performed in facility.

4.1.2. Unscheduled fire prevention visits of facilities are conducted in accordance with AFI 32-2001. Unit commanders may request an unscheduled visit when they determine it is desirable.

4.1.3. Inspection procedures shall be in compliance with the requirements outlined in AFI 32-2001, NFPA standards, and AFI 91-301 and this instruction.

4.2. Fire hazards and fire safety deficiencies noted during a fire visit shall be corrected in accordance with AFI 32-2001 and AFI 91-301 and this instruction.

4.3. AF Forms 1487, Fire Prevention Visit Report are sent to the Functional Managers to keep them advised of their fire prevention program effectiveness.

4.4. The Facility Manager is responsible to correct or put in motion the necessary work requests to correct any fire and life safety deficiencies noted on the AF Form 1487, Fire Prevention Visit Report. The corrective actions taken are then annotated on the reverse side of the form and routed back to 11 CES/CEFP via the Functional Manager after his/her signature. NOTE SUSPENSE IN BLOCK 4 AND 5 OF FORM.

Chapter 5

FIRE PROTECTION EQUIPMENT AND SYSTEMS**5. Fire Protection and Alarm Systems.**

5.1. These systems are installed for the protection of life and property, and shall not be tampered with. Willful transmission or reporting of a false fire or emergency alarm is prohibited. Violators will be subject to prosecution under the UCMJ and applicable civil law. Personnel must activate fire alarms without hesitation to warn building occupants whenever an actual fire is discovered, when there is any indication whatsoever of an abnormal condition, where the presence of fire is a possibility, or where fire is imminent.

5.1.2. Only authorized fire department personnel will activate fire alarm systems for the purpose of fire evacuation drills.

5.1.3. Fire suppression systems and components (e.g. risers, underwing nozzles, sprinklers, system connections, and detectors) located in facilities shall not be obstructed to hamper its operation or accessibility. Proper clearance shall be maintained at all times around fire detection devices, alarms and sprinkler heads IAW applicable AFIs and NFPA standards. Parking spaces will not be designated in areas that obstruct or hamper access to these components. A minimum of 15 feet (7 ½ feet from center of device) clear space shall be maintained at all times.

5.2. Acceptance testing of new, repaired or modified fire alarm and suppression systems for all facilities on JBA or property under its jurisdiction will be coordinated through the 11 CES/CEFP. The project manager for the facility being tested will give a written 10 workday notice of test to be conducted to the 11 CES/CEFP.

5.2.1. All systems will be installed by competent certified personal to complete the work performed. The installer will provide all necessary equipment, and personnel to conduct the test. The AHJ (Assistant Chief Fire Prevention) will determine the type of test to be conducted.

5.2.2. All systems installed on JBA and property under its jurisdiction shall as a minimum meet the following requirements:

5.2.3. Meet the current NFPA standards for fire alarm detection and suppression systems.

5.2.4. Be a class A system, compatible with the base system, have a programmable addressable fire alarm panel with a 60 hour battery backup system.

5.2.5. 11 CES/CEFP will be provided with plans, engineering specifications and as installed plans/blueprints 10 working days prior to the test.

5.2.6. The alarm detection system will be completely operational when the 10 day notice is given. There will be no trouble, supervisory or detection alarms indicated on the fire alarm panel.

5.2.7. Not less than 48 hours prior to test start the fire alarm detection system will be placed on battery power by the installer and the fire alarm panel will be sealed by 11 CES/CEFP personal.

5.2.8. Attachment 4 Fire Prevention Construction Design and Final Acceptance Checklist shall be used on all construction, renovation, upgrade, and major repair projects that involve altering, modification, installation, upgrading or any work that incorporates a life safety feature. All items in this attachment shall be completed and the checklist filled out completely before final acceptance testing shall be done.

5.3. Fire Extinguishers:

5.3.1. Organizations which have jurisdiction over exterior aircraft parking areas or areas where engine starts or aircraft maintenance is performed are responsible for proper placement of fire extinguishers. Flight line personnel discovering extinguishers requiring maintenance shall report the number of the extinguisher, and location of the extinguisher to the Fire Prevention Office, extension 2-6977.

5.3.2. Using organizations are responsible to provide fire extinguishers to support fire protection of the facility they use. Facility managers are to coordinate with the Fire Prevention Office to ensure proper type, placement and amount of fire extinguishers that are required to protect their facility. Fire extinguishers, other than flight line extinguishers, which are accidentally discharged, used to suppress fires, misused, or which show other deficiencies, shall be taken to Building 3464 by the using organizations, for servicing and minor repair; call extension 2-6977 or 6953 for an appointment. Using organizations replace unserviceable or discharged fire extinguishers, and dispose of their unserviceable fire extinguishers.

5.3.3. Fire extinguishers, other than flight line extinguishers, shall not be moved from one place to another in a building or from one building to another, without prior approval of the Fire Prevention Office, extension 2-6977.

5.3.4. Access to fire extinguishers shall be unobstructed at all times.

5.3.5. Tampering with, or the unauthorized use of fire extinguishers is strictly prohibited. Vandalism of fire extinguishers will be reported to security forces at 2-4442. Authorized use of fire extinguishers consists of use in extinguishing fires or when approved by the fire department.

5.3.6. Facility managers shall ensure that portable extinguishers are inspected monthly in accordance with AFOSH STD 91-501 and NFPA 10. Monthly fire extinguisher inspection shall be annotated on a locally generated inspection form (See Attachment 3) and faxed, hand carried or e-mailed quarterly to 11 CES/CEFP. Their fax number is (301) 981-1112.

5.3.7. Extinguishers affixed to mobile equipment and aircraft are the responsibility of the using organization and will be handled IAW AFOSH STD 91-501, DOT and NFPA 10 requirements.

5.3.8. Flightline fire extinguishers are not the property of the using organization, and are not to be stored in hangars, parking areas and other locations for use solely on those aircraft. Flightline extinguishers are provided for use on all mission assigned and transient aircraft IAW applicable TAs and assigned using T.O. 00-25-172.

5.3.8.1. Flightline extinguishers are assigned 1 per large frame aircraft, one for every two medium, and one for every three small frame aircraft unless the mission meets one or more of the exception in T.O. 00-25-172.

5.4. Exits and Exit Lights:

5.4.1. All exits shall be so located and access so arranged that they are readily accessible at all times. Where exits are not immediately accessible from an open floor area, safe and continuous passageways, aisles, or corridors shall be arranged so as to provide convenient access for each occupant to at least two exits by separate ways of travel.

5.4.2. When lighted exit signs are installed, they must be illuminated at all times. Facility managers shall monitor these signs and when possible, change burned-out bulbs on a self-help basis or notify 11th Civil Engineer Service Call Desk, extension 2-5151.

5.4.3. Exit doors and doors used in conjunction with exits shall be unlocked while the buildings they are serving are occupied.

5.4.4. Exit access to exit doors and exit discharge shall not be blocked or obstructed as to prevent or hinder evacuation of facility occupants.

5.4.5. At no time shall an exit corridor, exit access or any part to a means of egress be blocked or used as storage or staging area for equipment or other materials.

5.4.6. Exit lighting and all parts of an exit shall comply with NFPA 101 Life Safety Code.

Chapter 6

FIRE SAFETY PRACTICES**6.1. Electrical Fire Safety.**

6.1.1. Installation, maintenance adjustments, or alterations to electrical wiring or installed applications shall be accomplished only by civil engineer electricians or those contractors and licensed electricians designated by the base civil engineer. Such installations, adjustments, or alterations shall be in compliance with current Air Force and National Fire Code guidelines.

6.1.2. Fuses and circuit breakers shall not exceed the rated capacity. Fuses shall not be bridged, and circuit breakers shall not be taped or wired into the ON position. Electrical panels, circuit breakers/fuses, and circuit control boxes shall be marked to identify the area controlled. Doors or cover plates on fuse boxes or circuit panels shall be closed and accessible at all items. Clearances of 3 feet on all sides of circuit control boxes are outlined in the National Electrical Code.

6.1.3. Use of multi-plugs or adapters are prohibited with the exception of surge protectors or multi-plug power strip extension cords required for use in conjunction with computer system and components, or other complex electrical component systems. Surge protectors and similar protective multi plug power strips shall be UL or FM listed.

6.1.4. Do not use extension cords in place of permanently installed wiring. Submit a work request to 11th Civil Engineer Squadron for additional electrical outlets instead of continually using extension cords. Electrical extension cords, when authorized for use shall:

6.1.4.1. Be of a type appropriate to the electrical load and UL listed. No more than one appliance shall be plugged in or used at the same time from an extension cord.

6.1.4.2. Be of one continuous length without splice or tape. Cords shall not be draped over pipes or equipment, passed under carpets or mats through doorways, walls or windows, or placed in manner that will subject them to unseen mechanical damage. Remove frayed or faulty cords from service immediately.

6.1.4.3. Extension cords of proper length shall be used when needed and not be connected one to another otherwise known as "Daisy Chaining."

6.1.5. Abandon or disconnected electrical wiring, components and conduit shall be removed.

6.1.6. All electrical junction boxes, switches and electrical outlets shall have the proper covers in place at all times.

6.1.7. All facility modifications or construction involving electrical components shall be accomplished by CE craftsmen or certified and authorized electrician.

6.2. Heating and Cooling Systems.

6.2.1. Mechanical rooms, such as air-handler, furnace, or boiler rooms, of base facilities shall not be used for storage and kept free of materials not directly related to the air handler's operation. Entry to these rooms shall be by authorized civil engineer or contractor personnel only and be locked at all times.

6.2.2. In NO case shall flammable or combustible liquids or similar materials be stored in these areas.

6.3. Cooking and Cooking Appliances.

6.3.1. Coffee pots/machines must be placed on a non-combustible surface (metal) and shall not have timing devices as to allow automatic operation.

6.3.2. Electrical cooking appliances such as toasters, toaster ovens, crock-pots, warming devices, and grills are prohibited unless used where Air Force cooking facilities/kitchens are provided not to include work center break areas. Written approval for use of such electrical appliances can be obtained from the Fire Prevention Office for special functions and gatherings. Submit requests to 11 CES/CEFP not less than 10 workdays prior to the event.

6.3.3. Commercial cooking facilities must clean grease filter daily or more often if build up dictates. Clean all exposed hood and filter equipment, and deep fat fryers daily or more often if needed. All deep fat fryers' thermostats must be tested annually by a certified technician, and a record of the testing maintained on site by the facility manager. Any facility operating a deep fat fryer must have the appropriate class K fire extinguishers, properly serviced and operational within the travel distance of the fryer.

6.4. Smoking Fire Safety.

6.4.1. In conjunction with the Air Force policy on smoking and tobacco use, smoking is prohibited in all government facilities.

6.4.2. Smoking on the aircraft parking ramp, taxiways or within 100 feet of their perimeters' is strictly prohibited.

6.5. Fire Prevention Safety Practices. All personnel have a responsibility to practice good housekeeping to ensure a fire safe environment throughout the base.

6.5.1. The storage of combustibles in areas under floors, and stairways or stairwells, and above ceilings, is prohibited.

6.5.2. Wastebaskets should be emptied daily or as needed. Occupants of facilities where contract cleaning services are provided are not exempt from this requirement.

6.5.3. Keep the outside areas of buildings free of any accumulation of lumber, trash, weed, grass, or dried vegetation. No materials shall be stored in close proximity to the exterior of facilities.

6.5.4. There shall be no open fires on base, such as burning leaves, grasses or any like material to include the use of patio type fireplaces and other heating and open flame producing devices.

6.5.4.1. Bonfires for public gatherings at the base lake or other open areas are prohibited without the written approval of the Fire Prevention Office, Base Fire Marshal and 11 WG/CC. Submit the request, in duplicate, at least 10 workdays in advance of the proposed controlled burning to 11 CES/CEFP.

6.5.4.2. If approved fires will be a minimum of 50 feet from any structure and other combustibles.

6.5.5. Keep clothes dryer, associated vents, and filters free of lint accumulation.

6.5.6. All fireworks including: bottle rockets, roman candles, bombs, sparklers, firecrackers, and so forth are prohibited.

6.6. Draperies, Curtains, and Decorations.

6.6.1. Only flame retardant draperies, carpet, decorative wall hangings, and curtains may be used in buildings. Facility managers are responsible to maintain a copy of the manufacturer's fire retardant certification in the facility fire prevention folder.

6.6.2. The use of candles or incense is prohibited on base or any property under JBA jurisdiction with the following exceptions:

6.6.2.1. During religious services in base chapels. Candles and incense must be monitored at all times.

6.6.2.1.1. The burning of incense in buildings other than the base chapels is prohibited.

6.6.2.2. Special events in the Club at Andrews, and in the dining facilities, candles used in these facilities must be in a non-tip over, noncombustible holder, and monitored at all times.

6.6.3. Decorations for parties or special functions, regardless of where they are used, must be approved by the base Fire Prevention Office before they are put into use, except in military family housing area.

6.6.4. Christmas tree lights, decorations, and wiring shall be UL or FM approved and in good repair without splice or tape. Christmas trees, tree lights, or other decorations shall be removed immediately if declared unsafe by fire prevention inspectors.

6.6.4.1. Christmas lighting shall be kept to a maximum of three strands in any one length.

6.6.4.2. Christmas lighting shall be connected directly to an electrical wall receptacle or to a UL approved power strip or surge protector. Multiple plug adapters are prohibited.

6.6.5. Only artificial UL or FM approved trees will be utilized in dormitories to include individual rooms, dayrooms, or common areas. The use of UL or FM listed artificial trees is recommended.

6.6.6. Holiday lights and other electrical holiday decorations shall be turned off and unplugged when occupant leave facility or house. Holiday decorations must be removed not later than 7 days after the holiday.

6.7. Storage and Handling of Flammable and Combustible Liquids. These agents will be closely monitored by using organizations. Harmless agents may react violently upon contact with each other or with common materials such as water, wood, metal shavings, or rubbish.

6.7.1. Store and handle all such agents in accordance with AFOSH Standard 91-501, and the National Fire Codes.

6.8. Storage and Handling of Explosives and Hazardous Materials.

6.8.1. Store and handle explosives in accordance with current directives of the Department of Transportation (DOT) and Department of Defense (DOD), AFMAN 91-201, and other Air Force directives.

6.8.2. Store and handle hazardous material in accordance with AFOSH STD 91-501 *Air Force Consolidated Occupational Safety Standard*. Hazardous Materials Managers shall comply with the 11 WG *Hazardous Materials Planning and Response Plan*, 11 WG Facility Response plan and the 11 WG Spill Prevention, Control and Countermeasures Plan. All hazardous materials managers must comply with Environment Compliance Assessment and Management Program, and all Federal and State laws and regulations. For specific guidance, contact 11 CES/CEV, extension 2-2579.

6.8.3. Organizations handling or storing hazardous material shall provide the fire department with a list of hazardous material within their facilities. Send all information to 11 CES/CEFO and CEFP.

6.9. Welding, Cutting, and Brazing.

6.9.1. Welding, cutting, brazing and soldering as well as operations that may produce sparks or have open flames conducted on equipment or property under the jurisdiction of JBA will be in compliance with the requirements of AFOSH Standard 91-5, *Welding, Cutting, and Brazing*.

6.9.2. To obtain an AF Form 592, **USAF Welding, Cutting and Brazing Permit**, contact the Base Fire Department Communications Center (extension 301-981-4985/6). This is required for all operations conducted, except in approved welding or cutting shops. Approved shops are those meeting the requirements of AFOSH 127-5, have a signed letter by the base fire chief, and must be renewed annually.

6.9.3. Fire Extinguishers:

6.9.3.1. Minimum of two (4A 60BC) extinguishers must be at each operational site during all welding, cutting, brazing and soldering operations.

6.9.3.2. Fire extinguishers must be fully charged and maintained IAW NFPA standard 10, be within 25 feet of operation with a clear unobstructed path to retrieve in case of use.

6.9.4. All operations will meet standards including OSHA 1926.150 and 1910.252-.255.

6.9.5. All safety equipment is required to be in place before operation or AF Form 592 is issued including proper backflow preventions devices, blankets when required and cylinder gauge protectors.

6.10. Asphalt and Tar Kettles.

6.10.1. Written approval must be coordinated with the fire department prior to placing kettles in use. To obtain an AF Form 592, **USAF Welding, Cutting and Brazing Permit**, contact the Base Fire Department Communications Center (extension 301-981-4985/6).

6.10.2. Asphalt and tar kettles must be located at least 20 feet from buildings on a non combustible surface, and constantly watched while in use. In case of fire, call the fire department by dialing 911, smother flames by closing lid and if required use appropriate fire extinguishers. The base fire chief or designated representative may approve deviations.

6.10.3. Asphalt and tar kettles must be equipped with operating temperature gauges which must be kept clean.

6.10.4. Containers of compressed gas for heating tar shall be no less than 15 feet away and secured to prevent falling.

6.20.5. A minimum of two (4A 60BC) extinguishers must be on site during all asphalt/tar kettle operations.

6.10.6. Shutoff valves must be located on the fuel supply line to all asphalt/tar kettles.

6.10.7. Ensure Kettles are not within 15 feet of a means of egress.

6.10.8. Kettles will be setup and operated in a marked controlled area.

6.10.9. Kettle temperature will be maintained at least 25 degrees below the EVT of the asphalt to reduce the risk of fire.

6.11. Painting. Spray painting of any type will be in accordance with AFOSH Standard 91-17, *Interior Spray Finishing*; 11 WGI 21-106, *Painting of Aircraft in Hangars* or other applicable DOD and USAF directives/technical orders.

6.11.1. All electrical or spark producing equipment will meet the NEC standard for operations in paint booth.

6.11.2. All fire and safety equipment must be fully operational. Excess paint buildup will be kept at a minimum and any booth filter maintained and cleaned.

6.12. Vehicle Discipline. Do not park or store privately owned vehicles, including motorcycles, mopeds, and government vehicles inside government buildings or structures unless the buildings or structures are specifically designated for this purpose. Under certain conditions, a waiver for government vehicles only may be approved by the base Fire Prevention Office (11 CES/CEFP). At no time are unattended vehicles of any kind permitted to be parked in designated fire lanes, or in front of fire department connection, hydrants, or to block or prevent emergency response vehicles access to connections or facilities. Vehicles shall not park within 15 feet of flightline fire hydrants or 10 feet of a noncombustible building and 20 feet of a combustible building or exit discharge. Non emergency vehicles shall not follow closer than 200 feet of responding emergency apparatus.

6.12.1. Vehicles operating on the flightline and in aircraft hanger will comply with AFOSH STD 91-100 to include the following:

6.1.2.1. Fire vehicles have priority

6.12.1.2. Air Force general or special purpose vehicles do not require spark arresters. However it is very important to be aware that vehicle ignition and power systems are not designed to be operated in hazardous atmospheres.

6.12.1.3. Vehicles will not be parked unattended in front of hanger doors.

6.12.1.4. Vehicles equipped with metal wheels or studded tires are prohibited from operation in hangers.

6.12.1.5. When mission requirements or weather conditions create a need to park vehicles inside hangers, a plan for isolated parking area will be developed and approved by the group commander in coordination with the installation ground safety, fire protection, and BE officials.

6.12.1.6. This special parking area will be outside of any potential hazard area and ventilated as required by AFOSH Standard 161-2.

6.12.1.7. Vehicles will not be driven within 25 feet of fuel spills.

Chapter 7

FAMILY CHILD CARE HOME PROGRAM

7.1. Family Child Care. The operation of family child care in military family housing units requires that extraordinary actions be taken to prevent fires, and to prevent loss of life and property. Each family child care provider will ensure that all fire protection requirements in AFI 34-248, *Child Development Program*, are met at all times. Family child care providers will:

7.1.1. Keep a 6-part fire prevention folder provided by the FCC Coordinator containing information for the current calendar year unless identified by the Fire Prevention Office to be kept longer. Keep each folder in the following manner:

7.1.2. Section 1 - Section K, AF1 34-248, Chapter 11, Life Safety Code.

7.1.3. Section 2 - Fire Safety Checklist.

7.1.4. Section 3 - Fire reaction plan and evacuation drawing.

7.1.5. Section 4 - Record of monthly evacuation drills.

7.1.6. Section 5 - Record of smoke detector tests and fire extinguisher inspections.

7.1.7. Section 6 - Record of fire prevention inspections.

7.2. Inspect and test smoke detectors on a monthly basis.

7.3. Mount a minimum of one (2A-10BC) rated fire extinguisher in a conspicuous, readily accessible location in or near the kitchen where it will be safe from potential damage. Inspect fire extinguishers on a monthly basis.

7.4. Conduct fire drills, at least monthly. Fire drills will include actual evacuation of all occupants to the place pre-designated by the fire reaction plan in the fire prevention folder. Instruct all children on proper fire reaction procedures immediately upon initial arrival (infants not included).

7.5. Advise the Fire Department Communications Center immediately upon taking responsibility for any physical or mentally handicapped children, including the provider's own children.

7.6. Advise the fire department immediately when handicapped children are no longer being cared for under the Family Child Care Home program.

Chapter 8

PRESCRIBED AND ADOPTED FORMS

8.1. Forms Prescribed.

8.1.1. JBA VA 32-110, On-Base Fire, Police, Ambulance, and HAZ-MAT Label.

8.1.2. JBA VA 32-110, Off-Base Fire, Police, Ambulance, and HAZ-MAT Label.

A handwritten signature in black ink, appearing to read "Ken Rizer". The signature is written in a cursive, flowing style.

KENNETH R. RIZER, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION****References****DoD Publications**

Unified Facilities Criteria (UFC) 3-600-01, *Fire Protection Engineering for Facilities*, 14 Jul 2009

Unified Facilities Criteria (UFC) 3-600-02, *Operations and Maintenance: Inspection, testing, and Maintenance of Fire Protection Systems*, 14 Jul 2009

Air Force Publications

AFI 32-2001, *Fire Emergency Services Program*, 9 Sep 2008

AFMAN 91-201, *Explosive Safety Standards*, 18 Oct 2001

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*, 01 Jun 1996

AFOSH STD 91-501, *Air Force Occupational Safety and Health Standard*, 07 Jul 2004

TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, 15 May 2008

National Fire Protection Association

NFPA 10 Portable Fire Extinguishers, 2010 Edition

NFPA 13 Standard for the Installation of Sprinklers, 2010 Edition

NFPA 25 Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems, 2011 Edition

NFPA 70 National Electrical Code, 2011 Edition

NFPA 101 Life Safety Code, 2009 Edition

Occupational Safety Health Administration

OSHA 1926.150, 20 June 1993

OSHA 1910.252, 30 June 1993

Attachment 2**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 11 TH WING (AFDW)**

*******(SAMPLE)*******

MEMORANDUM FOR ALL PERSONNEL

FROM: (YOUR ORGANIZATION)

SUBJECT: Fire Operating Instructions for Facility _____

1. **This Operating Instruction (OI) is required by JBAI 32-2001.**
2. **Fire Reporting Procedures:**
 - a. In case of fire, activate the fire alarm system or shout, "Fire, Fire, Fire" or implement other established and approved notification plan if no local fire alarm system is installed.
 - b. **Dial 911, 301 981 9911 from cellular and non government telephones.** If it is not safe leave facility to do this via cell phone or nearby facility.
 - c. Give your name, building number, fire location and type of fire (if known).
 - d. DO NOT hang-up until released by the dispatcher.
 - e. If possible attempt extinguishment of the fire.
 - f. Give call back number.
3. **Evacuation Procedures:**
 - a. All personnel will familiarize themselves with the closest fire exit to them and an alternate.
 - b. The person reporting the fire will meet the fire department and render assistance to them in locating the fire as required.
 - c. All personnel should assemble at a designated meeting place at least 75 feet away from the facility.
 - d. Render First Aid and Buddy Care to all injured personnel until relieved by someone more qualified.
4. ***This OI shall be posted on all bulletin boards and filed in the Fire Prevention Folder.***

Facility Manager Signature
(Name, Rank, USAF)
(Duty Title)

Functional Manager Signature
(Name, Rank, USAF)
(Duty Title)

1st Ind, 11 CES/CEFP

MEMORANDUM FOR (Your Organization)

Approve/Disapprove

Attch: 1

CHRISTOPHER PARKS, DAF
Assistant Chief Fire Prevention

Attachment 3

Year _____ MONTHLY FIRE EXTINGUISHER CHECKLIST for FACILITY # _____

Facility managers are required to inspect extinguishers each month in accordance with AFOSH Std 91-501.

Fax a copy of this record to the Fire Prevention Office, 11 CES/CEFP, quarterly. Office (301) 981-6977 or 6953, FAX (301) 981-1112

Facility Manager: _____													
Phone #: _____	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Extinguisher Serial#, Location, Expiration Date													
*** SAMPLE ***													
AV-123456, 1st. Floor by room 123, YR 2012													
** Expiration Date is **													
12 years from manufacture's date													

Fire extinguishers shall be visually inspected each month to ensure they are located in their designated location, their access or visibility is not obstructed, operating instructions are visible and facing outward, safety seals and/or tamper indicators are not missing, pressure gauge readings are in operating range, there is no physical damage, corrosion, leakage, or a clogged nozzle. Determine fullness by lifting. Contact the Fire Prevention Office to schedule servicing IAW AFOSH Std. 91-501 and NFPA 10

Attachment 4

*******(SAMPLE)*******

Fire Prevention Construction Design and Final Acceptance Checklist

Facility Number and/or Project Name: _____

Project Manager: _____

Construction Manager: _____

Date: _____

The project manager and/or construction management is responsibilities for construction and renovation projects on Joint Base Andrews (JBA). They will ensure the items set forth below are followed to ensure Fire Safety is incorporated in construction projects on JBA. This fire prevention checklist will be used to make sure there are no show stoppers during design and final acceptance of a facility and/or renovation projects. Lastly this checklist is not all inclusive and will be reviewed and updated annually as needed.

1. Pre-Design Requirements:

Accomplished: Yes/No

_____ 1.1 Project manager will obtain facility maintenance records and determine operational status of fire alarm system and fire suppression system for the project.

_____ 1.2 Project manager will obtain Water Flow Capability Report for Project

_____ 1.3 Determine if there is enough water available to support construction project and water flow calculation after project is complete to make sure system can support project and again within one year of start date.

2. Design Phase: The Project manager will provide:

Accomplished: Yes/No

_____ 2.1. **Critical** At 15% design drawings and specification to Fire Prevention Office for review and comments. The Fire Prevention Office has 10 business days to review and provide comments

_____ 2.2. At 35% design drawings and specifications to Fire Prevention Office for review and comments. The Fire Prevention Office has 10 business days to review and provide comments

_____ 2.3. At 65% design drawings and specifications to Fire Prevention Office for review and comments. The Fire Prevention Office has 10 business days to review and provide comments

_____ 2.4. At 95% design drawings and specifications to Fire Prevention Office for review and comments. The Fire Prevention Office has 10 business days to review and provide comments.

_____ 2.5. At 100% design drawings and specifications to Fire Prevention Office for review and comments. The Fire Prevention Office has 10 business days to review and provide comments.

3. Execute Construction:

Accomplished: Yes/No

_____ 3.1. At 60% construction request Fire Prevention Walk-through

4. Pre-final Commission Phase

Accomplished: Yes/No

_____ 4.1. Project officer and/or construction management ensure all requirements have been accomplished for commissioning/acceptance.

4.2. Preliminary test. This test is accomplished by construction management to make sure contractor is ready for final test (100% of the system will be tested). If construction management does not accomplish this preliminary test and/or action the final test will fail. This test is critical to make sure the contractor is ready for final acceptance test. The only exception would be discharging foam...this test is accomplished during the final test.

Accomplished: Yes/No

_____ 4.2.1. Advance notification:

_____ 4.2.1.1. The Project Manager will certify the contractor is ready for final fire alarm and fire suppression system testing and commissioning.

_____ 4.2.1.2. The Project Manager will schedule the test with the Fire Prevention Office by calling the Fire Prevention Office 301 981 6977 and scheduling the test 10 business days in advance. The completed checklist will be provided to Fire Prevention Office before test is scheduled.

_____ 4.2.1.3. Recommended Personnel required for a Preliminary Test

Notified: Yes/No

_____ 4.2.1.3.1: Project Manager

_____ 4.2.1.3.1. NICET Level III Certified Technician

_____ 4.2.1.3.3. Construction Management Representative

_____ 4.2.1.3.3. Utilities (Water Shop) Representative

_____ 4.2.1.3.4. Electric Shop Representative

4.3. Contractor Provided Materials/Actions

Accomplished: Yes/No

_____ 4.3.1. As Built Drawings (s)

_____ 4.3.2. Contract Specifications

_____ 4.3.3. Hydraulic Calculations

_____ 4.3.4. Two blank Fire Alarm/Suppression System test Sheet: The test sheet will be used during the test to document the test.

_____ 4.3.5. Description if existing system/devices to include the fire panel

_____ 4.3.6. Certification Technicians Credentials.

_____ 4.3.7. Contractor will be setup and ready to accomplish acceptance test 30 minutes prior to schedule testing start time.

_____ 4.3.8. Contractor will provide protection for assets against fire suppression agents.

_____ 4.3.9. Contractor will provide written verification that the fire alarm panel communicates with the Installation Fire Communications fire alarm system. Written verification is a memo from the contractor the test was conducted on this date and time. On testing date the fire department representative will call the fire communications center and verify date and time of test. If this test passes proceed to final acceptance testing.

5. Final Acceptance Testing

Accomplished: Yes/No

_____ 5.1. Advance Notifications:

_____ 5.1.1. The contractor will, through the contracting officer arrange the required test. The contracting office will notify the project manager who shall notify all test participants a minimum of ten (10) business days in advance of the test.

5.2. Acceptance Test requirements:

Accomplished: Yes/No

_____ 5.2.1. Sixty (60) hours prior to final testing.

_____ 5.2.1.1. The project manager and contractor certified technician will coordinate with the 11th Maintenance Electrician to place the alarm system in battery mode power per code and sealed. The 11th Maintenance electrician will certify in writing. The Battery testing shall be performed in accordance with NFPA test requirements. **If the battery test fails on test date the test is stopped and rescheduled for next available date.**

5.3. Personnel Required

Yes/No: Available at site

- _____ 5.3.1. Project Manager.
- _____ 5.3.2. Contract Representative.
- _____ 5.3.3. NICET Level III Certified Technician.
- _____ 5.3.4. Construction Management Representative.
- _____ 5.3.5. Utilities (Water Shop) Representative.
- _____ 5.3.6. Maintenance Electrician.
- _____ 5.3.7. Facility Manager.
- _____ 5.3.8. Base Fire Alarm Maintenance Contractor.
- _____ 5.3.9. Fire Department Representative.

5.4. Contractor Provided Materials and Actions

These are Test Stoppers:

Yes/No

- _____ 5.4.1. As-built Drawing(s).
- _____ 5.4.2. Contract Specifications.
- _____ 5.4.3. Hydraulic Calculations.
- _____ 5.4.4. Copy of pretest Fire Alarm system sheet completed showing every device was tested.
- _____ 5.4.5. Blank Fire Alarm/Suppression System test Sheet: The test sheet will be used during the test to document the test.
- _____ 5.4.6. Description of existing fire alarm/devices, to include the fire panel.
- _____ 5.4.7. Certified Credentials of Contractor Technicians.
- _____ 5.4.8. Contractor will be setup and ready to conduct test 30 minutes prior to scheduled testing.
- _____ 5.4.9. Contractor will provide protection for assets against fire suppression agents.
- _____ 5.4.10. Contractor will provide written verification that the fire alarm panel communicates with the Installation Fire Communications fire alarm system. Written verification is a memo from the contractor that states test was conducted on this date and time. On testing date the fire department representative will call the fire communications center and verify date and time of test.

_____ 5.4.10.1. **Test Stopper:** Submit Job/Work Orders: to accomplish Fire Alarm Panel connectivity to installation fire alarm system. Operations Support element directs installation alarm contractor to provide expertise/codes for your contractor to program fire panel to connect to installation fire alarm system.

_____ 5.4.10 The contractor will provide items 5.4.1 thru 5.4.6 to CECP and/or Construction Management and or Project Manger and or SABER.

6. Retest

_____ Contractors Signature of Understanding of this statement:

Pass/Fail

_____ 6.1. If deficiencies, defects or malfunctions develop during the final test, testing of the system will be suspended until proper adjustments, corrections or revisions have been made.

Accomplished: Yes/No

_____ 6.2. The contractor will notify the contracting officer when work has been completed.

_____ 6. 3. The contracting officer will arrange for a retest of the fire alarm system with the project/construction management. **The retest will start from the beginning. The 60 hour battery test will not be needed unless the battery test failed during the initial test.**

7. Maintenance Testing:

Accomplished: Yes/No

_____ 7.1 The Project Manager/construction management will ensure Maintenance Support adds the facility fire alarm system to fire alarm contract.

8. Alarm System Points of Contacts

- 8.1. Fire Alarm Contact Monitor: DSN 858-6009, Comm 301-982-6009.
- 8.2. Fire Prevention Office: DSN 858-6977, Comm 301-981-6977.
- 8.3. Contract Management: 11 CES/CECE, DSN 858-4742, Comm. 301-981-1190.
- 8.4. Water Shop: NCIO, 11 CES/CEOWI, DSN 858-2665, Comm. 301-981-2665.

9. How to Schedule Final Fire Prevention Acceptance

9.1. Schedule test 10 business days in advance. The Fire Emergency Services Flight accomplishes acceptance tests on Thursdays and Fridays.

Note: JBA has a massive amount of construction projects each year; please do not wait to the last minute to schedule your acceptance test.

9.2. Call and speak with a fire prevention inspector to schedule final acceptance. You can reach them at DSN 858-6953/6977 or comm. 301-981-6953/6977.