

**DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SIGNAL CENTER OF EXCELLENCE
AND FORT GORDON
Fort Gordon, Georgia 30905-5000**

USASCoE&FG Regulation
No. 420-4

21 April 2011

**Facilities Engineering
FIRE PREVENTION**

Summary. This regulation establishes policies, procedures, and responsibilities for the Installation Fire Prevention Program.

Applicability. This regulation applies to all Active Army, the Army National Guard (ARNG), United States (US) Army Reserve, members of other uniform services, organizations (including tenant and contractors), civilian personnel assigned, and family members residing or visiting on the installation. This regulation also applies to off-post facilities under the jurisdiction of Fort Gordon.

Supplementation. Issue of supplements to this regulation is prohibited unless specifically approved by Commander, United States Army Signal Center of Excellence and Fort Gordon (USASCoE&FG).

Administrative notes. The word “his” in this regulation is intended to include both the masculine and feminine genders. The word “shall” in this regulation indicates a mandatory requirement. The word “should” in this regulation indicates a recommendation or that which is advised but not required.

Suggested improvements. The proponent of this regulation is the Directorate of Emergency Services (DES). Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) to Director of Emergency Services, ATTN: ATZH- PSF and/or submit DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal) to installation AIEP coordinator.

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Fire Prevention Section 1 – General Information

1-1: Purpose

This regulation provides reference and sets forth policies and guidance, directive in nature, pertinent to Fort Gordon, the US Army Recreation Area (Pointes West), (collectively referred to as “the installation”) and all that applies.

1-2: Responsibilities/Applicability/Directives and Punitive Actions

This regulation applies to all military personnel, their family members, civilians, customers, partners, tenants and contractors who perform duties, reside, utilize facilities, an/or enter and travel on the installation. All persons identified in the applicability statement will become familiar with this regulation and understand and comply with its provisions. All provisions in *bold italics* of this regulation are punitive with regard to individuals who are subject to the Uniform Code of Military Justice. A violation of any such provision is separately punishable as a violation of a lawful general regulation under Article 92, Uniform Code of Military Justice. Penalties for violating any of these provisions include the full range of statutory and regulatory sanctions, both criminal and administrative. Violations by civilian employees may be the basis for appropriate disciplinary action. This regulation also applies to off-post facilities under the jurisdiction of Fort Gordon. The word “shall” in this regulation indicates a mandatory requirement. The word “should” in this regulation indicates a recommendation which is advised but not required.

1-3: Garrison Commander

As used in this regulation, the Garrison Commander refers to the Commander, US Army Garrison, Fort Gordon. It includes any individual serving as Acting Commander in accordance with (IAW) Army Regulation (AR) 600-20, Army Command Policy. The Garrison Commander, Authority Having Jurisdiction (AHJ), in accordance with National Fire Codes (NFC), National Fire Protection Association (NFPA) 1 Uniform Fire Code, shall be permitted to delegate to other qualified individuals such powers as necessary for the administration and enforcement of NFC and NFPA codes.

1-4: Authority Having Jurisdiction (AHJ)

The below establishes Fire Code Compliance responsibilities and AHJ for fire code compliance for each process area.

The Directorate of Public Works and the Directorate of Emergency Services, in ensuring compliance with applicable fire codes pertaining to construction, renovation, maintenance, and repair projects on the installation remain in question.

This identifies existing coordination methods, opportunities, and the applicable AHJ for each of these areas three major considerations in design and compliance:

- a. Unified Facilities Criteria
- b. NFPA National Fire Codes
- c. Licensed Fire Protection Engineer Requirement
- d. Project Phases and Applicable AHJ.

PHASE	AHJ	Agencies in Support	Coordination Method	REMARKS
Design	DPW	FD, Safety	Design Review Board (includes all Code Officials)	Licensed Fire Protection Engr (FPE) is required based upon design scope (e.g., designs requiring an A&E firm, complex in nature, requires FPE).
Construction (New)	DPW	FD, Safety	Construction Reviews	Also includes other construction that requires engineering design.
Construction (Renovation/Modification to Existing Facilities)	DPW	FD, Safety	Pre-screening Board	For projects/work not requiring engineering design; not requiring licensed FPE.
Turn-Over	DPW	FD, Safety	Commissioning Process	Input provided to DPW by DES
Maintenance and Repair	DPW	FD, Safety	Form 4283 and Pre-screening Board	
Post Facility Turn Over	DES	DPW, Safety	Upon Completion of DA Form 1354	DES is the AHJ for all Operational/Fire Prevention Activities (Non-Maintenance& Repair)

*** FD is responsible for Fire Code enforcement***

The DES/FPPD, Fire Chief, or the assigned designated FPPD Prevention Officer of Fort Gordon Fire Department shall have the authority to manage and administer the FPPD operations of the department and the delivery of emergency services, and shall have the authority to execute all laws, regulations, ordinances and rules pertaining to fire protection, emergency medical, HAZMAT/CBRNE, fire prevention, and emergency related services within the Fort Gordon community.: The proponent of this regulation is the Garrison Administration Office, Fort Gordon, GA. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, US Army Garrison (insert mail code) Fort Gordon, GA.

1-5: Supplementation

Issuance of supplements to this regulation is prohibited unless specifically approved by Commander, United States Army Garrison (insert mail code) Fort Gordon, GA 30905.

1-6: Interim Changes

Interim changes to this regulation are not official unless they are authenticated by the Garrison Administration Office, Fort Gordon. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

1-7: References

Required and related publications are listed in Appendix A.

1-8: Restrictions/Distribution

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Section 2 – Fire Prevention and Emergency Services**2-1: Emergency Notification**

1. If there is an emergency of any type, immediately notify the Directorate of Emergency Services (DES) dispatch center by calling 911 from an installation phone. Cell phones will automatically divert to Richmond County Dispatch Services. Caller must inform dispatch that they are located on Fort Gordon. Call will then be transferred to Fort Gordon Military Police dispatch. Emergencies include fires, accidents, spills of hazardous chemicals, or bomb threats.

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

- (a) Building number, building name, or location (e.g. Training Area 10).
 - (b) Nature/type of fire.
 - (c) Name and rank/grade of person reporting the fire.
2. Please do not hang up until the alarm center operator tells you to.
 3. After reporting a fire, direct the fire apparatus to the fire scene and, if possible, direct other personnel that are trained to apply temporary measures to control the fire pending arrival of the fire department.
 4. Installation and commercial telephones.
 - (a) Installation telephones shall be labeled as follows:

IN CASE OF FIRE
DIAL 911
BUILDING #

(b) Commercial telephones shall be labeled as follows:

IN CASE OF FIRE
DIAL 911
BUILDING #

2-2: Need for Fire Prevention

The Department of Army (DA) requires every activity to have an aggressive fire prevention program. Commanders, facility managers and supervisors shall monitor their fire prevention program with emphasis on the indoctrination of personnel regarding prevention of needless fires. Hazardous conditions of a peculiar nature for which criteria have not been established or published shall be resolved by the Fire Chief. Penalties for false reporting will also be discussed.

2-3: Fire Prevention and Protection

1. Fire prevention and suppression are the responsibility of each member of the community. The immediate responsibility for ensuring adequate fire prevention and the elimination of fire hazards within each activity rest with the building manager.

NOTE: The Post Fire Department Fire Prevention Office will maintain copies of all referenced NFPA Code sections to ensure that a proper program of fire prevention and suppression are utilized.

Prompt disciplinary action will be taken against anyone violating fire regulations, such as activating fire alarm systems when a fire or emergency does not exist and/or tampering with fire detection and alarm systems.

2. All Commanders and staff elements will ensure that the Fire Prevention and Protection Program, as outlined herein, is implemented and maintained. To assure that a proper program of fire prevention and suppression is utilized, the most current edition of the National Fire Protection Association (NFPA) Fire Prevention Codes, and the most current edition of the Unified Facilities Criteria (UFC) 3-600-01 shall be followed. All other applicable Standards and Regulations shall also be used for the preservation of life and property.

3. The Fire Chief is responsible for the technical operation and use of fire-fighting apparatus.

4. The Fire Chief may conduct fire evacuation drills without advance warning.

5. Duties of the Fire Chief include training of Fire Department personnel, inspections of buildings and areas to detect and eliminate fire hazards, maintaining fire department records, ensuring that fire protection equipment and facilities are properly maintained and continuing liaison with neighboring community fire departments.

6. Post Fire Department/Fire Prevention personnel shall do the following:

(a) Perform periodic inspection of buildings, facilities and areas to detect and eliminate fire hazards.

(b) Inspect and test installed fire protection systems to determine that systems are in proper operating condition and are satisfactorily maintained.

(c) Fire extinguishers shall be inspected when initially placed in service and thereafter at approximately 30-day intervals by building manager, fire marshal, or fire warden. Attached to each fire extinguisher shall be a tag which complies with NFPA 1, NFPA 10 and the Fire Prevention Office.

(d) Fire extinguishers shall be recertified by an authorized certifying agency annually in accordance with NFPA 10.

2-4: Fire Lane

1. No vehicle, equipment, or storage will obstruct a prescribed fire lane.

2. Prescribed fire lanes within or exterior to buildings or structures will be identified by the Fire Chief and clearly marked.

2-5: Parking of Vehicles

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

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

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

4. Vehicles shall not be permitted in any building for repairs or storage, except for approved maintenance buildings or with written approval of the Installation Fire Marshal and Installation Fire Chief.

Section 3 - Fire Protection Equipment

3-1: Equipment Operation/Maintenance

1. In accordance with NFPA 1, no person shall render any portable or fixed fire-extinguishing system or device or any fire-warning system inoperative or inaccessible.

2. Per NFPA 1, no person shall deliberately or maliciously activate a fire alarm when in fact that person knows that no fire exists.

3. Parking of vehicles and/or equipment will not be permitted within 15-feet of any fire hydrant in accordance with the UFC 3-600-01 and NFPA 1.

4. Fire hydrants will be used for their intended purpose and will only be operated by authorized personnel using standard hydrant wrenches. Authorized personnel shall coordinate with and notify the Fire Department when a fire hydrant is being used.

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

- (a) Connection to a fire hydrant shall be limited to not more than one 1 and 1/2 inch hose.
- (b) Only one connection shall be permitted per hydrant.
- (c) Each connection shall be by a gated or valve connection to a single 2 and 1/2 inch outlet of a hydrant. Flow shall not be throttled by means of the main hydrant valve which, when in use, shall be fully opened.
- (d) The fire department shall not furnish hose, valves, etc.
- (e) Any fire hydrant found to be leaking, damaged, or defective shall be reported to the fire department immediately so that proper repair can be accomplished in a timely manner.
- (f) Whenever any fire hydrant is placed out of service for any reason, the fire department shall be notified immediately. Out of service hydrants shall be marked with a metal disc approximately 9 inches in diameter painted a conspicuous color, and attached to the hydrant by means of a hole in the center of the disc which shall fit over the hydrant outlet and be held in place by the outlet cap. The fire department shall be notified immediately whenever there is an out-of-service hydrant so repair can be done and hydrant restored to service.

3-2: Sprinkler Equipment

1. Automatic sprinkler system will be installed in accordance with UFC 3-600-01 and NFPA 13/13R.
2. Maintenance of sprinkler systems shall be in accordance with the UFC 3-600-02 and NFPA 13/13R.

3-3: Fire Extinguishers

1. Whenever any fire extinguisher is discharged or partially discharged for any reason, building owner shall make immediate arrangements for replacing extinguisher and take the discharged extinguisher for replacement/recharging.
2. Fire extinguishers will not be relocated or removed from their assigned locations without fire department approval.
3. Fire extinguishers shall be inspected when initially placed in service and thereafter at approximately 30-day intervals by building manager, fire marshal, or fire warden. Attached to each fire extinguisher shall be a tag which complies with NFPA 1 and NFPA 10.
4. To have portable fire extinguishers replaced, contact Roads and Grounds at 791-2040 located at Building 2401 for a one-for-one swap. Maintenance and service of portable fire extinguishers can be done via local vendor contracting through unit supply/S-4's.

Section 4 - Supporting Activities

4-1: Fire Protection and Prevention Division (Fire Department)

Fort Gordon Fire Department will furnish emergency assistance to civil authorities and/or to other federal agencies outside the limits of the installation under three circumstances:

(a) When the President has declared a major disaster or emergency pursuant to the Stafford Act and the installation has been properly tasked by the lead Federal agency to provide emergency fire assistance.

(b) When the Garrison Commander determines that emergency fire assistance is necessary under the Commander's immediate response authority to save lives, prevent human suffering, or mitigate great property damage; such a decision must meet the requirements and procedures of DoD Dir 3025.15, Military Assistance to Civil Authorities, para.4.7.1.

(c) When the support is provided pursuant to a valid mutual aid agreement executed in accordance with all requirements of AR 420-1, paragraph 25-9(e) *Mutual and automatic aid agreements*. NOTE: AR 420-1 does not delegate authority to enter mutual aid agreements with other Federal agencies.

4-2: Director of Emergency Services (DES)

1. The Director of Emergency Services (Installation Fire Marshal) is responsible to the Garrison Commander for fire prevention and fire protection at this installation, satellite off-installation facilities, and other activities where facilities engineering support is provided as well as technical development and execution of an effective fire prevention and protection program for the entire installation or other support activities.

2. Directors, chiefs of principal organizations, and major commanders are appointed area fire marshals and are responsible for the fire prevention program in their areas of responsibility. Area fire marshals shall appoint in writing the required number of facility fire wardens to assist in the performance of this duty to the Fire Chief, Fire Protection and Prevention Division. Appointment orders shall contain the following as minimum:

(1) Full identification of appointed individual.

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

3. Special instructions directing each appointee to personally contact the Fire Chief or his representative upon initial appointment.

4-3: Building Fire Marshal

1. Unit Commanders and activity chiefs, as applicable, will appoint a building fire marshal for each building or activity, except family quarters. When more than one activity occupies a single building, the senior occupant shall appoint the building fire marshal. The building fire marshal works with the local Fire Prevention Office to assure the duties of fire marshal are performed in a manner that promotes life safety. Building Fire Marshal shall do the following:

(a) Ensure building occupants know the emergency reporting number to notify Emergency Services (911 Fort Gordon).

(b) Attend annual fire warden training, and ensure occupants know what to do in the event of a fire.

(c) Development and establishment of the building fire evacuation plan which shall be available to all building occupants upon requests.

(d) Upon sounding of the fire alarm system, or detection of a gas leak, instruct personnel to leave the building in an orderly manner, following evacuation routes shown on the evacuation plan.

(e) In the event of a gas leak, instruct personnel as follows: DO NOT turn lights on or off, start or stop motors, light matches or lighters, or initiate any contact that could create a spark. Personnel are to remain outside the building until the "All Clear" signal is given.

(f) All occupants in the location will be instructed in the use of fire extinguishers and fire alarm system pull stations or other activation devices. If locations are not readily visible, signs shall be posted indicating locations.

(g) Visual inspections of building and grounds on a continuing basis to detect and eliminate fire hazards.

(h) Monthly inspections of fire extinguishers and fire protection equipment. Evidence of tampering or mechanical damage shall be reported to the Fire Department immediately.

(i) Building Fire Marshals shall ensure that a fire drill is conducted at least annually.

(j) Exit facilities will be arranged for full compliance with NFPA 101.

(k) Fire prevention inspection discrepancies shall be corrected within 10 working days. Discrepancies that are beyond the correction of building fire marshals shall be reported to the DPW work order desk at 791-5520.

2. Area fire marshals shall ensure each new appointed facility fire warden completes the Fire Warden Course within 1 month of appointment. This program shall be scheduled through the Fire Prevention Office at: 791-1205/1206/1207/1235.

3. Area fire marshals shall assure that employees are trained and understand their fire prevention responsibilities, fire reporting, facility evacuation procedures, and the proper use of portable fire extinguishers. All employees on Fort Gordon are required to receive portable fire extinguisher training on an annual basis. For portable fire extinguisher training, contact the Fire Prevention Office at 706-791-1205/1206/1207/1235 for scheduling.

4. Area fire marshals shall report to their commanders or supervisors for appropriate action of any person(s) causing damage by fire as a result of failure to comply with the provisions of this regulation or acts of negligence or carelessness. Fire marshals shall also report any person responsible for the transmission of false alarms or cause of such by any attempt to alter or damage the function of fire detection and/or protective systems.

5. Area fire marshals shall ensure emergency contact name and phone numbers are posted at the main entrance of all buildings within their responsibility.

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

Section 5 – Procedures

5-1: Fire Evacuation Drills

1. Commanders having the responsibility for the quartering of troops shall prepare an adequate plan to ensure that sleeping personnel are promptly awakened and evacuated in case of fire during the night.
2. When directed by the area fire marshal concerned, fire evacuation drills shall be held by the facility fire warden. During fire evacuation drills in buildings that have more than one means of egress, one exit shall be barred to simulate that exit being obstructed by fire. This practice shall familiarize occupants with alternate means of egress for use in an emergency. A different exit shall be varied during each successive drill. "All" fire drills will be coordinated with the Fire Prevention Office prior to any building fire alarm system being activated.
 - (a) During a fire evacuation drill, participating individuals shall continue under drill discipline even after reaching the outside area or place of safe assembly to ensure complete evacuation and accountability of all personnel.
 - (b) When all personnel have been assembled in the area designated by the area or facility fire warden, the appropriate fire warden shall present a critique of the drill.
 - (c) Fire evacuation drills that involve the response of motorized fire fighting apparatus without prior warning and approved by the Fire Chief is prohibited.
 - (d) Activity supervisors shall be thoroughly familiar with this regulation and shall ensure proper dissemination of and rigid compliance with this regulation.

5-2: Fire and Spills

1. The Fire Department must respond to fires and to spills that may impact the environment or constitute other health risks. Notify the DES of the fire or spill immediately. The DES will contact the Fire Department and the Directorate of Public Works (DPW), Environmental Division.

Section 6 - Care/Use of Buildings**Building Requirements****6-1: Occupied Buildings**

1. Inspect working and storage areas, new construction, and repair areas regularly to reduce fire hazards.
2. Dispose of rubbish and scrap materials in properly identified and located noncombustible cans, bins, or receptacles. Remove rubbish from building at the close of the normal workday and take to locations approved for rubbish disposal or for temporary storage. Keep work areas free of combustible debris accumulation.
3. Place dumpster units and other central trash disposal units at least 15 feet from buildings, fire hydrants, emergency parking lanes and fire suppression systems connection.
4. Store soiled rags in metal containers with self-closing metal cover until removed from building.
5. Combustible materials will not be placed on radiators, heaters, or steam pipes.

6. Attics and concealed spaces will be kept clean. Attics without sprinklers in other than family quarters will not be used for storage of combustible materials.
7. All doors, including fire doors, and windows will be secured properly at the close of working hours.
8. Exit doors will not be secured in any manner that will prevent their use as an emergency exit.
9. Restrictive hardware, such as padlocks, throw-bolts, and crossbars will not be installed on any exit door except as permitted by NFPA 101.
10. Exiting illumination and marking will comply with NFPA 101.
11. Stairs and stairways will comply with NFPA 101 with particular attention given to the following:
 - (a) Stairway enclosures will not be used for storage or any purpose other than use as a stairway.
 - (b) Protect openings to stairway enclosures by self-closing doors. Do not hold stairway doors open by wedging or blocking or by any other device, which prevents the doors closing automatically, unless specifically permitted by NFPA 101.
12. Mops, cleaning gear, and other materials subject to spontaneous ignition will be kept outside of buildings or stored in metal containers with tight fitting metal covers.
13. Unused paint, brushes, drop cloths, rags, and like items will be removed from the building at the close of the workday and properly stored.
14. Fire rated doors shall not be covered with any combustible decorations.

6-2: Special Use Occupancies

Nursery, kindergarten, day care center, or first grade occupancies shall not be located in a basement or above the first floor, except under special conditions where approval is granted by the Garrison Commander. Full compliance with National Fire Protection Association 101 and AR 608-10 is required.

6-3: Vacant Buildings

- (1) Vacant buildings will be secured against unauthorized trespass. Doors will be locked and windows barred with wood or fixed shutters to prevent access where necessary.
- (2) The fire department will be notified whenever a building becomes vacant and when it is again occupied.

6-4: Changing Occupancy or Use

- (1) The fire marshal and the fire chief will review changes in the use or occupancy of any building, structure, or area. Assembly, occupancies, as defined by NFPA Life Safety Code 101, shall display an occupant load sign, provided by Fire Prevention, at all times.
- (2) Pump house, generator building, transformer stations, furnace electrical equipment, and

mechanical equipment rooms will not be used for other than their designed purposes. Storage is prohibited in these areas. These areas will be secured to prohibit any unauthorized entry.

Section 7 Common Hazards

7-1: Fire

1. There will be adequate clearances between heating equipment and combustible material. Clearance shall be a minimum of 36 inches.
2. *Using open flame devices is prohibited in areas subject to accumulation of flammable vapors such as gasoline stations, garages, paint shops, and aircraft hangers*
3. Use of open flame or hot smoldering devices to include but not limited to candles, canned flammable or combustible liquids to keep food warm, and incense is prohibited in all office, storage areas, and single Soldiers living areas, guest housing or rooms, and areas subject to accumulation of flammable vapors, such as gasoline stations, garages, paint shops, or aircraft hangers.
4. The general use of portable space heaters is prohibited per Army Regulation 420-1, Chapter 22 Army Energy and Water Management Program, Section 22-12, paragraph b, (2), and as detailed below:
 - (a) The operation of portable heating and cooling devices is prohibited where the intent is to circumvent the heating and cooling standards outlined above. Supplemental heating and cooling may be used when cost effective energy reductions can be achieved by reducing usage of primary heating and cooling systems or personal comfort levels can not be achieved by reasonable adjustments of the primary system. Such devices are particularly effective where only a few people occupy a portion of a large building, and conditioning is only required in a small section of the facility. Use of personal supplemental heating or mechanical cooling devices must have supervisor written approval and must only be used when the area is occupied.
5. Lint traps for domestic type clothes dryers shall be cleaned after each use of the dryer. Properly vent dryer to the outside of building.
6. Defective electrical equipment will be reported to the work order desk of DPW for repair or removal by authorized electricians.
7. Devices which interfere with the normal operation of a circuit breaker or fuse will not be installed. Whenever a circuit has been interrupted by a tripped breaker or blown fuse, the source of the disturbance will be located and eliminated before restoring power to the interrupted circuit. Circuit breakers are not to be used as switches, unless the breaker is specifically designed for switches.

7-2: Smoking

1. *Smoking is prohibited in all federally owned and/or operated buildings. Smoking is also prohibited in vacant or secured buildings. DODI 1010.15*
2. *Smoking is prohibited in areas where explosives, chemicals, flammable or highly combustible materials are stored or handled.*
3. An adequate number of suitable metal receptacles for discarding smoking materials shall be provided in areas where smoking is prohibited.

4. Smoking is prohibited within 50 feet of gasoline dispensing operations, bulk oxygen storage facilities, areas where bituminous or plastic coatings are being applied, flammable liquid or gas handling storage areas, aircraft parking areas and all entrances into any facility.
5. An adequate number of suitable metal receptacles for discarding smoking materials shall be provided in areas where smoking is permitted. Such receptacles shall not be used as wastebaskets.
6. Smoking materials shall not be thrown from vehicles.

7.3: Open Fires

(a) No open fires will be permitted on the installation at any time without the express approval and permission of the Fire Chief. Use of a commercially manufactured barbecue grill in family housing areas or a permanent grill in recreation areas is authorized.

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

(c) Fireworks on Fort Gordon are prohibited for personal use. Only authorized fireworks for demonstrations and events will be allowed when authorized by the Fire Chief. Once approved, fireworks displays, set-up and operation will be in accordance with NFPA's 1123 and 1124.

Section 8 – Life Safety

8-1: Fire Safety

1. Fire Extinguishers. Fire extinguishers will be used for their intended purpose only. Room occupants shall not remove, tamper with, or cause false activation of any fire detection or fire suppression system device or component. Personnel reported using a fire extinguisher for other than its intended purpose will be subject to disciplinary action. The unit fire marshal will ensure that all fire extinguishers are in working condition and properly inspected.
2. Fire Exits. All Soldiers residing in the single enlisted Soldier quarters will be familiar with the fire evacuation plan to include the nearest exit from the Soldier's room and the designated assembly area outside of the building. Soldiers are responsible for informing their guests of evacuation procedures.
3. Electrical outlets. There will be no more than two appliances plugged in to any one outlet at any time. The only exception to this is if they are plugged in to a surge protector. Personnel are authorized to have a microwave in their room. Microwave ovens and refrigerators will be plugged directly into electrical outlets. All light switches, electrical appliances, TVs, microwaves, radios, stereos, etc., will be turned off prior to leaving the room.
4. Furniture and wall lockers will not block the windows or the exit from the room. Unsafe furniture arrangements will not be authorized.

8-2: Environmental Damage - Fire and Spills

1. The Fire Department at Fort Gordon must respond to fires and spills that may impact the environment or constitute some other health risk. Notify the DES of the fire or spill immediately. The DES will contact the Fire Department and the Directorate of Public Works (DPW), Environmental Division.
2. Hazardous conditions of a peculiar nature for which criteria have not been established or published shall be resolved by the Installation Fire Chief.
3. Emergency crews shall respond to a fire emergency, when notified, to assist the fire department.
4. Dwight David Eisenhower Army Medical Center (DDEAMC) shall dispatch an ambulance when notified and report to the senior fire officer.
5. The military police (MP) desk sergeant shall dispatch patrols to the fire scene to provide traffic control, security of government property, and assist in fire investigation when requested by the Installation Fire Chief or his authorized representative.

8-3: Flammable and Combustible Liquids

1. All flammable and combustible liquid storage shall be in conformance with the requirements of NFPA 30. Flammable liquids are defined as any liquid with a flash point below 100 degrees Fahrenheit (37.8 degrees Centigrade). Flammable liquids include gasoline, alcohol, naphtha, lacquer paints, and thinners. Combustible liquids are defined as any liquid which shall burn but has a flash point in excess of 100 degrees Fahrenheit. Combustible liquids include those such as kerosene, mineral spirits, or diesel fuel.
2. Flammable liquids shall not be used for cleaning equipment parts. Nonflammable cleaners or solvents and/or water-solvent detergents shall be used for such purpose.
3. Flammable liquids shall not be used to clean or refinish floors, desks, or other furniture and furnishings.
4. Personnel shall observe the following precautions if a combustible liquid (mineral spirits) are used for floor cleaning or refinishing:
 - (a) Provide all possible ventilation and/or adequate mechanical ventilation to dissipate vapors.
 - (b) Prohibit smoking in the work place.
 - (c) Keep all open flames and spark-producing devices away from the work area.
 - (d) Shut off all pilot lights in the vicinity.
 - (e) Clean only a small area at a time.
 - (f) Restrict the amount of fluid to that necessary for the immediate operation.
 - (g) The use of paste wax on floors shall be prohibited.

5. Day-to-day stocks of flammable liquids shall be kept only in an approved flammable liquid cabinet. Containers shall be plainly marked to indicate the nature of the contents. Storage shall be arranged to comply with NFPA 30.
6. Gasoline and other flammable liquids shall not be kept, stored, used, or dispensed within any building except by means of listed safety cans in good condition, unless in a flammable liquid dispensing room. Glass containers are prohibited, except where permitted by NFPA 30 for storage of chemically pure liquids.
7. Gravity discharge of any flammable liquid from tanks, drums, or containers other than listed safety cans is prohibited within all buildings.
8. Flammable liquids shall be drawn from or dispensed into tanks or containers within buildings only with the drum in an upright position, using an approved manually-operated barrel pump, and only in locations approved as flammable liquid dispensing rooms.
9. Combustible liquids shall be stored in closed metal containers having an individual capacity of not more than 5 gallons. The use of glass or plastic containers other than listed safety cans is prohibited, except where permitted by NFPA 30 for storage of chemically pure liquids.
10. Tanks, hoses, and containers shall be bonded while flammable liquids are being poured or dispensed to prevent static electricity discharge.
11. Transfer of flammable liquids or purging of tanks or containers by compressed air or gasses is prohibited.
12. Gasoline, oil, or any other flammable/combustible liquid shall not be discharged into, or permitted to accumulate in, storm drains or sanitary sewers.
13. Flammable liquids shall not be stored in any place of public assembly, clubs, all barracks, or buildings which are normally used as sleeping quarters.
14. Gasoline storage in family quarters is prohibited. The storage of fuel in containers or in power mowers, outboard motors, and similar equipment with fuel tanks shall be in an outside building, cabinet, or such storage. If storage building is lacking, the following conditions shall be met:
 - (a) The aggregate amount in the container or equipment shall not exceed 5 gallons.
 - (b) The storage area shall not contain and shall be remote from any possible source of ignition (e.g., water heaters, furnaces, electrical appliances).
 - (c) Adequate ventilation of storage area shall be provided to prevent the accumulation of flammable vapors. Storage in below-grade basements and cellars shall be prohibited.
 - (d) Storage area shall not be occupied as living space or used as an exit.
 - (e) Items stored shall not be subject to mechanical damage.
 - (f) All openings from the fuel tank and the supply line to the engine shut off where a valve is provided shall be tightly closed.

- (g) Gasoline shall be stored only in a safety can that is listed by a nationally recognized testing laboratory.
- (h) No refueling shall be conducted inside or within 15 feet of any building, including garages, basements, or attached right-of-way.
- (i) Occupants shall be liable for losses by fire caused by the occupant's negligence in storage and use of flammable liquids.
- (j) Gasoline-fueled lanterns shall be allowed to cool before refilling.
- (k) Paste wax shall not be burned or heated over open flame.

15. The use of gasoline-fueled field ranges inside buildings is prohibited.

16. Use gasoline as fuel only. Other uses of gasoline are prohibited.

17. No open flames, candles, incense, paints, lacquer, thinner, charcoal lighter, or other flammable materials of any kind will be stored or used in all barracks, similar sleeping quarters or cleaning closets. Such items will be used outdoors in well ventilated areas and be stored in approved storage containers. Use of charcoal grills, gas grills, or food warmers, such as Sterno stoves is not authorized in any barracks or covered areas.

8-4: Fueling Operations

1. Only authorized and properly trained personnel shall be permitted to operate major fueling equipment. Knowledge of the equipment hazards involved and the regulations for handling flammable liquid shall be required. The operator shall be familiar with nearest telephone, how to call the fire department, and location and operation of first-aid firefighting equipment.
2. Self-service gasoline stations open to the public shall have a fully qualified attendant in the immediate vicinity of gasoline dispensing operations during all periods that the facility is open for use.
3. Unattended gasoline stations are prohibited. This restriction does not apply to fueling points for military vehicles.
4. Operators of vehicles and mobile equipment shall turn off engine, lights, and radio transmitters before taking on fuel.
5. Vehicle operators, attendants, or others shall not smoke or light a match or lighter during fueling, and there shall be no open flame in the vicinity.
6. Latching or locking devices, which restrict or impede the ability to automatically stop the flow of fuel, shall not be permitted on any gasoline or other flammable liquid dispensing nozzle. This does not preclude the use of listed and approved automatic nozzles.
7. Operating any vehicle leaking fuel or excessive amounts of oil shall be prohibited until necessary repairs have been performed.
8. Flammable liquid containers found to be leaking shall be moved to a safe location and contents transferred to serviceable containers. Leaking containers shall be disposed of properly.

9. Glass or plastic containers, other than plastic containers listed by a nationally recognized testing laboratory (i.e., UL or FM approved), shall not be used for gasoline.
10. Vehicles transporting explosives shall not be refueled with gasoline while explosives are in the vehicle, except in an emergency, then only with the engine stopped, all lights and radios off, and static grounding devices properly connected.
11. Defective or leaking fuel dispensing equipment (e.g., nozzles, hoses, pumps) shall not be operated until restored to proper operational condition.
12. Makeshift fuel dispensing or de-fueling arrangements are prohibited. Fuel dispensing, storage locations, arrangements, and equipment shall be in conformance with the pertinent requirements of the National Fire Code or applicable Army technical manuals. De-fueling into open containers is prohibited.
13. Automotive vehicles and other spark-producing equipment shall not be operated within 50 feet of any fuel spill involving gasoline or fuels or similar characteristics until the spill has been cleaned up and all flammable vapors have dissipated.
14. Fueling of lawnmowers and other gasoline powered equipment or dispensing of any flammable liquid shall be conducted outside of all buildings, including garages, basements, attached carports or storage rooms associated with family quarters. Inside fueling is prohibited. Allow equipment time to cool before refueling.

8-5: Parking of Flammable Liquid Transport Vehicles

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

8-6: Exit Facilities

1. Exit facilities shall be arranged for full compliance with NFPA 101.
2. Restrictive hardware, such as padlocks and hasps, throw-bolts, and cross-bars shall not be installed on any exit door except as permitted by NFPA 101. Where either physical or classified security is a major concern, judicious use of a two-point (top and bottom) latching panic hardware, without exterior door operating hardware, is an effective measure. Such doors, particularly when not normally under direct observation by operating personnel, may also be provided with simple effective door alarm devices as an additional control measure.
3. Knock-out or kick-out panels or emergency escape panels of any kind are not permitted in lieu of standard exit facilities as required by NFPA 101. Whenever it is necessary to block, obstruct, or rearrange any existing exit in a manner which destroys or reduces its function, an additional exit or exits designed, located and arranged in strict conformance with NFPA 101 shall be provided.

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

5. Exit illumination and marking shall comply with NFPA 101. It shall be the building occupants' responsibility for the replacement of bulbs in exit lights.

6. Stairs and stairways shall comply with NFPA 101 with particular attention given to the following:

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

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

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

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

9. Removal of fire doors shall be prohibited.

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

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

8-7: Attics and Concealed Spaces

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

8-8: Securing Buildings at Close of Workday

1. All doors, including fire doors and windows, shall be secured properly at the close of working hours unless an exemption has been obtained in writing by the Garrison Commander or authorized representative.

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

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

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

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

6. Soiled rags used in connection with repair shops, painting, or other such operations, shall be removed from the building or placed in a metal container with tight-fitting, self-closing cover.

8-9: Hazardous Chemicals

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

8-10: Tar Pots and Kettles

1. Kettles for heating tar, asphalt, and similar materials shall be equipped with proper heat controls and means of agitation to assure controlled uniform temperatures throughout the contents to prevent spot heating.
2. Tar pots or kettles shall not be operated inside, on the roof, or within 25 feet of any building and shall be attended by a competent operator. A minimum of two 10-pound multi-purpose (ABC) dry chemical extinguishers shall be provided at the tar pot and at the area of tar application.
3. When the material is applied within buildings or enclosed areas, the atmosphere shall be free of dust and adequate ventilation provided to completely remove all smoke and fumes.

8-11: Welding and Cutting

1. The Fire Prevention Branch shall be notified whenever any cutting or welding is to be performed outside of an established shop. A qualified fire department representative shall inspect the work site before starting the operation to determine that all necessary fire prevention precautions are taken, that a properly instructed fire watch equipped with a minimum 10 pound multi-purpose (ABC) fire extinguisher is provided, and that the proposed operation does not constitute a hazard to life and property. If the operation is deemed safe, DA Form 5383-R (Hot Work Permit), signed by the inspector, shall be given to the operator and to the supervisor, if any. A copy of the DA Form 5383-R shall be maintained by the fire department. Each separate operation, work site, and day of operation shall require an inspection and issuance of a permit. No person at any time shall conduct any cutting or welding operation outside of an established authorized shop without an approved DA Form 5383-R.
2. All welding, cutting, sweating of copper piping or burning operations shall be under the supervision and control of a competent supervisor who shall ensure compliance.
3. Oxygen, acetylene, and other fuel gases shall be handled carefully and cylinders shall be secured by lashing, strapping, chaining, or clamping in an upright position. Cylinders shall be capped during storage or while being transported.
4. Oxygen cylinders shall be kept free of oil and grease at all times. (A high pressure leak from an oxygen cylinder may cause sufficiently rapid oxidation to ignite gasoline, oil, grease, alcohol, or organic material and result in fire or explosion.)
5. Oxygen and fuel gas systems in use shall be frequently inspected for evidence of leaks in hoses, couplings, valve stems and fittings, and other points in the system.

6. Acetylene and oxygen valves at the cylinders shall be closed whenever the equipment is left unattended or when work is stopped for more than 15 minutes.
7. Operators of electric welding equipment needing, to leave or stop work for any appreciable time, shall open the power supply switch to the equipment and disconnect the equipment from the source of power.

8-12: Personnel Service Rooms

1. Metal or testing-laboratory-listed plastic trash receptacles with self-closing lids shall be used in all restrooms or latrines and in other areas where paper towels or disposable paper or plastic cups are used.
2. Clothing lockers shall be adequately ventilated and kept in a clean and orderly condition. Materials shall not be stored on top of or underneath lockers. Work clothing in lockers should be regularly aired and cleaned.
3. Flammable liquids, chemicals, paints, paint-soaked rags, and similar materials shall not be kept in clothing lockers.
4. Combustible materials shall not be placed on radiators, heaters, or steam pipes.

8-13: Draperies and Decorations

1. Furnishings and decorations in building occupancies such as health care, day care, and places of assembly shall be in compliance with the requirements of NFPA 101.
2. Burning scented or decorative candles and similar open-flame devices in all barracks, and similar sleeping occupancies is prohibited except for religious purposes in places of religious services such as base chapels, or areas with prior approval from the Fire Chief.

8-14: Sleeping Areas

1. Using buildings or portions of buildings, other than approved barracks or quarters, as sleeping facilities is prohibited, except upon written approval by the Installation Fire Marshal or authorized representative. Reserve center buildings are exempt from this requirement provided areas comply with the requirements of NFPA 101 and adequate hard wired smoke detectors are provided for early warning detection.
2. Using attic space in any building, including quarters, as a sleeping area is prohibited.
3. Using space in any building accessible only by scuttle, hatch, or trap door, or served by other than a standard stairway, as a sleeping area is prohibited. The use of below-grade basement areas for living and sleeping is only permitted when there is a second means of escape in compliance with NFPA 101.

8-15: Facility Heat

1. All building heating equipment shall be labeled and/or listed by the American Gas Association, Underwriters Laboratories, Inc. (UL), or Factory Mutual Laboratories (FM) and shall be installed, maintained, and operated under the approval listings, manufacturer's operating instructions, and the NFC's.
2. There shall be adequate clearances between heating equipment and combustible material. Clearances

for listed equipment shall not be less than the minimum given in the listings. Existing unlisted equipment shall be governed by the clearances indicated in the NFC's.

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

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

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

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

7. Lint traps for domestic type clothes dryers shall be cleaned after each use. Properly vent dryers to outside of building. Avoid excessive length of vertical runs of vent pipe to reduce lint accumulation in piping.

8-16: Electricity

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

2. Defective electrical equipment shall be reported to DPW, Work Order Branch for repair or removal by authorized electricians.

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

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

5. Soldering irons, hot plates, coffee makers, office machines, and other non-fixed electrical devices shall be turned off when not in use. There shall be an adequate clearance of no less than 18 inches between all heat-producing electrical devices and combustible material. The use of automatic timers to control power supplies is prohibited.
6. Fusing of circuits shall be compatible with the safe current-carrying characteristics of the circuit wire (i.e., circuits shall not be over fused). Ground-fault-circuit interrupters shall be provided for receptacles in accordance with NFPA 70.
7. Electric switches, circuit breakers, and fuses in power panels shall be labeled correctly to indicate the circuits or devices they control. Provide continuously clear access to all panels.
8. Devices which interfere with the normal operation of a circuit breaker or fuse shall not be installed. Whenever a circuit has been interrupted by a tripped breaker or blown fuse, the source of the disturbance shall be located and eliminated before restoring power to the interrupted circuit. Circuit breakers are not to be used as switches.
9. Lamp fixtures in damp or hazardous locations and in areas subject to grease accumulation (such as under hoods over cooking ranges/fryers) shall be of types specifically approved for such locations.
10. Not more than two electrical cords per outlet are permissible. The "Octopus" arrangement of multiple plugs shall be prohibited.
11. All domestic-type washing machines, clothes dryers, vending machines, portable electric tools, and lights shall be electrically grounded in accordance with NFPA 70.
12. Electrical cords shall be without splices and shall not be hung over nails, rafters, or in a manner which would constitute a fire hazard. Electrical cords shall not be placed under rugs, carpets or other combustible materials. Extension cords shall not be used in lieu of permanent wiring and shall not run through walls, ceilings, floors, doorways, windows, or other similar openings. Extension cords shall not be equipped with more than one male and one female connection. The use of multiple type plugs shall be prohibited.
13. Surge protectors shall be permitted for use on computers, printers, facsimile machines, and like equipment. The use of surge protectors for extra or more convenient outlets shall be prohibited. Daisy Chaining of surge protectors is prohibited.
14. The use of scented plug-in electrical devices is prohibited.

8-17: Air Conditioning and Air Handling

1. Air conditioning and air handling equipment rooms, including boiler and furnace rooms, shall not be used for storage. Secure rooms from unauthorized entry.
2. Electrical circuitry supply to air conditioning units shall be in conformance with NFPA 70.

8-18: Cooking

1. Cooking is permitted only in properly arranged and equipped authorized locations.
2. No cooking or use of hot plates, electric frying pans, and similar small electrical appliances is

permitted in private rooms of bachelor enlisted/officer quarters, and similar buildings unless such rooms or areas are provided with kitchens or cooking facilities. Microwave ovens may be authorized in bachelor enlisted quarters BEQ/BOQ facilities without kitchens, provided the electrical power supply is adequate.

3. Hoods and ductwork over cooking surfaces shall be cleaned monthly to prevent excess grease accumulations. Snack bars and similar locations, where cooking operations result in the production of substantial amounts of grease-laden vapors, shall require cleaning more frequently.
4. Exhaust systems over cooking surfaces where smoke or grease-laden vapors are produced shall have removable noncombustible filters or listed grease extractors. Cooking shall not be done unless all filters are in place.
5. Hoods and associated duct systems over commercial type cooking equipment where grease-laden vapors are produced in clubs, snack bars, cafeterias, and other large food preparation facilities shall be protected and serviced in accordance with NFPA 96.
6. A standard supply of portable fire extinguishers listed for Class B and C fires in addition to Class K shall be provided at all locations where cooking is conducted in accordance with NFPA 10. Fire extinguishers are recommended but not required for cooking facilities in family housings. Exception: housing units utilized by FCC providers are required to have at least one 5-pound, ABC portable fire extinguisher in accordance with AR 608-10.
7. Charcoal grills shall not be used inside buildings, on porches, or on balconies. Charcoal grills shall be located at least 25 feet away from combustible materials and facility when in use. When cooking has been completed, hot coals shall be quenched with water or covered with a noncombustible cover to prevent sparks or hot coals from being scattered by the wind.

8-19: Painting

1. Paint that requires flammable solvents or thinners or flammable cleaners shall not be used without first extinguishing or removing all potential sources of ignition in the immediate area.
2. Flammable thinners, solvents, and cleaners shall be handled, stored, dispensed, and used only in accordance with this regulation.
3. Tarpaulins and drop cloths used with oil based painting operations shall not be stored within buildings but shall be folded and stored in metal lockers that are detached at least 15 feet from any building.
4. Spray paint shall not be used within buildings unless standard spray booths or rooms constructed and arranged in accordance with NFPA 33 are provided for this purpose.
5. Minor touch-up involving the use of small aerosol or pressurized spray cans may be conducted outside of a painting standard spray booth, provided all precautions of adequate ventilation are observed. Such operations shall be very limited in scope.
6. Spray booths shall be equipped with an exhaust ventilation system. Fans shall be non-sparking type, with explosion-proof fan motors located outside the booth. Exhaust systems shall be installed to conform to the standards of NFPA 1, NFPA 33 and the guidance provided below:

(a) No smoking within 50 feet of spray booths except in a completely separated enclosed room or area.

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

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

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

8-20: Range and Forest Fire Prevention

1. Policies and procedures.

(a) Units undergoing training shall ensure that sufficient brooms and shovels are available to fight fires during field exercises.

(b) Cigarettes shall not be discarded until field stripped and completely extinguished. Burned matches shall not be discarded until completely extinguished and cooled. Cigarettes shall not be thrown from vehicles.

(c) Signs of smoke in grass or wooded areas shall be reported to the fire department (dial 911).

(d) The DPW, Forestry Branch, obtains forest fire weather information from the Georgia Forestry Commission to determine forest fire danger. Forest fire danger is posted at Range Control and DPW, Forestry Branch. When the forest fire danger category reaches 4 or 5, DPW, Forestry Branch, shall call Range Control to alert them of the danger and the Public Affairs Office to place information on the Fort Gordon cable television system.

2. Categories of fire danger.

(a) Fire Danger 1 is when a fire does not ignite readily from small firebrands, although a more intense heat source, such as flares, grenades, and firecrackers may start fires. Fires in open grassland may freely burn. There is little danger of spotting.

(b) Fire Danger 2 is when a fire will start from most accidental causes. Fires spread rapidly and short distance spotting is common. Fires may become serious and their control difficult.

(c) Fire Danger 3 is when a fire ignites readily and starts easily from most causes. Fires spread rapidly and short distance spotting is common. Fires may become serious and their control difficult.

(d) Fire Danger 4 is when a fire starts easily from all causes and spreads rapidly increasing in intensity. Spot fires are a constancy danger.

(e) Fire Danger 5 is when a fire will start quickly, spreads furiously, and burns intensely. All fires are potentially serious. The development into high intensity burning is usually faster than Fire Danger 4 and occurs from smaller fires. Crown fires may develop and the fire becomes unmanageable until weather changes or the fuel supply decreases.

3. Restrictions during Fire Danger 1 and 2.

(a) Smoke grenades, flares, and simulators are extremely hazardous and easily start wood and grass fires, even after rains. Special precautions shall be exercised in their use and they shall not be used in areas of highly flammable grass and leaves. An area shall be cleared for their use and a responsible individual detailed to watch all devices to ensure they are totally burned out.

(b) Caution shall be exercised in the use of warming or any other open fires. The area shall be cleared of all flammable materials for a distance of at least 3 feet and fires shall be smothered with water, covered with dirt, and completely extinguished before being abandoned. Fires shall not be left burning in drums or in open areas.

(c) Burning of trash, debris, leaves, pine needles, grass, etc., or burning off of any area on the installation is prohibited except for controlled burning performed by DPW, Forestry Branch.

(d) It is incumbent upon each individual to ensure all matches, cigarettes, cigars, etc., and ashes are completely extinguished before disposal.

4. Restrictions during Fire Danger 3.

The above restrictions apply except that units scheduled to use fireworks, pyrotechnics, or fires of any description in organized training shall notify the Forestry Branch, Directorate of Public Works at 791-2327/5016, and provide unit designation, area to be used, and what activities are proposed.

5. Restrictions during Fire Danger 4 and 5.

(a) Anything that has the potential of starting fires, i.e. tracers, explosives, booby traps, simulators, warming fires, flares, blanks (except for M-16), etc., shall not be used.

(b) Exception 1: For the conduct of essential and specific firing exercises and only with the prior approval of the Forestry Branch and the Installation Fire Marshal. Approval shall be granted only when firefighting equipment and personnel are immediately available.

(c) Exception 2: Permission is granted by the Forestry Branch for the firing of tracers and use of demolition in areas which have been controlled burned.

6. Open fires of any type shall not be permitted.

7. Action in case of a fire.

(a) Immediately, upon discovery of a fire, all units in the vicinity of the fire shall cease training and make every effort to extinguish it. All range and training area fires shall, upon discovery, be reported to Range Control and the Fire Department.

(b) Under no circumstances shall individuals or units enter any impact area to extinguish a fire without the approval of the Range Control Officer.

(c) Unit reporting the fire shall direct the fire fighting units to the fire and remain at the scene until released by a representative of DPW, Forestry Branch or Incident Commander.

8. Fighting fires.

(a) The Forestry Branch, Installation Fire Chief, and/or his authorized representative have the authority to use the services of military personnel and equipment within the vicinity and/or request additional troop support to assist as required.

(b) Under the terms of the Mutual Aid Agreement between Headquarters, U S Army Signal Center of Excellence and Fort Gordon and Georgia Forestry Commission, trained professional forest firefighting personnel and equipment are readily available.

8-21: Storage and Warehouses

1. Storage shall not interfere with fire lanes or inhibit access to fire valves, fire hoses, fire extinguishers, fire escapes, fire exits, or fire doors. A clearance of 18 inches minimum shall be maintained between sprinkler heads, ceilings, ceiling lights, electrical fixtures, and stored materials. Stacks more than 15 feet high or which contain unusually hazardous materials shall not be piled closer than 36 inches to sprinkler heads.
2. Doors and exits shall not be blocked.
3. Access aisles shall be maintained to provide convenient access to all portions of the storage areas. Access aisles shall not be less than 8 feet in width.
4. Cross aisles of not less than 4 feet in width shall be provided for stacks up to 10 feet in height. Where stacks exceed 10 feet in height, cross aisles shall be at least 5 feet.
5. Combustible materials, such as excelsior, rags, and shredded paper, shall be stored in fire resistant bins with fusible link or self-closing doors.
6. Materials shall not be stored under or piled against building doors, exits, or stairways. Materials shall not be stored within 25 feet of any structure.
7. A 24-inch space shall be maintained between stored combustible materials and interior finish, fire walls and partitions.
8. Containers, drums, or other approved receptacles containing flammable liquids shall not be stored in general storage areas, but shall be stored in locations specifically constructed according to current directives for this type storage. This also applies to empty flammable liquid containers.
9. Packing materials shall be kept in the original bales until used. Broken bales shall be kept in all metal lined bins with automatic self-closing covers. Waste from packing/unpacking or other sources shall not be allowed to accumulate in hazardous quantities. All waste shall be removed outside daily at the end of the workday/shift and disposed of in designated containers.
10. Floor sweeping compound shall be stored in metal containers with tight-fitting, self-closing lid. Oiling of floors is prohibited.
11. Boiler rooms, utility rooms, and hot water heater enclosures shall not be used for storage purposes.
13. Storage is prohibited under stairways and in stairwells.
14. Gasoline powered equipment shall not be refueled or serviced inside any building.

15. Empty pallets shall be stored outside the building at least 15 feet from the structure.

8-22: Family Housing

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

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

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

4. Barbecue grills shall not be used indoors, on porches, in garages, or carports. Barbecue devices shall be under close supervision of an adult at all times when in use.

5. Fireworks are prohibited.

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

7. Flammable liquids shall be kept in safe containers, away from sources of ignition, and safe from tampering by children. Small quantities (one pint or less) may be kept in metal containers capable of being tightly closed. Larger quantities shall be kept in standard UL listed, self-closing safety cans. Quantities over one pint shall not be stored in living quarters.

8. Electrical installation, repair, and change in electrical wiring, fittings, or attachments for electrical appliances shall not be permitted except by authorized electricians, except for specific items covered in the U-Do-It Program.

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

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

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

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

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

(e) If possible, report the fire to the fire department (dial 911), but do not risk injury to use your own telephone (use a neighbors).

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

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

11. Inspect range hood fire extinguishing system to ensure the safety pin has been removed and the gauge on the extinguisher reads in the green zone.
12. If deficiencies such as crimped copper tubing, low gauge reading, or grease caps missing from nozzles are found, notify Housing Maintenance at once.
13. Grease fires in kitchens can normally be safely controlled at the start. Fires in skillets, broilers, and deep fat devices can usually be extinguished by covering with a lid. A lid should be kept conveniently available for this purpose. Turn off the burner control as soon as possible. Do not attempt to move any type of container that contains burning grease.

8-23: Places of Public Assembly

1. Managers of places of public assembly and recreational facilities shall establish a sound fire prevention program and shall assure that employees are trained and understand their fire prevention responsibilities, fire reporting, facility evacuation procedures, and first aid firefighting procedures.
2. Managers or assistants shall conduct closing inspections. This responsibility shall not be delegated to janitorial personnel. Closing inspection checklist shall be prepared by managers and as a minimum shall include the following:
 - (a) All electrical kitchen equipment switches placed in the OFF position.
 - (b) All cushions in chairs and sofas have been inspected for smoking materials.
 - (c) Portable electrically operated devices or appliances, including amusement and vending machines, not essential for after-hours maintenance, shall have the switches placed in the OFF position.
 - (d) Trash receptacles are emptied and trash is placed in containers outside of building; in addition, separate cigarette materials from other combustibles in cleanup operations.
 - (e) A noncombustible container with self-closing lid shall be used in restrooms for the disposition of paper towels.
3. Operating personnel shall be designated to check fire egress exits daily, prior to entry of patrons, to ensure that doors are unlocked and that panic-type hardware and exit lights are functioning properly, and shall be documented upon completion.
4. An inspection by fire prevention personnel shall be conducted prior to the start of any social and/or unusual event and shall be documented.
5. Managers of facilities in which commercial or restaurant-type cooking is performed shall establish and enforce the following procedures:
 - (a) All installed grease filters and exposed surface of kitchen range hoods shall be cleaned daily to prevent accumulation of grease. A spare set of filters is required in kitchens which are continuously operated.

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

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

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

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

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

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

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

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

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

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

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

8-24: Fire Prevention in Tent Areas

1. Tents

(a) Tents shall be positioned a minimum of 8 feet apart. Rows of tents shall be separated by a minimum of 30 feet to allow easy access of firefighting equipment. Tents shall be located a minimum of 50 feet from any building, except for mess tents which may be located in the rear of a dining facility.

(b) Weeds and vegetation shall be removed from within 10 feet of any tent.

2. Heating of tents.

(a) Space heaters shall be placed in a box filled with 4 inches of sand. Boxes constructed of 2 by 4s, with the bottom of 1/4 inch plywood shall be permitted. The dimensions shall be a minimum of 36 inches by 36 inches.

(b) Sand shall be maintained free of foreign matter and shall be changed if contaminated with fuel.

(c) A drip can shall be placed under the carburetor of all heaters to collect the overflow of fuel.

(d) All stoves shall have a shield installed to protect the stovepipe. The stovepipe shall extend a minimum of 12 inches above the ridge pole.

(e) Flammable and/or combustible liquid containers shall not be located inside any tent. Gasoline and diesel fuel shall not be mixed for use in heaters. Containers shall be stored a minimum of 50 feet from any tent or vehicle.

(f) A fire guard shall be posted during operation of heaters.

3. Electrical.

(a) Not more than two appliances shall be connected to an electrical outlet. Multiple electrical adapters are prohibited.

(b) Use of electrical extension cords is prohibited.

(c) Adding to, tampering with, or repairing of electrical wires by other than authorized electricians is prohibited.

(d) Firefighting equipment shall be a minimum of one 10-pound multi-purpose (ABC) fire extinguisher. Extinguisher shall be located at each tent and where flammable or combustible liquids are used, stored, or dispensed.

(e) If unit approves smoking in a tent, a minimum of two metal containers shall be placed in each tent located on the floor away from the tent sides, posts, or combustible materials. The can shall have a minimum of 2 inches of sand or water at all times.

(f) Open fires of any type shall not be permitted.

(g) Unobstructed fire lanes between tents shall be maintained at all times.

(h) All flammable and/or combustible liquids shall be stored a minimum of 50 feet from any tent or vehicle.

8-25: Ammunition Storage

1. Handling and storage shall be in accordance with DA PAM 385-64.

2. Waste materials such as oily rags, combustible scraps, and paper within an explosion area shall be separated and placed in a metal container with a self-closing lid.

3. Matches, flame, or spark-producing devices shall not be permitted in any explosive area except by written authority of the Installation Commander.

4. Smoking shall not be permitted except in a designated smoking area.

5. Vehicles containing explosives shall not be placed within 15 feet of buildings.

8-26: Holiday and Facility Decorations

1. Combustible decorations, such as paper, flowers, tinsel, streamers, scenery, etc., shall not be used in any buildings. Decorations shall have the UL approval and be marked Flameproof. Combustible decorations will not be placed or installed to any fire rated door. Prior to the installation of any special decorative materials, approval shall be obtained from the Fire Chief. In all cases, decorations should be kept to a minimum to prevent the possibility of fire.
2. The following precautions shall be observed for Christmas trees:
 - (a) Keep the tree outside of the building until ready to install a few days before Christmas.
 - (b) Cut the bottom of the tree at an angle about 1 inch above the original cut, set in water or wet sand and brace securely. Water should be added daily.
 - (c) Keep the tree away from radiators, stoves, and other sources of heat. The tree shall not be located near entrance or exit doors, nor near any elevator or stairwell.
 - (d) Use only UL approved electric lights that are in good condition and not worn or frayed.
 - (e) Do not leave the tree lights burning when no one is in the building or after retiring at night.
 - (f) If lights are desired in windows, curtains and other combustible materials should be at least 6 inches from lights.
3. Any concerns with decorations should be referred to the Fire Prevention Office, 791-1205/1206/1207/1235.

Section 9 Construction, Alterations and Modernization.**9-1: Contractor Information**

1. Sound fire protection engineering is required in all repair and construction projects which shall limit fire spread and save lives and property. Fire protection systems and construction features shall comply with Department of Defense fire protection policies, UFC 3-600-01, and NFPA standards. Special emphasis shall be placed on providing adequate fire protection in facilities that are highly susceptible to loss of life and those that house high-value or mission-essential processes or equipment.
2. Installation fire protection personnel shall review all construction alteration and renovation projects, including DD Forms 1391, FY Military Construction Project Data. This includes non-appropriated funds (NAF), Army and Air Force Exchange Services (AAFES), and self-help projects.
3. Construction, alteration, and renovation projects shall be coordinated with the Directorate of Emergency Services, Fire Prevention and Protection Division, prior to bid advertising or authorization to proceed with construction.
4. Interior finish materials installed as a part of change, alteration, or modernization projects and movable partitions shall be in accordance with UFC 3-600-01 criteria. Fire retarding chemicals listed by recognized testing laboratories may be considered for treatment of existing interior finish materials.

5. Contracting officers shall include a statement in special contract requirements of construction project solicitations and contracts substantially as follows:

(a) Contractor shall comply with USASCoE&FG Regulation 420-4 in performance of work on the job site. A copy of this regulation may be viewed by prospective officers at the contracting office. In case of conflict with contract plans and specifications, nothing contained in this regulation shall be construed as altering them without prior coordination with and approval by contracting officer.

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

9-2: Rubbish and Debris

1. Police working and storage areas, new construction, and repair areas regularly to reduce fire hazards.
2. Dispose of rubbish and scrap materials in properly identified, noncombustible cans, bins, or receptacles. Remove rubbish from buildings at the close of the normal workday and take to locations approved for rubbish disposal or for temporary storage. Keep work areas reasonably free of combustible debris accumulation.
3. Use only metal containers or nonmetallic containers that are approved by a nationally recognized testing laboratory for disposal of combustible trash or rubbish inside buildings.
4. Place dumpster units and other central trash disposal units at least 15 feet from any building. Dumpster lids shall be kept closed, except when refuse is being loaded into dumpster.
5. Store soiled rags in metal containers with self-closing metal covers until removed from building.
6. Store steel wool, a combustible material, separately in covered metal containers.

9-3: Fire prevention for Contractors/Concessionaires.

1. Contractors/ concessionaires shall comply with this regulation to include the following:

(a) Smoking is prohibited in any area, building, or location where such an act shall result in possible loss of life or destruction of property by fire or explosion. Smoking materials shall be deposited in designated smoking receptacles.

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

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

(d) Portable hand held fire extinguisher(s) shall be the responsibility of the contractor.

(e) Any work that shall affect the operation of an installed fire alarm system shall be coordinated with the Fire Chief.

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

- (g) All fires on Fort Gordon shall be reported.
- (h) Welding and cutting operations shall be in accordance with paragraph 14 above.
- (i) Contractors shall not use or close off water mains or hydrants without approval of the Fire Chief.

21 April 2011

USASCoE&FG Reg 420-12

FOR THE COMMANDER:

OFFICIAL:

/original signed/
GLENN A. KENNEDY, II
COL, SC
Commanding

/original signed/
JOHN MCINTYRE
Director of Human Resources
/Adjutant General

DISTRIBUTION:

<http://www.gordon.army.mil/dhr/DocMgt/docmgt.htm>

APPENDIX A

REFERENCES

DODI 1010.15

Smoke Free DOD Facilities

AR 420-1

Army Facilities Management

UFC 3-600-01

Unified Facilities Criteria

DA PAM 385-64

Ammunition and Explosives Safety Standards

AR 385-10

Army Safety Manual

AR 608-10

Child Development Services

TB 43-0134

Battery Disposition and Disposal

Factory Mutual Approval Directory

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

National Fire Codes and Standards

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

Underwriters Laboratories (UL) Fire Resistance Directory

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