



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON GRAFENWOEHR  
UNIT 28130  
APO AE 09114-8130

IMGF-ZA

04 SEP 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Grafenwoehr Policy Letter #22; Fire Prevention and Protection

1. **Effective Date.** This policy letter will remain in effect until superseded or rescinded.
2. **Scope.** This policy letter is applicable to all military personnel, DA civilians, local national employees, Family Members, contractors and guests assigned, attached, on temporary duty at, conducting business, visiting or training at the Grafenwoehr Training Area and US Army Garrison Grafenwoehr communities. Failure to comply with the provisions of this policy letter may result in adverse administrative action or legal consequences against any person in the categories above, including punishment under the Uniform Code of Military Justice for service members.
3. **Policy.** This policy establishes procedures and assigns responsibilities and requirements to ensure a comprehensive fire prevention and protection program for US Army Garrison Grafenwoehr, Germany. It implements AR 420-1, Army Facilities Management.
4. **Commander's Intent.** My intent of this policy letter is to eliminate the potential causes of fire, reduce the loss of life, injuries, and property damage and protect the environment should fire occur. Accomplishing these objectives is vital if the mission is to continue without delay due to fire. To reach these objectives, it's necessary to reduce unsafe practices and conditions. This is done through the education of all personnel, command support at all levels, and enforcement of safe practices. Therefore, fire prevention and fire safety will not be compromised for reasons of expediency or economy.
5. **Authority.**
  - a. Garrison Fire Chief. The Garrison Fire Chief is the Fire and Emergency Services (F&ES) Division Chief and is responsible to the Director for Emergency Services for establishing and managing an effective fire protection and prevention program. The Fire Chief serves as an advisor to the Garrison Commander on fire protection matters. Through each Base Fire Chief, the Garrison Fire Chief develops and administers the Garrison Fire Prevention Program.
  - b. The Garrison Fire Chief is the Authority Having Jurisdiction (AHJ) for all fire related matters and is authorized to direct "stop work" order for operations or processes considered to be a fire, safety or explosive hazard.
  - c. The Garrison Fire Chief or Senior Fire Officer (SFO) controls and directs the Garrison F&ES Division while engaged in fire fighting operations on post and has full authority over all fire suppression and rescue operations. The Garrison Commander may establish priorities based

IMGF-ZA

SUBJECT: USAG Grafenwoehr Policy Letter #22; Fire Prevention and Protection

on prevailing conditions; however, no one outside the F&ES Division may give orders or interfere with the Fire Chief, SFO or firefighters in the performance of fire suppression or rescue operations.

d. Base/Station Fire Chief. Each post's F&ES Division is managed by a local national Base/Station Fire Chief. The Base/Station Fire Chief has daily operational control over the activities for their respective department. The Base/Station Fire Chiefs report directly to the Garrison Fire Chief on all matters which need to be brought to the attention of senior leadership or go outside the DES organization.

## 6. **Responsibilities.**

a. Functional Managers. The functional manager is the commander or senior operating official at any level that exercises managerial control of an activity or operation. Functional managers are responsible for administering the Unit Fire Warden (UFW) Program within their functional area. In addition, functional managers are responsible for notifying the Fire Prevention office in writing of changes in Unit Fire Wardens, telephone numbers and their alternates.

b. Unit Commanders/Supervisors. Unit Commanders/Supervisors are responsible at all levels for ensuring sound fire prevention procedures are established and practiced in each activity or facility under their jurisdiction. They will enforce this policy as it pertains to the buildings, areas and property under their control. They will:

(1) Ensure all newly assigned personnel are given fire prevention and fire extinguisher training by the Base Fire Department within 30 days of assignment.

(2) Ensure that all personnel are knowledgeable of required fire/emergency reporting procedures, use of fire extinguishers, and fire prevention practices.

(3) Ensure that fire prevention inspections and practices in facilities, rooms, or areas which are under continuous lock and key, are the responsibility of the individual supervisor maintaining that secured area. Additionally, it is their responsibility to provide access to these facilities for the Fire Department to perform scheduled fire prevention visits.

(4) Initiate appropriate administrative or disciplinary action against personnel who willfully damage or tamper with fire protection systems/devices or fail to comply with the fire prevention policies or practices which, through misconduct, disregard for fire directives, or negligence, result in fire loss or damage to government property.

IMGF-ZA

SUBJECT: USAG Grafenwoehr Policy Letter #22; Fire Prevention and Protection

(5) Appoint a Unit Fire Warden and an alternate in writing and provide the names of the individuals to the Base Fire Department.

c. Unit Fire Wardens.

(1) Each UFW and alternate, as designated by this policy, is responsible to the unit commander for the fire safe condition of all facilities and areas under their jurisdiction. The UFW and alternate will take immediate corrective action on fire hazards or discrepancies found during the Fire Risk Management Surveys.

(2) In addition to escorting the fire prevention inspector during inspections, UFW will accomplish those fire prevention duties as outlined in this policy, the UFW SOP and the UFW Fire Prevention Checklist provided by the F&ES Division.

(3) The UFW shall check all fire extinguishers, standpipes, fire doors, exits, exit lights, and emergency lights to ensure proper operating conditions and ensure those inspections are documented.

(4) The UFW will ensure all personnel are knowledgeable of fire/emergency reporting, evacuation procedures, and the activation procedures for all installed fire suppression/alarm systems. —

(5) The UFW will inspect all designated smoking areas to ensure proper receptacles are provided for the disposal of smoking materials.

(6) The UFW will ensure a closing or end of shift inspection is conducted at the end of each duty day or activity to ensure the facility or area is left in a fire safe manner. —

(7) The UFW will provide a quarterly inspection report to their respective F&ES Division by the 5th day of the new quarter. Failure to comply with this duty and its requirements will be reported to their commander for corrective actions.

d. Engineering Division. Will establish procedures to ensure the Fire Prevention Office is notified of all pre-construction/pre-performance conferences. A fire protection representative must attend these conferences to coordinate fire prevention requirements with contractors.

e. Engineering Division Chief. Will establish procedures to ensure the Fire Prevention Office reviews all projects under the control of the Army Corps of Engineers, DPW and JOC, and are notified of pre-construction/pre-performance briefings.

IMGF-ZA

SUBJECT: USAG Grafenwoehr Policy Letter #22; Fire Prevention and Protection

f. Architectural Engineering (A&E) Section. Will establish procedures to ensure the Fire Prevention Office reviews all projects under the control of A&E and are notified of pre-construction/pre-performance briefings.

g. Concessionaires. Concessionaires are responsible for fire prevention in their area and will comply with this policy as it pertains to them.

h. Contractor Operations. Employees of private contractors performing work under Government contract are responsible for fire safety and will comply with this policy. Contractors are responsible for the protection of their employees.

**7. Fire Risk Management Surveys.**

a. The F&ES Fire Prevention Office is the agency which manages, enforces, and executes the Fire Prevention Program. The Fire Prevention Inspector shall conduct a quality fire inspection that will contribute to the fire safety of the unit being inspected.

b. Scheduled visits will be conducted on an annual, semi-annual, quarterly or monthly basis depending on the level of risk associated with the use and/or occupancy of the facility.

c. Walk-through inspections will be conducted on a no-notice basis when increased activity or the nature of special work or functions dictates it. These inspections may include periods of evening operations. Follow-up inspections on previously identified fire hazards and deficiencies will be carried out in this manner.

d. The UFW, facility manager or designated representative will accompany the Fire Prevention Inspector on all scheduled visits.

e. Fire hazards noted during the inspection will be corrected on the spot if at all possible. If the fire hazard or condition poses an imminent danger, prompt action will be taken to eliminate or reduce the danger. When the hazard involves an operation or process that must be stopped, the Fire Chief, the functional manager concerned and the Garrison Safety Office shall be notified to observe and resolve the hazardous condition. If the problem cannot be resolved, the Garrison Commander will be notified.

f. Risk Assessment Codes (RACs) will be assigned to fire hazards. All RAC 1 and RAC 2 hazards that cannot be corrected within 30 days will be entered into the formal hazard abatement program according to AR385-10.

g. DA FORM 5283-R, Hazard/Deficiency Inspection Record, is annotated to show any fire hazard or deficiency found. The Fire Inspector will provide the facility manager the original copy of DA FORM 5283-R and brief them on the hazards noted with recommendations for

IMGF-ZA

SUBJECT: USAG Grafenwoehr Policy Letter #22; Fire Prevention and Protection

corrective actions. The facility manager must indicate the corrective actions taken on the form and return the form to the Fire Prevention Office within the specified time noted in the suspense date block.

h. Risk management surveys, identifying hazards or deficiencies that require submission of a DA FORM 4283, Facilities Engineering Work Request to DPW for corrective action, will show full justification with references.

i. The facility manager will start immediate correction of the fire hazard or fire safety deficiency. Any RAC I or II hazard not corrected within 30 days will be annotated on a DA Form 4756, Installation Hazard Abatement Plan, in accordance with AR 385-10.

#### 8. Fire or Emergency Reporting Procedures.

a. Immediate and accurate reporting of a fire or emergency is essential to minimize loss and vehicle response time. Any person discovering a fire, potential fire or emergency must report it immediately to the Fire Department. This includes any fire that has burned itself out or been extinguished without the aid of the Fire Department.

b. Fire or Emergency Reporting Telephone Numbers: Report all fires or emergencies to the Grafenwoehr Fire Department by dialing:

(1) From base telephone extensions – 117

(2) From Housing - 83-117

(3) From an off-base exchange number (including cell phones) – 09641-83-117

c. Fire/Emergency Evacuation Procedures:

(1) Sound the alarm, electrically, mechanically, and verbally. In buildings equipped with fire alarm systems, activate the nearest fire alarm pull station/push button. In buildings not equipped with fire alarm systems, sound the alarm verbally.

(2) Call the Fire Department. When reporting a fire or emergency, give your name and telephone number, location/address of the emergency, and type of fire or emergency. Remain on the telephone. **DO NOT HANG UP** until released by the emergency dispatch operator.

(3) Ensure all personnel are evacuated from the facility, assemble at a designated area at least 50 meters from the facility, when possible, and ensure all personnel are accounted for.

IMGF-ZA

SUBJECT: USAG Grafenwoehr Policy Letter #22; Fire Prevention and Protection

Activation of a fire detection/suppression system requires full evacuation of the facility. Personnel will not re-enter building until deemed safe by a fire department official.

(4) Extinguish the fire, if possible, using portable hand held fire extinguishers on fires in the incipient stage. If the fire is uncontrollable, abandon firefighting efforts and evacuate the building. Do not become trapped. Always maintain a clear egress path to safety.

(5) Designate at least one individual outside of the building to direct the Fire Department to the location of the fire or emergency.

c. False Fire Reporting. Any person(s) involved in malicious and/or deliberate transmission of false information pertaining to a fire or emergency, including falsely initiating a fire department response, will be subject to applicable disciplinary action. This includes tampering with fire reporting equipment and smoke/heat detectors.

#### 9. **Yielding to Emergency Vehicles.**

a. All fire department vehicles responding to an emergency have the “right of way” over all other traffic. Upon hearing or observing approaching emergency vehicles with warning lights and siren in operation, traffic will immediately clear all intersections, move as far as possible to the right, come to a complete stop and remain stopped until all visible responding emergency vehicles have passed.

b. Do not follow behind responding emergency vehicles closer than 100 meters.

c. Vehicles will not pass stationary fire vehicles with warning lights operating or drive over a fire hose unless directed to do so by Fire Department or Military Police personnel.

#### 10. **Fire Lanes/Restricted Parking.**

a. Fire lanes are restricted from vehicle parking and will remain unobstructed at all times. Restricted parking areas around buildings are identified and parking is not allowed in these areas.

b. Parking spaces shall not block or obstruct access to fire department connections that support automatic fire suppression systems or standpipes.

c. Parking vehicles on both sides of any street/road will not be allowed if access width is reduced to less than 15 feet.

#### 11. **Fire Hydrants.**

IMGF-ZA

SUBJECT: USAG Grafenwoehr Policy Letter #22; Fire Prevention and Protection

a. Fire hydrants will not be used by any person other than Fire Department personnel, except when permission is granted by the Base Fire Chief or a designated representative.

b. Access to fire hydrants and post indicator valves will be maintained by a clearance of at least 15ft/5meters. Parking vehicles or equipment within 15ft/5 meters of a fire hydrant is prohibited.

c. Items such as trees, bushes, signs, fences, dumpsters, trash or any other obstacles will not obstruct or conceal a fire hydrant, post indicator valve, sprinkler system or standpipe connection.

d. Tampering with fire hydrants, such as removing caps, covering up or turning them on, is strictly prohibited.

e. Water mains and fire hydrants will not be shut off, nor will any maintenance be performed that could interfere with the water supply without at least a 24-hour prior notification to the Fire Department. Exception to this will be only when emergency work to repair these systems is required.

f. The DPW plumbing shop will notify the Fire Department of proposed water curtailments which affect fire hydrants. The plumbing shop will also identify inactive/defective fire hydrants by placing the appropriate "OUT OF SERVICE" signs on the hydrant.

## 12. **Fire Extinguishers.**

a. Fire prevention personnel will determine the type, number, distribution, and placement of portable fire extinguishers as outlined in NFPA Standard 10, Portable Fire Extinguishers of the National Fire Codes and Host Nation requirements.

b. The UFW of Facility Manager will contact the Fire Prevention Office if any fire extinguishers have been used to extinguish a fire, are accidentally discharged, have broken seals and/or missing pins, or become inoperative.

c. Fire extinguishers will not be blocked from immediate use or obscured from sight. Signs marking the location of the fire extinguisher will be posted when the extinguisher cannot be clearly seen.

d. Fire extinguishers will be permanently mounted to walls using an approved bracket or in recessed/semi-recessed fire extinguisher cabinets. No fire extinguisher will be repositioned to another location without the approval of the Fire Prevention Office.

IMGF-ZA

SUBJECT: USAG Grafenwoehr Policy Letter #22; Fire Prevention and Protection

e. Fire extinguishers will not be used for any purpose other than the extinguishment of fires. Appropriate disciplinary action will be initiated against personnel willfully misusing fire extinguishers.

f. Fire extinguishers and installed fire kitchen hood suppression systems will be inspected monthly and documented on the tag attached by the UFW or facility manager.

### 13. **Fire Evacuation Drills.**

a. Fire evacuation drills are the responsibility of the facility manager to ensure the safe evacuation of personnel in case of fire. The intent of the fire drills is to expose occupants to the sound of the fire alarm system, test capacity of the fire exits, and to practice organizational fire reaction plans.

(1) Unit Commanders or activity supervisors may conduct fire evacuation drills at their discretion.

(2) Fire evacuation drills will be conducted at the following intervals for the following occupancies:

(a) Medical Facilities: Fire drills will be conducted at a minimum of once per quarter for each work shift.

(b) Child Development Centers: Fire drills will be conducted in each childcare facility on a monthly basis by trained staff. The Fire Department will conduct one fire drill per quarter in each child care facility.

(c) DODDS Schools: The frequency of fire drills for all schools on post will be conducted per Department of Defense school directives and NFPA 1.

(d) Places of Public Assembly: Facility Managers must conduct semi-annual fire drills to ensure employees are familiar with fire evacuation procedures of customers and responsibilities during fire/emergency situations. No requirement exists for fire drills that require the public to evacuate the premises.

b. The Fire Chief may direct fire drills in any facility where the need for such drills is imminent.

c. Fire alarm systems will not be used to conduct fire evacuation drills without 48-hour prior coordination with the Fire Department.

IMGF-ZA

SUBJECT: USAG Grafenwoehr Policy Letter #22; Fire Prevention and Protection

d. Fire drills must be documented and a copy provided to the Fire Department upon request.

14. **Fire Exits and Exit Lights.**

a. Fire exit capacity and arrangement will be in accordance with NFPA Standard 101, Life Safety Code or Host Nation requirements.

(1) Exit doors in occupied facilities will remain unlocked and unobstructed at all times.

(2) Exit doors must swing in the direction of exit travel when 50 or more people occupy a facility.

(3) In places of public assembly and recreational facilities exit doors will be equipped with panic hardware devices.

(4) Building exits will be kept clear at all times and properly identified by exit signs that are readily visible from any direction of exit access.

(5) Do not obstruct exits or exit signs with draperies, decorations, placards, tables, chairs, furniture, fire extinguishers etc.

(6) Padlocks, chains, sliding bolts, or any device that retards the intended safety action of the panic hardware will not be installed on doors.

(7) If exits become inoperative for any reason, the facility manager will ensure immediate corrective actions are taken to correct the problem.

b. Fire exit signs shall be suitably illuminated by a reliable light source. External and internal illuminated exit signs shall be visible in both the normal and emergency lighting modes. Burned out lights or inoperative battery backups will be immediately reported to DPW service call desk.

c. Hallway and exit doors shall not be secured in the open position at any time unless equipped with a self closing device inter-connected with the fire alarm system. Individual office doors are exempt from this.

15. **Fire Prevention Training.**

a. Fire Prevention Training will be conducted at unit level. Fire prevention personnel will provide any assistance necessary to ensure quality training is received.

IMGF-ZA

SUBJECT: USAG Grafenwoehr Policy Letter #22; Fire Prevention and Protection

b. Fire extinguisher education is required for all newly assigned personnel, and annually thereafter. This education will include general principles of fire extinguisher, extinguishing systems, and the hazards involved with initial stage fire fighting.

c. Personnel who work in areas protected by installed suppression extinguishing systems, such as dry or wet chemical systems in cooking areas, will receive initial education and annual refresher training conducted by competent instructor with the organization or by the Fire Department.

16. **Smoking and Disposal of Smoking Material.**

a. Smoking is prohibited in all Government facilities and industrial areas. Industrial areas are defined as, but not limited to, all hangar bays, craftsman shops, vehicle maintenance shops, fuel shops, paint shops, warehouses, storage areas, or areas where processes, servicing, testing, or fabricating is done.

b. Smoking, striking matches, or operating mechanical cigarette lighters will not be permitted in or around the following areas:

(1) Within 50-feet of paint shops, flammable liquid storage locations, or similar locations where concentrations of flammable/combustible vapors/dust may be found.

(2) In munitions storage areas.

(3) In government owned or leased vehicles.

(4) Smoking is prohibited while reclining or lying in or on a bed. Signs reading "Smoking in Bed Prohibited" will be conspicuously posted or placed adjacent to the bulletin board in all dormitories and temporary lodging facilities.

c. An adequate number of ashtrays and metal receptacles with self-closing lids will be used for the disposal of smoking materials and will be provided in all buildings and areas where smoking is permitted. The receptacle will be marked "Smoking Material Only".

d. Supervisors will inspect smoking areas at the close of each shift or duty day to ensure that all smoking materials have been properly disposed of.

e. Ashtrays will be emptied weekly or more often if needed. Soak the contents thoroughly with water to ensure all materials are extinguished before combining them with other wastes in dumpsters, trash collection barrels, etc.

IMGF-ZA

SUBJECT: USAG Grafenwoehr Policy Letter #22; Fire Prevention and Protection

f. Smoking materials will not be thrown in trash receptacles, on the floor, or from vehicles. Do not use smoking material receptacles for trash.

17. **Electrical Installation, Appliances and Heating Equipment.**

a. All electrical services and installations will conform to the NFPA Standard 70, National Electrical Code and or Host Nation requirements. Only DPW electricians and contract service electricians or licensed individuals may alter/repair electrical wiring, outlets, etc. Unauthorized wiring will be removed at the occupant's expense as determined by the Garrison Engineer.

b. All switch/outlet receptacles, fuse/circuit breakers, and junction boxes must have suitable cover plates.

c. Fuses/circuit breakers will not be bridged, bypassed, or replaced with one of a larger capacity to prevent tripping, or secured in the OPEN position.

d. All portable extension cords will be equipped with nonconductive plugs and kept in good condition.

e. Extension cords will not be interconnected or used in lieu of permanent electrical wiring.

f. Extension cords will not be spliced or taped nor draped over nails or metal objects, run through windows or doors, under rugs, or be placed or fixed in a way that may subject the wiring to physical damage.

g. The use of surge protectors (units equipped with integrated circuit breaker) and extension cords in combination is prohibited. Interconnection of surge protectors is prohibited. Surge protectors will only be used for the purpose of connecting electronic/computer equipment.

h. Worn or deteriorated electrical cords will be immediately removed from service and replaced. Broken receptacles shall be replaced.

i. Extension cords must be of commercial grade and sufficient gauge to carry the ampere load of the attached equipment without heating the extension cord plugs or other components.

j. Extension cords must be Underwriter's Laboratory (UL) or Factory Mutual (FM) approved.

k. Explosion proof electrical equipment will be used in hazardous locations where flammable gases/vapors are present.

l. Automatic timing devices as found on some coffee makers will not be used even if they are built into the appliance.

IMGF-ZA

SUBJECT: USAG Grafenwoehr Policy Letter #22; Fire Prevention and Protection

m. Cooking with conventional high heat producing appliances is prohibited in all buildings except those having specific areas designated as kitchen facilities.

n. Microwave ovens are permitted in all facilities when approved by the Unit Commander.

o. The use of portable space heaters is permitted as long as the heater has the UL or FM seal of approval, the safety shut-off switch is working properly and the user has received approval from DPW.

p. Open element electrical heaters not equipped with an operable tip switch are prohibited from use.

q. Open element electrical or gas-fired heaters are prohibited in areas susceptible to explosive/ flammable vapors, gases, or dust.

r. Gas-fired portable heaters are only authorized for use in construction areas.

s. Only assigned/qualified heating maintenance personnel are authorized to adjust gas-fired heaters or boilers.

t. A minimum clearance of 18 in/46 cm will be maintained between electrical heaters and combustible materials.

u. A minimum clearance of 36 in/1 meter will be maintained in front of electrical panels, sprinkler risers, and fire alarm panels

**18. Flammable/Combustible Liquids, Liquefied Petroleum Gas (LPG) Storage.**

a. Positive control measures will be taken to keep flammable/combustible liquids and vapors from all sources of ignition. Specific guidance on the storage of flammable/combustible liquids is contained in NFPA Standard 30; Flammable and Combustible Liquids Code, and NFPA Standard 99; Chapter 10, Standard/or Health Care Facilities.

b. Flammable liquids and other hazardous materials such as paints, spray paints, flammable thinners, gasoline, diesel fuel, etc, will be stored in an approved manner or in approved type containers.

(1) Only UL or DOT approved containers will be used for storing or handling flammable liquids. All flammable liquid containers must be clearly labeled with one inch lettering clearly identifying contents.

IMGF-ZA

SUBJECT: USAG Grafenwoehr Policy Letter #22; Fire Prevention and Protection

(2) Dispensing and storage containers, such as tanks and drums, will be bonded and grounded at all times.

(3) Nozzles used to dispense flammable liquids will be spring loaded or otherwise self closing when hand pressure is released. Under no circumstances will they be wired, locked or bolted in the open position when dispensing flammable liquids.

(4) The use of cell phones and land mobile radios are prohibited while dispensing flammable or combustible liquids. Signs prohibiting the use of cell phones and land mobile radios will be placed at all gasoline/diesel filling stations and will be in plain sight. Signs should read, "**The Use of Cell Phones and Radios are Prohibited. Turn Off all Devices Prior to Pumping Fuel**". EXCEPTION: Land mobile radios and cell phones that have been inspected and labeled, "INTRINSICALLY SAFE" are authorized.

(5) Containers of flammable/combustible liquids will remain tightly sealed, except when transferred, poured, or applied.

(6) Approved safety containers will be used for transporting and dispensing flammable/combustible liquids in quantities of five gallons or more. Fuel containers will not be filled while in vehicles or on truck beds.

(7) All cleaning tanks and vats will be equipped with self-closing metal lids with fusible links. Only approved solvents designated for the purpose of cleaning will be used in these tanks/vats.

c. Flammable/combustible liquids stored inside buildings will be stored in flammable storage cabinets that comply with the requirements of NFPA Standard 30.

(1) Flammable storage cabinets will be labeled in conspicuous lettering which is visible from 50 ft/15 meters away. "Flammable - Keep Fire Away"

(2) The use of flammable liquid storage cabinets is limited to those organizations whose primary work activity requires the use of flammable/combustible liquids on a daily basis.

(3) When not in use, all flammable/combustible liquids will be stored inside the storage cabinet and not more than a one-day supply will be outside the cabinet at any time.

(4) Flammable liquid storage cabinets will be limited to three cabinets per fire area.

(5) Flammable storage cabinets will have ventilation ports capped when inside a building. Spark arrestor caps will be removed when storage cabinets are located outside a building.

IMGF-ZA

SUBJECT: USAG Grafenwoehr Policy Letter #22; Fire Prevention and Protection

(6) Storage in flammable liquid cabinets will be limited to flammable/combustible liquids only. All containers will have tight fitting lids or covers.

(7) Total quantities of flammable/combustible liquids permitted per storage cabinet will be stored according to NFPA 30.

(8) Inventory sheets will be posted on the front of the storage cabinet, listing the contents stored within. Inventory sheets will be updated when contents change.

d. The use of exterior flammable/combustible liquid storage facilities is limited to those organizations whose primary work activities use such liquids at least once a week.

(1) Exterior storage facilities will be located at least 50 ft/5 meters away from other hazardous operations and identified with conspicuous lettering, "Flammable - Keep Fire Away". Exception: Storage facilities may be located adjacent to blank exterior walls having a two-hour fire rating.

(2) The exterior storage facility may be conventional metal or wooden lockers, sheds (metal, masonry, or wood), CONEXs, or similar structures.

(3) The storage area must be protected against tampering or trespassers, and shall be kept free of weeds, debris, and other combustible materials not necessary to the storage.

#### 19. **Aircraft Hangars.**

It is the responsibility of the hangar chief or crew chief of the aircraft concerned to have adequate fire extinguishers available before performing any maintenance function.

a. Refueling and de-fueling of an aircraft in a hangar is prohibited.

b. An operating instruction covering removal of aircraft from hangars in case of fire will be provided by, and available to, personnel working in hangar area.

c. The use of flammable solvents to clean aircraft is prohibited.

d. Electrical fixtures and appliances will be of the type approved for these locations.

e. Fire lanes will be maintained around all aircraft hangars to allow access of fire-fighting equipment.

f. Fire doors separating hangar floor from shops and offices must be closed at all times and free from obstructions.

IMGF-ZA

SUBJECT: USAG Grafenwoehr Policy Letter #22; Fire Prevention and Protection

- g. Spray painting is prohibited in any hangar not specified as a paint/corrosion control facility.
- h. Gasoline powered air compressors will not be positioned in aircraft hangars.
- i. Vehicles not equipped with approved spark arrestors will not be operated inside hangars.
- j. Aircraft in hangars will have snatch blocks harnesses or tow bars readily available to expedite aircraft removal in the event of an emergency.

20. **Welding, Cutting, Grinding: and Use of Open Flame Torches.**

a. Welding, cutting, and brazing operations will be conducted in accordance with NFPA Standard 51B; Welding and Cutting and Host Nation requirements. Outside of an approved welding shop, the Fire Department prior to the start of any operation will issue DA Form 5383-R, Hot Work Permit.

b. The supervisor in charge of the operation is responsible for obtaining the proper forms from the Fire Department. Operations will not commence until approval has been given by the Fire Department. The supervisor in charge of the operation is responsible for compliance with the precautions and instructions outlined on the permit and as directed by the Fire Prevention Inspector.

c. The Fire Prevention Office will be notified 24 hours prior to starting any welding, cutting, brazing, or soldering operation.

d. Before "Hot Work Permits" can be issued; the following conditions shall be met where applicable.

(1) All Class A combustibles will be removed or swept away for a radius of 30 ft/10 meters. All Class B combustible and flammable liquids will be removed a radius of 50 ft/15 meters.

(2) Combustible floors (except wood on concrete) shall be kept wet, covered with damp sand or covered with a fire resistive shield or drop cloth. Where floors have been wet down, personnel operating arc welding or cutting equipment shall be protected from possible shock.

(3) Openings or cracks in walls, floors or ducts within 30 ft/10 meters of the site shall be tightly covered with fire resistive or non-combustible material to prevent the passage of sparks to adjacent areas.

(4) Conveyor systems that might carry sparks to distant combustibles shall be shielded

IMGF-ZA

SUBJECT: USAG Grafenwoehr Policy Letter #22; Fire Prevention and Protection

(5) If hot work is to be done near walls, partitions, ceilings or roofs of combustible construction, fire-retardant shields or guards shall be provided to prevent ignition.

(6) If hot work is to be done on a wall, partition, ceiling or roof, precautions shall be taken to prevent ignition of combustibles on the other side by relocating combustibles. If it is impractical to relocate combustibles, a fire watch on the opposite side from the work shall be provided by the organization or contractor performing the work.

(7) Hot work shall not be attempted on a partition, wall, ceiling, or roof that has a combustible covering or insulation, or on walls or partitions of combustible construction.

(8) Hot work that is performed on pipes or other metal that is in contact with combustible walls, partitions, ceilings, roofs, or other combustibles shall not be undertaken if the work is close enough to cause ignition by conduction.

(9) Fully charged fire extinguishers appropriate for the type of work being conducted shall be available in the work area by the persons conducting the work. Facility extinguishers shall not be moved to meet this need.

(10) If hot work is done in close proximity to a sprinkler head, a wet rag shall be laid over the head and then removed at the conclusion of the welding or cutting operation.

(11) Nearby personnel shall be suitably protected against heat, sparks, and slag.

(12) Before welding or cutting on flammable liquid tanks, cylinders, or containers which contained flammable liquids (compressed gas cylinders and pipelines are excluded); they will be thoroughly washed, steamed, and filled with water or rendered inert with nitrogen. Extreme care will be taken to eliminate the accumulation of vapors by proper venting or positioning of the container during the filling operation.

(13) To ensure an explosive mixture does not exist; the area or tank will be sampled using flammable/explosive gas detector.

(14) When welding and cutting operations are completed, the area will be thoroughly and carefully checked to ensure no fire hazards exist for at least 30 minutes after operation is complete.

e. Contractors will be briefed on the contents of this chapter during pre-construction conferences by fire department personnel.

## 21. **Open Burning and Fireworks.**

IMGF-ZA

SUBJECT: USAG Grafenwoehr Policy Letter #22; Fire Prevention and Protection

a. Open burning (campfires, trash/waste burning, grass, bonfires, etc) is prohibited unless at approved camp sites. Campfires and all other forms of open burning not conducted at approved camp sites must be pre-approved by the Fire Department in writing.

b. The individual use of fireworks on Post is prohibited. Fireworks used during post sponsored activities will be set up and discharged by properly trained and qualified personnel, by a licensed commercial contractor, and will be in accordance with NFPA Standard 1122 and Host Nation laws.

## 22. Ammunition and Explosives.

a. The storage, handling, and maintenance of these materials will be in strict compliance with DA Pamphlet 385-64, US Army Ammunition and Explosives Safety Program.

b. A copy of all explosive safety licenses required by AR 385-64, US Army Explosive Safety Program, will be forwarded to the Fire Department's Fire Prevention Section. One copy will be maintained in the facility folder and one copy will be available in the dispatch center.

c. Fire symbols will be posted at the main entrance and/or where required by the Fire Chief on all facilities authorized to store small arms ammunition regardless of the quantity being stored. Doors to arms rooms will also have the fire symbol posted on it. Fire symbols may be removed when no ammunition is being stored as long as the Fire Department is notified prior to removing the symbol.

## 23. General Requirements.

a. Good housekeeping, cleanliness, and orderliness in day-to-day activities are the basic intent of fire prevention. In general terms, any condition relative to the cleanliness of a building that could compromise fire safety constitutes poor housekeeping and may be identified as a fire hazard. Commanders, Facility Managers, and Supervisors are responsible for maintaining a high state of cleanliness and orderliness throughout their building.

b. Trash and rubbish containers used in all areas must have lids. Office trash receptacles are exempt from this requirement.

c. Outside trash and rubbish collection containers must be kept closed and placed at least 15ft/5 meters from any portion of a building or be separated from adjacent structures by an enclosure or wall.

d. Clean rags, dirty rags, clean speedy dry and dirty speedy dry will be stored in separate metal containers with suitable lids and labeled with one inch lettering as to its contents.

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SUBJECT: USAG Grafenwoehr Policy Letter #22; Fire Prevention and Protection

e. Store steel wool in metal containers with metal lids or self-closing lids. Containers will be labeled with one inch lettering as to its contents.

f. Storage in utility rooms, air conditioning compressor/air handling rooms, generator rooms, telephone communications rooms, and under stairwells is prohibited. Attics may be used for storage only when the area contains permanently installed floors and has a fire sprinkler system installed.

g. Mechanical rooms, equipment rooms, or other utility rooms will not be utilized for storage. A small amount of replaceable air filters used in HVAC systems is exempt from this requirement.

h. False ceiling tiles must be in place to form a continuity fire/smoke barrier from floor to ceiling.

i. The use of candles and other open flame devices is strictly prohibited. EXCEPTION: Candles and incense may be used in Military Family Housing (MFH) in accordance with policy listed below in paragraph 28.

24. **Warehouse/Storage Facilities.**

a. These facilities will meet the requirements set forth in DOD Regulation 4145.19-R-1, Storage and Materials Handling, and/or the National Fire Code or Host Nation requirements. Buildings used for storage and warehouses will have aisles between stacks, racks, and stored materials. Stacks will be properly maintained to inhibit the spread of fire. The appropriate directives or Fire Prevention personnel will determine aisle width.

(1) Stored materials in all facilities will be kept at least 18 in/46 cm away from ceiling light fixtures, sprinkler heads, and heat, smoke, and fire detectors.

(2) If stacks of materials are over 15 ft/5 meters high, the clearance for stored materials will be 3 ft/1 meter from sprinkler heads.

b. Power equipment such as but not limited to mowers, weed eaters, blowers, and generators will be de-fueled prior to storage in any area within a facility or storage area.

25. **Dormitories/ Barracks, Transient Quarters and Temporary Lodging Quarters.**

a. These facilities pose a high loss of life potential where the careless act of one person places many people in jeopardy. Therefore, the strict compliance and enforcement of fire prevention and safety standards are especially important. Personnel will not be quartered in other than designated sleeping facilities unless approved by the Fire Chief or designated representative.

IMGF-ZA

SUBJECT: USAG Grafenwoehr Policy Letter #22; Fire Prevention and Protection

- b. The following items are prohibited in dormitories/barracks:
  - (1) Candles, incense, or any open flame devices which produce a constant flame.
  - (2) Firearms and ammunition.
  - (3) Explosives or pyrotechnics including fireworks.
  - (4) Flammable/combustible liquids. This does not apply to small amounts of lighter fluid or butane for refilling cigarette lighters, or model glue and paints.
  - (5) Cooking appliances are to be used only for their intended purposes.
- c. Cooking activities will be restricted to those areas equipped with kitchen facilities. While in use cooking appliances, such as skillets and deep fat fryers will be monitored by the user.
- d. Appliances, such as hair dryers, curling irons, and electric blankets, shall be unplugged from the wall receptacle when not in use. The use of electrical extension cords as a permanent outlet is prohibited.
- e. Curtains and draperies must be flame resistant. The activity or individual installing curtains or draperies must provide the Fire Department with a copy of the manufacturer's certification stating the material is flame resistant.
- f. "No Smoking in Bed" signs will be posted on bulletin boards or in other conspicuous locations where they can be seen by all occupants. Signs need not be posted in individual rooms.
- g. Motorcycle and vehicle parts storage or maintenance of any kind is prohibited.
- h. Utility rooms and linen storage rooms throughout dormitories and quarters will be kept neat, clean, and orderly at all times.
  - (1) Fire alarm panels and electrical panels will be unobstructed and accessible at all times.
  - (2) A minimum clearance of 18 in/46 cm will be maintained around water heaters, hot water pipes, and furnaces.
  - (3) If rack storage is used, a clearance of at least 18 in/46 cm will be maintained between rack storage materials and the ceiling, ceiling fixtures, or fire detection/suppression devices.

26. **Public Assembly Facilities.**

IMGF-ZA

SUBJECT: USAG Grafenwoehr Policy Letter #22; Fire Prevention and Protection

a. Places of public assembly include, but are not limited to clubs, MWR facilities, AAFES facilities, commissaries, child development centers, chapels, restaurants, snack bars and facilities designated by the Fire Chief. These facilities present a high life loss potential resulting from the possibility of panic and require special fire prevention measures.

(1) Managers of public assembly facilities will ensure a responsible individual is assigned during hours of operation to ensure complete and orderly evacuation of the building in an emergency and for prompt notification of the Fire Department.

(2) Operating personnel are designated to check exit doors daily prior to the entry of patrons, to ensure that doors are unlocked and that the panic hardware is operational.

(3) Aisles leading to exits are not to be obstructed by tables, decorations, displays, partitions, or portable seating at any time.

b. Managers of public assembly facilities will establish and maintain a fire prevention certification training folder for all employees. The certification training ensures the employees have been properly trained and understand their fire prevention duties and responsibilities within their work area. The certification training includes documented quarterly exercises for employees (building evacuation is not required) and the immediate indoctrination of newly hired employees.

c. Managers shall inspect the means of egress to ensure it is free of obstructions and correct any deficiencies found prior to each opening of the building in to the public.

d. Assembly occupancies shall provide trained crowd managers at a ratio of 1 per 250 occupants.

e. The Fire Chief will be notified prior to any major social event, activity, or concessionaire set-up that involves temporary decorations, use of pyrotechnics or unusual interior arrangements. The Fire Department will inspect the facility to ensure all fire safety measures have been taken.

f. The maximum capacity or occupant load must be on file in the main offices of all places of public assembly. Capacity or occupancy load is not to exceed the maximum standard as set forth in NFPA Standard 101, Life Safety Code.

g. The Fire Department will be provided a copy of the manufacturer's certification showing that curtains and draperies purchased for use in these facilities are flame resistant.

h. For those places of public assembly that have commercial type cooking facilities, the following requirements apply:

IMGF-ZA

SUBJECT: USAG Grafenwoehr Policy Letter #22; Fire Prevention and Protection

(1) A minimum of one Type K rated fire extinguisher will be located within close proximity of deep fat fryer units, but not located in such a position that it cannot be reached in case of a fire.

(2) Each deep fat fryer or cooking unit will be appropriately placed under an exhaust hood system to be protected by an installed dry or wet chemical fire extinguishing system.

(3) Each independently operated cooking well or deep fat fryer unit will be equipped with a primary and secondary thermostat. The temperature setting of the primary thermostat is not to exceed 400 degrees Fahrenheit/204 degrees Celsius, and the secondary thermostat must be a non-adjustable, fusible, or manual resetting thermostat with a maximum cut-off temperature not to exceed 475 degrees Fahrenheit/246 degrees Celsius.

(4) Deep fat fryer units with either primary or secondary thermostatic control devices out of service or calibration will not be placed into operation until they have been repaired and certified by electrical technicians.

(5) Newly procured or replaced deep fat fryer units will not be placed in service until primary and secondary thermostats have been tested, certified, and tagged by electrical technicians. Test results shall be affixed to the unit.

(6) Thermostats will be tested annually by the appropriate DPW shop or certified contract electrician. Each appliance will have a tag attached indicating the last inspection date.

(7) Hood and exhaust duct systems servicing kitchen equipment must be thoroughly cleaned to bare metal at frequent intervals to prevent grease built up. This cleaning cycle applies to fans, roofs, louvers, ductwork, and exterior walls. Specific guidance for cleaning is in accordance with NFPA Standard 96, Ventilation Control and Fire Protection a/Commercial Cooking Operations. Documentation must be available to show when the ducts and filters were last cleaned by the using activity or contractor. **The user shall clean the hood and hood filters daily.**

(8) Hood and exhaust systems must be operating at all times when cooking is in progress. Should the system become inoperative for any reason, all cooking operations protected by that system will cease immediately and will not resume until that unit is returned to service and certified by Fire Prevention personnel.

## **27. Decorations and Furnishings.**

a. Only Underwriters Laboratory (UL) approved flame retardant/resistant decorations will be authorized for use.

IMGF-ZA

SUBJECT: USAG Grafenwoehr Policy Letter #22; Fire Prevention and Protection

b. Christmas tree lighting and wiring must be in good physical condition with no splices or short-circuiting in the wire. Indoor lighting will not be used for outdoor use.

c. Outdoor lights and wiring will be in good physical condition, and must be approved for outdoor use by the manufacturer.

d. The use of natural Christmas trees is permitted, however they must be kept watered and checked daily to ensure they do not become dry and brittle. Candle use on or near Christmas trees is strictly prohibited. Natural Christmas Trees must be disposed of by the end of the first week in January.

e. Christmas tree lights will be unplugged when the area or facility is unoccupied. Christmas tree lights will not be used on metal Christmas trees due to the possible hazard of shock or electrocution.

f. Decorations will not be placed where they would restrict or impede fire evacuation routes, emergency lights, or block access to exits for personnel exiting the facility.

g. Decorations of any type will not be hung from sprinkler heads, smoke/heat detectors or affixed to any fire protection equipment or devices.

28. **Military Family Housing (MFH).**

a. The sponsor is responsible for fire prevention in and around their assigned quarters and must comply with this instruction to include the following:

(1) Ensure a fire prevention briefing is conducted before moving into quarters.

(2) Test smoke detectors in quarters every 30 days and change batteries twice a year if equipped.

(3) Store flammable liquids in proper area outside of living area. Flammables must be stored in approved containers not to exceed 5 gallons. No plastic jugs or glass jars will be used.

b. Storage of ammunition and reloading supplies will be limited in MFH and only with Commander's approval.

c. All outdoor cooking equipment will be kept a minimum of 10 ft/3 meters away from the building when in use. Outdoor cooking equipment, or any other flame producing equipment or appliance is not allowed to be used on balconies or under overhangs. Used charcoal briquettes must be completely submerged in water for 15 minutes prior to disposal in dumpsters or trash containers.

IMGF-ZA

SUBJECT: USAG Grafenwoehr Policy Letter #22; Fire Prevention and Protection

d. Candles and incense may be used in MFR. Candles must be inside glass or metal containers, located on a flat surface and out of reach of small children.

e. Each multi-story housing facility is required to have a multi-purpose dry chemical fire extinguisher mounted in the stairwell. The extinguisher will be kept accessible at all times. If an extinguisher is not available, not in service, or has been discharged, call the Fire Prevention Office. All adults and older children may receive fire extinguisher training from their Base Fire Department by appointment only.

29. **Self-Help Work Projects.**

a. All self-help work must be approved in advance on a DA Form 4283. Each DA 4283 must be coordinated with the Fire Department's Fire Prevention Section. The purpose of this coordination is to ensure that the construction, renovation, or structural alteration does not compromise fire protection safety. The Fire Prevention Office will review each DA 4283, and make appropriate comments and recommendations relative to fire protection. Unapproved self-help work, which has created a fire hazard or fire deficiency, will be identified on a DA Form 5283-R, Hazard Deficiency Inspection Record.

b. Personnel accomplishing self-help work will not shut down, disconnect, alter, modify, or in any way impede the operation of a fire suppression or fire detection system without approval of the Fire Department.

c. The facility manager will notify the Fire Prevention Section when approved self-help work, which structurally alters a facility, begins so work may be inspected by the Fire Department during and after the process.

30. **Conflict in Guidance.** When a conflict occurs between written US and Host Nation requirements, the most stringent directive will take precedence.

31. **Point of Contact.** The point of contact for this memorandum is the USAG Grafenwoehr Fire & Emergency Services Office at 475-8303.

  
JAMES E. SAENZ  
COL, SF  
Commanding

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