

**Fort Sill Regulation 420-90**

**Facilities Engineering**

# **U.S. ARMY GARRISON INSTALLATION FIRE REGULATION**

**Department of the Army  
Headquarters, USAFCEFS  
455 McNair Avenue, Suite 100  
Fort Sill, OK 73503  
16 March 2022**

**UNCLASSIFIED**

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Effective 16 March 2022

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**DIRECTORATE OF EMERGENCY SERVICES INSTALLATION FIRE REGULATIONS**

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**History.** This Fort Sill Regulation supersedes FS Regulation 420-90, Directorate of Emergency Services Installation Fire Regulation, and dated 5 April 2018. It updates and revises the regulations intended to foster fire and life safety.

**Summary.** This publication establishes Fort Sill-specific policies and procedures for the implementation and maintenance of Fire Regulation ensuring their compliance with the United Facility Codes and the National Fire Protection Association. This regulation is distributed and published solely through the Fires Knowledge Network and the Department of Human Resources, Administrative Services Division Homepage at:

<https://sill-www.army.mil/USAG/publications.html>

**Supplementation.**

Supplementation of this regulation is prohibited without prior approval from the proponent of this publication which is the Garrison Commander, USAFCEFS. The proponent retains the authority to approve exceptions or waivers to this publication.

**Suggested Improvements.**

Users may send comments/suggested improvements on a Department of the Army Form 2028, Recommended Changes to Publications and Blank Forms, to the Fire Chief, Directorate of Emergency Services, 2025 Adams Road, Fort Sill, OK 73503.

**Applicability.** This regulation applies to all activities and organizations for which the Commander, Fort Sill, has responsibility, and tenant units located at Fort Sill where DA maintains real property accountability and control.

  
MICHAEL J. KIMBALL  
Colonel, GS  
Chief of Staff



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## **INTRODUCTION**

### **PURPOSE**

This regulation establishes policies, responsibilities, and uniform procedures for instituting sound fire prevention, fire protection, and firefighting practices for all elements at Fort Sill.

### **APPLICABILITY**

The provisions of this regulation apply to all activities and organizations located at Fort Sill. The Department of the Army (DA) maintains real property accountability and control. When guidance on certain conditions is not specifically covered in existing DoD, DA or Fort Sill publications, the current National Fire Protection Association (NFPA) Codes and Standards shall be followed. Any exceptions to this regulation must be submitted in writing to the Fire Chief for approval.

### **RESPONSIBILITIES**

Responsibilities as outlined in AR 420-1, Chapter 25, Fire and Emergency Services, with changes, shall apply. The following clarifications are published for guidance and information to all concerned.

The Director of Emergency Services (DES) is the Garrison Fire Marshal and shall:

a. Exercise administrative supervision for the activities of the Fire and Emergency Services Division.

b. Chief, Fire and Emergency Services (F&ES), is responsible directly to the Garrison Fire Marshal for the direction of the F&ES Branch and shall:

(1) Review and be the final authority having jurisdiction on all fire and emergency services matters including, but not limited to:

(2) All plans and drawings for construction, additions, modifications, or alterations of buildings, structures, and areas, pertinent to fire regulations, to ensure the incorporation of appropriate features for adequate fire protection.

(3) Requests for storage of any type in buildings, structures, or areas not designated for storage, including attic spaces, in order to ensure adequate fire protection.

(4) Requests for any type of "hot work" or open flame operations unless specifically authorized herein.

(5) Decorations in places of public assembly.

(6) Coordinate with the Garrison Safety Director on matters of mutual concern.

(7) Conduct technical investigations and finalize reports of fire incidents.

(8) Commanders and directors of units, activities, and tenant organizations are responsible to designate the position of Building Evacuation Coordinators within their area of responsibility. Any changes to the Building Evacuation Coordinator will be provided to the Fort Sill F&ES in writing within 30 days. A copy of the Additional Duty Orders will be forwarded to the Fire Prevention Branch. Orders will include the contact phone number and e-mail of the Evacuation Coordinator.

c. Designated Evacuation Coordinators shall be responsible to the Garrison Fire Chief for the following:

(1) Attend at least one Building Evacuation Coordinator training annually and additional special training as announced by the Fire Prevention Branch.

(2) Conduct monthly inspections of assigned areas and maintain a file of the findings using, Monthly Fire Prevention Inspection Checklist and Report or equivalent. Include deficiencies found and corrective action taken. Report serious deficiencies warranting immediate attention to the Fire Prevention Branch.

(3) Enforce the Installation Fire Regulation, FS Regulation 420-90.

(4) Coordinate and post emergency plans for, but not limited to, evacuation of personnel, fire reporting, protection of sensitive materials, and salvage of property.

(5) Request for the Fire Prevention Branch to conduct fire evacuation drills as often as deemed necessary (minimum of one per year) to ensure that personnel are aware of evacuation procedures. Drills will be conducted for training purposes only.

(6) Ensure that building personnel receive training on procedures to report a fire, proper use of fire extinguishers, and fire safety practices for the home and workplace.

(7) Coordinate all fire safety related problems or situations with the Fire Prevention Branch.

(8) Act as the point of contact for the Fire Prevention Branch to coordinate any pre-scheduled fire and life safety inspections.

## **CHAPTER 1**

### **POLICIES AND PROCEDURES**

#### **1-1 VEHICLE PARKING AND DRIVING**

a. Vehicles (other than fire department apparatus) will not be parked within 15 feet of fire hydrants or fire department sprinkler and standpipe connections. Additionally, they will not be parked in fire department access lanes, in front of building main entrances, or in any manner that would otherwise obstruct free access by fire department equipment to the front and rear doors of a building.

b. Vehicles are prohibited from driving over any fire hoses at the scene of an emergency unless directed to do so by F&ES personnel.

#### **1-2 UTILIZATION OF BUILDINGS**

a. Any organization that intends to utilize a building, structure, or area that is not used on a regular basis must inform the Fire Chief in writing of the timeline and nature of that utilization this must be received 30 days prior to intended utilization. Buildings are to be utilized only for the purpose with which they were constructed. Any change to the occupancy or utilization of a building must be approved by the Directorate of Public Works (DPW) and the Fire Chief.

b. The use of facilities other than personnel housing for sleeping is generally prohibited. Requests for exception to this policy must be submitted to the Fire Chief for prior approval. Such facilities must comply with NFPA 101, Life Safety Code, for hotels or dormitories. Fire Prevention personnel will inspect the facility to ensure compliance before it is utilized for sleeping.

c. The use of attic spaces in buildings without written approval of the Fire Chief is prohibited.

d. Space underneath buildings will be kept free of trash, debris, equipment, and storage at all times.

e. Building exits, aisles, corridors, and other components of the means of egress will not be obstructed at any time when the building is occupied.

f. Do not store combustibles beneath or in stairwells used for exits. Storage beneath stairways is prohibited.

g. The fire prevention measures taken to protect life and property will be consistent with the type of building and its utilization.

h. Occupancy loads in existing buildings will be calculated using the square footage of the area in question and the occupancy load factors defined in NFPA 101 and UFC 3-600-01.

i. The name, work address, and phone number of the primary and alternate emergency contact will be provided to the fire department and updated and/or verified annually. Each building shall display a placard with the emergency contacts information in a visible area for emergency personnel.

### **1-3 KNOX BOXES**

a. All new construction projects on Fort Sill will be required to have a 4400 Series Dual Lock Knox Box installed. This applies to all construction projects that fall under the categories of new construction, additions, modifications, or reconstructions, as defined in UFC 3-600-01.

(1) The building/construction representative may obtain an Authorization Order Form from the Fire Prevention Branch.

(2) The form will be completed by the building/construction representative and forwarded along with a payment to the Knox Company.

(3) Upon receipt of the Knox Box, the building/construction representative is to call the Fire Prevention Branch, who will arrange a meeting with the building/construction representative to decide where the box will be located. Circumstances such as the size of the property, nature of any hazards, etc., may warrant the need for additional boxes to be located on the same property.

b. Existing facilities are highly encouraged to have Knox Boxes installed on their facilities. Facility managers can initiate a DA Form 4283 to have a Knox Box installed on their facilities. If a Knox Box is installed, a set of keys shall be provided for fire department use.

c. A "set" of keys could be one master key to all entrance doors and interior rooms. If no master key is available, then each set should include building entrance key(s), keys to special use rooms such as electrical/mechanical rooms, fire alarm control panel room, fire sprinkler riser room, elevator equipment room, rooms that may contain hazardous material storage, etc. If the building has an elevator, each set should also include an elevator key.

d. The number of sets of keys shall be determined based on the following criteria:

(1) 1 story buildings: 1 set

(2) 2-3 story buildings: 2 sets

(3) 4-6 story buildings: 3 sets



(4) High-rise and large assembly buildings: 5 sets

e. When a Knox Box entry is necessary, a representative from F&ES will respond. F&ES personnel will be responsible for checking the condition of the Knox Box and keys any time a response is made to a property with an installed box (i.e. alarms, tours,) etc.

#### **1-4 FIRE AND EVACUATION PLANS**

a. Fire evacuation plans will be permanently posted on the main bulletin board or near the main entrance of each building occupied by ten or more persons. The plan will include:

(1) Instructions for waking or evacuating personnel from the danger area.

(2) Procedures for reporting the fire or emergency.

(3) Instructions for the preservation and protection of sensitive materials.

(4) The meeting location for building occupants (minimum 50 ft. from the building) as well as accountability procedures.

b. Graphic fire evacuation plans are required in all multi-story occupancies, facilities with transient populations, childcare facilities, and places of public assembly.

#### **1-5 EMERGENCY EQUIPMENT**

a. All emergency equipment will be used only for their intended purpose.

b. Fire hydrants will not be used for any purpose other than water supply for firefighting except by explicit prior permission from American Water. Adequate protective barriers will guard fire hydrants in locations vulnerable to damage from vehicles. Access to fire hydrants and fire department water supply connections will be kept clear at all times.

c. Smoke, Heat, and Carbon Monoxide (CO) Detectors:

(1) All detectors will be installed and maintained as per applicable NFPA Codes and Unified Facilities Criteria.

(2) These detectors will not be tampered with, and if malfunctioning, will be reported to the appropriate maintenance section to be repaired.

(3) At no time will any detector be disabled, disconnected, or disassembled, unless directed by the authorized maintenance personnel or an F&ES representative.

(4) Any occupant that tampers with, vandalizes, or destroys any of the listed or installed detectors will be referred to their unit commander or supervisor for appropriate disciplinary action in accordance with the Uniform Code of Military Justice and Office of Personnel Management guidelines.

d. Fire Extinguishers:

(1) Installation, number, spacing, replacement, and repair of fire extinguishers will be as specified in AR 420-1, Chapter 25, Fire and Emergency Services. Fire extinguishers shall not be removed from their location except for firefighting purposes or for repair or replacement when directed by the Fire Prevention Branch or Building Evacuation Coordinator. The Building Evacuation Coordinator will be notified immediately of any extinguishers not in operational readiness. Maintenance and replacement of fire extinguishers is the responsibility of the building units and tenants.

(2) All personnel will be familiar with the location and proper use of extinguishers in their areas. The Fire Prevention Branch will provide training to personnel when requested.

(3) Fire extinguishers will comply with NFPA 10 and UFC 3-600-01. These fire extinguishers will be wall-mounted in unfinished areas and stored in cabinets in finished areas. Extinguishers shall be mounted so the top is no higher than five feet above and the bottom is no less than four inches from the floor. Fire extinguishers should remain visible and accessible at all times.

(4) Any occupant that discharges or tampers with any fire extinguisher for any reason other than fire suppression efforts will be referred to their unit commander or supervisor for appropriate disciplinary action in accordance with the Uniform Code of Military Justice and OPM guidelines.

(5) All fires and extinguisher discharges will be reported to the Fire and Emergency Services immediately. This includes fires which have been extinguished or nearly extinguished regardless of size and the amount of damage caused.

(6) All fire extinguishers in buildings will be at least a 10 lb. Automatic Box Conveyor (ABC), unless otherwise required.

(7) Facilities with commercial cooking operations shall have at least one Class K extinguisher IAW applicable NFPA requirements. This does not apply to residential individual cooking units.

e. Fire Alarm and Mass Notification Panels:

(1) All fire alarm control panels will remain locked and inaccessible to occupants at all times. Occupants are not to silence, reset, or otherwise tamper with fire alarm control panels or annunciator panels without the express written permission of the Fire Chief.

Trouble signals and “beeping panels” should be reported to the fire department immediately.

(2) Mass notification systems shall be accessible to building occupants for use during emergency events. The system is to be used for emergency situations only and shall not be used as a public address system to broadcast routine messages.

(3) If the fire alarm panel and mass notification autonomous control unit are in the same unit, the panel will remain locked. A separate local operating console will be provided for occupant use.

## **1-6 HOUSEKEEPING**

a. Housekeeping, as it pertains to fire prevention, is the responsibility of the organization or agency using the building.

b. Combustible materials will not be allowed to accumulate excessively in areas not designed for that purpose. The storage of combustible materials will be orderly.

c. Oil or paint-soaked rags, waste or debris, steel wool, and scrap or salvage materials will neither be allowed to accumulate in, about, or under buildings, nor in storage areas not specifically designated by the Fire Prevention Branch as suitable for such storage. The waste materials referred to above will be collected and placed in covered noncombustible containers. These containers will be placed no closer than ten feet to any building or structure.

d. Do not let weeds or vegetation grow excessively near buildings, fuel storage, or dispensing areas.

e. Do not let lint, dust, trash, or other combustible debris build up on the interior of buildings. These items add a highly combustible layer to ordinarily noncombustible items causing an undue rise in the building fire load and hazard class.

f. Authorized maintenance personnel, in the course of routine maintenance and repairs, check for fire and safety hazards. Occupants will cooperate with them in correcting or eliminating any hazards within their capacity. The Fire Prevention Branch will be notified of hazards not corrected or unusual conditions requiring technical guidance.

g. Pump houses, generator buildings, mechanical equipment rooms, electrical rooms, server rooms, telecom rooms, or any other rooms housing building utilities will not be occupied by persons or used for storage. Exception will be made for non-combustible tools and equipment needed to maintain the systems, when granted in writing by the Fire Chief. Obstruction within 36” of access to the heating, ventilation, electrical, plumbing, and fire protection equipment is prohibited.

## **1-7 FIRE DOORS, EXIT LIGHTS, EMERGENCY LIGHTS, AND MEANS OF EGRESS**

a. Doors identified as exits must be capable of being opened from the egress side without the use of a key or special knowledge when the building is occupied. Bars, chains, hasps, and similar locking devices are prohibited.

b. Fire doors will not be held open except by a means approved by the Fire Prevention Branch.

c. Blocked doors will bear identifying signs on both sides. The sign will have minimum two (2) inch lettering stating "THIS DOOR IS BLOCKED" in contrasting colors. Doors will not be blocked without prior written approval from the Fire Chief.

d. Illuminated exit signs will be lighted at all times that a building is occupied.

e. Emergency lighting, when provided, will be checked at least monthly to ensure proper operability. The test button on the unit should be depressed for no less than 30 seconds. The emergency light should stay illuminated for the duration of the test. Any deficiencies will be reported immediately to the DPW Work Order Desk for corrective action.

## **1-8 DECORATIONS**

a. Decorations shall not be placed in any manner that obstructs or obscures any fire protection system components, fire alarm components, exit signs, emergency lighting, or means of egress components.

b. Draperies, curtains, and other similar loosely hanging furnishings and decorations shall meet flame propagation performance criteria established in NFPA 701. This shall not apply to single family homes, apartments, or fully sprinkled business or mercantile occupancies.

c. The following materials are prohibited:

- (1) Candles or open flames of any type
- (2) Confetti (loose, in large quantities)
- (3) Cotton batting
- (4) Dried organics (vines, palms, straw, hay, cornstalks, or husks.)
- (5) Flammable powders or liquids
- (6) Sawdust (wood shavings, bark, or mulch.)
- (7) Crepe paper decorations (other than flame retardant)

#### (8) Paper streamers

d. Live holiday trees are prohibited in all areas on post except family housing. This exception does not apply to Family Child Care homes. Artificial trees will bear the label of a recognized testing authority (e.g. UL or FM). It is recommended that live trees in family housing be treated with a fire retardant.

e. Electrical decorations will bear the label of a recognized testing authority. No more than three (3) strings of lights shall be connected together.

f. Smoke machines are NOT authorized.

g. All holiday decorations can be displayed 15 days before the holiday until 15 days after the holiday.

h. Any hanging electrical decorations must be hung on non-metallic hangers.

i. Prior to the installation of any special decorative materials, obtain written approval from the Fire Chief.

### **1-9 SMOKING/VAPING**

a. Smoking and vaping is prohibited in all buildings and permitted only in designated outdoor areas.

b. Smoking areas shall be clearly defined and posted. An adequate number of noncombustible receptacles with self-closing or extinguishing covers for discarding smoking materials shall be provided. Housekeeping shall be maintained to the highest standard.

c. Smoking, vaping, striking matches, and the use of mechanical lighters is prohibited within fifty (50) feet of any spray painting, gasoline storage, or dispensing facilities, motor pools, ammunition points, vehicles carrying flammables or explosives, buildings, or similar hazardous loads.

d. Lighted smoking materials will not be placed on or left in contact with combustible surfaces.

e. Vapor-producing devices, to include e-cigarettes, are not permitted to be used or charged in government owned or occupied buildings.

### **1-10 ELECTRICAL CIRCUITS**

a. Electrical power panels, start switches, and fuse boxes shall be kept covered or closed at all times.

b. All electrical equipment shall be properly grounded.

- c. All main electrical switches shall be correctly labeled.
- d. All circuits in panels shall be accurately labeled.
- e. Covers shall be properly installed and secured to junction boxes at all times, unless work is being performed. Upon completion of that work, the covers need to be re-secured.
- f. All receptacle and light switch boxes shall be properly covered with approved faceplates.

## **1-11 ELECTRICAL INSTALLATIONS**

- a. All electrical installations and appliances must strictly comply with all National Electrical Code and NFPA standards.
- b. Power strips and surge protectors bearing the label of a recognized testing authority such as Underwriter Laboratories (UL) are authorized for use, subject to the manufacturer's limitations. Such devices will be plugged directly into wall outlets. Hardwired cubicles may have one device per cubicle area. Power strips and surge protectors shall not be plugged into each other. Multiple outlet adapters are not authorized.
- c. Any appliance with a wattage greater than or equal to 15 amps must be plugged directly into a wall outlet. Such devices are not authorized to be plugged into surge protectors, power strips, cubicle receptacles, or any other devices.
- d. Do not force circuit breakers to remain in the "ON" position by any means.
- e. No connection, installation, or alteration will be made to any electrical facility except by qualified persons with the approval DPW and the maintenance contractor.
- f. Extension cords will consist of a continuous length, be properly insulated without splices, and have properly connected fittings. Extension cords must bear the label of a recognized testing authority. The extension cord must be of equal or greater size rating (No. 16 AWG or heavier) than the cord to which it is being attached.
- g. Extension cords will not be stapled or nailed to any object, run through doorways/windows, nor laid under carpets or rugs. Extension cords will not be used in any manner that may subject the wire to physical damage. Only single socket extension cords are permitted. Where multiple outlets are needed, "power strip" type appliances equipped with a fuse or circuit breaker will be used.
- h. Use of temporary type wiring (extension cords) for permanent and semi-permanent applications is prohibited.

i. The use of extension cords, lamps or electrical tools in or near tanks, vessels, or equipment where hydrogen or other flammable gas is present or suspected is forbidden.

j. Report any defective wiring or fixtures to the DPW Work Order Desk for corrective action.

k. Check all electrical equipment before operating. Report any noted defects to your supervisor and DPW or facilities management division. DO NOT operate electrical equipment that is defective.

l. Approved explosion proof electrical equipment shall be installed in all areas where explosive vapors or dust exists.

m. Proper lock-out/tag-out procedures shall be followed by all parties whenever electrical systems or machinery are being repaired, serviced, or otherwise worked on.

## **1-12 ELECTRICAL/GAS APPLIANCES**

a. Portable heaters may be used as a temporary supplement to the installed heating system, or for medical purposes with proper documentation. They must be plugged directly into a wall outlet; plugging them into cubicle receptacles, power strips, or extension cords is prohibited. Only self-contained oil filled radiator style heaters or ceramic heaters are permitted. No open or exposed elements of any type are permitted. The heater must be UL or FM listed, labeled, and equipped with a tip-over switch for safety. Heaters must never be left unattended and must have a clearance of at least 36 inches from all combustible materials.

b. The use of hot plates (to include candle and coffee warmers), broilers, grills, electric frying pans, or other food preparation appliances is prohibited in all building and facilities not specifically designed for cooking.

c. When cooking in a facility with a kitchen area, individuals must never leave the food unattended during the cooking process.

d. Due to the extremely high amount of wattage and high fire danger, appliances, such as multi-pot coffee makers and portable heaters, must be unplugged at the end of the workday or whenever they are not in use.

e. Appliances such as refrigerators, coffee makers, microwaves and similar appliances are required to be plugged directly into the wall.

f. With the exception of domestic or noncommercial type microwave ovens, the use of cooking devices in sleeping rooms of barracks is prohibited.

g. Responsible persons must ensure that appliances are installed on noncombustible surfaces (such as metal or Formica-type countertops) and that a twelve (12) inch clearance is kept from all combustibles. These devices shall not be operated in storage rooms, closets, or other out of sight places.

h. All installed grease filters and exposed hoods in restaurant-type cooking facilities, such as clubs, dining halls, and snack bars, will be cleaned daily in accordance with NFPA 96 and the manufacturers recommendations.

i. Cooking or serving equipment with exhaust ducts or hoods must be thoroughly cleaned at least every month to prevent accumulation of grease. This cleaning will include fans, roofs, louvers, exterior walls, cupolas, etc. A label will be attached to each piece of equipment listing the date of the last cleaning and the name of the individual who performed the cleaning.

j. All gas powered cooking equipment MUST be turned off at the end of each day. There shall be no pilot lights that stay lit continuously without an automatic shut off.

k. Cooking is not permitted under range hoods without grease filters installed.

l. Cooking will not be permitted when the exhaust fan is inoperative.

m. The use of improvised paper, cardboard, cloth or straw lampshades on any type of electrical light or appliance is prohibited; only approved lampshades may be used. Combustible material will be kept a minimum of six inches from all light bulbs.

n. Fragrance plug-ins that use a heating element are prohibited (e.g. Air Wick, Glade, Febreze). Wax warmers that utilize a ceramic plate above a small-wattage light bulb are allowed. The bulb in use must be no greater than 25 watts.

## **1-13 FLAMMABLE AND COMBUSTIBLE LIQUIDS**

a. Storage, handling, and use of flammable liquids will be in accordance with NFPA 30, Flammable and Combustible Liquids Code.

b. All tanks, hoses, and containers will be kept in continuous metallic contact with an approved grounding device whenever product is being poured or transferred.

c. Storage of flammable liquids will be limited to a one-day supply except in designated areas. Flammable liquids will be stored in approved safety cans having an individual capacity that does not exceed five (5) gallons. The use of open containers is prohibited.

d. Bungs, caps, or stoppers will be installed in drums, barrels, or other containers, whether empty or containing product.



e. Flammable liquids such as paints and thinners in excess of fifty gallons will be stored in a separate building located at least fifty (50) feet from adjoining buildings or structures. These buildings will be kept locked, with only authorized persons permitted to enter. Appropriate signs will be posted prohibiting smoking within fifty (50) feet of such buildings.

f. Flammable liquid storage cabinets will be provided for the storage of more than ten gallons of oil, varnishes, lacquers, or other flammable liquids in buildings used for other than storage and processing. No individual container will exceed five gallons capacity. Quantities less than ten gallons, such as spray paints, will be stored in areas free from all ignition sources.

g. All sources of ignition will be prohibited in areas where flammable or explosive materials are stored, handled, or processed.

h. Rubbish, brush, or other combustibles will be kept cleared a distance of at least twenty-five feet from immediate areas where flammable or explosive materials are stored, handled, or processed.

i. Portable fuel containers for flammable liquids will be removed from vehicles or buildings and placed on the ground for refilling.

j. The disposal of flammable and hazardous liquids will be in accordance with Environmental Protection Agency regulations. Spills involving flammable and hazardous materials will be handled according to the provisions of the Fort Sill Antiterrorism (AT) and the Installation Spill Control Plan.

k. Do not use flammable or combustible liquids for any purposes other than those specified by the manufacturer.

l. Storage of flammable or combustible liquids is prohibited in barracks, and is limited to 64 fluid ounces in places of public assembly.

m. Approved fire extinguishers will be provided within 50 feet travel distance of sites where flammable liquids are dispensed as part of normal operations. This includes motor pools, gasoline stations, and similar sites.

## **1-14 COMPRESSED GASES**

a. The handling, storage, and use of compressed gases will be in accordance with the NFPA 52, NFPA 55, and UFC 3-600-01.

b. Compressed gas cylinders will be secured at all times by lashing, strapping, chaining, or clamping them in the upright position. All cylinder valves will be protected (either by caps or cylinder design) when not currently in use.

- c. Keep oxygen cylinders free from oil and grease at all times.

## **1-15 OPERATION OF GAS AND LIQUID FUEL-FIRED EQUIPMENT AND VEHICLES**

- a. Do not park vehicles or store liquid fuel-fired equipment in any building not specifically authorized for that purpose.
- b. Vehicles with gas tanks mounted higher than the carburetor must have a fuel shut-off on the tank.
- c. The use of liquid fuel-fired equipment will be in accordance with the manufacturer's instructions. Liquid fuel-fired generators, heaters, ranges, or other equipment will not be used inside any building unless permission is specifically granted by the Fire Prevention Branch. Powered equipment or vehicles develop smoke and gases from the exhaust that are potentially harmful and may activate smoke detection systems. Liquid fuel-fueled equipment will not be operated inside of structures without proper ventilation. The facility will be monitored for the accumulation of carbon monoxide (CO).
- d. The use of fuel other than that designed for the unit is prohibited.
- e. No combustible materials will be placed on or within 36 inches of exhaust pipes or heaters.
- f. Malfunctions of gas-fired equipment will be reported immediately to the fire department.

## **1-16 REFUELING**

- a. Power-generating units will not be refueled while in operation, nor while other units in the immediate area are operating.
- b. Do not add fuel to vehicles or powered equipment inside buildings or while they are running.
- c. Personnel who live, work, or visit Fort Sill are prohibited from using non-intrinsically safe electronics or communications equipment within 50 feet of all refueling stations and operations.
- d. After refueling, and before starting unit, complete ventilation will be accomplished to remove flammable vapors which may have accumulated during the refueling process.
- e. Before defueling any gasoline or diesel-powered generating unit, the electrical circuit on the equipment shall be de-energized by disconnecting the battery cables and removing the battery.

f. Equipment of any kind using gasoline for fuel must be permitted sufficient time to cool before refueling. If any part of the unit is too hot to touch by hand, additional cooling time will be required.

## **1-17 OUTDOOR FIRE PITS, FIREPLACES, AND GRILLS**

### **a. Fire Pits and Fireplaces:**

(1) Fire pits or fireplaces cannot be located within 25 feet of a structure, or under any type of eave, overhang, or trees when it is in use. Exceptions to this rule will be reviewed on an individual basis by the Fire Prevention Branch.

(2) During times of extreme fire hazard conditions outdoor fire pits or fireplaces may not be used. This includes periods of extreme heat, low humidity, and strong winds. These conditions are determined by the Fire Department.

(3) Use only newspaper and kindling wood or fire starter logs to start a fire. Never use flammable liquids (such as gasoline, alcohol, diesel fuel, kerosene, or lighter fluid) to ignite or re-ignite a fire.

(4) Burn only dry, seasoned wood. Use artificial logs according to the manufacture's recommendations, and never burn more than one at a time.

(5) Outdoor fire pits or fireplaces MUST enclosed or have screens covering the top of them, which are used to prevent sparks and embers from escaping.

(6) Either a fire extinguisher (in addition to the one available in the building or home) or a garden hose must be present and operational whenever any burning is taking place.

(7) Fort Sill Fire and Emergency Services personnel may determine at any time, for any reason, that a fire needs to be extinguished.

### **b. Grills:**

(1) All grills will be at least 10 feet away from any structure and not located under any type of eave, overhang, or trees when in use. Any propane tank valves will be closed when the not in use. Lighter fluid will not be added to any grills once lit, and idle cans will be kept a minimum of 10 feet from any lit grills.

(2) Propane cylinders will not be stored in buildings unless in approved flammable cabinets.

(3) Coals shall be disposed into metal containers with lids once cooled.

## **1-18 HOT WORK OPERATIONS**

a. The Fire Prevention Branch must be notified at least 24 hours in advance whenever any cutting, grinding, welding, brazing, sweating pipes, or any other heat, spark, or flame producing work is to be performed outside of an established shop. A Fire and Emergency Services representative will ensure, before the operation is approved to start, that all necessary fire prevention precautions are being taken. This includes the presence of at least two properly maintained 10 lbs. ABC extinguishers, other than those provided in the building. If the operation is deemed safe, a written Hot-Work Permit (DA Form 5383-R or electronic equivalent), signed by the inspector, will be issued to the operator or supervisor. One copy will be posted at the job site and one copy will be retained at the Fire Prevention office for tracking purposes. Each separate site and operation will require a separate permit. All hot work operations will be performed in accordance with the Fort Sill Hot Work Permit and all applicable local, state, and federal laws.

b. Established hot workshops shall be issued a hot work permit on an annual basis.

c. Any equipment involved in hot work that continues over the course of multiple days must be secured at the end of each work period. This includes disconnecting valves and capping tanks where applicable.

d. This section does not apply to non-commercial outdoor cooking operations and the use of Sterno-type heaters used to maintain food temperatures.

## **1-19 COMMERCIAL MOBILE FOOD VENDORS**

a. Any organization utilizing mobile food vendors for an event must notify the Fire Prevention Branch of their intent. All mobile food vendors, whether utilizing a vehicle or trailer, shall be inspected by the Fire Prevention Branch prior to operating on the installation.

b. Food vendors shall comply with the requirements outlined in Appendix C of this regulation. Upon successful completion of the inspection, a vendor permit will be issued.

c. These requirements apply to any commercial mobile cooking operations. They do not apply to vendors who bring already-prepared food for sale.

## **1-20 TAR POTS AND KETTLES**

a. Kettles for heating tar, asphalt, and similar materials will be equipped with proper heat controls and means of agitation to assure controlled uniform temperatures throughout the contents to prevent spot heating.

b. Material will not be heated above the temperature necessary to produce workable fluidity and in no case above its flash point.

c. Tar pots or kettles will not be operated inside, on the roof, or within 25 feet of any building and must be in constant attendance by a competent operator. A minimum of two dry chemical extinguishers with rating of not less than 80B:C will be provided at the tar pot and at the area of application.

d. When the material is applied within buildings or enclosed areas, the atmosphere must be free of dust, and adequate ventilation must be provided to completely remove all smoke and fumes.

e. Smoking, open flame devices, and other sources of ignition will be prohibited in or near the area of application.

f. Mops, brushes, or other applicators will be stored in an area approved by the Fire Prevention Branch.

## **1-21 SPRAY PAINTING**

a. All spray painting shall be performed in NFPA 33 approved spray booths, spray rooms, or outdoors.

b. Ventilating fans in spray rooms and booths shall be kept in continuous operation while spraying is taking place and shall not be stopped until all flammable vapors have been exhausted.

c. Sufficient inlets for fresh air should be provided to permit complete ventilation of the spray booth or room.

d. Exhaust systems shall be designed to maintain sufficient air velocity and circulation, and adequately remove all vapors and residue, thereby preventing the possibility of formation of an explosive mixture.

e. Ducts shall pass directly through the nearest outside wall of the building and preferably should not pass through floors or roofs. These ducts shall be placed to discharge residue in a manner and to a location safe from fire, property damage, and in compliance with applicable environmental regulations.

f. Entire spray booth or room, and exhaust ducts, should be thoroughly cleaned daily or more frequently if necessary. The use of solvents for cleaning shall be restricted to those specific to the material used in painting. Scraping and cleaning will be done with non-sparking tools only. When cleaning is being performed, one individual will be stationed with firefighting equipment at a location where immediate action can be taken in case of fire. At no time will any open flame device be used in the cleaning of spray booths.

g. Pails or receptacles shall not exceed ten gallons capacity for gravity feed or spray guns and shall be covered with tight fitting noncombustible covers.

h. All electrical installations within paint booths or rooms and within 20 feet of the face of such locations shall comply with NFPA 70, National Electrical Code, requirements for Class 1 hazardous locations.

i. Powered vehicles shall not be moved into or out of a spray area or operated in a spray area unless the spray application or process is stopped and the ventilation system is operating.

## **1-22 EXPLOSIVE MATERIALS**

a. Handling and storage of ammunition will be in accordance with DA PAM 385-64, DOD 6055.09M, TM 9-1300-206, and all other applicable Ammunition and Explosives Standards.

b. Ammunition storage in unit arms rooms require an approved explosive storage license in accordance with TRADOC Regulation 385-2 and Fort Sill Regulation 700-1. The approved license will be renewed annually and a copy will be provided to the Fire Prevention Branch upon completion of all accepted/approved signatures.

c. The use of fireworks on Fort Sill is prohibited, unless approved in designated areas, by the Commanding General for organized special observances. All displays shall conform to the provisions of NFPA 1123, Code for Fireworks Display.

## **1-23 WILDFIRE PREVENTION**

a. All units and organizations on Fort Sill will exercise a degree of care to avoid starting grass or brush fires.

b. Units will report all fires within the Training Area(s) and Impact Area(s) immediately to Range Operations (442-2994), Dispatch (911).

c. Units using ranges or training areas will fight fires observed in their areas to the best of their capability. Units undergoing training shall ensure that sufficient fire suppression tools are available to fight fires during field exercises (hand tools or fire extinguishers). 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. **NO ONE OUTSIDE THE FIRE DEPARTMENT WILL ENTER THE IMPACT AREA** for the purpose of fighting fires.

d. 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 Operations.

e. Under no circumstances shall individuals or units enter any impact area to extinguish a fire.

f. Unit reporting the fire shall direct the fire lighting units to the fire and remain at the scene until released by the incident commander or authorized representative.

g. Any Open fires (campfires, bonfires, etc.) are not authorized on Fort Sill without prior written approval of the Fire Chief.

h. Burning of grass, leaves, and other debris is strictly prohibited.

i. Matches, cigars, cigarettes, etc., will be extinguished prior to discarding.

j. During times of extreme fire danger weather, units should take special precautions to insure wild fires are not started by their activities.

k. The officer in charge of troop or aviation training activities will check the range status with range operations and/or follow the guidelines of FS 385-1 and or approved exceptions to policy.

## **1-24 INSPECTIONS**

a. Inspections of facilities will be performed based on the Frequency of Fire Safety Surveys Memorandum for Record that is signed by the Fire Chief.

b. A Correction Notice will be sent to the building manager and/or evacuation coordinator. They will be given 30 days to correct the violations noted. Corrective actions may include removing the violation themselves, requesting a service order by calling DPW service order desk at 580-442-3251, or submitting a DA Form 4283 (Quad Chart) to DPW work order office.

c. A re-inspection will be held within 30 days. Any repairs and outstanding deficiencies will be noted on a new violation notice, which will be given to the building manager and/or evacuation coordinator. If the inspector sees that work is being done to correct the deficiencies, he/she may grant the occupants an additional 30 days to finish correcting the violations.

d. After an additional 15 days, the facility will receive a final inspection. At that time, any outstanding deficiencies will be recorded and a notification of non-compliance will be delivered to the senior leadership of the organization from the Fire Prevention Branch through the Fire Chief for notification and follow-up. Once all unit facilities have been inspected to include re-inspections a Unit Fire Safety Assessment will be completed and sent to the unit command.

## 1-25 FIRE EVACUATION DRILLS

a. Emergency egress and relocation drills shall be conducted by the Fire Prevention Branch. These drills will be held with sufficient frequency to familiarize occupants with proper evacuation procedures and to establish conduct of the drill as a matter of routine (minimum of one per year unless directed by other regulations). Drills shall include suitable procedures to ensure that all persons subject to the drill participate.

b. When conducting drills, emphasis shall be placed on orderly evacuation rather than on speed. However, occupants should strive to be out of the building within three minutes of the evacuation alarm.

c. Drills shall be held at expected and unexpected times and under varying conditions to simulate the unusual conditions that can occur in an actual emergency.

d. All drill participants shall relocate to a predetermined location and remain at such location until a recall or dismissal signal is given by the person in charge. Accountability should be completed at the meeting area to determine if any personnel are unaccounted for. Total accountability should be completed within 10 minutes, or as quickly as feasible.

## 1-26 ACTIONS IN CASE OF FIRE

a. Persons discovering a fire will:

(1) **Rescue.** Rescue people from the immediate area if you are trained, so long as you do not place yourself or others in danger of being injured or trapped.

(2) **Alert.** Activate the fire alarm. If there is no fire alarm system, yell "Fire" to alert people in the area. Notify the Fire Department by dialing 9-1-1.

(3) **Contain.** Close all doors to contain the fire and smoke.

(4) **Extinguish.** Attempt to extinguish the fire using the PASS method ONLY if by doing so you will not place yourself or others in danger of being injured or trapped. DO NOT ATTEMPT TO EXTINGUISH LARGE FIRES. Evacuate the building and area.

(a) P – Pull the pin

(b) A – Aim the nozzle at the base of the fire

(c) S – Squeeze the handle

(d) S – Sweep from side to side



(5) Provide information to firefighting crews as to the location of the fire (building number, area etc.)

b. Any person discovering an unwanted fire, regardless of magnitude, shall immediately notify the fire department. This also applies to unwanted fires that appear to be extinguished.

c. When in any building on Fort Sill including family quarters and/or using cell phones, or commercial telephone systems Dial 911. When the emergency operator answers, say, "I want to report a fire at Building \_\_\_\_\_," REMAIN ON THE LINE UNTIL RELEASED by the person receiving the call. Dialing 911 will connect you with Lawton emergency operator and they will relay the emergency information to Fort Sill agencies. The following procedures will be followed immediately after discovery of a fire:

d. Any persons that have exited the structure shall not re-enter for any reason unless accompanied or cleared by Fire Department personnel. Fire Department shall give "all clear" prior to anyone re-entering the structure.

## **1-27 CONSTRUCTION PROJECTS - REVIEW AND ACCEPTANCE REQUIREMENTS**

a. The Fire Prevention Branch is required to review plans for all new construction, renovations, building or layout modifications, or rehabilitation projects on the installation. In order to perform a proper review, the Fire Prevention Branch requires 10 business days from the time it receives plans to return comments. A full-size hard copy set of plans and/or a digital copy is required to perform a proper review.

b. Fire alarm and sprinkler installers shall be NICET (National Institute for Certification in Engineering Technologies) certified to install their respective systems. Any personnel performing work shall be certified to the appropriate NICET certification level. Documentation shall be presented to the Fire Prevention Branch prior to the start of work.

c. The Fire Chief is authorized to stop work on any construction projects that have not been reviewed for life safety issues by the Fire Prevention Branch prior to the start of the project. This work stoppage will be at no cost to the government.

d. The Fire Prevention Branch requires notice of at least five working days for any acceptance tests that they are required to attend. This includes tests on fire protection and life safety systems.

e. In the event of a fire alarm or sprinkler system being placed out of service or back in service the Fire Department will be notified immediately.

## **1-28 CONFLICT OF STANDARDS**

In case of conflict between standards contained in this regulation and policy, doctrine, or standards contained in other publications, the requirements of the more stringent standard will apply as far as fire prevention and protection are concerned.

## **APPENDIX A PLACES OF ASSEMBLY**

### **A-1 GENERAL**

a. Places of assembly are occupancies which include all buildings or portions of buildings used for gathering together 50 or more persons for such purposes as deliberation, worship, entertainment, eating, drinking, amusement, or awaiting transportation.

b. Graphic fire evacuation plans shall be posted by every exit, in common areas such as hallways and large meeting rooms, and in other locations deemed appropriate by the Fire Prevention Branch. Buildings with confusing layouts may require additional graphic evacuation plans to be posted.

c. Occupancy loads will be posted in all assembly occupancies. These limits will not be exceeded without express written permission from the Fire Chief.

### **A-2 RESPONSIBILITIES**

Commanders or directors will designate a responsible person to perform an inspection of any public assembly occupancy before, during, and after operating hours. This inspection will consist of the following:

a. Prior to operating hours, ensures that all exits are properly marked, unlocked, and unobstructed.

b. During hours of operation:

(1) Ensures that exits remain free and unobstructed at all times.

(2) Never allows more persons into the area at one time than is permitted by the maximum occupant load allowed, as calculated by the Fire Chief or his authorized representative.

c. After closing:

(1) Ensures the contents of all trash containers are emptied and all rubbish is disposed in a safe location outside the building.

(2) Ensures that all electrical appliances, except for those designed for continuous operation such as refrigerators and water coolers, are turned off and, if possible, unplugged.

### **A-3 DRAPERIES AND DECORATIONS**

Fabrics and films used for decorative purposes, all draperies and curtains, and similar furnishings shall be flame resistant as demonstrated by complying with NFPA 701, Standard Methods of Fire Tests for Flame-Resistant Textiles and Films.

### **A-4 FIRE EXIT DRILLS AND EVACUATION OF PREMISES IN CASE OF FIRE**

Persons responsible for operating places of public assembly will ensure that the following measures are carried out:

a. In buildings where the population is of a changing character, no regularly organized fire exit drill is advisable during operating hours. Therefore, the fire exit drills will be conducted for employees before or after operating hours, under varying conditions to simulate the unusual conditions of a fire.

b. Specific instructions to employees and permanent occupants of buildings pertaining to fire exit drills shall be included in the evacuation plans of that facility and shall include detailed instructions as to their duties and responsibilities in assisting and guiding patrons safely to proper exits. Employees will evacuate patrons prior to leaving the building themselves.

c. Personnel who are to assist patrons should be trained to act in an orderly manner. Undue haste should be avoided. The calm actions of these employees may be the reassurance needed to prevent panic during an emergency. At least one trained crowd control manager must be present during an event for every 250 persons attending the event.

### **A-5 SPECIAL INSTRUCTIONS FOR THEATERS**

a. Special Fire Prevention Regulations:

(1) Before performances, all exits will be examined for proper lighting, satisfactory operation, and to ensure that they are unlocked and unobstructed.

(2) During performances, exits will be kept clear of standees or obstacles.

(3) Covered metal cans will be provided for scrap paper and rubbish. Cans will be emptied at least daily.

(4) All theater employees will be thoroughly familiar with the evacuation procedures and the location of fire alarms and installed firefighting equipment.

#### b. Fire and Emergency Procedures

(1) In the event of fire in a theater, the person in charge will ensure that the Fire and Emergency Services is notified, announce to the theater patrons that there is a fire, sound the alarm, and direct the clearing of the theater in a calm and orderly manner. Extreme care will be exercised to avoid disorder or panic. Patrons should be advised to use the nearest exit and be assured that the theater can be cleared in a short time with their cooperation. After clearing the theater, the person in charge will report to the front of the building and await the fire department arrival.

(2) Theater employees will be assigned specific exits to assist evacuating patrons.

(3) Projectionist will stop the show, turn up the house lights, secure the projection room, and assist with evacuation.

## **APPENDIX B SPECIAL EVENTS**

### **B-1 GENERAL**

Special events are those occasional activities, recurring and non-recurring, indoor or outdoor, which involve a large number of people gathered for a common purpose. Such events include, but are not limited to, fairs, carnivals, haunted houses, rodeos, concerts, stage shows, exhibits, markets, rallies, and other such gatherings. Not included in this category are the recurring events, which are part of the regular installation activities, such as retirement or change of command ceremonies, regularly scheduled religious services, normal theater usage, organization picnics, and other such events.

### **B-2 RESPONSIBILITIES**

a. Organizations conducting any special event shall notify the Fire Prevention Branch at least 15 days prior to the date of the event. The organization will provide the name and phone number of the point of contact (POC) for the event.

b. At that time, the organization shall submit a general plan for the event, including floor plans, location of booths, tables, grandstands, seating, aisles, exits, tents, electrical hookups, methods of emergency communication, and other pertinent information.

(1) All facilities shall conform to the general provisions of NFPA 101, Life Safety Code, especially, Section 13.7.5, Special Provisions for Exposition Facilities.

(2) Outdoor events shall further conform to the provisions of NFPA 102, Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures.

(3) Haunted houses, fun houses, mazes, and other like facilities shall further conform to provisions of NFPA 101, Life Safety Code, and Section 13.4.7 Special Amusement Buildings.

c. The Fire Prevention Branch will conduct an inspection of the site prior to the opening of the event, to ensure all regulations are being followed and the site is safe for the event. Unsafe conditions will be corrected before the event will proceed.

d. During long-term events, inspections will be conducted to ensure compliance throughout the event by the Fire Prevention Branch. Unsafe conditions are cause for the event to be suspended or terminated.

## **APPENDIX C COMMERCIAL MOBILE FOOD VENDOR REQUIREMENTS**

### **C-1 GENERAL REQUIREMENTS**

a. Every food vendor concessionaire that will be cooking onsite must have two 10 pound ABC fire extinguishers (minimum rating 4:A 60:BC).

(1) If the cooking process involves cooking oils, grease, or deep frying, a Class K extinguisher must be present (may replace one of the ABC extinguishers).

(2) All extinguishers must be serviceable with an annual inspection date within one year by a certified individual/contractor as required per NFPA 10.

(3) All employees and staff must be familiar with the operations of fire extinguishers.

b. Installed hood exhaust systems must be free of excessive grease build-up and cleaned in accordance with NFPA 96.

c. Installed hood extinguishing systems must be fully serviceable per NFPA 96.

(1) Systems have been inspected by a certified individual or contractor within six months.

(2) Manual activation stations are accessible.

d. Unattended cooking is not allowed. One representative must be present at all times.

e. Cooking fuel cylinders (propane, LP, etc.) must be secured to ensure they will not tip over.

f. Coal and embers must be disposed of properly. A metal bucket may be used to store spent coal and ash. Do not throw away hot embers, coal, or ash in dumpsters or trash cans.

g. Cooking operations must be at least 10 feet from any building and 25 feet from any egresses.

h. Spare gas for generators shall be kept in approved safety cans.

i. Electrical safety requirements include:

(1) Drop cords and extension cords are for temporary use only (less than 90 days). If vendor/concessionaire will be onsite for multiple days, these cords will be unplugged from their power source at the close of business.

(2) Electrical equipment must be serviceable and in good repair (i.e. no frays, splices, etc.).

(3) Multi-plug adaptors are not permitted.

(4) Household extension cords are not permitted.

(5) If large food service equipment is being used (freezers, refrigerators, etc.) ensure a properly rated UL (Underwriters Laboratory) listed drop cord and surge protector are being used.

## **C-2 INSPECTIONS**

a. A fire department vendor permit must be issued prior to the opening/serving to the public. Call the Fire and Emergency Services' non-emergency line at 580-442-5911 to schedule an inspection.

b. An inspection by Fort Sill Preventive Medicine must be completed as well before opening/serving to the public.



## **APPENDIX D**

### **CORVIAS MILITARY FAMILY HOUSING**

#### **D-1 GENERAL**

Fort Sill Family Housing administration and maintenance fall under the control of a private contractor, Corvias Military Living. Corvias retains the responsibility of inspecting all occupancies and enforcing fire prevention and other safety practices, while Fort Sill F&ES retains the responsibility to provide emergency response to fires, rescues, hazardous materials releases, and emergency medical service (Basic Life Support), and fire prevention services when requested. Upon request by Corvias officials, Garrison or the Senior Mission Commander, or the occupant, inspectors from the Fire Prevention Branch will perform a fire safety inspection of any quarters.

#### **D-2 RESPONSIBILITIES**

a. Occupants: It is the responsibility of every Corvias Military Living occupant to maintain their residence in a fire safe manner. Good housekeeping practices prevent home fires. Additionally, since unattended cooking is the most frequent cause of house fires, occupants need to turn off their stovetops whenever they leave their cooking activities. Multi-plug extension cords will not be utilized unless they are the surge protector type. Flammables will be limited to no more than five gallons if properly stored in safety cans in a garage. At no time will flammable liquids be stored in basements or living areas of a home. In homes that do not have garages, flammable liquids may be stored in unattached sheds. Propane tanks will not be stored inside any residential structures, to include attached garages.

b. Corvias Military Living:

(1) Employees will perform periodic fire safety inspections of all family housing units.

(2) Upon housing unit acceptance, the Corvias Residential Service Specialist will provide a briefing on fire safety responsibilities. Then during the acceptance inspection of the unit, these specialists will provide another briefing that will include an understanding of the smoke detectors, CO detectors, and sprinkler systems, if installed. This briefing will be documented on the acceptance inspection checklist.

(3) During all service order calls, Corvias Military Living maintenance technicians are encouraged to inspect all smoke detectors to ensure their function and reliability. They are encouraged to report any suspected tampering to their office, who may report said violations to the Prevention Branch of the F&ES, and request any expertise related to the matter.

### **D-3 SMOKE, HEAT, AND CARBON MONOXIDE (CO) DETECTORS**

a. All detectors will be installed and maintained per NFPA 72 and UFC 3-600-01.

b. These detectors will not be tampered with, and if malfunctioning, will be reported to the appropriate maintenance section to be repaired. At no time will any detector be disabled, disconnected, or disassembled, unless directed by the authorized maintenance personnel, or an F&ES representative. Any occupant that tampers with any of these listed detectors will be subjected to appropriate actions in accordance with their leasing agreement.

## **APPENDIX E WAREHOUSES**

### **E-1 GENERAL**

- a. All storage or warehousing will be done IAW OSHA 1926.250 and NFPA 230 directives.
- b. Height of bins or stacks, below automatic sprinkler heads is limited as follows:
  - (1) When heights do not exceed 15 feet, maintain 18 inches of clearance.
  - (2) When heights exceed 15 feet, maintain 36 inches of clearance.
- c. Slating of decks and walkways in mezzanine storage areas is not acceptable in areas equipped with sprinklers unless sprinklers are also provided underneath the mezzanine.
- d. Maintain 18 inches of clearance on all sides of light fixtures. Maintain 36 inch clearance from all fuse boxes, circuit breaker panels, and any other equipment, which may require access for maintenance.
- e. Do not block fire doors. Always keep the immediate area clear of obstructions.

## **APPENDIX F CONSTRUCTION DESIGN CRITERIA**

### **F-1 GENERAL REQUIREMENTS**

a. In accordance with DoD 6055.06, "The plans for all military construction projects, facility modernization, rehabilitation programs, or self-help projects shall be reviewed by a certified fire inspector to ensure that all construction contains the fire protection and life safety features required by UFC 3-600-01 and applicable NFPA codes." Therefore, all design submittals must be reviewed by the Fire Prevention Branch prior to approval. The Fire Prevention Branch requires one full size set of plans per submittal in order to calculate occupancy loads and verify travel distances.

b. The Fire Prevention Branch shall assign an inspector to each project. It is the responsibility of the project manager to insure they are invited to all design and construction reviews, as well as progress meetings. Use and occupancy permits shall not be issued by DPW until successful completion of all fire and life safety requirements as determined by the Fire Prevention officer.

c. A fire protection design analysis and life safety plans must be provided for all major projects (as defined in UFC 3-600-01) and must address the fire protection requirements of the project as required by UFC 3-600-01, Section 1-7.2. The fire protection design analysis and life safety plans must be submitted with the initial design submission, separate from other disciplines. The final design analysis and life safety plans must be signed and sealed by the Qualified Fire Protection Engineer.

### **F-2 FIRE SUPPRESSION SYSTEMS**

a. Fire suppression systems will be designed and installed in accordance with UFC 3-600-01 and applicable NFPA codes. Shop drawings and submittals will be reviewed and stamped by a qualified fire protection engineer prior to submission to the government for review.

b. The designer of record will perform or contract for fire hydrant flow tests. Such tests will be coordinated with American Water and the installation fire department. Results will be placed on the project drawings.

c. Fire suppression systems will be installed where required by UFC 3-600-01 and applicable NFPA codes.

d. Sprinkler piping shall be marked in accordance with UFC 3-600-01. Such markings shall be located within five feet of any wall penetrations and at intervals not to exceed 20 feet. Sprinkler pipe should be labeled "Sprinkler System" and have arrows indicating the direction of water flow in the event of an activation.

e. For buildings requiring fire pumps, the pump rooms shall be fire rated and shall have direct access to the exterior, in accordance with UFC 3-600-01. All valves for the test header shall be located inside the building.

f. All fire department connections to standpipes, automatic sprinkler systems, fire suppression water supplies, and other fire protection equipment shall be marked in accordance with NFPA 170, Standard for Fire Safety Symbols, latest edition, in such a manner that the signs or other approved markings are readily visible by approaching fire apparatus.

g. All hydrants shall have National Standard threads. Baltimore threads or Anne Arundel threads are not acceptable. At least one hydrant shall be located within 150 feet of the building's fire department connection.

### **F-3 FIRE DETECTION/ALARM MASS NOTIFICATION SYSTEMS (FA/MNS)**

a. Fire alarm systems shall be non-proprietary, open architecture systems and must be fully field-programmable by hand or laptop. Acceptable systems shall not require specialized training by the manufacturer or parent company prior to accessing the programming for the systems. The system also must be fully addressable. All fire alarm control panels and MNS installations shall be supplied with a "B" key lock.

b. All new systems shall have an annunciator panel or main fire alarm panel located near the main entrance. If an annunciator panel is installed, the main panel of all new systems shall be located in the conditioned mechanical room or electrical room with exterior access, if available. The annunciator panel shall indicate the location of the alerting device and shall be capable of silencing and resetting the system.

c. The activation of a duct detector will initiate an alarm response at the fire alarm control panel. A running fire pump will initiate a supervisory signal. The activation of the fire alarm's "Silence" feature will silence the audible notification devices, but will not reset the visual notification devices.

d. The system shall have a wireless transmitter compatible with the Monaco BTX system that is currently monitored by the installation fire department.

e. Fire alarms shall be programmed to the D-21 Monaco transmitter so that each device type that produces an alarm condition will report uniquely to the fire department (e.g. water flow switch, smoke detector, manual pull station). Supervisory and trouble conditions shall send general signals, regardless of device type. Mass notification activation, carbon monoxide alarms, fire pump activation, and liquid carbon dioxide alarms shall also send general identifying signals to the fire department.

f. All fire alarm and mass notification detection and indicating devices shall be labeled for ease of maintenance. All input devices shall be marked with their respective addresses; all notification devices shall be marked with the corresponding network

access control and signaling circuit.

g. Electrical and mechanical rooms shall have visual FA/MNS devices and audible MNS devices.

h. Fire alarm conduit shall be painted in accordance with the requirements of UFC 3-600-01. Mass notification wiring, if installed separately from the fire alarm system, shall be installed in blue conduit.

i. Mass Notification Systems shall comply with UFC 4-021-01. Use common transceiver (Monaco BTX-M) and same antenna on fire alarm system to support MNS.

j. Mass notification devices shall be installed in accordance with UFC 4-021-01. This system shall be capable of interfacing with the Fort Sill wide area mass notification system utilizing the common transceiver (Monaco BTX-M) and same antenna on fire alarm system. Exterior speakers will be equipped with white strobes tied to the fire alarm system. Mass notification panels and local operating consoles shall be secured with a thumb latch or similar means, unless they are located in the same cabinet as the fire alarm control panel. The use of a key to access stand-alone mass notification panels is prohibited.

k. All necessary documentation, configuration information, configuration tools, programs, drivers, and other software shall be licensed to and otherwise remain with the government such that the government or their agents are able to perform repair, replacement, upgrades, and expansions of the system without subsequent or future dependence on the contractor or the manufacturer.

l. Technical data and computer software (technical data which relates to computer software) which is specifically identified in this project, and which may be defined/required in other specifications, shall be delivered, strictly in accordance with the contract clauses, and in accordance with the Contract Data Requirements List, DD Form 1423.

m. Data delivered shall be identified by reference to the particular specification paragraph against which it is furnished. Data to be submitted shall include complete system, equipment, and software descriptions. Description shall show how the equipment will operate as a system to meet performance requirements of this contract. The data package shall also include the following:

(1) Identification of programmable portions of system equipment and capabilities.

(2) Description of system revision and expansion capabilities and methods of implementation detailing both equipment and software requirements.

(3) Provision of operational software data on all modes of programmable portions of the fire alarm and detection system.

(4) Description of fire alarm control panel equipment operation.

(5) Description of auxiliary and remote equipment operations.

(6) Library of application software.

(7) Operation and maintenance manuals as specified.

n. Software (to include any passwords required for access), connecting cables and proprietary equipment, necessary for the maintenance, testing, modification, and reprogramming of the equipment shall be furnished to the contracting officer.

o. Training course shall be conducted for the operations and maintenance staff. The contractor shall provide a training plan for approval. In addition to operation and maintenance training, training shall be provided on performance of expansions or modifications to the FA/MNS. The training period shall start after system is certified.

#### **F-4 FIRE-LIFE SAFETY**

a. The installation of Knox Boxes specified by the Fort Sill Fire Department is required. Order forms with the fire department access code preprinted on them are available. Exception to this requirement may be granted if the occupant provides reliable on-site security with key access 24/7.

b. The floor containing the main front entrance of a building will be designated as the first floor. If labeled, rooms on that floor will start with a "1". Any floors below that level will be denoted appropriately, and rooms will be labeled with numbers approved by the fire department.

c. Exterior doors to fire alarm rooms, sprinkler rooms, fire pump rooms, electrical rooms, and mechanical rooms shall be stenciled or otherwise marked to provide easy identification to Fire and Emergency Services personnel. In addition, interior doors to rooms housing this equipment will be signed accordingly.

d. Elevator emergency phones shall be programmed to dial 911 in the event of an emergency and shall contain instructions for direct communications between the occupant and the dispatcher. In addition, any prerecorded message will include the building number and elevator number, if applicable.

e. Emergency and exit lights shall be installed on their own dedicated circuits, separate from any other lighting equipment in order to facilitate required testing without interrupting normal operations.

f. Fire extinguishers in finished areas shall be installed in recessed or semi recessed cabinets. Fire extinguishers in unfinished areas may be mounted on brackets.

## **F-5 REQUIREMENTS DURING CONSTRUCTION**

a. The Fire Prevention Branch shall approve the location of any construction trailers, fuel storage facilities, or other temporary structures required during the construction period prior to their placement on site.

b. The fire department shall be notified of any changes to the work site entrance and access to the building.

c. Operations during construction shall follow the requirements of NFPA 241, Standard for Safeguarding Construction, Alteration, and Demolition Operations and this office.

d. Any confined space entries shall be reported to the fire department by calling the Fort Sill Provost Marshal (Police) Dispatch office at 580-442-2101.

e. No testing will be scheduled without the Fire Prevention Branch conducting a comprehensive review of the plans at a minimum of 14 days prior. This includes fire alarms, sprinklers, fire pumps and all life safety systems.

f. The Fire Prevention Branch must receive a minimum of five working days advanced notice of any testing of fire alarms, sprinklers or fire pump and related devices. Tests must begin within 10 minutes of the scheduled start time.

g. Any hot work performed outside of an established shop must have a permit prior to starting. Permits may be obtained through the fire department by calling 580-442-5911. Personnel performing the hot work will be required to have two 10 pound ABC extinguishers on hand prior to starting the work. The building's extinguishers shall not be used. Each separate site and operation will require its own permit. Existing buildings undergoing renovation that have been released to a contractor, or new buildings that have not been accepted from a contractor, are exempt from this permit requirement.



## **APPENDIX G**

### **FIRE PROTECTION SYSTEM IMPAIRMENTS**

#### **G-1 GENERAL**

Fire protection systems are designed to detect possible fire emergencies, notify facility occupants and first responders, and in some cases, activate suppression systems. Fire protection systems include, but are not limited to, the facility fire alarm control panel, audible and visual notification devices, smoke and heat detectors, and sprinkler systems. These systems are a critical component of life safety and conservation of personal and government property. When a facility fire protection system is nonfunctional due to malfunction, repair, or maintenance for periods greater than one hour, a facility fire watch shall be established until the affected fire protection system is brought back in service.

#### **G-2 RESPONSIBILITIES**

a. When notified by the Fire Prevention Branch Commanders or Directors will designate an Impairment Coordinator for all fire protection system outages.

b. Impairment Coordinators shall be responsible for verifying that the following procedures have been implemented when a fire protection system impairment is expected to last for more than one hour:

(1) Establish at least one approved method to contact the fire department in case of fire emergency.

(2) Establish at least one approved method to notify facility occupants of a fire emergency.

(3) Post Life Safety Notices on exterior doors and entrances to affected area(s).

(4) Activate facility fire watch procedures consisting of the following:

(a) Continuously monitor affected area(s) for evidence of fire.

(b) Annotate hourly facility walkthroughs on a fire watch log.

(c) Ensure egress routes are clear and accessible at all times.

(d) Notify facility occupants when the fire watch is terminated.

(e) Send the completed Fire watch log to the Fire Prevention Branch.

## **APPENDIX H**

### **FIRE PREVENTION PROGRAM IN UNACCOMPANIED PERSONNEL HOUSING**

#### **H-1 GENERAL**

Fire prevention in Unaccompanied Personnel Housing (UPH) is an Army concern because many UPH facilities are high-density occupancies and many older UPH facilities do not have fire suppression systems. In addition, more than one-half of all permanent party UPH facilities have a kitchen. For these reasons, Army garrisons and the units responsible for managing UPH need to have proactive fire prevention programs. One key element for effective fire prevention programs is public education and awareness.

#### **H-2 FIRE PREVENTION IN ARMY UPH FACILITIES**

a. Cooking, of any type, in training UPH facilities (i.e. Basic Combat Training, One Unit Station Training, and Advanced Individual Training) is prohibited. At the Commander's discretion, cadre rooms at such facilities may choose to have one Underwriter's Laboratory (UL) approved, small microwave oven (1000 watts or less), and one refrigerator for use. Use of these microwave ovens is restricted to foods intended for cooking in microwave appliances, e.g. soups, frozen meals, popcorn.

b. Light duty cooking is permitted in permanent party UPH meeting the 1+1 Enhanced or equivalent design (two individual bedrooms with shared kitchenette and bathroom) and those with kitchens located in common areas, which may have a built-in microwave and cooktops with vent hoods. "Light duty cooking" is defined as boiling water, pan-frying, and use of enclosed, small indoor appliances (excluding broilers, fryers and rotisserie type appliances). Small cooking appliances with a closable lid, like George Foreman grills, may be used in the kitchen areas. These cooking areas are not designed for open grilling or deep-frying.

c. At the Garrison Commander's discretion, personnel assigned to permanent party UPH may have one UL approved, small microwave oven (1000 watts or less) and a refrigerator for use in their room. Use of these microwave ovens is restricted to foods intended for cooking in microwave appliances, i.e. soups, frozen meals, popcorn, etc.

d. Portable microwave ovens located in any UPH or cadre rooms meeting the minimum standards must be positioned a minimum of 36 inches horizontally from smoke detectors and or sprinkler heads, and must be plugged directly into a wall receptacle. Use of extension cords, multi-plug adaptors and power strips used to provide power to microwave ovens are strictly prohibited due to the fire hazard they create.

e. Use of Fri-Daddies, deep fryers, indoor or outdoor grills or broilers, including hibachis, turkey fryers, charcoal or wood fueled barbeques/grills, and similar type

cooking appliances, will only be used outside of Army facilities, may not be located under a facility overhang, and must be a minimum of 10 feet from the side of the facility. Deep fryers and other devices requiring grease or oil must be on a flat, stable surface and will not be used within any enclosure.

f. Open flames are prohibited in UPH, including lit decorative candles and incense. Birthday cake candles are allowed on birthday cakes, but only if the lighter or match used to light the candles is properly extinguished and the candles are extinguished.

g. Unattended cooking, regardless of the location, is prohibited.

## **APPENDIX I HAUNTED HOUSES**

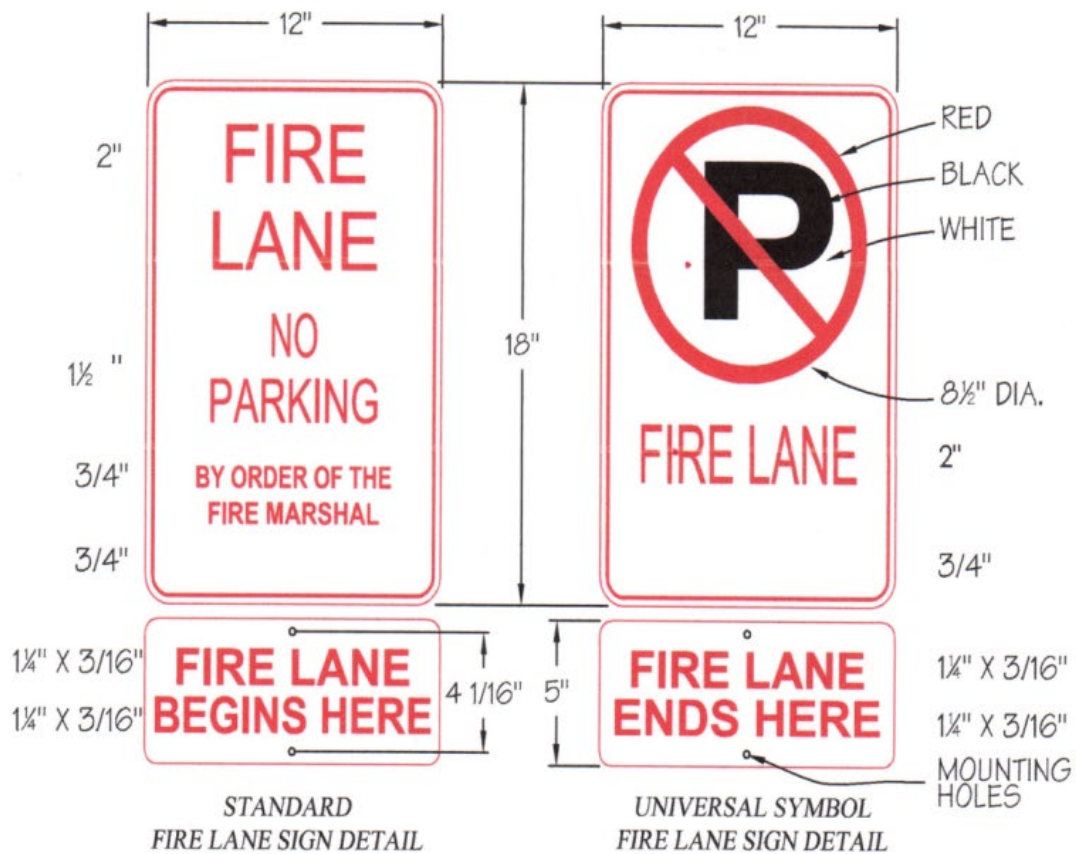
### **I-1 GENERAL**

The Fort Sill Fire Prevention Office must inspect & approve the setup or construction of any "haunted house" that is to be operated on Fort Sill. Fire Prevention requires a risk assessment to be completed and a minimum of four weeks' notice to verify all codes and regulations are adhered to. The creation of the haunted house shall NOT cause the alteration, modification, destruction or any other change to a building's structural, electrical, mechanical, or plumbing. A "haunted house" is defined as any temporary or permanent building, structure, or portion of, which contains a system that transports passengers or provides a walkway through a course so arranged that the means of egress are not apparent due to theatrical distractions, not visible due to low illumination, are disguised or are not readily available due to the method of transportation through the building or structure as defined below.

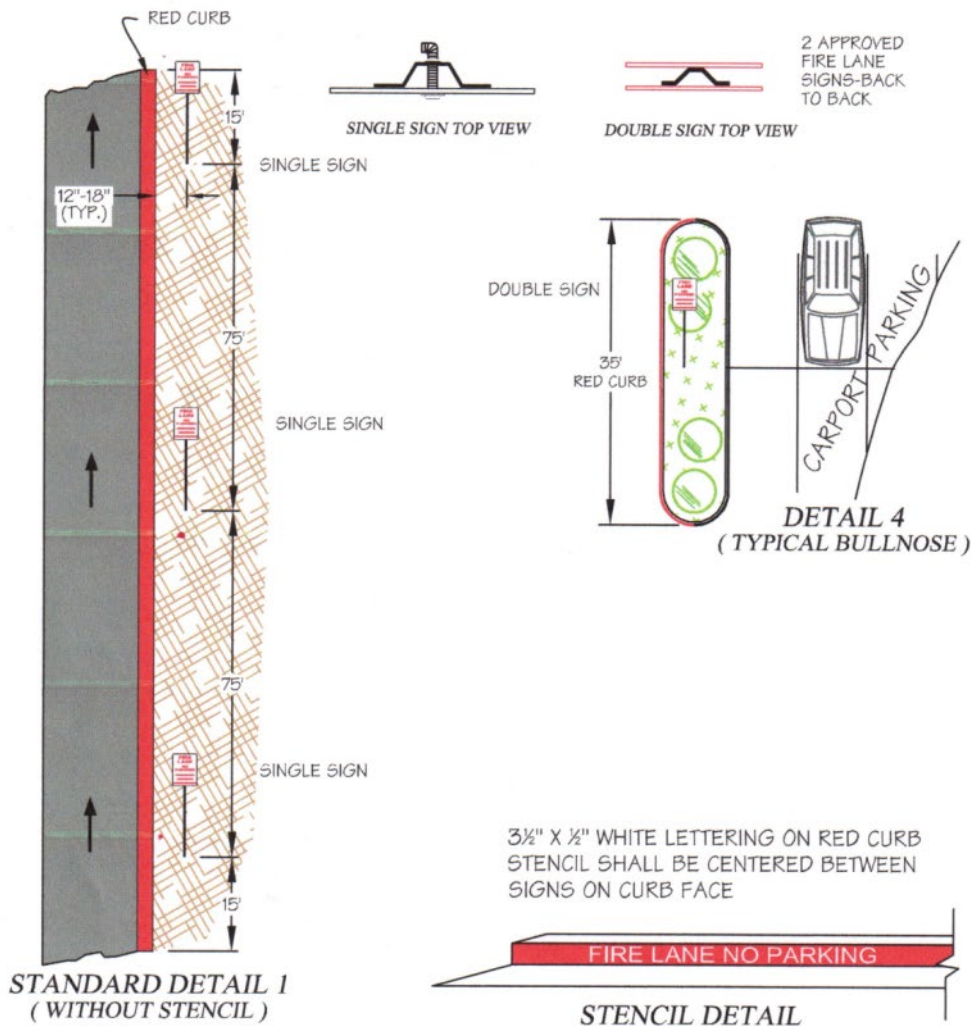
- a. Extremely low levels of lighting (less than 1 foot- candle measured at the floor).
- b. Maze-like paths that confuse occupants as to their location or the location of the exits.
- c. The use of lighting or sound effects to confuse or distract the occupants.
- d. Dimensional site plan shall indicate proximity of event building to other structures or hazardous areas, and path of travel from event building or area to the public way. This must include the building number, point of contact, and all units that are in charge of this facility.
- f. The number of persons allowed inside the haunted house per group should NOT be greater than ten people (less depending on the size of building). Each group shall be lead through the structure with a competent staff person. There will be NO more than two groups allowed inside the structure at any time. All staff persons leading groups shall be familiar with ALL the guidelines required for a haunted house/ghost walks.
- g. A written emergency procedure plan shall be provided.
- h. All emergency staff shall carry flashlights and know the location of all exits, fire extinguishers, light switches, electrical panels, and emergency phones. A fire drill may be required.
- i. Good housekeeping shall be maintained throughout the exhibit and exit pathways.

**APPENDIX J**  
**Approved Fort Sill Fire Lane Signs & Installation**



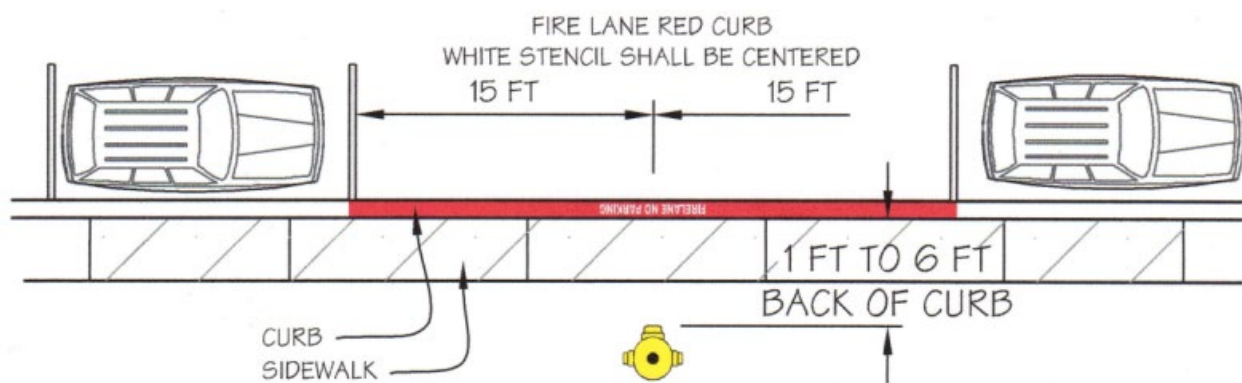


1. THE SIGN PLATE SHALL BE A MINIMUM OF 12" X 18" WITH A THICKNESS OF .080 ALUMINUM CONSTRUCTION.
2. THE SIGN FACE SHALL HAVE A WHITE REFLECTIVE BACKGROUND WITH A RED LEGEND. USE THE STANDARD 3M SCOTCHLITE SIGN FACE NUMBER R7-32 OR EQUIVALENT, WITH RED SCREEN PRINTED LETTERING AS SHOWN ABOVE.



**NOTES:**

1. APPROVED FIRE LANE SIGNS SHALL BE INSTALLED 12" TO 18" FROM BACK OF CURB OR BACK OF SIDEWALK.
2. SIGN MUST FACE THE ONCOMING TRAFFIC.
3. STENCILS SHALL BE IN WHITE LETTERING (3" HT. ½" STROKE) ON RED PAINTED CURB.
4. STENCIL SHALL READ "FIRE LANE NO PARKING".



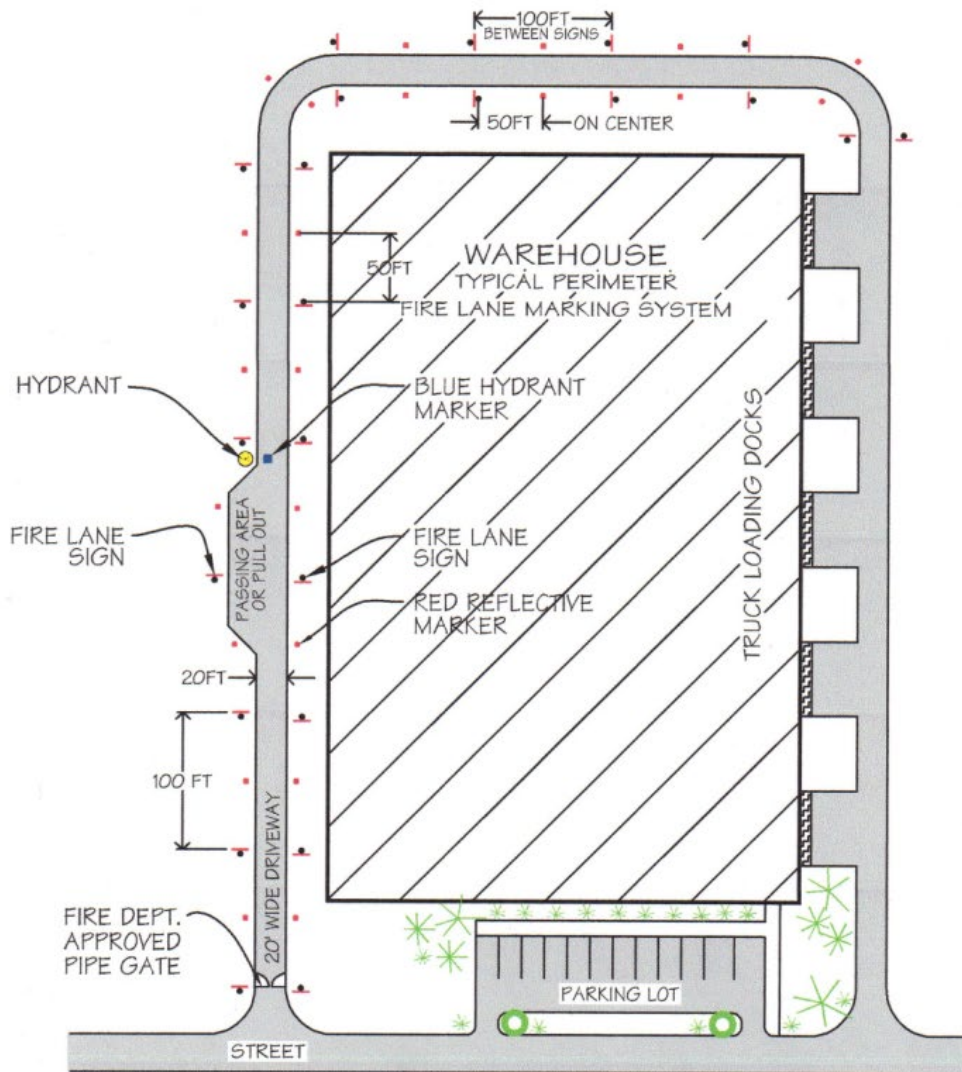
NOTES:

- Fort Sill Regulation 420-90, 16 March 2022









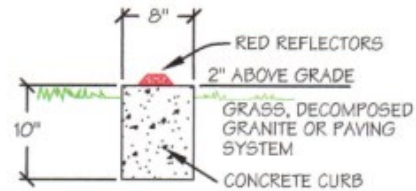
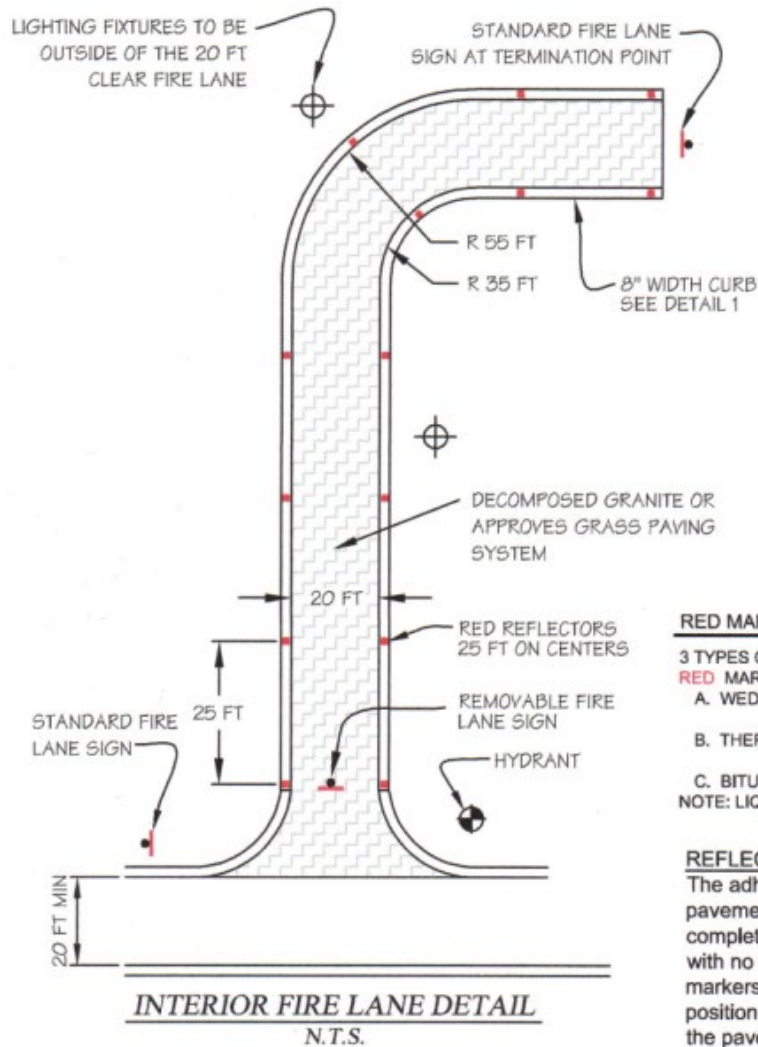
**INSTALLATION INSTRUCTIONS for HARD SURFACES (Asphalt / Concrete):**

3 TYPES OF ADHESIVE ARE ACCEPTABLE FOR INSTALLING RED & BLUE HYDRANT MARKERS

- WEDCO A-4036 EPOXY PART A RESIN  
PART B CATALYST
  - THERMOSET EP-308 EPOXY RESIN PART 'A'  
EP-308 EPOXY HARDENER PART 'B'
  - BITUMINOUS ADHESIVE
- NOTE: LIQUID NAILS TYPE ADHESIVE IS UNACCEPTABLE

**REFLECTOR REQUIREMENTS**

The adhesive shall be placed uniformly on the cleaned pavement surface in an amount sufficient to result in complete coverage of the area of contact of the markers, with no void present and with a slight excess after the markers have been placed. The markers shall be placed in position and pressure applied until firm contact is made with the pavement. The marker shall be protected against impact until the adhesive has set to the degree acceptable to the Engineer.



#### RED MARKERS INSTALLATION INSTRUCTIONS:

3 TYPES OF ADHESIVE ARE ACCEPTABLE FOR INSTALLING RED MARKERS

- A. WEDCO A-4036 EPOXY PART A RESIN  
PART B CATALYST
- B. THERMOSET EP-308 EPOXY RESIN PART 'A'  
EP-308 EPOXY HARDENER PART 'B'
- C. BITUMINOUS ADHESIVE

NOTE: LIQUID NAILS TYPE ADHESIVE IS UNACCEPTABLE

#### REFLECTOR REQUIREMENTS

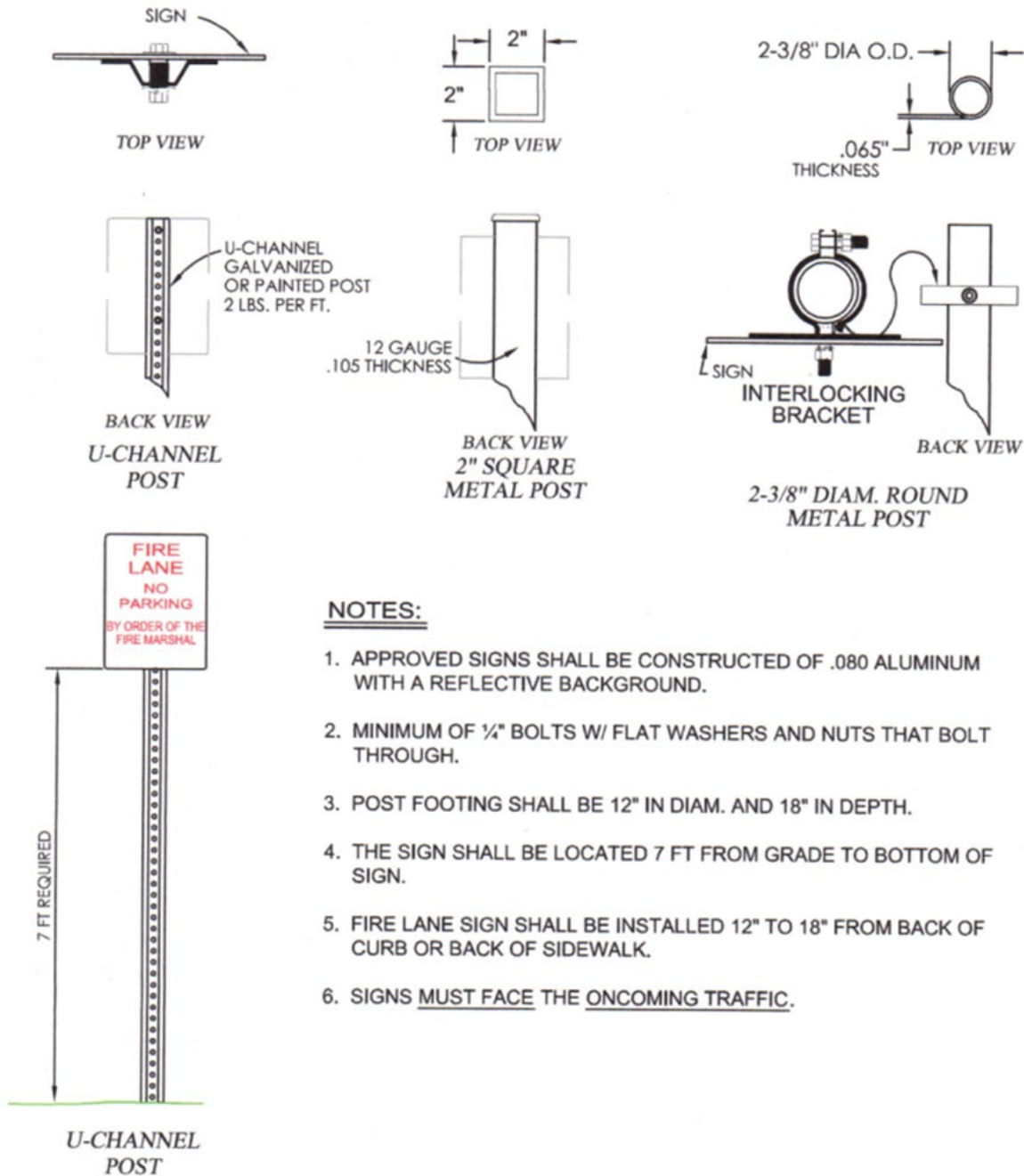
The adhesive shall be placed uniformly on the cleaned pavement surface in an amount sufficient to result in complete coverage of the area of contact of the markers, with no void present and with a slight excess after the markers have been placed. The markers shall be placed in position and pressure applied until firm contact is made with the pavement. The marker shall be protected against impact until the adhesive has set to the degree acceptable to the Engineer.

1. FIRE LANES SHALL HAVE A VERTICAL CLEARANCE OF NO LESS THAN 14 FT. AND A MIN. WIDTH OF 20 FT.
2. FULL 20 FT. FIRE LANE WIDTH SHALL BE CONSTRUCTED WITH A COMBINATION OF HARD SURFACE AND PRE-ENGINEERED PLASTIC PAVER SYSTEM AS APPROVED BY THE CITY.
3. FIRE LANE CAN MEANDER, BUT SHALL NOT EXCEED THE MIN. 45 FT CENTER LINE TURNING RADIUS. (35' RADIUS INSIDE / 55' RADIUS OUTSIDE)
4. AREAS OUTSIDE AND BETWEEN WALKS MUST BE DECOMPOSED GRANITE OR APPROVED GRASS PAVING SYSTEM IN THE FIRE LANE AREA.



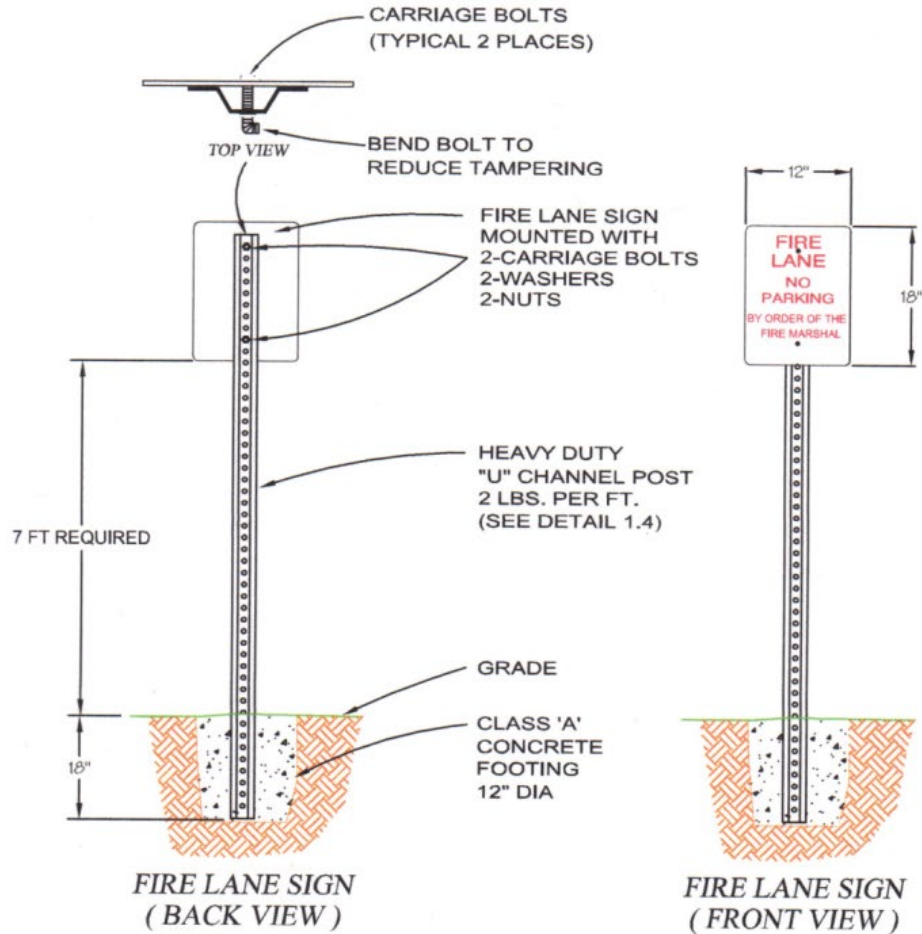
## APPENDIX K

### Approved Fire Lane Posts and Mounting Requirements



#### NOTES:

1. APPROVED SIGNS SHALL BE CONSTRUCTED OF .080 ALUMINUM WITH A REFLECTIVE BACKGROUND.
2. MINIMUM OF 1/4" BOLTS W/ FLAT WASHERS AND NUTS THAT BOLT THROUGH.
3. POST FOOTING SHALL BE 12" IN DIAM. AND 18" IN DEPTH.
4. THE SIGN SHALL BE LOCATED 7 FT FROM GRADE TO BOTTOM OF SIGN.
5. FIRE LANE SIGN SHALL BE INSTALLED 12" TO 18" FROM BACK OF CURB OR BACK OF SIDEWALK.
6. SIGNS MUST FACE THE ONCOMING TRAFFIC.



**RECOMMEND  
THE FOLLOWING MATERIALS FOR INSTALLATION:**

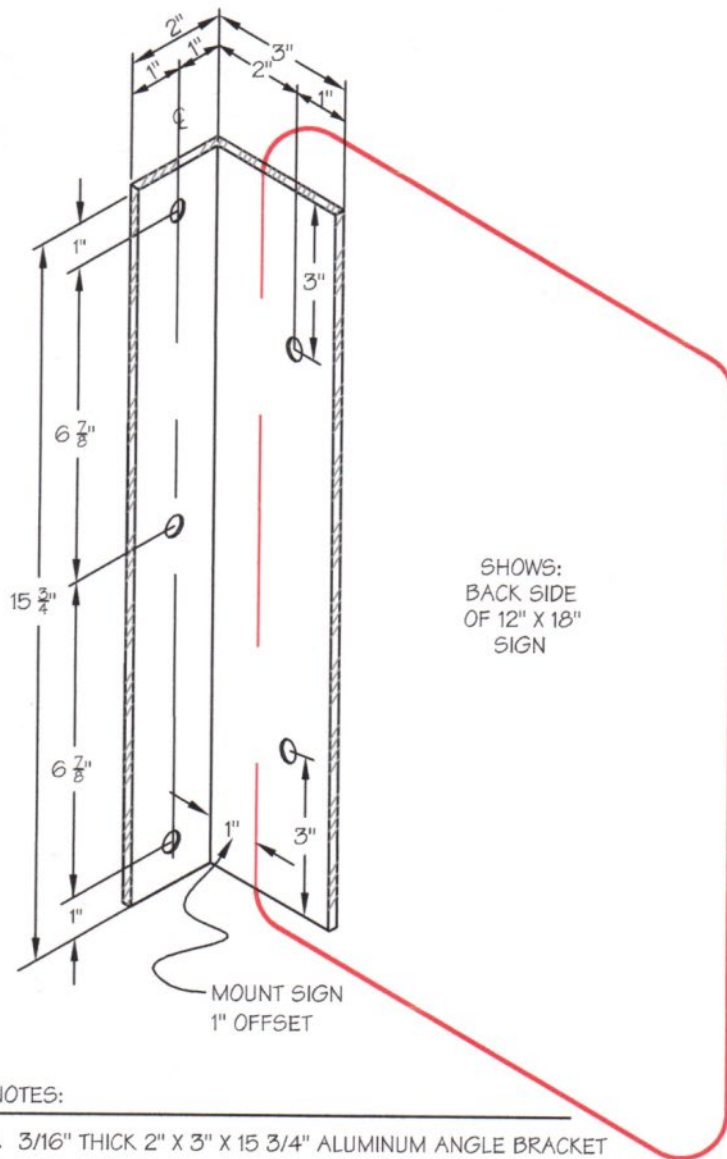
10 FT LONG U-CHANNEL GALVANIZED OR PAINTED POST

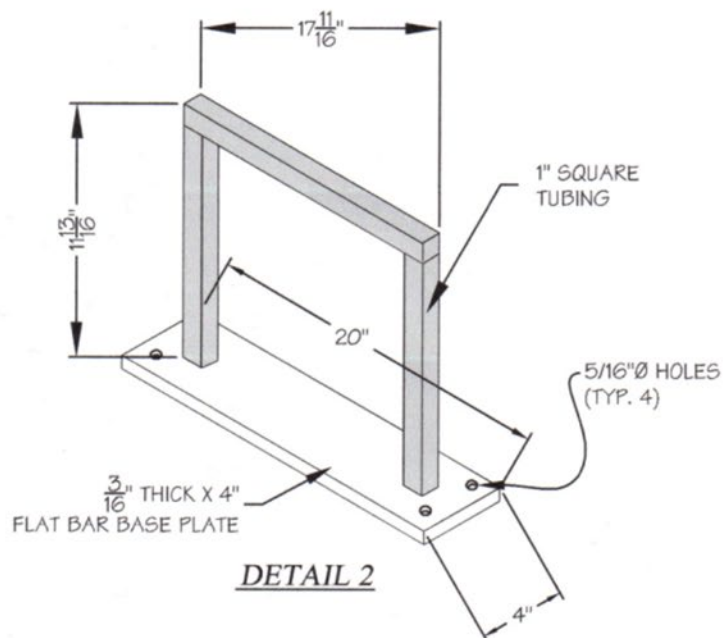
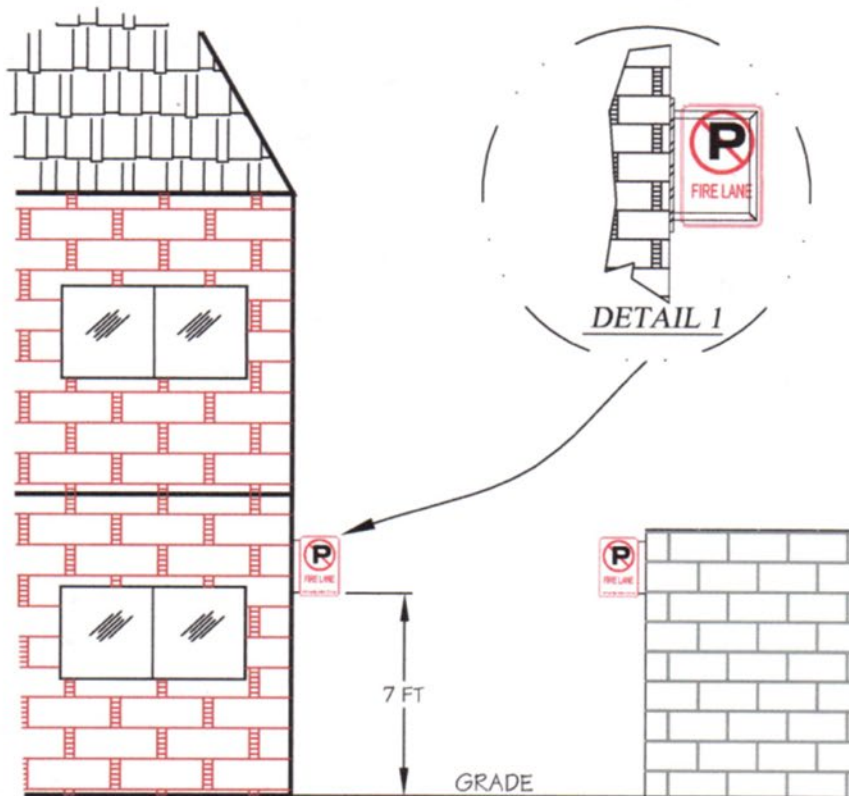
FIRE SIGN (12" X 18") .080 ALUMINUM CONSTRUCTION WITH WHITE  
REFLECTIVE BACKGROUND AND RED SCREEN PRINTED LEGEND  
(SEE DETAIL 1.1)

1/4" BOLTS & NUTS LARGE FLAT OR FENDER WASHERS

SIGN MUST FACE THE ONCOMING TRAFFIC

POST SHALL BE INSTALLED 12" TO 18" FROM BACK OF CURB OR BACK  
OF SIDEWALK





NOTES:

1. SEE DETAIL 1.7 FOR PROPER FIRE LANE PAINT STRIPING.
2. THE SAME DISTANCES FOR SIGNAGE ON POSTS ALSO APPLIES TO THE WALL MOUNTED SIGNS. FOR REQUIRED DISTANCES SEE DETAIL 1.8
3. FLAG MOUNT SIGNS MAY ONLY BE USED WHEN THERE IS NO ROOM FOR A POST.
4. MUST BE PRE-APPROVED BY FIRE PREVENTION ACCESS OFFICER.



## **APPENDIX L**

### **References**

#### **Publications**

DoDI 6055.06  
Department of Defense Fire & Emergency Services Program

AR 420-1  
Army Facilities Management

UFC 1-200-01  
Department of Defense Building Code

UFC 3-600-01  
Fire Protection Engineering for Facilities

UFC 3-600-02  
Operations and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems

UFC 4-010-01  
Department of Defense Minimum Antiterrorism Standards for Buildings

UFC 4-021-01  
Design and O&M: Mass Notification Systems

NFPA 1  
Fire Code

NFPA 101  
Life Safety Code