

Department of the Army
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
5 April 2018

*FS Regulation 420-90

Fort Sill Fire Prevention Regulation

Summary. This regulation establishes policies and procedures and assigns responsibilities for a fire prevention program at the US Army Fires Center of Excellence, Fort Sill, Oklahoma.

Applicability. The provisions of this regulation apply to all units, directorates, tenant activities, contractors, concessionaires, its satellite activities, and all Civilian and military personnel employed or residing at these locations on Fort Sill. Military members that are assigned to family housing quarters will be held responsible for actions of their Family members, guests, and domestics. This regulation also applies to US Army Reserve Centers that receive support from the Fort Sill Fire Prevention Branch, Fire & Emergency Services Division and DES.

Supplementation. Supplementation of this publication is prohibited without prior approval from the Fire Chief, Fire & Emergency Services, (FES), 6041 Rothwell Street, Fort Sill, Oklahoma 73503.

Suggested Improvements. The proponent of this regulation is the Fire & Emergency Services Division, Directorate of Emergency Services (DES). Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028. Send changes to publications and blank forms directly to the FES.

Distribution. This regulation is distributed solely through the Directorate of Human Resources, Administrative Services Division Homepage at <http://sill-www.army.mil/USAG/publications.html>.

*This regulation supersedes Fort Sill Regulation 420-90, 5 May 2014

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Chapter 1
General

1-1. Purpose. This regulation establishes policies and procedures and assigns responsibilities for a fire prevention program at the US Army Fires Center of Excellence, Fort Sill, Oklahoma. The provisions of this regulation apply to all units, directorates, tenant activities, contractors, its satellite activities, concessionaires and all civilian and military personnel employed or residing at these locations, on Fort Sill. Military members that are signed to family housing quarters will be held responsible for actions of their Family members, guests, and domestics. This regulation also applies to US Army Reserve Centers that receive support from the Fort Sill Fire Prevention Branch, Fire & Emergency Services Division and DES.

1-2. References. Required and related publications; and prescribed and referenced forms, are listed in appendix A.

1-3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to Army Regulation (AR) 25-400-2, Army Records Information Management System (ARIMS) Department of the Army Pamphlet (DA Pam) 25-403, and the Guide to Recordkeeping in the Army. Record titles and descriptions are available on the Army Records Information Management System website (<https://www.arims.army.mil>).

Chapter 2 Responsibilities

2-1. Fire Chief. The Fire Chief is responsible for conducting the Fire and Emergency Services Program; having full authority over the dispatch and use of all assigned firefighting resources. He or she has the authority to remove, or cause to be removed, any fire hazard found to exist. Where a hazardous condition exists for which no criteria has been developed or published, the conditions will be corrected by local action based upon sound judgment and the professional expertise of the Fire Chief. When these situations occur, the Fire Chief will advise managers and supervisors on technical matters and make recommendations.

2-2. Directorate of Emergency Services (DES) / Provost Marshall. The Provost Marshall will—

a. Serve as an interface with other law enforcement agencies; both traffic control and security, and will assist investigating officers as requested.

b. Arrange for automatic response of sufficient Civilian/Military Police personnel to:

(1) Clear the route to the fire, stop traffic in the fire area, and limit entry to the fire area to vehicles and personnel authorized by the Senior Fire Officer on scene.

(2) Provide security of the building involved and of the contents either remaining in or on scene.

(3) Assume charge of the investigation where investigating officers suspect arson.

(4) Provide the Fire Chief with two copies of the investigative report.

(5) Assist investigating officers, upon request, in the handling, holding, segregating, and interrogating witnesses.

(6) Designate, mark, and keep clear fire lanes for access to buildings, fire hydrants, or fire areas as requested by the Post Fire Chief.

2-3. Network Enterprise Center (NEC). NEC will—

- a. Assist the Post Fire Chief in planning fire reporting communications systems.
- b. Provide, install, and maintain the authorized signal facilities, and will coordinate with commercial companies to assist expeditious handling of fire reporting.
- c. Publish a standing operating procedure (SOP) for communications personnel to implement instructions prescribed for assisting the Fire Department in maintaining the fire alarm transmission lines and emergency telephone service.
- d. Provide assistance and guidance to the Post Fire Chief in maintaining an up-to-date radio system to be used strictly by the Fire Department.

2-4. Logistics Readiness Center (LRC). The Director of LRC will make sure that any requests from the Fire Department for fuel, equipment, and / or repairs during emergency situations are given the highest priority possible.

2-5. Commanders/Directors. Commanders/Directors will—

- a. Establish fire prevention practices in and around assigned buildings, areas, and equipment within their activities.
- b. Be designated as an area building manager. This designation may be delegated by submitting in writing the name, rank, unit, and phone number of the person delegated as a building manager. A copy of the delegation order will be forwarded to the Fire Prevention Branch, DES. The person delegated as building manager should have sufficient authority to enforce fire safety standards.
- c. Facilities assigned to contractors will have a building manager assigned. Contracting Officer's Representatives will ensure that assigned building manager appointed and trained.

2-6. Building Manager. Each building manager will—

- a. Ensure the appointment of a primary and alternate building manager for each building within his/her area of responsibility. The building manager will be a person that works within the building and has sufficient authority to enforce fire safety standards.
- b. Ensure a fire plan is written and conspicuously posted for maximum viewing in each assigned building. The plan will be reviewed and approved by the Fire Prevention Branch, DES, prior to posting. The plan will include:

- (1) Method of notifying building occupants of a fire.

(2) Method of notifying fire emergency personnel of a fire; for example, telephoning 911.

(3) Evacuation plan and assembly area.

(4) Procedures for using first aid firefighting equipment pending arrival of fire emergency personnel and equipment.

(5) Fire prevention rules and measures pertaining to good housekeeping, operation of appliances, safe handling of flammable liquids, and careless handling of smoking materials.

2-7. Directorate of Plans, Training, Mobilization and Security (DPTMS) Range Fire Warden. DPTMS Range Officer or his designated representative is appointed as the Range Fire Warden. This individual will—

a. Be responsible for fire prevention activities outside the cantonment area, including those required for maneuvers, field exercises, range firing, and bivouacs.

b. Publish the Range Safety Regulation and with the coordination of the Fire Chief, include the fire prevention rules to be enforced.

c. Be responsible to provide basic firefighting equipment to units operating on the ranges.

d. Be responsible for providing current and accurate maps of impact areas, and other hazardous areas that present dangers in combating a range fire.

2-8. Building Manager. Each building manager will—

a. The building manager or appointee (in writing) will serve as the fire prevention / evacuation coordinator. This individual will be trained by the F&ES fire prevention division. Assign a primary and alternate fire prevention coordinator and ensure duties are performed. Accompany the fire protection inspector on all inspections of assigned buildings and areas or assign a representative to attend.

b. Have a key to unlock all doors in his/her area of responsibility during an inspection.

c. Ensure any deficiency found that cannot be corrected on the spot is reported to Work Order Branch, Directorate of Public Works (DPW), at 442-3251.

d. Ensure all personnel working in the building are familiar with the building fire plan.

e. Ensure an indoctrination program is conducted for all newly assigned personnel within the building on fire reporting procedures, first aid firefighting equipment, fire evacuation, and safe fire prevention practices.

f. Request the Fire Prevention Branch furnish technical instructions and assistance in training personnel on first aid firefighting and fire prevention practices in his/her building or area.

g. Report any changes in building occupancy or alterations within assigned buildings to the Fire Prevention Branch at 442-5911.

h. Report every fire to the Fire Department by calling 911 and the major organizational building manager by the most expeditious means.

i. Appoint the necessary number of building fire prevention / evacuation coordinators. At a minimum each facility should have a primary and an alternate evacuation coordinator

j. Coordinate the operations of building manager or evacuation coordinator with higher command levels.

2-9. Fire Prevention / Evacuation Coordinator. The Fire Prevention / Evacuation Coordinator will—

a. All Fires must be reported. Ensure reporting of every fire to the Fire Department by calling **911** and the major organizational building manager by the most expeditious means. all fires must be reported how? I'm assuming by calling 911. Or may have to state refer to chapter 3, Reporting a Fire Incident.

b. Appoint the necessary number of building fire prevention / evacuation coordinators.

c. Coordinate the operations of building fire prevention / evacuation coordinators and furnish liaison with higher command levels.

d. Maintain records and prepare reports required by this regulation.

e. Prepare a Unit Fire Plan/SOP.

f. Hold fire drills at times established for testing planned operations.

g. Maintain a Fire Prevention Book which will include:

(1) Orders of appointment to this duty.

(2) Copy of orders of alternate for this duty.

- (3) Copy of orders of appointed R&U for your area of responsibility.
 - (4) Facility evacuation plan.
 - (5) Organization Fire Prevention SOP in accordance with (IAW) AR 420-1, chapter 25 and FS Regulation 420-90.
 - (6) Recorded monthly inspection of the facility.
 - (7) Maintain list of Fire Extinguishers (Type, location, service date due) for the facility.
 - (8) Record fire drills.
 - (9) Work orders for Life Safety Code issues.
- h. Provide a copy of their appointment orders and the alternates to the Fire Prevention Branch.

2-10. Individual Responsibilities. Fire prevention is the responsibility of everyone. Any person who willfully violates established fire prevention policies, or causes or allows a fire to occur through negligence or misconduct, will be subject to prosecution under the Uniform Code of Military Justice or federal or state law, as applicable. Such negligence or misconduct may also constitute grounds for adverse administrative sanctions.

Chapter 3 Fire Reporting

3-1. Reporting a Fire Incident.

- a. Any person detecting a fire will immediately report the fire by the most expedient means. This may include:
 - (1) Telephoning 911.
 - (2) Communications radio.
 - (3) In person at the fire station.
 - (4) Activate fire alarm system.
- b. The person reporting a fire will give the following information:
 - (1) Location of fire (building number, area, etc.).

(2) Name of person reporting the fire.

(3) Type of fire (building, automobile, grass, fuel, etc.).

c. When in any building on Fort Sill including family quarters and / or using cell phones, or commercial telephone systems Dial 911. When the Lawton 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:

(1) Alert all occupants of the building; by activating fire alarm system, or yell fire, fire, fire.

(2) In buildings with fire alarm pull boxes installed, the person discovering a fire will activate the fire alarm pull box and, exit facility, and telephone 911.

(3) Telephone 911.

(4) Someone must be sent to the street to direct and brief arriving Fire Department units to the proper location of the fire.

(5) Use available first aid firefighting equipment and attempt to extinguish the fire, if able and not life threatening.

(6) Close all doors and windows

(7) Turn off all fans and ventilators

(8) Evacuate the premises, meet at a designated meeting place, and account for all persons if possible.

(9) The 911 emergency telephone number should be affixed to all administrative and personal telephones on the installation.

3-2. Fire Apparatus Priority. Fire apparatus responding to an emergency will have the right-of-way over all other traffic. Upon approach of a fire and emergency services vehicle with the warning lights and siren in operation, all traffic will immediately clear the intersection, move as far to the right as possible, and come to a full stop.

3-3. During Progress of a Fire.

a. Traffic.

(1) Vehicles must pull to the nearest side of the road, stop and will remain stopped until the emergency vehicles have passed, unless instructed to move by a responsible officer or by the Military Police.

(2) Under no circumstances will vehicles or personnel follow fire apparatus closer than 500 feet, or enter the fire area for any reason.

b. Fire Area. Fire Area Entry during firefighting operations, including overhaul and investigation, entry to the fire area is restricted to fire fighting forces and those personnel having stipulated duties in connection with the operation. Other personnel will remain well outside the zone of activity. Any action, other than that necessary for preservation of life or prevention of injury, may be considered interference with the operation. At no time will anyone outside the fire protection organization give orders to, or interfere with the Fire Chief and/or firefighters.

3-4. Wild Fires Prevention.

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

b. Any Open fires (camp / fire Bonfires, etc.) are not authorized on Fort Sill without prior approval of the Fire Chief or his/her assistant.

(1) Burning of grass, leaves, and other debris is strictly prohibited.

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

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

e. 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.

f. The use of fireworks on Fort Sill is prohibited, unless approved in designated areas, by the Commanding General for organized special observances.

Chapter 4

Fire Protection Equipment

4-1. Fire Alarm Panel. Any person maliciously or knowingly transmitting a false fire alarm signal will be subject to disciplinary or criminal charges to the fullest extent possible. Alarms made in error or transmitted in belief that there is a fire are not considered false alarms.

4-2. Fire Extinguishers

a. Building managers will—

(1) Ensure that monthly fire extinguisher inspections are conducted and documented. As a minimum the following will be inspected.

- b. Fire Extinguisher is located in the designated place.
- c. No obstruction to access.
- d. Check to see if operating instructions on the extinguisher nameplate are visible.
- e. Check that the extinguisher is suitable for the hazard protected in that area.
- f. Pressure gauge reading in operable range.
- g. Check for serviceability; pinned, sealed, hose, nozzle and container.
- h. Condition of tires, wheels, carriage, pinned, sealed, hose, and nozzle for wheeled extinguishers.

(2) When conducting monthly inspection on fire extinguishers the notations shall be documented in the following manner. Inspections shall be kept on an inspection checklist or label attached to the fire extinguisher or maintained in a fire fire prevention / evacuation coordinators handbook.

a. The yearly fire extinguisher check is conducted by the fire inspector and any action by an outside vendor is not required.

b. Fire prevention personnel will perform yearly maintenance inspection checks on fire extinguishers during the building fire inspection. When extinguishers are found to be unserviceable, the building manager will ensure the extinguishers are returned to service.

c. When fire extinguishers are first placed in service from the manufacturer, used to control a fire, accidentally discharged, or are inoperative for any other reason, the using organization will ensure the extinguisher is taken to an approved vendor. If there is a problem with a fire extinguisher in a building or on an airfield, or an extinguisher cannot be repaired or recharged, the using organization will purchase a replacement fire extinguisher. Extinguisher Pin retention seals are available from the Fire Prevention Branch. Any purchase of fire extinguishers must meet Department of Defense (DoD) and DA guidelines, contact the Fire Prevention Branch with questions as to size etc.

d. Extinguishers will be mounted on walls or placed in wall-recessed cabinets designed for security and protection of the extinguishers. In Historic facilities extinguishers may be held securely in a constructed device. The Fire Prevention Branch will approve any non-mounted devices. Tops of fire extinguishers will not be more than 5 feet above the floor, and bottoms no less than 4 inches of floor, for extinguishers having a gross weight not exceeding 40 lbs.

e. Commanders will establish procedures to hold employees liable for any damage to extinguishers through negligence, carelessness, or willful discharging.

f. Extinguishers will not be obstructed in any way or used as a doorstop.

g. Extinguishers located on aircraft parking ramps will be located in such a manner as to preclude collision with aircraft or being blown over during engine starts.

h. All portable fire extinguishers on aircraft parking ramps and flight lines will have reflector tape on the extinguisher or cart if so equipped. This tape is only used to identify the extinguisher at night and not the type of extinguisher. All extinguishers placed on aircraft parking ramps are for Class B and C fires only. Airfield Operations are responsible for checking extinguishers located on airfields daily for serviceability. When extinguishers are found unserviceable, they will be taken an approved vendor. Flight line extinguishers will be inspected annually by fire protection personnel on that airfield. If the fire extinguisher is found to be unserviceable, the Airfield Operations or the using organization will be instructed to immediately remove the extinguisher from the flight line. A log of all monthly checks on flight line extinguishers will be maintained on file by Airfield Operations for 1 year.

i. Any extinguisher not readily visible will be marked. NFPA 10 Standard for Portable Fire Extinguishers Annex D recommends the following: Additional markings that are not part of device could be needed to indicate the location of a fire extinguisher. These preferably should be standardized throughout the property so that all fire extinguishers are easily "spotted". These markings could be in the form of electric lights, placards, mounting boards, overhead signs, color panels or stripes, or cabinets. They could be distinctively colored by painting or reflective taping.

4-3. Fire Protection Equipment.

a. Fire Hydrants.

(1) Do not use fire hydrants for any purpose other than fire protection without permission of the Fire Chief. Personnel are reminded that vegetation must be kept clear of fire hydrants within their areas of responsibility.

(2) Parking within 15 feet of a fire hydrant is prohibited.

(3) Parking within 50 feet on either side of a fire department connection (FDC) and standpipes is prohibited.

(4) When no other water source of water is available at construction sites and water is required for construction purposes, permission may be granted by contacting the Installation Fort Sill water utilities contractor (American Water Military Services phone number 580-248-3072) to use a hydrant as a source of water. The usage shall be subject to the following limitations:

(a) Connection to a fire hydrant shall be limited to no more than one 2-1/2 inch hose.

(b) Each connection shall be gated or valve connection to a single 2-1/2 inch outlet of a hydrant. Flow will not be throttled by means of the main hydrant valve, which, when in use will be fully open.

(c) A back flow device shall be used when utilizing a fire hydrant.

(d) Maintenance and Cleaning of Smoke Detection Devices.

(1) Commanders/Supervisors will ensure that subordinates will NOT tamper with smoke detectors and alarm systems in any way.

(2) Only trained Alarm Technicians are authorized to repair, or replace smoke detectors. Any unauthorized individuals tampering with, destroying, or causing malfunctions to fire alarm systems, will be held accountable for their actions.

(3) Fire Protection Devices. Do not tamper with, lock, or otherwise use fire alarm systems, sprinkler systems, standpipe systems, or other installed fire protection devices. Only the Fire Department will perform required testing.

4-4. Fire Exits/ Fire Doors. An exit or exit way is a means of providing safe exit to a place of safety. The place of safety may be outside the building or on the other side of a suitable firewall. The corridors in buildings are designated as fire exits.

a. Do not lock, obstruct, or block fire exits, fire escapes, and fire doors at any time. Do not lock doors equipped with panic hardware at any time with chains, hasps and staples, bars, or any other device to prevent proper operation.

b. Install exit doors so as to open in the direction of exit travel.

c. Provide exits and ways of approach thereto in places of public assembly with illuminated exit signs. Exits in other buildings not requiring illuminated exit signs will be properly identified by an exit placard.

d. Occupants will check all emergency and exit lights monthly.

e. Do not block or obstruct aisles and corridors leading to exits. The minimum width of aisles will be 4 feet, except in education occupancies where the minimum width will be 6 feet.

f. Any type partition that may block a direct route to any fire exit is prohibited.

g. Do not install a partition or divider, screen, vending machine, or other such device in any corridor, ramp or porch that would in any way interfere with emergency evacuation of the building in the event of fire.

4-5. Vehicle Parking

a. Parking of unattended vehicles within 15 feet of fire hydrants, post indicator valves, and in fire lanes is prohibited.

b. Motor vehicles, including motorcycles and scooters, will not be parked inside any building, under outside fire escapes, or closer than 20 feet from any building except for designated parking areas.

c. Refueling vehicles will not be parked where the ground slopes toward any buildings, structure, or stored material unless there is an adequate protective ditch or dike between the vehicles and buildings.

d. Vehicles will not be driven across a fire hose unless hose bridges have been provided.

e. All vehicles will yield the right-of-way to emergency vehicles responding to an emergency.

Chapter 5 Fire Prevention Program

5-1. Fire Prevention Inspections.

a. The fire prevention program is designed to assure the minimum of one complete inspection of each building, facility, or area annually, semiannually, quarterly or monthly depending on type of occupancy. These inspections will be conducted by fire department personnel; however, these inspections do not relieve the building facility managers of their responsibilities.

b. The building manager or designee will accompany the fire inspector during the inspection tour. Keys will be available for all locked doors to enable a complete inspection of the facility.

c. The results of the fire inspection report will be discussed and issued to the building facility manager as to the severity of the hazards after inspection has been complete. The fire inspector will make recommendations for corrective actions. A record of the inspection will be maintained by the Fire Prevention Branch. Follow up inspections will be conducted to check the status of deficiencies before further action is taken.

d. Hazardous conditions found during an inspection that require corrective action by other than the building facility manager will be submitted to DPW via service order call for correction. A record of these deficiencies will be maintained by the facility manager until corrective actions have been taken.

e. Failure to correct deficiencies that have previously been noted or failure to comply with current fire prevention directives, as set forth in paragraphs 2-8 and 2-9 of this regulation.

f. The fire hazard report will be returned to the Fire Prevention Branch by the suspense specified with corrective action taken and not to exceed 2 weeks.

g. Failure to take corrective actions within the period specified will result in the submission of a formal fire hazard report to the Garrison Commander.

5-2. Fire Prevention Training

a. Is designed to provide facility managers or unit fire prevention / evacuation coordinators training on fire hazards and life safety requirements. Fire & Emergency services provides a quarterly unit fire marshals class to cover these topics.

b. For assistance in training, lectures, and demonstrations, contact the Assistant Chief of Fire Prevention, 442-5911.

c. In addition to annual fire drills, commanders of basic training units will conduct two fire drills during the first week of training and monthly thereafter. The first drill should be an announced drill during daylight hours.

5-3. Fire Evacuation Drills

a. Fire drills may be conducted with a fire prevention inspector present using installed fire alarm systems. Facility personnel may conduct a fire drill by shouting "fire drill, fire drill, fire drill". Date and time of the drill will be recorded, along with total evacuation time in seconds, and total number of personnel participating. Target evacuation time is for most facilities 120 seconds or less. Larger buildings or facilities with complex floor plans may require additional evacuation time. The primary goal of fire drill is to ensure that occupants are prepared to evacuate the facility in a expedient and orderly manner.

b. All schools through grade 12 will have at least monthly evacuation drills each year. Evacuations shall be required within the first 30 days of the school resuming classes.

c. Hospitals will have a fire evacuation drill each quarter for each shift.

Chapter 6 Housekeeping

6-1. Housekeeping.

a. Do not store flammable or combustible materials under houses or buildings, stairways, porches and attics. Storage in warehouses will be in accordance with appropriate technical manual or regulation.

b. Do not allow sleeping in areas not designed as sleeping quarters. (IE attics, basements, storerooms, chemical rooms, motor pools, etc).

c. Buildings or portions of building designated as hazardous materials storage shall be appropriately marked. Material safety data sheets (MSDS) for all stored materials shall be available on site.

d. Arms rooms containing ammunition must have an explosive storage license.

e. Do not use boiler rooms, air conditioning rooms, mechanical rooms, or generator rooms for storage of combustible materials. Maintain a minimum of 5-foot clearance in open basement areas around mechanical-type equipment.

f. Store rags in noncombustible containers with covers. Use separate containers to divide oily/greasy rags from clean rags.

g. Trash receptacles shall be constructed of a non-combustible material.

h. Do not accumulate or store paper, scraps, and trash in closets, hallways, latrines, or other locations inside buildings. This includes recycle materials.

i. Remove sawdust, shavings, and scrap lumber from carpenter and woodworking shops and from buildings under construction at the end of each workday, or sooner, if necessary.

j. Do not use sawdust as a compound to absorb flammable liquids.

k. Mow dry grass or weeds and clear excess away from building.

l. Keep diesel- and gasoline-powered generators, power plants, water pumps, and areas or structures housing them free from accumulations of grease, oil, and fuel.

m. Do not burn candles or incense in buildings or tents except for organized religious events within church facilities or other approved facilities, approval must be obtained from the Fire Department prior to use, and then only when closely supervised. Candles or hurricane lamps may be used in clubs and dining facilities, with notification and approval from the Fire Prevention Branch (442-5911) in advance of the event. Exception: candle warmer plates, flameless candles, and no wick scents candles.

n. Electrically operated (plug in) air fresheners are not approved for use. Only heated wax, in ceramic dish type are allowed, and must have appropriate light bulb per manufactures guidelines. Light bulbs must not exceed 25 watt bulbs.

o. Cooking in unauthorized areas is prohibited. Do not cook on barbecue grills inside buildings, on porches, balconies, or within 15 feet of any buildings. During extremely dry conditions (during times of high fire danger or when burn bans are issued), cooking must be done on concrete or asphalt surface.

p. Keep materials at least 18" away from automatic sprinklers, fire extinguishers, and sprinkler controls.

q. Maintain 3' of clearance between piled material and the ceiling.

6-2. Observed Holiday's And Decorations. Each year, during the holiday season, Christmas tree fires have been found to be directly attributable to tree lights and the use of combustible decorations. The Christmas tree, with all of its decorations, constitutes a serious fire hazard and must be watched carefully. When a tree is brought into a building, it begins to dry out, thus begins the problem. A variety of methods for treating trees with flame resistant solutions have been tried, but none have proven to be completely successful. Follow the following precautions, not only during the Christmas and holiday season, but also throughout the year whenever any type decorations are used:

a. Do not use light combustible decorations such as paper, artificial flowers, paper streamers, scenery, cotton batting, and any other similar decoration in any structure, unless they have been approved and marked "flameproof" by an authorized testing laboratory. Prior to the installation of any special decorative materials, obtain approval from the Fire Prevention Branch. Decorations should be kept to a minimum, to prevent the possibility of fire.

b. Decorative wrappings from Christmas gifts have a tendency to burn rapidly, and should be removed immediately and disposed of properly.

c. Observe the following precautions for Christmas trees:

(1) Keep the tree outside of the building until ready for set up. It is recommended that this be done a few days before Christmas. Artificial trees are preferred.

(2) Cut the bottom of the tree at an angle about 1-inch above the original cut, set in water and wet sand, and brace securely.

(3) Place the tree away from radiators, windows, stoves, and other sources of heat. Do not place Christmas trees near entrance doors, exits, elevators, or stairwells, which could provide an updraft.

(4) Use only electric lights and assure that wiring is in good condition and not worn or frayed. Only lights tested and approved by the testing laboratories are authorized (UL).

(5) Do not leave the tree lights on when no one is in the building, or after retiring at night. Turn off tree lights by pulling the plug from the wall receptacle.

(6) If lights are desired in windows, use only electric lights and keep curtains and other flammable materials pulled back at least 6 inches from the lights.

(7) Metal trees are potentially less of a fire hazard; however, do not use lights on metal trees.

(8) If the tree should catch fire, get everyone out of the building, and contact the Fire Department by calling **911**.

(9) Ensure that Christmas trees are not blocking exits or exit routes.

d. The use of fireworks on Fort Sill is prohibited, unless approved in designated areas, by the Commanding General for organized special observances.

e. Refer any special problems or concerns regarding decorations of any type to the Fire Prevention Branch at 442-5911.

6-3. Halloween Decorations.

a. Decorations may NOT be placed in a manner that obstructs or obscures ANY fire protection system components (manual pull stations, smoke detectors, bells/horns/strobes, sprinklers, fire extinguishers, etc.), exit signs, emergency lighting, or any means of egress.

b. The following materials are prohibited:

(1) Bamboo

- (2) Confetti (Loose, in large quantities)
- (3) Corn stalks or husks
- (4) Cotton batting
- (5) Cloth drapery (other than flame retardant *)
- (6) Crepe paper decorations (other than flame retardant *)
- (7) Dried vines
- (8) Dry moss
- (9) Flammable powders or liquids
- (10) Foam or plastic materials (Including packing peanuts)
- (11) Dried leaves
- (12) Paper streamers
- (13) Plastic sheeting
- (14) Saw dust
- (15) Tumble weeds
- (16) Wood bark, mulch or shavings
- (17) Only drapes, backdrops, props, artificial spider webbing, trees, plants and flowers must be labeled flame retardant/fire resistant* may be used.

6-4. Haunted Houses. The Ft. Sill Fire Prevention Office must inspect & approve the setup or construction of any "haunted house" that is to be operated on Fort Sill. The Fire Prevention needs a minimum of 4 weeks' notice to verify all codes and regulations are going to be followed. 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. The decoration or construction of a structure or part of a structure so that any of the following are present:

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- 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. Fire Prevention Approval Requirements
- e. 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. The Floor plan should show the following:
 - (1) Dimensions (total sq. ft., width of exits, aisles or interior exit pathways, etc.)
 - (2) Locations of exits, exit signs, and emergency lighting units.
 - (3) Locations of fire extinguishers.
 - (4) Location of electrical panel(s) and light switches.
 - (5) Location of smoke detectors and/or fire alarm panel.
 - (6) Normal use of any structure(s) (i.e.: auditorium, school, church, etc.).
 - (7) Staff positions.
 - (8) Emergency Plans
 - (9) Maximum occupant load (which shall include staff) shall be determined during review. A sign stating maximum occupant capacity shall be posted in a visible location near the entrance, and staff shall control the flow of patrons so as not to exceed this limit.
- f. The number of persons allowed inside the haunted house per group should NOT be greater than ten people or 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. Emergency procedure plan shall include training of staff and familiarization with fire alarm tone. Specific personnel shall be designated to turn off all distracting noises (i.e.: sound system) and turn on lights when alerted by either fire alarm system or otherwise notified of an emergency condition.

i. This event shall be adequately staffed to control the occupant load and assist patrons in exiting should an evacuation become necessary. Staffing level shall be determined upon review of plans and may be increased at the discretion of the fire inspector.

j. All emergency staff shall carry flashlights and know the location of all exits, fire extinguishers, light switches, electrical panels, and emergency phones.

k. A fire drill may be required.

l. Phone communication shall be readily available for the purpose of calling 911 in the event of an emergency. Persons must notify the 911 dispatcher ~~what~~ with building location.

m. Exits:

(1) Two (2) remote exits shall be provided from each room with an occupant load of 50 or more. Required exit doors shall swing in the direction of egress.

(2) Illuminated exit signs, with battery backup, shall be provided at each exit serving an occupant load of 50 or more. Non-illuminated exit signs shall be provided for all exits serving an occupant load less than 50.

(3) Exit doors serving an occupant load of 50 or more shall not have a latch or lock, unless it is panic hardware.

n. Emergency lighting, with battery backup, shall be provided in all rooms, areas and exit pathways, when serving an occupant load of 50 or more.

o. Exhibits and decorative materials shall NOT obstruct, confuse, or obscure exits, exit pathways, exit signs, or emergency lighting units.

p. Additional pathway marking, including low level marking and signs, may be required at time of field inspection.

q. Fire Protection: Decorations shall NOT be hung on any sprinkler piping and shall not block any sprinkler heads.

r. Fire Extinguishers:

(1) Must be 10lb. ABC Dry Chemical, must remain in the buildings, and NOT be removed from other buildings to provide protection.

(2) Must be properly stored in either a fire extinguisher cabinet or hung on the wall, with the top of the fire extinguisher not higher than 5ft. from the ground & the bottom of the extinguisher no less than 4 inches from the ground.

(3) Must be visible and accessible at ALL times, and must be within 75 feet of reach in buildings.

s. Haunted House Electrical Requirements:

(1) Extension cords (If needed) must be of heavy gauge (16 gauge or higher) have not been subject to any mechanical damage, and approved by Underwriters Laboratories (UL).

(2) Only extension cords approved for outdoor use can be used to provide power to outdoor equipment or from an outdoor electrical source.

(3) Flood and strobe lights shall be plugged directly into a wall outlet, listed multi plug power strip, or single listed extension cord.

(4) All extension cords and power strips shall be adequately protected from foot traffic; "bridged" if paths of travel cannot be avoided.

(5) Surge Protectors shall NOT be plugged into one another in a series and must be plugged directly into a wall outlet.

(6) Spliced Electrical Cords, homemade switching devices, and/or open junction boxes and connections shall NOT be permitted.

t. Miscellaneous Requirements:

(1) Smoke machines are NOT authorized.

(2) No smoking within the buildings and 50 feet from any exit. "NO SMOKING" signs MUST be posted at each entrance and all throughout exhibit.

(3) No storage or use of flammable or combustible liquids, gases, and solids is prohibited.

(4) Good housekeeping shall be maintained throughout the exhibit and exit pathways.

(5) Parental Consent forms approved by the JAG Office must be filled out by the child's parent/guardian before each child enters the approved haunted house.

(6) Fire Lanes outside the building are to be kept clear of ALL vehicles during this event.

(7) All stairwells MUST be illuminated.

(8) Must notify Fire Department with the hours of operation with **NO DEVIATIONS** from report times of operations.

(9) Please contact the Ft. Sill Fire Prevention Office at 442-5911 if you have any further questions or concerns.

(10) The Fire Chief or his representative reserve the authority to cease ANY operation or function deemed hazardous, dangerous, or unsafe at **ANY** time without notice.

6-5. Electrical Hazards.

a. The installation, alteration, or extension of electrical wiring will be made only by qualified electricians from the DPW electric shop or contractors and will be in accordance with NFPA 70 National Electric Codes.

b. Electrical cords will not be spliced or taped. They will not be tacked, twisted, or tied around any fixture or portion of the building; extended under rugs or carpets or through walls, ceilings, or windows; or placed on the floor where they will be subject to mechanical damage.

c. Clearance between light fixtures and combustible materials will be at least 18 inches and will be provided with guards.

d. Electrical appliances, electrical lights, etc. in use must be approved by a recognized testing laboratory. Unauthorized electrical items will be disconnected and are subject to confiscation.

e. Temporary wiring will not be used in the place of permanent wiring. Extension cords, when approved, will be equal- or larger-sized wire than the appliance being serviced.

f. Extension Cords:

(1) Do not use extension cords in place of fixed wiring.

(2) Use only as temporary basis and disconnected daily.

(3) Extension cords will be of continuous length, properly insulated, without splices, and properly connected to fittings.

(4) They will not be nailed, draped, wrapped, or stapled to any object, run through doorways, walls, ceiling tiles or laid under rugs or carpets, and must be of heavy-duty type (16 gauge or heavier, 3 pronged, U.L. approved).

(5) No use of multiple outlet extension cords or multiple plug adapters unless they are equipped with a build in breaker.

(6) Make sure extension cords are properly rated for their intended use, indoor or outdoor, and meet or exceed the power needs of the appliance being used.

g. Multiple electrical plugs or extension cords with more than one outlet will not be used. Exception: Multi outlet power strips with power surge protection and a circuit breaker provided they bear approval of a recognized testing laboratory (UL) are authorized for desktop computer equipment only.

h. Properly "ground" electrical motors and appliances. Do not permit lint, oil, or other combustible materials to accumulate on electrical motors and appliances.

i. Uninterruptible power supply units must be plugged directly into a wall outlet.

j. Do not place electrical cords across aisles or places where they may be walked on, unless they are equipped with an approved electrical cover installed in such a way as to prevent friction or rubbing of cord. Do not run extension cords through ceiling or under doors.

k. Surge protectors are to be used. Do not daisy chain surge protector.

l. Screw-type outlets that fit into light fixtures are prohibited.

m. Electrical open element fan type, propane, T-Taps and kerosene space heaters are prohibited.

n. Oil filled radiated space heater type, or ceramic space heater type that are U.L. approved with an automatic shut off switch are authorized.

6-6. Heating and Cooking Appliances

a. Good housekeeping will be maintained in mechanical rooms. DPW will provide locks for all mechanical rooms and building occupants will not be authorized to have a keys.

b. Heating and service equipment which may constitute a fire hazard will be kept in good repair for proper operation. Heating devices, ducts, and vents will be arranged so that surrounding combustible material will not be subject to ignition.

c. 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.

d. Cooking or serving equipment with exhaust ducts or hoods must be thoroughly cleaned at least every 6 months 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.

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

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

g. Kitchen ranges, deep fat fryers, and barbecue grills will not be left unattended. Operators will be briefed to shut off exhaust fans in the event of a fire.

h. Cooking in dormitories, bachelor officers' quarters, bachelor-enlisted quarters, and other post buildings is prohibited except where authorized cooking facilities have been especially provided for that purpose.

(1) Hot plates, toasters, toaster ovens, and electric grills are not authorized in barracks unless used in a designated cooking area.

(2) Coffee-maker, refrigerator, microwave appliances may be used in offices and work areas provided the following conditions are met.

(a) Must be placed on a noncombustible surface.

(b) Must bear the approval label of a reputable testing laboratory and be in good repair.

(c) Must not use an extension cord.

(d) Must be at least 18 inches from any combustibles.

(e) Must not use an automatic timing device on the coffeemaker. The coffeemaker will be unplugged when not attended and at the close of the workday or shift.

(f) Noncompliance with regulations stated above will be cause to void the approval to use the appliance. A fire hazard report may be issued for noncompliance of established fire prevention practices.

6-7. Welding, Cutting, and Brazing

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a. Welding, cutting, and brazing within any structure other than approved welding shops are prohibited without a DA Form 5383-R (Hot-Work Permit). This form must be obtained by telephoning Fire Prevention at 442-5911 before any welding, cutting, or brazing is started. A fire protection specialist will inspect the area to determine if a hazard exists and issue the DA Form 5383-R.

b. Adequate ventilation will be provided at all time when performing hot work operations.

c. Torches, regulators, pressure-reducing valves, and manifolds are to be listed by a NRTL. Oxygen-fuel gas systems are to be equipped with listed and/or approved backflow valves and pressure-relief devices.

d. Cutters, welders, and helpers will wear appropriate PPE at all times when performing work.

e. When welding in open areas, personnel will ensure that all combustibles within 35 feet around the operation has been removed or covered with fire blankets. They will also have a means to extinguish small fires immediately available; for example, a water extinguisher, shovel, etc.

f. Welding will not be permitted in the vicinity of flammable or explosive materials until all possibility of fire or explosion has been eliminated. Where the removal is impractical, a suitable fire-resistant shield or welding blanket will be placed between the materials and the welding operation.

g. Before welding tanks and other containers, that have contained flammable liquids, will be thoroughly washed, steamed, and filled with water. A vent will be provided to permit the release of pressure, which is generated in the tank by the heat of the welding.

h. When welding on an aircraft is necessary-, parts will be removed. If NOT possible and welding accomplished in the welding shop, contact fire station #2 for standby.

i. When precautionary measures have been taken and fire hazards continue to exist, a fireguard with suitable fire extinguishing equipment will be stationed near the welding operation for 30 minutes or until cold.

- j. After welding and cutting operations have ceased, the area will be carefully inspected to ensure that no fire hazard exists.
- k. Any time welding or cutting is not being performed the regulator valves will be shut off at the gas cylinder.
- l. Welding will not be done on any aircraft in a hangar unless, it is impractical to move the aircraft at least 50 feet from all other aircraft. Ensure that no work is being done on the fuel system or work of any nature that could possibly cause a fuel system leak. Ventilation will be accomplished by opening hangar doors. A fireguard with an extinguisher will be posted in the immediate area.

Chapter 7 Facilities & Storage

7-1. Flammable Liquids and Gases.

- a. Flammable liquids in excess of 1-day working stock will be stored in designated buildings or areas identified for such storage.
- b. A sign with 3-inch letters reading "NO SMOKING OR OPEN FLAME" will be posted on the outside of the building. The sign will be red with white letters. The location of flammable storage buildings and areas will be approved by the installation Fire Chief prior to being used. Buildings should be no closer than 50 feet from other combustible structures.
- c. Where occupancy of a building requires storing large quantities of flammable liquids such as office supplies, type cleaner, and fluids required for laboratory work, they will be stored in closed containers inside a metal cabinet or ventilated closet. The cabinet will be plainly labeled "FLAMMABLE."
- d. Fueled equipment, including but not limited to motorcycles, mopeds, lawn-care equipment, and portable cooking equipment, shall not be stored, operated, or repaired within a building unless the building or room has been constructed for such use in accordance with the applicable building code
- e. Oxygen cylinders shall be stored in locations separated from other gases "such as acetylene" shall be separated by not less than 20 feet or separated by a one hour rated? fire rated wall.
- f. Oxygen, acetylene and other compressed gases will be handled carefully. Cylinders shall be secured to prevent accidental tip over by lashing, strapping chaining,

or clamping in an upright position. Cylinders will be capped during storage and while being transported.

g. Cylinders containing liquefied gases or acetylene that are stored outdoors shall be protected from the direct rays off the sun with a fixed canopy (preferably noncombustible) capable of withstanding all local environmental conditions IAW AR 700-68.

h. The use of flammable liquids that have a flash point of 100 degrees Fahrenheit or below for cleaning purposes, except in safety vats used for cleaning parts, is strictly prohibited.

i. Safety vats will be of metal construction and equipped with a hinged cover counterbalanced by a chain or rod with fusible link to ensure closing in the event of a fire.

j. Do not store combustible gases with oxidizing gases. A firewall, which separates such storage, is required. Typical oxidizing gases are oxygen, chlorine, etc.

k. Faucets used on drums for dispensing flammable liquids will be of the approved spring-closing type, which will flow only when held open manually. Metal drip pans will be placed under faucets and cleaned regularly.

l. Cylinders that contain flammable or explosive gases will be handled and stored with extreme care. Other combustible materials such as grease and oils will be kept out of cylinder storage areas.

m. Good housekeeping will eliminate the common causes of spontaneous ignition. Oil, grease, oil base paints, etc., on rags and sweeping compounds require particular care.

n. Close cylinder valves and replace dust caps when the cylinder is not in use.

o. Full gas cylinders should be stored separately from empties and empty oxygen cylinders should be segregated from empty fuel gas cylinders.

p. Other products should not be stored in the gas storage areas, especially not oil or corrosive liquids

7-2. Waste and Packing Materials.

a. Packing materials will be kept in the original bales until used. Combustible packing materials such as excelsior, rags, and shredded paper will be stored in fire-resistant bins with self-closing covers.

b. Trash containers located inside the facility will be emptied daily into containers located outside the building to include shredded paper.

7-3. Warehousing and Storage.

- a. A clearance of at least 18 inches will be maintained around automatic sprinkler heads where such protection is installed. Supplies will never be stacked to such a height as to restrict the proper operation of sprinkler heads.
- b. Where supplies are stacked above the horizontal level of lower roof truss members, clearance between supplies and structural members or other installed devices will be 18 inches.
- c. Clearance of at least 18 inches will be maintained around all electrical fixtures.
- d. Where supplies are stacked 15 feet or higher, clearance between the top of the stacks and the lower edge of roof rafters or ceiling joints and sprinkler heads will be at least 36 inches.
- e. Access aisles will be maintained to reach all firefighting and electrical equipment. This equipment will not be obstructed by storage, security areas, etc. Access aisles will not be less than 8 feet in width.
- f. Provide cross aisles of not less than 4 feet in width for stacks up to 10 feet in height. Where stacks exceed 10 feet in height, cross aisles will be at least 5 feet wide.
- g. Do not obstruct fire lanes and access aisles at any time.
- h. Where warehouse doors, other than exit doors, can be blocked without seriously interfering with firefighting, they may be blocked, provided signs are posted on both sides stating "THIS DOOR IS BLOCKED" and will be conspicuously marked on the outside with 3-inch high black lettering on white background reading. At least one cross aisle and connecting exterior door will be left open in each Branch. These door blockages will be approved in writing by the Fire Prevention Branch prior to blocking the doors.
- i. Storage will not be permitted within 36 inches of heaters, stoves, furnaces, or water heaters.
- j. Fire doors will not be blocked and will be kept in good repair at all times.
- k. Supplies stored outside will not be located within 20 feet of any building and will be kept neatly arranged at all times as not to interfere with access of firefighting equipment.
- l. All warehousing and storage will comply with current publications on warehousing.

m. Inside vehicle maintenance compounds, fire hydrants will have at least (50 feet) clearance from any vehicle, portable or temporary structures, connex's and containers.

n. All gates around vehicle maintenance compounds are classified as "FIRE LANES." They will not be blocked or obstructed at any time. Signs designating fire lanes are the responsibility of the organization assigned to the compound. Fire lanes will be monitored daily by an assigned member of the organization for blockage or obstructions.

7-4. Storage and Handling of Explosives

a. Each building or area used for storing explosives, ammunition, and chemicals will be identified with the appropriate fire symbol or signs. These signs will be readable from all logical approaches to the building or area IAW DA Pamphlet 385-64, Ammunition and Explosives Safety Standards, 15 December 1999, chapter 3.

b. Smoking will not be permitted in any ammunition or explosive storage area. All electrical wiring will be approved for hazardous location.

c. Keep separate waste materials such as oily rags, combustible scrap, and paper within an explosive area away from each other. Place each type of waste material in metal containers with closing tops.

d. Do not park vehicles within 100 feet of buildings containing explosives.

e. Do not use gasoline or other flammable liquids within an explosive area for cleaning purposes.

(1) All small arms ammunition storage sites for local ground defense and security purposes may be stored in any magazine, warehouse, office, barracks, or other suitable structure provided the following is strictly complied with.

(2) The structure or portion being used for storage is locked and secured to prevent pilferage and unauthorized handling.

(3) Will have a proper fire symbol posted on the exterior of the building and arms room. The symbols will be removed when the building is no longer in service.

(4) Dummy rounds will be stored in containers marked in blue with words dummy rounds.

f. Quantity authorized for storage is limited to the operational needs.

g. Vehicles transporting explosives will be checked to ascertain that everything is in good working order and cleaned of accumulation of dirt and grease.

h. Each government vehicle transporting explosives will have as a minimum two Class 1BC rated portable fire extinguishers. One extinguisher will be mounted outside the cab on the driver's side and one mounted inside the cab.

i. Buildings used for storage of explosives will be kept clean and orderly at all times. Each type of waste should be kept in a separate noncombustible container properly marked and located outside.

j. 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.

7-5. Clubs, Theaters, and Recreational Facilities.

a. On-duty managers of clubs, theaters, and recreational facilities are responsible for ensuring complete and orderly evacuation of the building in an emergency and prompt notification of 911.

b. All exit doors will be unlocked when the building is occupied. Doors will be equipped with panic hardware or bars and swing in the direction of egress. All exits will be conspicuously marked and illuminated with exit signs. On-duty managers will check these exits prior to the entry of patrons and employees to ensure that doors are unlocked and not blocked. If exit doors are found locked or blocked when the building is occupied, the facility manager will recommend corrective action be taken against the responsible manager.

c. Wall coverings, curtains, drapes, and movable scenery will be of fire retardant materials.

d. In places where cooking is performed, supervisors will ensure that grease is cleaned from hoods and filters at least once daily, preferably at closing time. Grease filters will be in place at all times while cooking. Cooking without filters in place will be cause for closing the kitchen until filters are in place.

e. All places of public assembly will be thoroughly inspected at closing time. Management personnel will ensure that sofa and chair cushions are thoroughly checked and that no incipient fire is present. All electrical appliances will be disconnected except those required to run continuously for preservation of contents.

f. Managers in places of public assembly will be responsible for ensuring that the number of persons inside their respective buildings does not exceed the maximum building occupancy allowed as determined by the National Fire Codes.

g. Managers will assure all employees are briefed on their fire prevention responsibilities, the procedures to use in case of a fire, the use of fire extinguishers, fire reporting procedures, and evacuation procedures. These procedures will be incorporated in the written fire plan and posted conspicuously in the building for maximum viewing. A record will be kept on file showing the instructor and signatures of employees that received the training.

h. Managers of public assembly facilities or assistants designated in writing must assure that these facilities are kept fire-safe. These managers will check facilities before opening, during, and at the close of business. Janitors will not be assigned these responsibilities.

i. Managers will assure that all deep fat fryers are inspected by a qualified electrician at least annually to assure the high limit switch is operating properly. Managers will keep a record of the most recent test showing the date of the test and name of the electrician that performed the test. If a switch is not operational, the fryer will be taken out of service.

7-6. Paint Spray Booths

a. The floor of paint spray booths and the operator's working area will be covered with noncombustible, non-sparking material of such character as to facilitate the safe cleaning and removal of residues. Paint spray booths will be separated from all other operations by a firewall. All electrical appliances and fixtures will be approved explosion proof as defined in the National Fire Codes. Exhaust blowers will be operated when operating paint-spraying booths. All metal parts of the spraying booth, exhaust ducts, and piping system will be permanently grounded.

b. Paint spraying is prohibited inside hangars or any other buildings not specifically approved for this purpose except for minor work when approved by the fire department. All minor paintwork will be conducted in a location remote from any source of ignition and with adequate ventilation. Smoking is prohibited in paint shops and areas where painting is conducted.

c. A clear space of not less than 3 feet on all sides will be kept free from storage or combustible construction.

d. Filters and filter rolls will be constructed of non-combustible material. Inspect them after each use, and remove and dispose of clogged filters. The interior of spray booths, exhaust fan blades, and exhaust ducts should be cleaned regularly to avoid the accumulation of residues.

e. For additional information on personal protective equipment while spray painting, consult Fort Sill Regulation 385-10.

f. Spray booths require an annual airflow test, to be conducted by industrial hygiene. Maintain test result records on file.

7-7. Family Housing.

a. Military sponsors are responsible for fire prevention in their quarters. They will ensure that all Family Members are familiar with all aspects of safe fire prevention practices and that they know how to report a fire.

b. Good housekeeping will be strictly observed. Waste, trash, oily rags, and other debris will not be allowed to accumulate in and around the house.

c. Multiple outlets will not be used. Occupants will not make any electrical repairs or additions to electrical systems.

d. Extension cords will only be used for portable electrical equipment and never as permanent wiring. Cords will not be frayed, spliced, or run under rugs/carpets, through walls or ceilings, or any other openings.

e. All flammable fuels, gasoline, oil paints, etc., will be stored in approved containers. Excessive amounts will not be stored in or around family quarters. A working supply may be kept in the utility room provided no spark-producing devices are operated. No smoking rules will be observed. All containers will have closed lids.

f. Outdoor cooking (open and closed-type appliances) will be monitored at all times and will not be operated in carports, garages, or within 10 feet of the building.

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

h. Clothes dryers will be clean and free of lint accumulation at all times and will be vented to the outside. Gas dryers are authorized.

i. Furnace, hot water heater rooms and mechanical rooms will not be used for storage.

j. Provide responsible supervision for children at all times. Assure that babysitters are familiar with all aspects of fire safety, including how to report a fire.

k. No electrical appliances (including freezers and refrigerators) will be operated in the utility room if gasoline, oil, or paints are stored in the room.

l. Flammable liquids will not be used for cleaning purposes.

m. All fires, regardless of size, will be reported to the fire department, giving the street, house number, and name of person reporting the fire.

n. Residents will not construct partitions, install paneling, or change the configuration of the quarters in any way without approval from the Privatized Housing Contractor and the Fire Prevention Branch.

o. Residents will not leave their quarters with appliances such as washing machines, dryers, and stoves operating unattended.

p. Residents should check all windows and ensure they can be opened easily. The windows are the second means of escape leading from the bedrooms to the outside, and they must work properly.

q. Black powder, intended for personal use in residences, shall not exceed 20 pounds. The powder will be kept in its original container and stored in a wooden box or cabinet having walls of at least a 1-inch nominal thickness.

r. No more than 10,000 small arms primers shall be permitted to be stored in residences.

7-8. Storage Sheds/ Hazmat lockers.

a. Storage sheds shall be a minimum of type V construction as per NFPA 220. However, we will accept the HAZMAT storage containers. Specifications of the HAZMAT storage container can be obtained from POST Environmental.

b. The structure shall not have running power or water.

c. Storage sheds shall have high level vents at either end to assist in the removal of fuel vapors and heat from the shed.

d. Storage sheds shall be no more than 500 square feet and be at a minimum of 50 feet from any structure or roadway.

e. Storage sheds shall not be used for storage of ordinary combustibles if used for flammable liquid storage.

f. HazMat storage containers shall have the appropriate NFPA 704 placard with numerical sequence and class 3 flammable liquids placard affixed to container and shall be grounded IAW NFPA 30. Flammable liquid storage container (wall locker type) are not required to be grounded.

g. HazMat storage containers shall not have flammable or combustible liquids stored together.

h. The storage of class 1A and 1B flammable liquids requirements shall be as required by AHJ and NFPA 30.

(1) 5 US gallons or less

(2) Above 5 US Gallons and no greater than 50 US Gallons (requires a hazardous storage container).

(3) Above 50 US Gallons requires written consent from Fire Prevention Branch as well as Fire Suppression Systems.

i. Only approved containers i.e. UL listed/labeled and portable containers shall be used for flammable liquid storage.

j. Class I flammable liquids such as gasoline, need to be placed so that a fire in the liquid storage area would not prevent egress from the area (IAW NFPA 30).

k. Empty containers previously used for storage of flammable liquids, unless free from explosive vapors, shall be stored as required for full containers. When empty, the covers or plugs need to be immediately replaced in order to prevent the formation of a flammable air/fuel mixture inside the container.

l. Any building used to store more than (5) gallons of insecticides shall prepare a list with the type of chemical and amount of each product and forward to the list fire department. Hazardous pesticides will be identified, handled, and stored IAW NFPA 434.

7-9. Motor Pools Requirements:

a. Fire department will have access at all times, and the facility manager will provide an emergency contact placard affixed to the gate with the following information: Unit, Name, and Emergency Contact Number.

b. Anytime gate access locks are changed out to a new key lock; it's the unit's responsibility to provide a new key to the fire department.

c. POL tanker truck parking area and fuel points will have a minimum of one 125 LBS BC fire extinguisher on wheels and all tanker trucks shall be grounded.

d. Monthly inspections of the extinguishers will be conducted in accordance with paragraph 4-2, page 10.

e. Any motor pools conducting any type of hot work will be required to have a DA Form 5383-R (Hot-Work Permit) issued by the fire prevention office.

Chapter 8 Airfield Requirements

8-1. Ground Servicing of Aircraft/Ground Power Equipment

- a. All ground servicing equipment will be maintained in a safe operating condition. Leaking or malfunctioning equipment will be removed from service immediately.
- b. Aircraft being serviced will be bonded and grounded.
- c. Aircraft will not be serviced with fuel when lightning discharges are in the immediate vicinity.
- d. Aircraft fuel servicing will not be done indoors.
- e. Aircraft fuel servicing will not be done within 300 feet of any radar unit in operation.
- f. Ground power units will not be connected or disconnected while fuel servicing is being done on the aircraft.
- g. Ground power units will not be positioned within 10 feet of aircraft fuel system vent openings.
- h. All aircraft ground servicing equipment will be equipped with an approved spark (flame) arrester.
- i. Any motor vehicle powered by an internal combustion engine will not be operated inside a hangar unless equipped with spark arrester installed in the exhaust system. Motor vehicles will not be stored in hangars nor operated therein longer than is necessary to transport materials or equipment. Exception; Hangar 4908's east bay is authorized for the storage of aircraft tugs and aircraft servicing equipment. Motor vehicles are authorized during inclement weather at the discretion of the Airfield Manager. Aircraft and motor vehicles shall not be collocated in Hangar 4908 east bay at the same time.
- j. All aircraft undergoing service in a hangar shall have drip pans.
- k. Aircraft approaching a hangar for service will be halted 50 feet from the hangar and the engines stopped.
- l. Aircraft will not be serviced within 50 feet of a hangar building.
- m. The arrangement of aircraft being serviced or stored in hangars shall be carefully planned to permit rapid removal in case of fire. Vehicles will not be parked in fire lanes or in access routes to hangar doors that will interfere with responding fire equipment or the removal of aircraft from the hangar in case of fire.

Chapter 9

Miscellaneous

9-1. Aisles and Exits.

a. No exit door will be blocked, locked, or bolted in any manner when the building is occupied. Public Law 91-596 and National Fire Protection Association Number 101 strictly prohibit this practice.

b. Building supervisors, in places of public assembly, are responsible for seeing that the number of persons inside their respective buildings does not exceed the maximum allowable limits. In places of public assembly, a record of these limits will be maintained on file by the manager and available for review on request.

c. Any door designated as an exit door will have a sign with the word "EXIT" plainly marked. Each sign will be suitably illuminated by a reliable source. No decorations, furnishings, or equipment, which impairs visibility of an exit sign, will be permitted. Exit signs may be omitted in small buildings where it is obvious that a door is an exit.

d. A sign reading "EXIT" with an arrow indicating the direction must be placed in every location where the direction of travel to reach the nearest exit is not immediately apparent.

e. Aisles and hallways will be kept clear to provide access to exits.

9-2. Control of Smoking.

a. Smoking is not permitted in government facilities. Striking of matches or using mechanical lighters is not permitted within any building or room used for the purpose of storage, repair, processing, fabricating, etc. except in areas that are designated and approved by the installation Fire Chief.

b. Smoking, striking of matches or other open flames will not be permitted within 50 feet of hangars, aircraft, paint and fabricating shops, gasoline storage or dispensing areas, refueling vehicles or refueling operations, or any other activity of a hazardous nature except when authorized and designated by the installation Fire Chief.

c. Cigarette butts will be field stripped when disposing of them in an outside area to assure the fire is completely out.

d. Lit smoking materials will not be thrown from any vehicle.

e. Smoking on aircraft parking ramps is strictly prohibited except in designated areas approved by the installation Fire Chief.

f. Due to the nature, appearance, and safety concerns of electronic cigarettes, they are considered to be in the same category of tobacco products whose use is governed by AR 600-63, Army Health Promotion, Chapter 7, Fort Sill policy (Tobacco Free Zone), and Environmental Health. Smoking of Electronic Cigarettes are not authorized in any Government facility.

9-3. Construction, Alterations, and Modernization Projects.

a. Construction projects shall be coordinated with DPW or Corps of Engineers and reviewed by Fort Sill Fire Prevention office during the design phase and prior to bid advertising or authorization to proceed with construction.

b. All self-help projects shall follow the same fire protection criteria as other construction.

c. The engineer in charge of the construction project is responsible for ensuring adequate fire protection features are incorporated into each project. To do this, the engineer must work closely with the Fire Chief and other specially trained fire prevention personnel. Fire protection systems and construction features must comply with UFC 3-600-01 (Fire Protection Engineering for Facilities, Design and Construction), NFPA Codes (National Fire Protection Association), and DoD 4270.1 M, Construction Criteria. The Fire Prevention office prior to construction/renovation will review all plans and specifications.

d. Pre-design and Pre-construction conferences. The Fire Chief or a representative will participate in all conferences. At this conference, the contractor will be briefed on fire protection requirements and will be provided a pamphlet that outlines these responsibilities.

e. Fire Inspections of Construction Projects. Periodically, during construction a fire, inspector may perform unannounced spot checks to ensure proper fire safety procedures are being followed to safeguard government property and personnel. During these inspections, the fire inspectors will relay any deficiencies to either DPW or the Corps of Engineers. Fire Inspectors will not contact the contractor, unless there is an immediate Life Safety issue.

f. Acceptance Inspections. The Fire Chief or a designee will attend all acceptance inspections to include both pre-final and final. All systems and features will be tested in accordance with the fire codes and standards set forth. The contractor will conduct functional tests of all fire protection systems and features. The Fire Prevention office will have the authority to accept or disapprove fire protection systems and/or features prior to final acceptance.

Appendix A

References

**Branch I
Required Publications**

AR 420-90	Fire & Emergency Services
AR 700-68	Storage and Handling of Gases, Gas, Liquids in Cylinders
NFPA 10	Portable Fire Extinguishers
NFPA 13	Installation of Sprinkler Systems
NFPA 30	Flammable and Combustible Liquids
NFPA 33	Spray Applications Using Flammable or Combustible Materials
NFPA 96	Ventilation Control and Fire Protection of Commercial Cooking Operations

**Branch II
Related Publications**

CFR 49	Code of Federal Regulations
NFPA 70	National Electric Code
NFPA 77	Recommended Practice on Static Electricity
NFPA 101	Life Safety Code
NFPA 704	Standard System For the Identification of the Hazards of Material for Emergency
TB-4200-200-10	Hand Portable Fire Extinguisher Approved for Army Users
AR 385-10	The Army Safety Program
UFC 3-600-01	Unified Facilities Criteria, Design: Fire Protection Engineering for Facilities

UFC 3-600-02	Unified Facilities Criteria, Operation and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems
DA Form 5383-R	Hot Work Permit

**Branch III
Prescribed Forms**

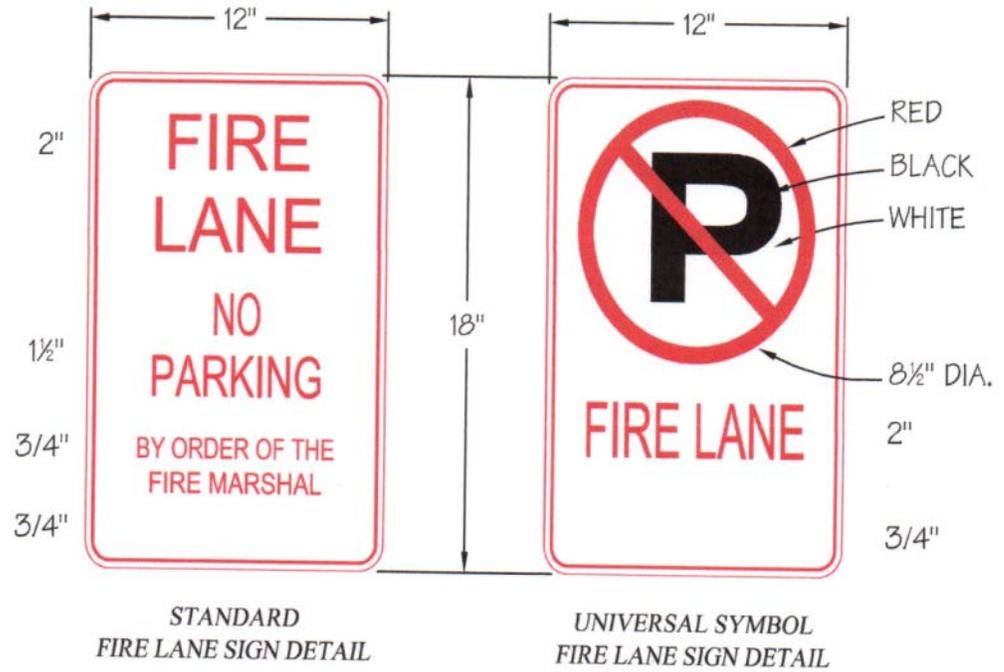
This Branch contains no entries.

**Branch IV
Referenced Forms**

DA Form 2028
Recommended Changes to Publications and Blank Forms

Appendix B
Approved Fort Sill Fire Lane Signs

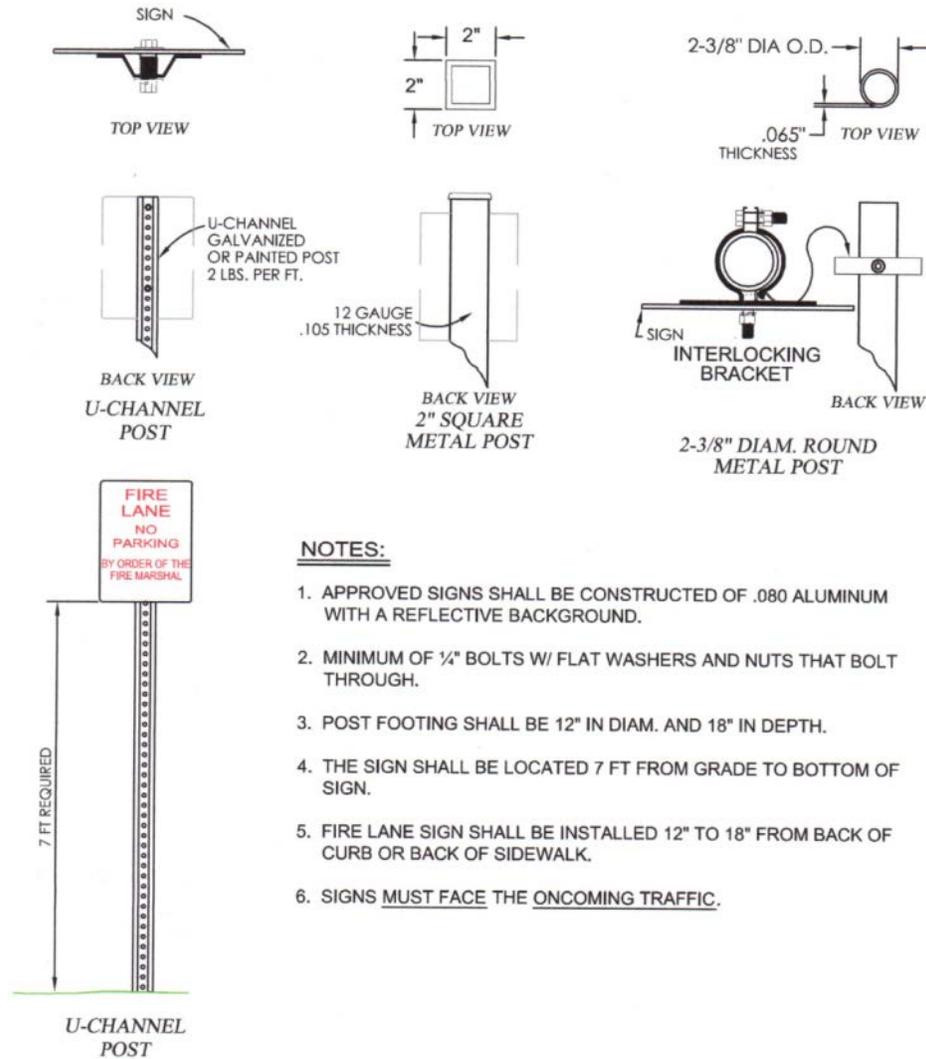




1. THE SIGN PLATE SHALL BE A MINIMUM OF 12" X 18" WITH A THICKNESS OF .080 ALUMINUM CONSTRUCTION.

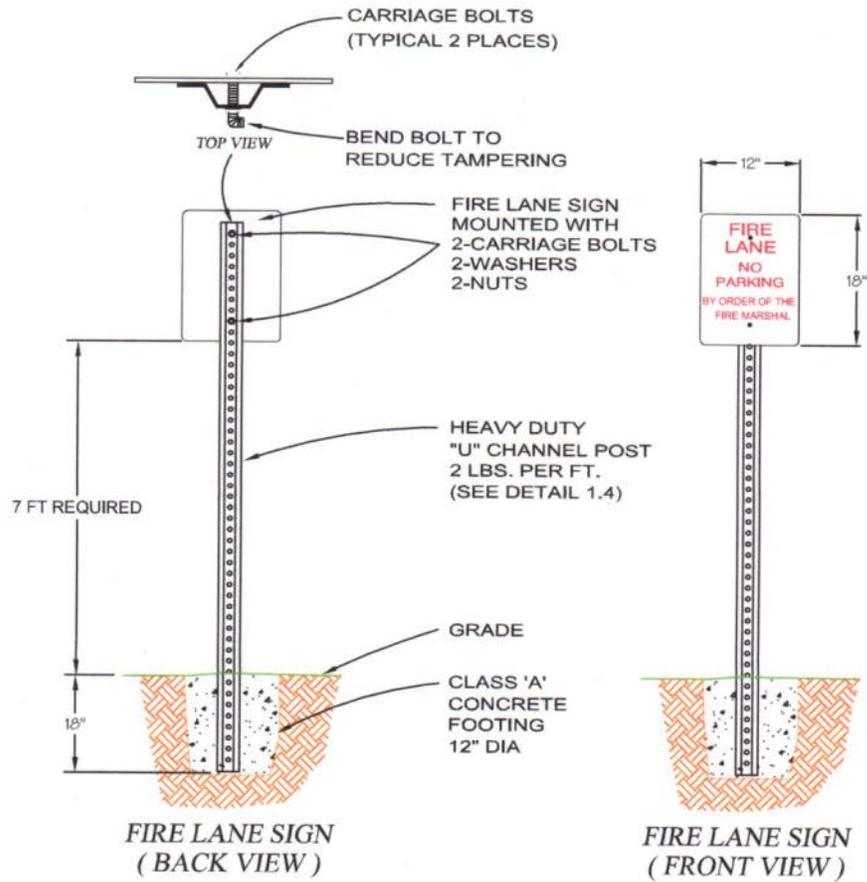
2. THE SIGN FACE SHALL HAVE A WHITE REFLECTIVE BACKGROUND WITH A RED LEGEND. USE THE STANDARD 3M SCOTCHLITE SIGN FACE NUMBER R7-32 OR EQUIVALENT, WITH RED SCREEN PRINTED LETTERING AS SHOWN ABOVE.

Appendix C 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:**

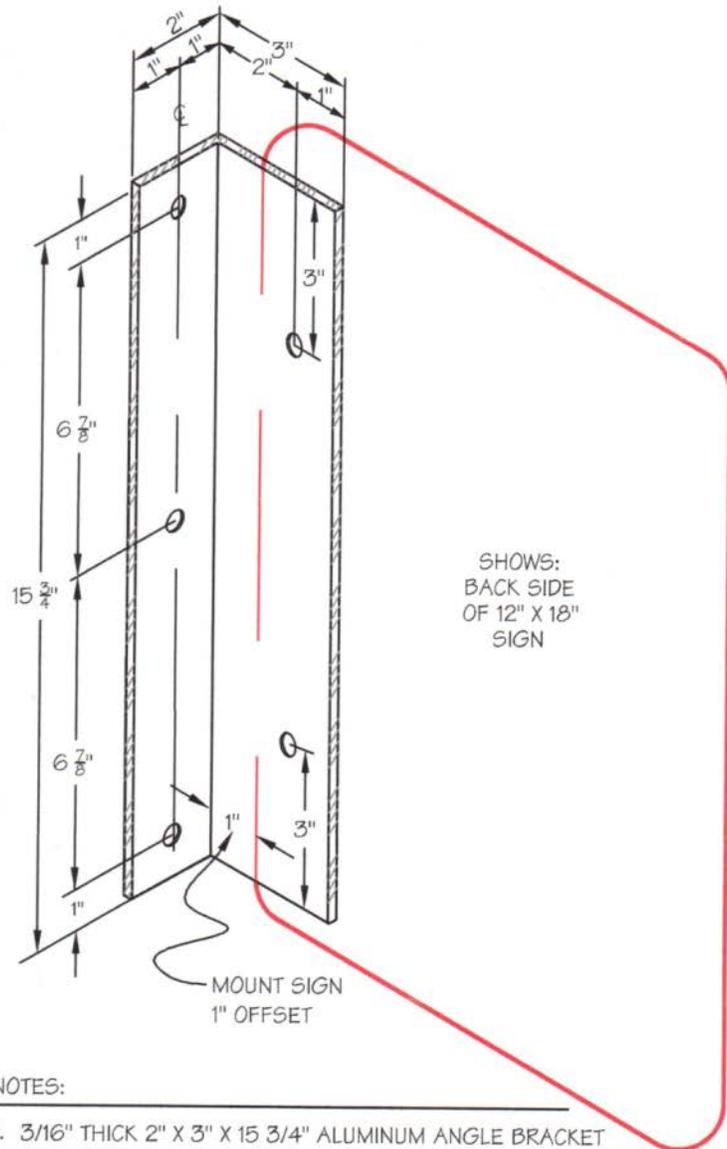
10 FT LONG U-CHANNEL GALVANIZED OR PAINTED POST

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

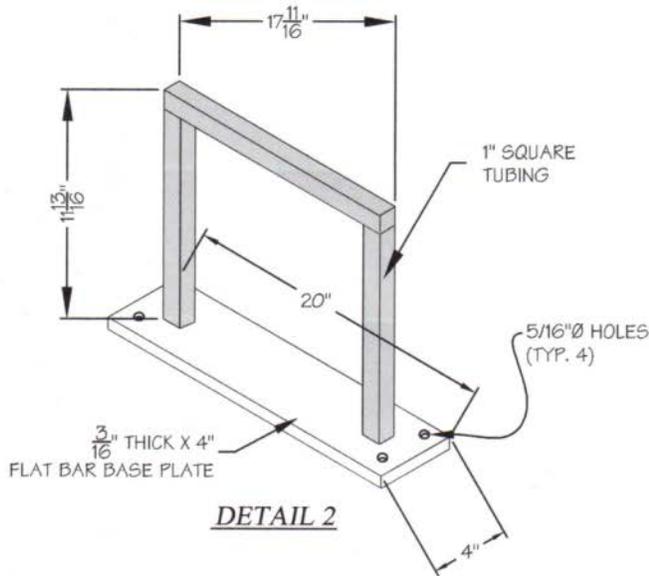
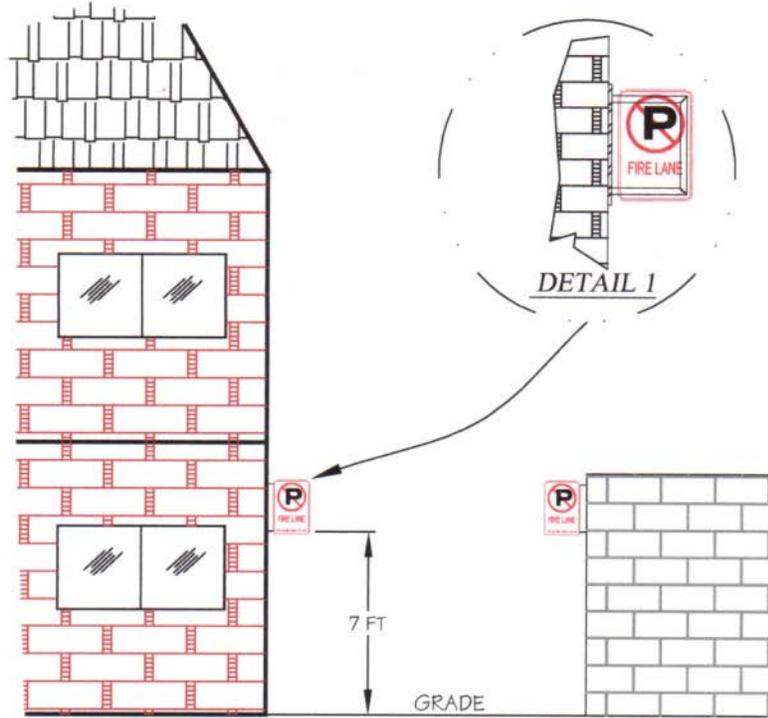
POST SHALL BE INSTALLED 12" TO 18" FROM BACK OF CURB OR BACK OF SIDEWALK



NOTES:

1. 3/16" THICK 2" X 3" X 15 3/4" ALUMINUM ANGLE BRACKET
2. THE SIGN PLATE SHALL BE A MINIMUM OF 12" X 18" WITH A THICKNESS OF .080 ALUMINUM CONSTRUCTION.
3. APPROVED SIGN BRACKET IS AVAILABLE FOR FLAG MOUNTED F.D. ACCESS SIGNS. BRACKET CAN BE USED ON EITHER THE RIGHT OR LEFT SIDE OF SIGN.
4. THIS APPLICATION ONLY AVAILABLE WHEN SIGN CANNOT BE INSTALLED ON AN APPROVED POST.
5. THIS APPLICATION MUST BE PRE-APPROVED BY FIRE PREVENTION ACCESS OFFICER.

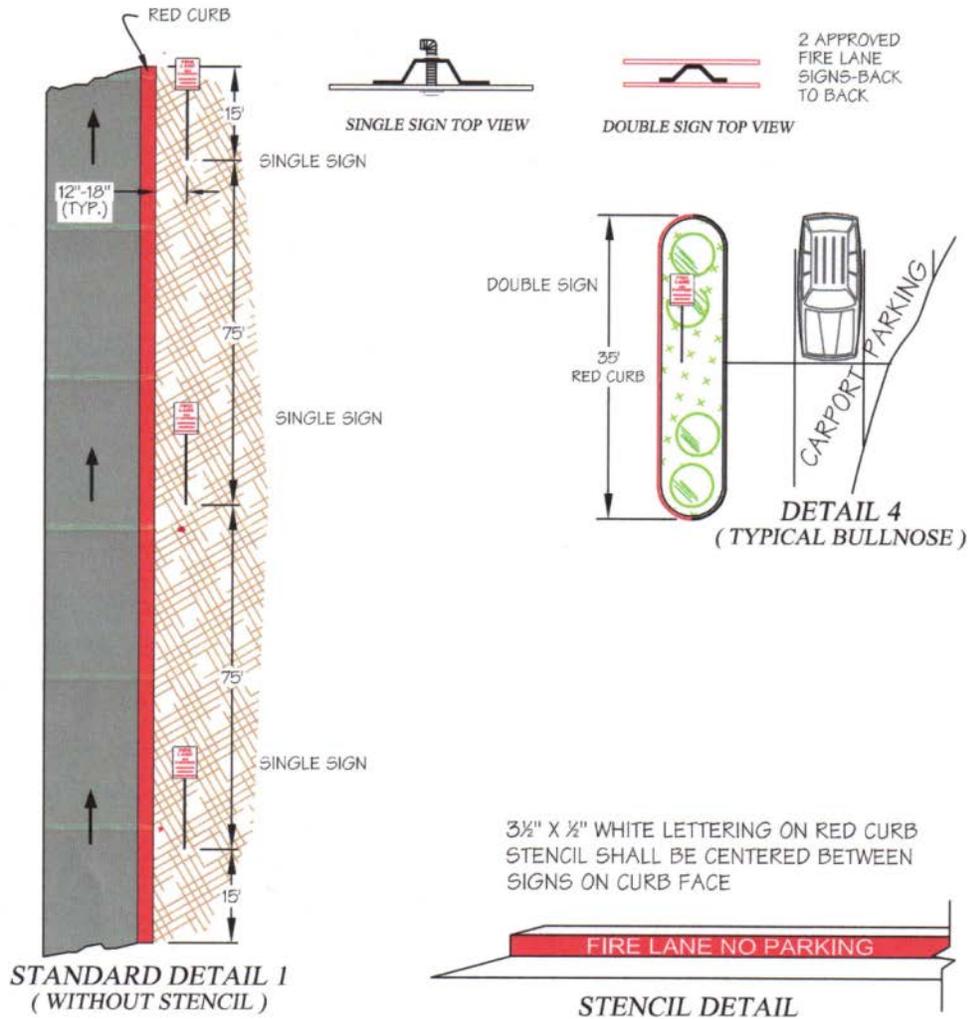
Fort Sill Regulation 420-90, 5 April 2018



NOTES:

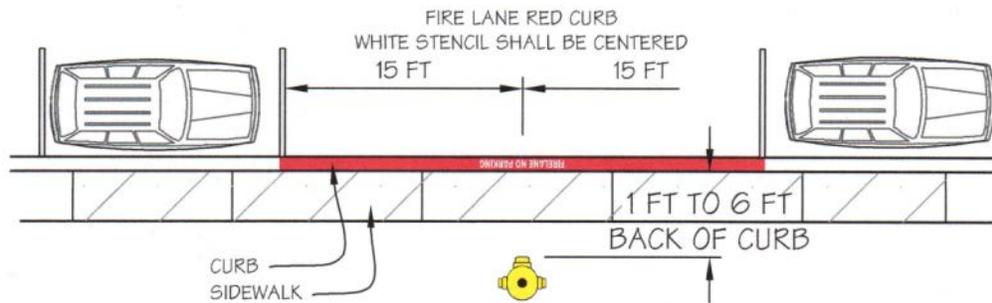
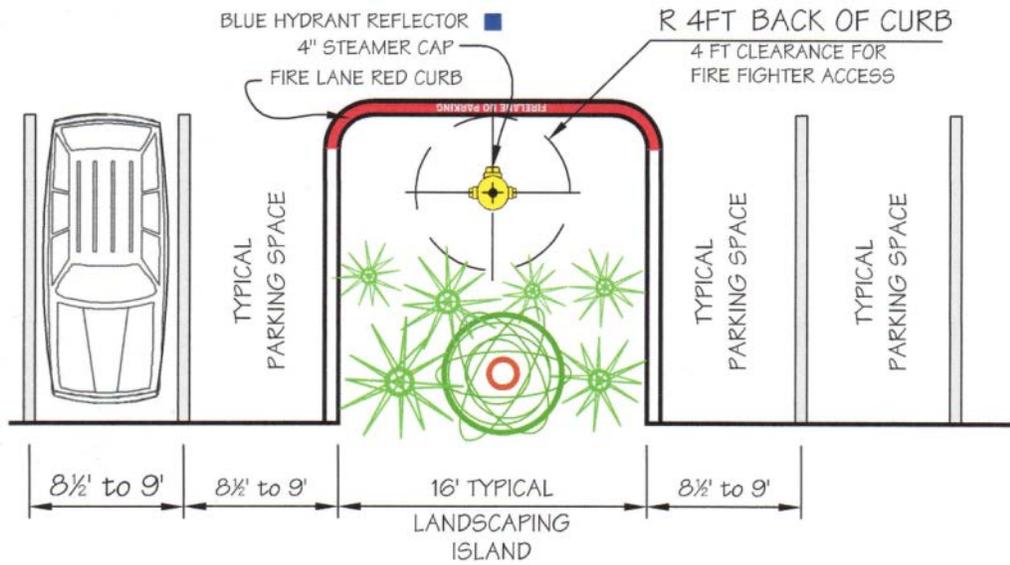
1. SEE DETAIL 1.7 FOR PROPER FIRE LANE PAINT STRIPING.
2. THE SAME DISTANCES FOR SIGNAGE ON POSTS ALSO APPLIES TO THE WALL MOUNTED SIGNS. FOR REQUIRED DISTANCES SEE DETAIL 1.8
3. FLAG MOUNT SIGNS MAY ONLY BE USED WHEN THERE IS NO ROOM FOR A POST.
4. MUST BE PRE-APPROVED BY FIRE PREVENTION ACCESS OFFICER.

Appendix D Fire Lane Striping, Stenciling, and Sign Installation



NOTES:

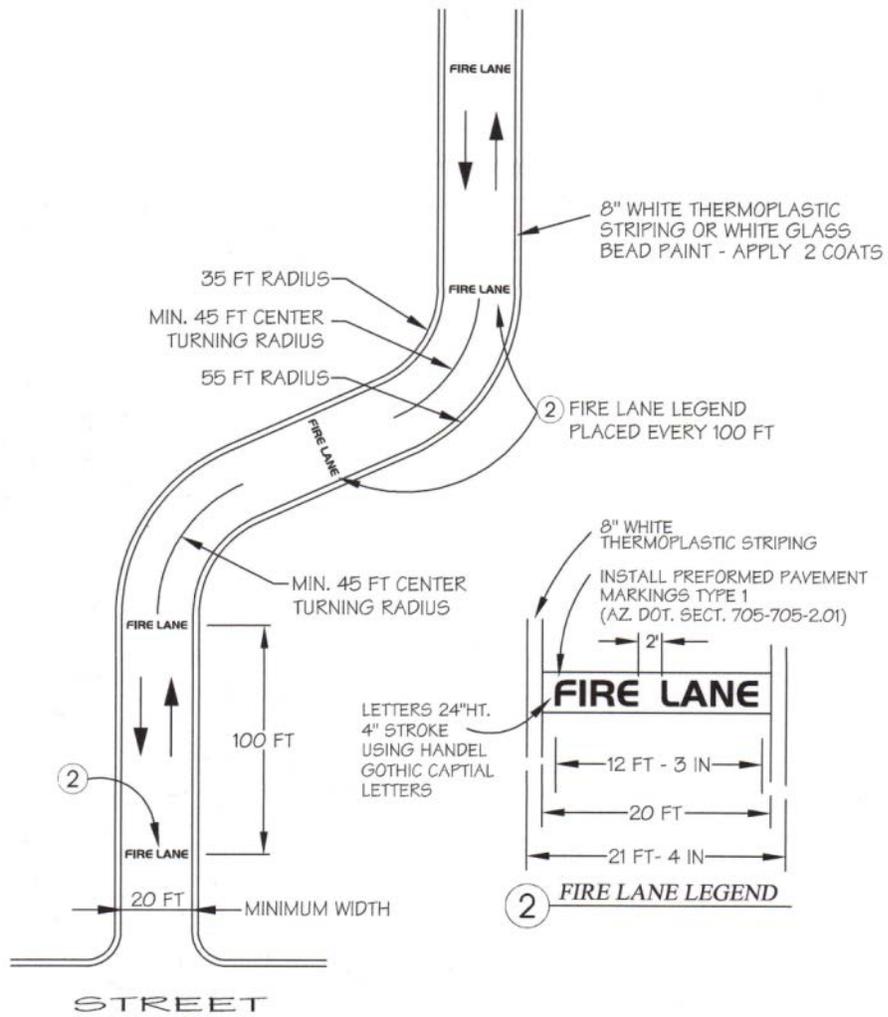
1. APPROVED FIRE LANE SIGNS SHALL BE INSTALLED 12" TO 18" FROM BACK OF CURB OR BACK OF SIDEWALK.
2. SIGN MUST FACE THE ONCOMING TRAFFIC.
3. STENCILS SHALL BE IN WHITE LETTERING (3" HT. 1/2" STROKE) ON RED PAINTED CURB.
4. STENCIL SHALL READ "FIRE LANE NO PARKING".

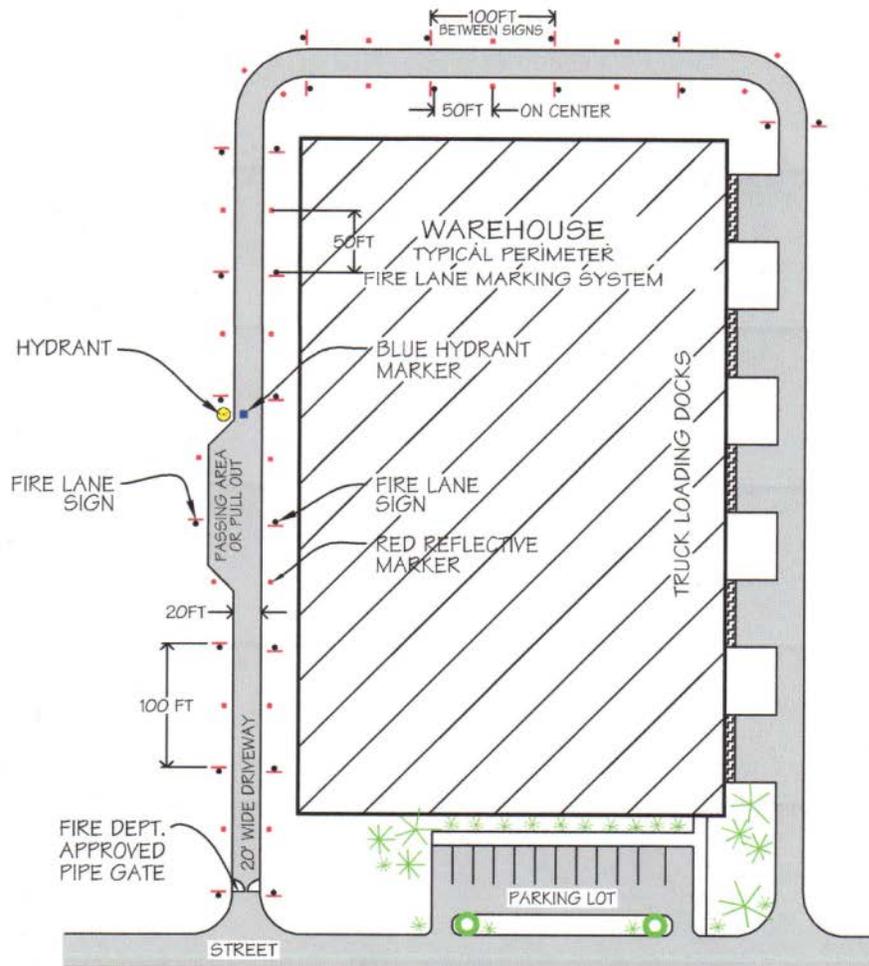


TYPICAL PARALLEL PARKING STREET DETAIL FOR HYDRANT INSTALLATION

NOTES:

- BLUE HYDRANT REFLECTOR SHALL BE PLACED 1 FT OFF OF CENTERLINE TOWARD HYDRANT SIDE.





INSTALLATION INSTRUCTIONS for HARD SURFACES (Asphalt / Concrete):

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

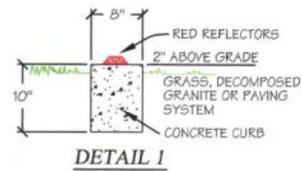
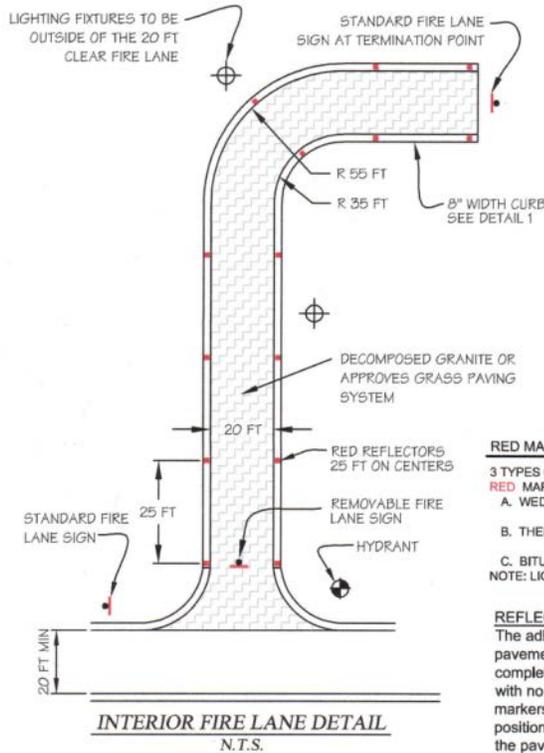
- A. WEDCO A-4036 EPOXY PART A RESIN
PART B CATALYST
- B. THERMOSET EP-308 EPOXY RESIN PART 'A'
EP-308 EPOXY HARDENER PART 'B'
- C. BITUMINOUS ADHESIVE

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.

Fort Sill Regulation 420-90, 5 April 2018



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.

Glossary

Branch I Abbreviations

AFFES

Army and Air Force Exchange

AGA

American Gas Association

AR

Army Regulation

DES

Directorate of Emergency Services

DHR

Directorate of Human Resources

FES

Fire & Emergency Services (Fire Department)

FIA

Factory Insurance Associate

FM

Factory Mutual Engineering Division Laboratories

GC

Garrison Commander

HQ

Headquarters

IMCOM

Installation Management Command

LRC

Logistics Readiness Center (formally Directorate of Logistics)

NEC

Network Enterprise Center

NFPA

National Fire Protection Association

OSHA

Occupational Safety and Health Administration

UL

Underwriters Laboratories

Branch II

Terms

This Branch contains no entries.

Branch III

Special Abbreviations and Terms

This Branch contains no entries.

IMSI-ESE



JAMES A. MILLER
Director of Human
Resources

SAMUEL W. CURTIS
COL, SF
Commanding

DISTRIBUTION:
Fort Sill Internet
30th ADA BDE
31st ADA BDE
75th FA BDE
428th FA BDE
434th FA BDE
MEDDAC
DENTAC
U.S. Army Garrison