

Fire and Emergency Services

FIRE PREVENTION PROGRAM

Summary. This is the first publication of this regulation. This regulation establishes required fire prevention standards for personnel and activities assigned to the Fort Myer Military Community, to include Fort Leslie J. McNair.

Applicability. This regulation applies to all personnel assigned, attached, or TDY to the Fort Myer Military Community or Fort Leslie J. McNair, Washington, DC.

Proponent. The proponent of this regulation is the Fire Chief, Directorate of Emergency Services, U.S. Army Garrison Fort Myer.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval of the Fire Chief, Directorate of Emergency Services, U.S. Army Garrison Fort Myer, 204 Lee Avenue B-12, Fort Myer, VA 22211-1199; or call (703) 696-3369 during dayshift duty hours.

Suggested Improvements. The proponent for this regulation is the Directorate of Emergency Services/Fire and Emergency Services. Users are invited to send comments and suggested improvements on DA Form 2028 directly to the Fire Chief, Directorate of Emergency Services, 204 Lee Avenue B-12, Fort Myer, VA 22211-1199, or call (703) 696-3369 during dayshift duty hours.

Distribution. This regulation is distributed solely through the FMMC Homepage at www.fmmc.army.mil.

Table of Contents

Chapter 1

Introduction

	Paragraph	Page
Purpose.....	1-1	1
Scope.....	1-2	1
Policy.....	1-3	1
Responsibilities.....	1-4	1

Chapter 2		
Fire Prevention General Activities	2-1	2

**Chapter 3
Procedures**

Smoking and disposal of smoking materials.....	3-1	3
Vehicle parking and storage	3-2	4
Fire protection systems, extinguishers and devices.....	3-3	5
Buildings and grounds	3-4	5
Storage of powered lawn mowers.....	3-5	6
Buildings and warehouses.....	3-6	6
Flammable liquids, chemicals and gases	3-7	7
Heating and cooking appliances or equipment	3-8	8
Electrical installation and equipment.....	3-9	9

Appendices

A. Evacuation coordinator (building coordinator) checklist	10
B. Daily closing checklist	12
C. Evacuation procedures.....	13
D. Extinguisher refill material list and procedures for recharging fire .. extinguisher	14
E. Fire drill memorandum sample	15
F. Building evacuation coordinator (building coordinator).....	16
G. Evacuation coordinator self-inspection checklist	17

Chapter 1 Introduction

1-1. Purpose. This regulation provides Fort Myer Military Community (FMMC) personnel and activities with the required fire prevention standards in accordance with AR 420-1 Chapter 25, Section VII 25-27.

1-2. Scope. This regulation applies to all units and activities assigned and/or attached to the FMMC, including partners and training units.

1-3. Policy. Each activity is required to have an aggressive fire prevention program. All potential causes of fire must be put under individual responsibilities. Company commanders, first line supervisors and Soldiers must monitor their fire prevention programs with emphasis on the prevention of needless fires.

1-4. Responsibilities.

a. The Garrison Commander will execute, maintain and enforce an effective Fire and Emergency Services (F&ES) Program IAW AR 420-1 chapter 25, sec 25-4 h(2).

b. FMMC Fire Prevention Division will provide technical instructions to building personnel on the operation and care of installed fire extinguishers.

c. All personnel assigned to FMMC and Fort McNair are responsible for compliance with this regulation. All supervisors are especially responsible for their subordinates' knowledge of and compliance with these procedures.

d. Evacuation coordinator. The building coordinator will serve as the evacuation coordinator per AR 420-1. This individual will execute fire prevention measures in the assigned building or facility, to include self-inspections, and provide written reports to the Fire Prevention Division after each monthly self-inspection. The written reports will include copies of the self-inspection and emergency evacuation plans. The evacuation coordinator will:

(1) Be appointed in writing, and a copy of the appointment shall be sent to the Fire Prevention Branch.

(2) Report fire code violations and fire hazards to the Fire Prevention Branch, building 238, or phone (703) 696-1089/7378/3372.

(3) Ensure each facility has an Emergency Evacuation Plan (Fire Plan) posted throughout corridors and other public areas. Emergency Evacuation Plans include but are not limited to the following:

(a) Fire reporting.

(b) Personnel evacuation routes, including assembly areas.

(c) Safeguarding classified information.

(d) Location of fire extinguisher in high hazard areas.

(4) Accompany the Fire Inspector during fire prevention inspections and correct fire code violations found. Life safety hazards shall be corrected immediately. All other code violations will be either corrected or a service order placed within 30 days. Copies of corrective actions shall be sent to the Fire Prevention Branch.

(5) Ensure keys are available for locked or secured areas during fire prevention inspections.

(6) Ensure flammable and/or combustible items are not stored in or around individuals' personal effects.

(7) Ensure all fire extinguishers damaged, discharged, or requiring inspection are delivered to building 238, Fire Prevention Branch, 703-696-1089/7378/3372.

(8) Attend a training orientation class that will be provided by the Fire Prevention Branch.

(9) Conduct briefings so assigned personnel will understand building evacuation and fire reporting procedures.

(10) Perform nightly closing inspections to ensure the area is in a fire-safe condition.

(11) Report unsafe fire conditions beyond their immediate control to the Fire Prevention Branch, 703 696-1089/7378/3372.

(12) Enforce designated smoking areas and ensure that proper receptacles are provided and labeled to prevent misuse.

(13) Conduct fire drills with the fire prevention inspectors for assigned facilities as required by code.

(14) Conduct a monthly fire drill for Child Development Center.

Chapter 2 Fire Reporting Procedures

2-1. Fire reporting procedures.

a. An individual who discovers a fire shall notify the local Fire Department. This also would pertain to fires that have already been extinguished.

b. Fire emergencies will be reported using one of the following numbers:

- (1) On post (Fort Myer) 911 or 703-696-3600
 - (2) On post (Henderson Hall) 911 or 703-696-3600
 - (3) On post (Fort McNair) 911
- c. The following information will be given to the fire alarm operator:
- (1) Building number/address.
 - (2) Nature/type of fire/emergency. (Fire/Rescue/Medical Emergency)
 - (3) Name and phone number of person reporting the fire/emergency.
- d. Hang up the phone only when alarm center operator tells you to.
- e. After reporting a fire, direct other personnel, to evacuate the building and go to the assigned assembly area.
- f. Direct fire department vehicles to the fire scene.

Chapter 3

Fire Prevention Procedures

3-1. Smoking and disposal of smoking materials.

a. Smoking is prohibited in any area where such an act will result in possible loss of life or destruction of property by fire or explosion. FMMC "No Smoking or Open Flames" signs will be conspicuously posted indoors and a sign stating "Flammable No Smoking within 50 Feet" will be posted in outside areas. Signs may be made in-house, or requests for the construction of signs may be done through the Directorate of Public Works Sign Shop.

b. No smoking, lighting of matches, or lighting of mechanical lighters is permitted within any building, structure, or room used for the purpose of storage, repair, processing, servicing, testing, or fabricating, including miscellaneous supply rooms. Smoking may be permitted in designated areas in certain buildings when approved by the FMMC Fire Chief. Organizations desiring approval of designated smoking areas will submit a memorandum through the Fire Prevention Branch for the FMMC Fire Chief, with a drawing of the proposed smoking area attached. The memorandum will be posted in designated areas.

c. Smoking, striking of matches, or operating mechanical lighters, except when permitted in designated areas, will be prohibited in or within 50 feet of:

- (1) Paint shops.
- (2) Fuel storage or dispensing areas.

- (3) Flammable liquids.
- (4) Fuel-dispensing vehicles and fueling operations.
- (5) Vehicle maintenance.
- (6) Ammunition storage areas.
- (7) Supply storage areas.
- (8) Activities that are obviously hazardous and not listed herein or in AR 420-1.

d. Smoking by persons reclining in bed is prohibited in any building or facility. "No Smoking in Bed" signs will be conspicuously posted in or adjacent to bulletin boards in all barracks. Such signs may be made in-house.

e. Approved receptacles must be used for approved smoking areas outside. Containers will be stenciled "Smoking Materials Only." The receptacles will not be used for disposal of other waste materials. Supervisors will ensure the contents of each receptacle are wet down before they are combined with other waste in trash receptacles. Receptacles are not issued by the Fire Prevention Division. They must be purchased by organizations occupying the building or using the smoking area.

f. Smoking materials will not be discarded on floors nor thrown from vehicles.

g. Candles will not be left unattended at any time.

3-2. Vehicle parking and storage.

a. Vehicles will not be parked within 15 feet of a fire hydrant.

b. Vehicles will not be parked within 15 feet of any building except in designated parking areas or while loading or unloading.

c. Vehicles will not be driven over fire hoses.

d. Vehicles will not be parked in a fire lane or an entranceway to a building.

e. Vehicles will not be parked in any manner that would block fire department connections or sprinkler system drains.

f. Vehicles will not be stored or parked inside buildings unless the building is designed, constructed, and operated as a repair shop or a parking facility.

g. When it is considered in the best interest of the government to store vehicles inside buildings, a request for approval will be submitted to the FMMC Lead Fire Inspector.

h. Fire vehicles and equipment are considered authorized emergency vehicles when displaying a flashing red light or sounding a siren. These vehicles are given right-of-way precedence. All traffic will pull to the right shoulder of the street and stop until all emergency vehicles have passed.

3-3. Fire Protection Systems, Extinguisher and Devices.

a. USAG FMMC Policy Memorandum # ES-3, Subject: Misuse and Abuse of Fire Detection Equipment/System in Fort Myer Military Community Buildings provides additional information on this subject.

b. Fire extinguishers will not be tampered with. Any person found damaging a fire extinguisher intentionally or through negligence could be held liable for the damage.

c. Extinguishers requiring maintenance, displaying evidence of damage, or missing components will be delivered to the Fire Prevention Office, Fort Myer, building 238. Fire extinguishers will be inspected weekly using the following criteria:

(1) The extinguisher will be in its designated place.

(2) The extinguisher will not have its visibility or accessibility obstructed.

(3) The operator instructions on the extinguisher nameplate will be legible and face outward.

(4) Evacuation coordinators are responsible for checking seals and fill levels of all fire extinguishers in buildings monthly, during their Building Risk Management Survey.

c. Extinguishers located in facilities will not be removed or relocated from their installed locations (top of extinguisher between 3 and 5 feet from floor) by other than fire protection personnel except for servicing.

d. Fire alarm systems will not be used to conduct fire drills unless coordinated through and approved by the Fire Prevention Branch.

e. No person shall render any portable or fixed fire extinguishing system, device, or fire warning system inoperative or inaccessible.

f. Defective smoke detectors will be kept in the same room as installed until replaced by post engineers or the Fire Department. Report a defective smoke detector to the Fort Myer Fire Department at 703-696-3483.

3-4. Buildings and grounds.

a. When a unit moves out of a building, the Fire Prevention Branch will be notified to ensure fire extinguishers are left in place and that the building is free of fire hazards.

b. Boiler rooms, electrical vaults and machinery rooms will not be used for storage purposes. These rooms will be locked at all times.

c. The use of paste wax on floors is prohibited.

d. Burning or melting shoe polish is prohibited.

e. Trash pickup stations will not be located within 10 feet of the nearest building. Trash collection bins and dumpsters will not be placed within 10 feet of the nearest building.

f. An exit or exit access is a means of providing safe egress 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 exit accesses. Fire exits and fire escapes shall not be locked with chains or by any other means when the facility is occupied. Lighted exit signs will be installed IAW NFPA 101, Life Safety Code. Do not obstruct the access, egress, or visibility of an exit with furnishings, decorations, or other objects.

g. Fire emergency exit doors are to be used only for emergency egress. Fire emergency exit doors will not be taped or propped; nor shall anything be used to prevent the closure of the door. Panic hardware is placed on fire exit doors to ensure proper closure. Fire exit doors lock when exiting the building, so reentry is not possible. Entrance into the building will be through designated entrances.

3-5. Storage of powered lawn mowers. Lawn mowers, portable motors, and powered garden tools with internal combustion engines will only be stored inside buildings designed as flammable liquid storage facilities. General considerations are a well-ventilated area, metal drip pan under engine fuel tank, and "No Smoking" signs posted in the area.

3-6. Buildings and warehouses.

a. Storage will not interfere with fire lanes or inhibit access to fire valves, fire hoses, fire extinguishers, fire escapes, fire exits, or fire doors. A minimum clearance of 18 inches will be maintained between sprinkler heads, ceilings, ceiling lights, electrical fixtures, and stored materials. Stacks more than 15 feet high or which contain unusually hazardous materials will not be piled closer than 36 inches to sprinkler heads. Areas without sprinklers will maintain a 24-inch clearance from the ceiling.

b. Doors and exits will not be blocked unless approved by the Fire Chief. Blocked doors will be indicated on the interior and exterior of the building by displayed placards, painted signs, or other suitable means. Signs may be produced in-house or ordered from the DPW Sign Shop.

c. Access aisles will be maintained at reasonable intervals to provide convenient access to all portions of the storage area. Access aisles will not be less than 8 feet in width.

- d. Cross aisles of not less than 4 feet wide will be provided for stacks up to 10 feet high. Where stacks exceed 10 feet high, cross aisles will be at least 5 feet wide.
- e. Combustible materials, such as excelsior, rags, and shredded paper, will be stored in fire resistant bins with fusible link or self-closing doors.
- f. Materials will not be stored under or up against building doors, exits, or stairways. Materials will not be stored within 25 feet of any structure.
- g. A 24-inch space will be maintained between stored combustible materials and interior finish firewalls and partitions.
- h. Containers, drums, or other approved receptacles containing flammable liquids will not be stored in general storage areas, but will be stored in specifically constructed areas according to current directives for this type storage. This also applies to empty flammable liquid containers.
- i. Packing materials will be kept in the original bails until used. Broken bails will be kept in all metal-lined bins with automatic self-closing covers. Waste from packing/unpacking or other sources will not be allowed to accumulate in hazardous quantities. All waste will be removed outside daily at the end of the workday/shift and disposed of in designated containers.
- j. Floor sweeping compound will be stored in a metal container with a tight-fitting metal lid. Oiling of floors is prohibited.
- k. Gasoline-powered equipment will not be refueled or serviced inside any building.
- l. Empty pallets will be stored outside the building.

3-7. Flammable liquids, chemicals and gases.

- a. Flammable liquids will be marked "FLAMMABLE" and stored only in those buildings or areas approved by the Fire Prevention Branch.
- b. Where occupancy of the building requires the storage of small quantities of flammable liquids, such as office supplies of type cleaner, ditto fluid, and liquids required for laboratory work, they will be stored in a metal cabinet or ventilated metal locker when not in use. The cabinet and/or locker will be plainly labeled "FLAMMABLE" and "NO SMOKING" in red letters on white background. Total volume in cabinets or lockers shall not exceed more than a 5-day working supply. Small quantities of lubricating oil will be permitted in shop and engine rooms for lubricating purposes.
- c. A working stock (normally a 5-day supply) of paints, oils, thinners, and cleaning solvents may be stored in paint shops, hobby shops, maintenance shops, and similar facilities where approved flammable liquids storage buildings are not provided. When not in use, all flammable liquids will be stored in a flammable cabinet Underwriters'

Laboratories (UL) approved. No individual container will exceed 5 gallon capacity. Rags or other combustible materials will not be stored in cabinets or lockers used for flammable liquid storage. Storage cabinets will be conspicuously labeled "FLAMMABLE" and "NO SMOKING" in red letters on white background.

d. All flammable liquids stored in drums will be identified by the appropriate name with the contents stenciled or marked on the outside of the container. Flammable liquids stored in metal drums and used for dispensing purposes will be installed on properly grounded metal stands or racks at least 20 feet from any building or structure, and such drums will be equipped with a spring action or automatic closing dispensing device.

e. Flammable liquids will only be stored in a safety approved container with self-closing pour spout. Flammable liquids will not be in open containers. Containers will be stenciled with the contents and the word "FLAMMABLE." No individual safety container will exceed 5 gallons in capacity.

f. Flammable liquids will not be disposed of in sewer or storm drainage systems.

g. Portable fuel pumps used to transfer fuel must be approved for Class I, Division I, and proper group of fuel involved.

h. Flammable materials (including stock for sale) will not be stored near exits, exit accesses, stairways, or other areas normally used for emergency egress of personnel.

i. Gasoline, naphtha, lacquer, paint thinner, alcohol, turpentine, toluene, acetone, and similar liquids will not be used as cleaning solvents. The use of any cleaning solvent with a flash point of 100 degrees Fahrenheit or less is prohibited.

j. Gas fires can only be effectively extinguished by stopping the flow of gas. Continued flow permits easy re-ignition of explosive mixtures potentially more dangerous than the gas itself. Supervisors of personnel working around flammable gas will ensure that all personnel are fully aware of fire hazards associated with such gases and that personnel receive training and are knowledgeable of gas shutoff procedures.

3-8. Heating and cooking appliances or equipment.

a. Electric, oil-fired, open flame, or element space heaters will not be used in any facility or area except by approval of the Fire Prevention Branch.

b. Billets. Cooking in billets is prohibited except where cooking facilities have been provided.

c. Office/work areas. Microwaves, toasters, and coffee-making appliances may be used in offices and work areas provided the following conditions are met:

(1) The appliance must have the UL-approved label and be in good working order.

(2) The appliance is placed on a noncombustible base, has an inch of air space below and behind the appliance, and is at least 24 inches from combustible materials or objects.

(3) The evacuation coordinator is responsible for ensuring that the appliance is kept in good repair and turned off when not in use or at the close of business each day.

(4) Use of timers for the above appliances is prohibited.

3-9. Electrical installation and equipment.

a. Electrical cords will:

(1) Have the UL-approved label.

(2) Not be spliced or hung over nails, rafters, or in a manner to constitute a fire hazard.

(3) Not be placed under rugs, carpets, or other combustible materials.

b. Extension cords will not be:

(1) Used in lieu of permanent wiring and will not run through walls, ceilings, floors, doorways, windows, or similar openings.

(2) Equipped with more than one male and female connection. The use of multiple type plugs is prohibited.

a. Defective electrical equipment will be removed from use immediately.

FOR THE COMMANDER:

LAURA J. RICHARDSON
Colonel, AV
Commanding

OFFICIAL:


SIGNED:
KENNETH J. WASHINGTON
Director of Human Resources

Appendix A

Facility Evacuation Coordinator (Building Coordinator) Checklist

1. Is the Facility Evacuation Coordinator (Building Coordinator) aware of responsibilities as outlined in Regulation 420-1?
2. Has the facility Evacuation Coordinator (Building Coordinator) received a briefing from the Fire Prevention Branch?
3. Has the Fire Prevention Branch been advised of fire hazards/deficiencies, which cannot be corrected by unit personnel?
4. Has the Fire Prevention Branch been advised of any fire extinguisher which were discharged or damaged, or any fire protection system that is inoperative or damaged?
5. Has a plan been developed for each facility to follow when a fire is discovered? Does the plan cover:
 - a. Fire reporting.
 - b. Personnel evacuation and designated place to meet.
 - c. Safeguarding classified material.
 - d. Closing windows and doors when departing facility.
 - e. Protection of high-value and critical materials.Note that all personnel will exit building during fire drills and will not re-enter.
6. Have all personnel received a fire prevention orientation?
7. Are procedures in effect to prevent the following hazards/deficiencies?
 - a. Tampering or removing of fire extinguisher.
 - b. Unauthorized use of extension cords.
 - c. Careless disposal of smoking materials.
 - d. Poor housekeeping.
 - e. Blocking of aisles or doors.
 - f. Unauthorized use and storage of flammable materials.
 - g. Storage of materials adjacent to heating or electrical units.

- h. Holes in walls/ceilings, which would contribute to fire spread.
 - i. Unauthorized use of electrical appliances.
 - j. Unauthorized self-help projects.
8. Is fire extinguisher inspection recorded on self-inspection checklist.
9. Is self-inspection check list completed monthly & forwarded to the Fire Prevention Branch? Is a copy will also be maintained on site at the facility?

Appendix B
Daily Closing Checklist

Inspect the building/facility at the close of business or at the termination of each shift. The following items shall be part of the daily closing inspection as applicable.

1. Unplug heaters and all portable electrical appliances.
2. Shut down coffee pots.
3. Ensure exits and all means of egress are clear and accessible.

Appendix C Evacuation Procedures

PROCEDURE IN CASE OF FIRE

1. PULL FIRE ALARM (located at each door exit). Before leaving building, if time permits, the following actions should be taken:

- a. If working on classified work, to avoid possible compromise, gather up classified materials and keep in your possession when you exit the building.
- b. All electrical equipment should be disconnected/turned off where feasible.
- c. Computer operators will take floppy disks critical to operation.
- d. Doors and windows inside building should be closed to contain fire.
- e. Don't forget expensive personal items or purses.

2. EVACUATE BUILDING:

- a. Always exit away from danger.
- b. Leave by nearest exit not endangered.
- c. All personnel will assemble in the assembly area indicated on fire evacuation plan.

3. CALL 703-696-3600 or 911 (Fort Myer), 703-696-3600 or 911 (Henderson Hall), 911 (Fort McNair). Evacuation Coordinator (Building Coordinator) or alternate will call fire department from the nearest building and state the following information:

- a. Place - building number.
- b. Type of fire - what is actually burning.
- c. Your name and grade.
- d. Do not hang up until the alarm center operator tells you to do so.

Note: All personnel will exit building during fire drills and will not re-enter until authorized to do so by fire department personnel.

Appendix D

Extinguisher Refill Material List and Procedures for Recharging Fire Extinguisher

1. To recharge vehicle fire extinguisher:
 - a. Organizations must obtain an outside contractor to fill fire extinguishers.
 - b. FMMC Fire Dept does not fill vehicle fire extinguishers.
2. To recharge installation fire extinguisher (e.g. for buildings):
 - a. Take the discharged fire extinguishers to the Fire Prevention Division, building 238.
 - b. Exchange the discharged fire extinguisher for a full one.

**Appendix E
Fire Drill Memorandum Sample**

UNIT OFFICE SYMBOL

DATE

MEMORANDUM FOR FORT MYER FIRE DEPARTMENT (IMND-MYR-ES)

SUBJECT: Fire Drill

1. The _____ requests assistance for a fire drill for building _____
(unit/org name) (number)

for _____ on _____.
(time) (date)

2. The point-of-contact for this fire drill will be waiting at _____
(location)

ten minutes prior to the drill.

3. Point-of-contact for this memorandum is the undersigned at _____.
(phone)

NAME
Building Evacuation Coordinator (Building
Coordinator)

**Appendix F
Building Evacuation Coordinator**

Building Evacuation Coordinator (Building Coordinator): NAME _____
PHONE _____

Fire and Emergency Services Representatives:

Fire Chief	696-3483	Chief Thayer
Lead Fire Inspector	696-1089	Jeff Sargent
Fire Inspector	696-3372	Tom Hodge
Fire Inspector	696-7378	Michael Bailey
Fire Station	696-3483	

Emergency Numbers:

Fire/Medical EMERGENCIES Ft Myer	911 or 696-3600
Fire/Medical EMERGENCIES Ft McNair	911

Appendix G

Evacuation Coordinator Self-Inspection Checklist

<i>Items to be checked and inspected</i>	<i>Checked / Inspected</i>	<i>Deficiency / Hazard Y/N</i>	<i>Corrected Y/N</i>
Tampering or removing of fire extinguisher fire alarm.			
Unauthorized use of extension cords (under rugs).			
Careless disposal of smoking materials.			
Poor housekeeping.			
Blocking of aisles or doors.			
Unauthorized use and storage of flammable materials.			
Storage of materials adjacent to heating or electrical units.			
Holes in walls/ceilings, contribute to fire spread.			
Unauthorized use of electrical appliances.			
Unauthorized self-help projects.			
All Fire Extinguishers inspected.			

NARRATIVE REPORT:

Inspected By (Printed)

Date Inspected

Signature

mm/dd/yyyy

Forwarded Report to Fire Department (Name FD Rep) / Date

mm/dd/yyyyy