

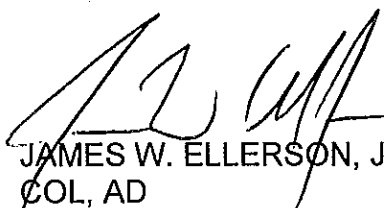
Department of the Army  
Headquarters, United States Army  
Fort Jackson, SC 29207-5015

Fort Jackson Regulation 420-1

21 December 2016

**FORT JACKSON  
FIRE PREVENTION AND PROTECTION PROGRAM**

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Commanding

**History.** This UPDATE printing publishes a revision of this publication. Minor changes have been made while the structure and content have not changed.

**Summary.** To establish policies, procedures, and responsibilities for the installation Fire Prevention Program which is designed to increase fire safety on the installation.

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

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

**Supplementation.** Supplements to this regulation are prohibited unless specifically approved by the Garrison Commander.

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\*This regulation supersedes Fort Jackson Regulation 420-90, 1 June 2005.

**Suggested improvements.** The proponent of this regulation is the Directorate of Emergency Services, Fire Protection and Prevention Division. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028

(Recommended Changes to Publications and Blank Forms) to the Directorate of  
Emergency Services.

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**Summary of Change.** Regulation number change to: 420-1  
Updated and amended terminology for today's work environment located at Fort  
Jackson. Addition of required permit for vendors/concessionaires operating on Fort  
Jackson. Changes made to open burning procedures and policies. Addition of  
acceptable listing agency for small appliances and space heaters.

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## **Chapter 1 General**

### **1-1. Purpose**

This regulation establishes policies, procedures, standards and defines responsibilities for an effective Fort Jackson Fire Prevention and Protection Program.

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## **Chapter 2 Fire Prevention and General Information**

### **2-1. Need For Fire Prevention**

The Department of Army (DA) requires every activity to have an aggressive fire prevention program. Commanders, facility managers, and supervisors shall monitor their fire prevention program with emphasis on the training of personnel regarding prevention of needless fires.

### **2-2. Fire Prevention Standards**

Hazardous conditions of a peculiar nature for which criteria have not been established or published shall be resolved by the Fort Jackson Fire Chief.

### **2-3. Fire Reporting Procedures**

a. It is the duty of each individual who discovers a fire to notify the Fort Jackson 911 Emergency Dispatch Center by the quickest means available, whether the fire has been extinguished or not. ALL FIRES REGARDLESS OF SIZE OR EXTINGUISHMENT MUST BE REPORTED. Before reporting a fire or other emergency, move to a safe area.

b. Fire emergencies shall be reported using one of the following methods:

(1) Anywhere on the installation via landline - Dial 911.

(2) Family housing occupants - Dial 911. If the family housing unit is utilizing an internet telephone service, prior to an emergency, confirm with the provider that dialing 911 will connect you directly with the Fort Jackson 911 Center or use the reporting procedures in item (3).

(3) Cellular telephone - Dial 803-751-9111, which reports directly to the Fort Jackson 911 Center. Dialing 911 from a cell phone will report to the Richland County 911 Center. If that occurs, advise the county dispatcher that you are on Fort Jackson and they will transfer your call to the Fort Jackson 911 Center.

(4) McCrady Training Center – Dial 9-911

c. Provide the following information to the 911 Center when reporting an emergency:

- (1) Facility name and Building Number/Address.
- (2) Nature/type of fire or emergency.
- (3) Name of person reporting the fire or emergency.
- (4) Call back telephone number.

d. Please do not hang up until the 911 dispatcher tells you to do so.

e. After reporting a fire or emergency, remain on-scene to provide additional information to responding Fire Department personnel.

#### **2-4. Fire prevention duties and responsibilities**

a. The Directorate of Emergency Services is responsible to the Garrison Commander for fire prevention and fire protection at this installation, satellite off-installation facilities, and other activities where facilities engineering support is provided as well as technical development and execution of an effective fire prevention and protection program.

b. The Fire Chief or senior fire department representative at the scene of an emergency operation is in complete charge of all firefighting, HAZMAT/WMD, and rescue operations. No one outside the fire department organization will direct firefighting activities or interfere with the Fire Chief or his designated senior officers.

c. Authority to Commandeer. The Fire Chief or Incident Commander may utilize available military vehicles, equipment, materials, and personnel considered necessary for the extinguishment and prompt control of fire and/or rescue of personnel.

d. Directors, chiefs of principal organizations, and major commanders are responsible for the fire prevention program in their areas of responsibility and shall appoint, in writing, area fire and evacuation coordinators to assist in the performance of this duty.

e. To assist in program efficiency and training, the area fire evacuation coordinator shall be the organization's additional duty safety officer (ADSO).

f. Appointment orders for both the ADSO and Area Fire Evacuation Coordinators may be consolidated into one order. One copy of the appointment order shall be

forwarded to the Safety Office and the Fire Prevention Branch within 30 days of appointment.

g. Training for Area Fire Evacuation Coordinator is consolidated with ADSO training and will be scheduled through the Post Safety Office, 751-2541/6004 within 30 days of appointment.

h. Duties of the Area Fire Evacuation Coordinator:

(1) Area Fire Evacuation Coordinators shall assure that employees are trained and understand their fire prevention responsibilities, fire reporting and facility evacuation procedures.

(2) Area Fire Evacuation Coordinators shall report to their commander or supervisor the action of any person(s) causing damage by fire as a result of failure to comply with the provisions of this regulation or acts of negligence or carelessness. Area Fire Evacuation Coordinators shall also report any person responsible for the transmission of false alarms or cause of such by any attempt to alter or damage the function of fire detection system, suppression system or fire extinguishers.

(3) Area Fire Evacuation Coordinators shall ensure emergency contact name and phone numbers are posted at the main entrance of all buildings within their responsibility.

(4) Area Fire Evacuation Coordinators shall ensure all buildings within their responsibility are numbered and the numbers are visible from the road.

(5) Area Fire Evacuation Coordinators shall conduct a walk through inspection of organization facilities quarterly and coordinate corrective action with the facility manager. Recognized hazards that are beyond the capability of the organization in need of repair shall be submitted via work request to the Directorate of Public Works. These inspections shall be documented in organization files.

(6) Area Fire Evacuation Coordinators will visually inspect fire extinguishers on a monthly basis and maintain a log of these inspections.

(7) Area Fire Evacuation Coordinators will ensure that facility keys are made available to the Fire Department so that they may be secured in the facility Knox Box to ensure 24 hour access emergency access.

## **2-5. Fire investigation/reports**

All fires on Fort Jackson will initially be investigated by the Directorate of Emergency Services (DES), Fire Prevention and Protection Division. In the event of a suspicious fire, the Military Police Investigation (MPI) and Criminal Investigations Division (CID) offices will be contacted immediately and every effort will be made to preserve the fire scene.

## **2-6. Special fire response force**

Duties and responsibilities: The following response agencies will immediately respond to the emergency scene when requested.

a. Law Enforcement will dispatch personnel to:

- (1) Direct traffic and/or persons away from the scene of a fire.
- (2) Prevent vehicles from crossing over fire hose.
- (3) Preserve evidence in or around all buildings suffering fire damage.
- (4) Prevent the removal of Government or private property until released by the Fire Chief.

b. A Moncrief Army Health Clinic ambulance will be dispatched to the scene of a fire and hazardous materials incident to ensure adequate medical service is available.

c. The DES 911 dispatcher will notify the Directorate of Public Works (DPW) of any actual fire and request that qualified craftsmen be dispatched to the scene. They will coordinate with the Incident Commander (IC) and ensure that utilities have been disconnected to the building.

d. The installation Housing Office and Balfour Beatty will coordinate housing arrangements with occupants displaced as a result of a fire.

e. The Logistics Readiness Center (LRC) Transportation Officer will provide necessary transportation and/or vehicles to the emergency scene when requested.

f. The DPW Forestry Office, when requested, will respond with necessary equipment.

g. The Public Affairs Office will assist in coordinating off post media relation's issues.



h. The DPW Environmental Division will respond to Hazardous Materials emergencies to provide subject matter expertise support to the incident commander when requested.

i. The LRC will provide funding for vehicle repair and maintenance IAW AR 420-1.

j. The LRC, when requested by the incident commander, will provide food and beverages to support recovery operations.

k. The Emergency Operations Center (EOC) will coordinate necessary support and resources for all large scale emergencies.

l. Other agencies assigned or attached to Fort Jackson will provide necessary equipment, when requested, to support all phases of emergency operations.

## **2-7. The inspection process.**

a. Under the authority of AR 420-1, qualified fire department personnel will thoroughly inspect each structure, process, activity, and area as determined by the Fire Chief, to ensure compliance with pertinent directives and to detect and eliminate fire and life safety hazards.

b. Criteria: Fire protection criteria shall conform to the requirements of the most recent National Fire Protection Association (NFPA) codes, the Unified Facilities Criteria (UFC), Department of the Army regulations and standards, and this regulation.

c. A Fire Hazard Deficiency Report will be issued to identify fire hazards or deficiencies noted during the inspection, and when:

- (1) Hazards are recurrent.
- (2) Supervisors have failed to enforce established fire prevention practices.
- (3) When a trend of minor hazards with potential to be a major hazard is noted.
- (4) Corrective action on noted fire hazards is delayed for an unreasonable time.

d. If/When a serious hazardous practice/process is detected during a fire inspection, (in coordination with the supervisor of the practice/process), the Fire Inspector will immediately recommend suspending the action taking place. After the action has been suspended, the Fire Inspector will immediately notify the Assistant Chief of Fire Prevention and the Fire Chief. In coordination with all parties involved, a determination shall be made as to whether the operation is safe to continue.

e. Upon completing the inspection, the Fire Inspector will brief the Area Fire Evacuation Coordinator/ADSO or alternate on the results of the inspection. If a Fire Hazard Report is issued, the form will be signed by the Area Fire Evacuation Coordinator/ADSO and/or unit commander. These signatures verify the occurrence and results of the fire inspection. The form will reflect the corrective action taken to correct the deficiencies and must be returned to the Fire Inspector by the indicated suspense. As necessary, follow-up fire inspections shall be performed.

f. The Fire Hazard Report shall be routed through command channels when Unit Commanders and supervisors have failed to establish and enforce fire prevention responsibilities.

## **2-8. Fire/evacuation drill**

a. Fire/Evacuation drills will be conducted by the Facility Manager, ADSO, or Fire Department personnel and must be approved by the fire department prior to the date of the drill.

b. All fire drills requiring the activation of an installed fire alarm system will be conducted in coordination with the Senior Fire Officer on duty. The point of contact from the requesting unit is required to notify the Fire Department, at 751-4142/7217 at least 24 hours in advance and again 30 minutes prior to the drill to confirm the drill. The Fire Department personnel will conduct the drill by activating the fire alarm system. After the drill, the Fire Department representative will provide an evaluation to the supervisor in charge of the facility. Fire drills will be conducted from 0800 - 2000.

c. Fire drills will be performed as indicated:

(1) Annually in all permanent party and civilian occupied facilities.

(2) Semi-annually conducted by the fire department in all AIT barracks. AIT Cadre will conduct monthly fire drills.

(3) Monthly in all post schools and Child Development Centers.

(4) Basic Training Units are to conduct one fire drill with the fire department during the first week of training. BCT Cadre will conduct monthly fire drills thereafter in their barracks. Battalions located in a single facility will schedule a battalion wide fire drill within the first week of training.

NOTE: Fire Drills conducted by cadre will not incorporate the use of the fire alarm system. Drills will be initiated by a cadre member announcing "FIRE, FIRE, FIRE!"

d. Fire drills WILL NOT be used for the purpose of an early reveille call or property search while the building is vacant.

## 2.9. Fire watch

All fire guards will be briefed on proper fire reporting procedures prior to assuming their post.

## 2-10. Equipment

### a. Fire extinguishers.

(1) Facility fire extinguishers are the responsibility of the DPW, to include maintenance and distribution. The Fire Prevention Branch teamed with DPW will inspect, test and maintain fire extinguishers located in real property. The Fire Prevention Branch will determine the location and type of fire extinguisher to be installed in all buildings, real property, and other areas where necessary.

(2) The using organization is responsible for ordering and maintaining fire extinguishers in vehicles. This will include fire extinguishers used when transporting ammunition or POL.

(3) A memorandum to the Fire Department will be provided when turning in fire extinguishers for service that have been discharged due to an unreported fire or other type causes. The memorandum will state the date, location, and cause of the discharge, and will be signed by the commander of the organization within 24 hours after the incident.

(4) Fire extinguishers will not be blocked, relocated, used as doorstops, or moved except for use in a fire or for maintenance. Facility fire extinguishers are assigned to the facility and shall not be used for any other purpose (i.e. ammunition transport).

(5) Fire extinguishers will be visually inspected monthly by the using activity. They will be properly mounted by the using organization. For extinguishers requiring maintenance, contact the Fire Department (751-5239).

b. Fire hydrants will not be used for any purpose other than firefighting without the consent of the installation's water systems contractor.

c. Fire alarm systems, sprinkler systems, standpipe systems, or other installed fire protection devices will not be tampered with, blocked, disconnected, or used as a "hanging device." Fire alarm/mass notification systems will not be used as a general building public address system and are for EMERGENCY USE ONLY. Only qualified personnel will perform required tests and maintenance. Tampering with any type of fire alarm system will require an investigation and appropriate actions (See Punitive Provisions). If a fire alarm system device is malfunctioning, call 751-4142 and a fire department representative will respond within 30 minutes to attempt to correct the

problem and/or coordinate with DPW for further action. It is the responsibility of DPW to provide inspection, testing and maintenance (ITM) of all installed fire protection systems installed in all real property. The ITM of these systems is to be IAW UFC 3-601-02 Operations and Maintenance: Inspection, Testing and Maintenance of Fire Protection Systems.

d. Fire suppression systems in hazardous material storage buildings shall have an annual service performed by qualified maintenance personnel IAW NFPA 17.

## **2-11. Construction, Renovation, and repair projects**

All projects, including "U-DO-IT," minor construction, and non-appropriated funds (NAF), will be reviewed by the Fire Prevention Branch to incorporate necessary features that ensure all fire and life safety issues are addressed. Deleting fire protection features in designs or during construction is prohibited.

## **2-12. Military family housing sponsor**

Sponsors are responsible for fire prevention in their quarters. They will ensure that family members are familiar with the fire prevention instructions listed in the family housing brochure. They will also ensure a continuing effort to maintain a fire-safe condition at all times, and that all family members practice good, sound fire prevention habits. Sponsors could be held financially liable in case of a fire caused by negligence and/or carelessness. A courtesy inspection is available through the Fire Prevention Branch (751-1611).

## **Chapter 3 Fire Protection and Life Safety Procedures**

### **3-1. Fire protection engineering**

a. The engineer in charge of the construction project is responsible for ensuring adequate fire protection features are incorporated into each project. To accomplish this, the engineer must coordinate with the Assistant Chief of Fire Prevention and other specially trained fire prevention personnel. Fire protection systems and construction features must comply with the current editions of UFC 3-600-01 (Fire Protection for Facilities Engineering, Design and Construction), NFPA Codes, and DoDD 4270.1-M (Construction Criteria). The Fire Prevention Branch will review all plans and specifications prior to construction/renovation.

b. Preconstruction Conferences. The Assistant Chief of Fire Prevention or their representative will participate in all preconstruction conferences. At this conference, the contractor will be briefed on fire protection requirements and will be provided a pamphlet that outlines these responsibilities.

c. Pre-design Conferences. The Assistant Chief of Fire Prevention or their representative will participate in all pre-design conferences and must be provided appropriate drawings and specifications.

d. Fire Inspections of Construction Projects. Periodically during construction, fire inspectors 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 the Quality Assurance Inspector. The Quality Assurance Inspector will then relay any deficiencies to the contractor for corrections. Fire Inspectors will not contact the contractor.

e. Acceptance Inspections. The Assistant Chief of Fire Prevention or their representative will attend all acceptance inspections to include both pre-final and final. All systems and features will be tested in accordance with the codes and standards set forth. The contractor will conduct functional tests of all fire protection systems and features. The Fire Prevention Branch will accept or reject fire protection systems and/or features prior to final acceptance.

### **3-2. Interior finish materials**

Interior finishes are the biggest contributors to fire which result in large property and life loss. Any materials permanently installed on interior walls, partitions, or ceilings are considered interior finishes and must meet fire safety requirements in accordance with UFC 3-600-01 and National Fire Codes. Interior finishes in corridors, exit ways, rooms or areas used for sleeping, and all areas of public assembly facilities must have a Class "A" rating. If the Fire Chief determines a material creates an unacceptable risk, it will be removed.

### **3-3. Fireworks**

The sale, storage, possession or use of consumer fireworks of any descriptions or type anywhere on Fort Jackson, including all housing areas is prohibited. Displays shall be conducted only by qualified pyrotechnic operators meeting the standards of NFPA 1123 and 1126. Sponsors detailing a display will advise the Fire Prevention Office NLT two weeks prior to any event. Note that a permit signed by the Fire Chief is required.

### **3-4. Smoking and disposal of smoking materials**

a. Smoking will be in accordance with the Department of Army Smoking Policy. Smoking is allowed only in designated areas. The general approach will be to mark, but only when deemed necessary, those areas where smoking is permitted. The NO SMOKING AREAS need only have signs if designated as being a fire hazard area.

b. If possible, designated outdoor smoking areas will provide a reasonable measure of protection from the elements. However, the designated areas will be at least 50 feet

from common points of ingress/egress and will not be located in areas that are commonly used by nonsmokers.

c. Smoking is not allowed within 50 feet of gasoline storage or dispensing areas, similar flammable liquids dispensing vehicles or operations, motor pools, and other industrial areas or activities of extra hazardous nature.

d. Smoking in trainee and/or AIT barracks is strictly prohibited.

e. Smoking materials will only be disposed of in approved smoking receptacles. An approved smoking receptacle consists of those designed with a base receptacle equipped with a smoke stack cover. This design restricts oxygen which will quickly extinguish smoking materials. See Fig. 3.1

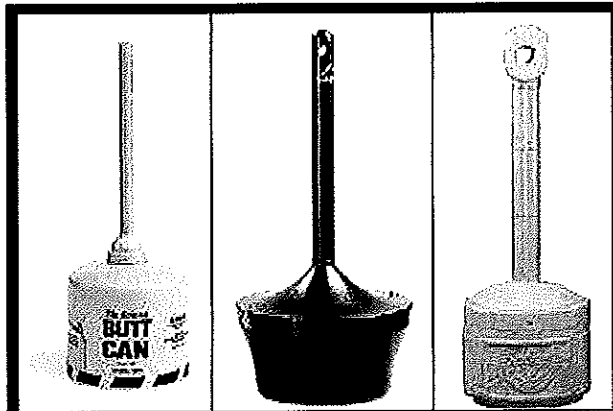


Fig. 3.1

f. Smoking receptacles will be emptied at a minimum on a monthly basis or more often as needed. No trash will be disposed of in smoking receptacles. Thoroughly soak with water the contents of the smoking receptacle before disposing of materials in a dumpster.

g. Smoking material that is lit will not be left unattended for any period of time.

### **3-5. Electrical hazards and cooking appliances**

a. All wiring installations will comply with the National Electrical Code. Alterations and extensions to existing electrical circuits and installations will be performed by qualified electricians. U-Do-It electrical work is not authorized. Violations of the National Electric Code endanger the safety of building occupants.

b. Frayed, broken, or otherwise faulty electrical devices and wires will be replaced immediately. No splices are permitted in any electric cords or wires.

c. Extension cords will not be used for permanent wiring. Extension cords, when used for temporary use, will be grounded and of heavy duty and/or circuit breaker type without splices. They will not be nailed, taped, or stapled to any object, run through doorways, walls, windows, ceiling tiles, or laid under rugs or carpets. Extension cords shall not be plugged together in a "daisy chain" fashion.

d. Appliances. The use of electric coffee appliances, toasters, toaster ovens, microwaves, and hot plates will be the responsibility of the facility manager. Appliances must be Underwriters Laboratories (UL) and/or Electrical Testing Laboratory (ETL) listed, disconnected when not in use, and located on a noncombustible surface six inches from any combustible materials. Appliances will be plugged directly into a fixed outlet. Use of a surge protector to provide over current protection is acceptable. Extension cords will not be used for any heat-producing appliance.

e. Barracks. Hot plates, fry pans, toasters, oven broilers, toaster ovens, etc. are not authorized for use in barracks unless a kitchen or cooking area is designated for such use. The use of above appliances is not authorized in individual sleeping rooms.

f. Multiple type outlets are prohibited unless they are equipped with surge protection. Surge protectors must be connected directly to a permanent electrical outlet. It is prohibited to "piggy back" or "daisy chain" surge protectors.

g. Explosion-proof fixtures and wiring will be used in buildings where explosive or flammable vapors may be present; such as ammunition storage, flammable liquid storage, battery storage, or industrial shops.

h. Charcoal and gas grills will not be used for cooking indoors and will not be located closer than 10 feet from a building, enclosed shelter, or outside HVAC air intakes. Propane tanks will not be stored in buildings. Tanks shall be detached and stored outside.

i. Space heaters are prohibited on Fort Jackson. Exception: If a work area HVAC system is unable to maintain the required winter temperature of 68 degrees Fahrenheit IAW AR 420-1 or the occupant has a documented medical need. The occupant may initiate a request for space heaters by submitting a Space Heater Request (FJFD Form 1) with their immediate supervisor, DPW Energy Manager and the Fire Department. The FJFD Form1 can be obtained by contacting the Fire Department.

Space heaters must meet the following standards:

(1) Space heater shall be Underwriter Laboratory (UL) and/or Electrical Testing Laboratory (ETL) listed.

(2) Space heater shall be equipped with an automatic tilt cutoff switch. The automatic tilt cutoff switch must shut down the appliance when tilted past the unit's critical angle, in any direction.

(3) Space heater shall be plugged directly into electrical outlet. Extension cords and surge protectors shall not be used.

(4) Space heaters are for temporary use only and shall be unplugged when the area being heated is unoccupied for any period of time.

(5) Space heaters shall be of the electric type. Gasoline or kerosene types are not allowed.

(6) Space heaters shall be placed at a minimum of three feet from any combustibles.

(7) Space heaters shall not be used with frayed or defective cords.

(8) Space heaters shall not be placed in high traffic or exit areas.

j. All electrical outlets and breaker boxes will have proper covers in place at all times.

k. A minimum of 36 inches of clearance will be maintained in front of all electric panels.

l. Gasoline or Kerosene heaters will not be used inside any building, tent, or military family housing unit on the installation. Gasoline or Kerosene heaters are strictly prohibited in all sleeping areas.

### **3-6. Flammable liquids**

a. Flammable liquids are those with flash points of 100 degrees Fahrenheit or less, such as gasoline, alcohol, ether, thinners, and solvents.

b. Storage.

(1) Flammable liquids will not be stored in any shop, warehouse or other building not specifically designated as a flammable liquid storage area.

(2) Exceptions are small amounts for display in sales stores and small amounts not in excess of five (5) gallons in shops or buildings where its use is necessary to accomplish assigned mission. In this case, only approved safety type cans with self-closing lids will be utilized and the flammables will not be allowed to remain in the building overnight or after close of business.



c. Grounding and bonding is not required for sealed (unbroken) barrels and containers of flammable liquids. Dispensing drums with flash points up to 100 degrees Fahrenheit will be grounded and bonded and must have a spring action or automatic closing dispensing device with drip pans to catch leaking flammable liquids and will be installed on metal stands and located at least twenty (20) feet from any building or structure.

d. All flammable liquid dispensing and storage sites will have visible signs, indicating "NO SMOKING WITHIN 50 FEET" in contrasting colors. The letters must be at least three (3) inches in size.

e. Storage Cabinets.

(1) Approved cabinets used to store flammable liquids will be labeled in conspicuous letters: "FLAMMABLE-KEEP FIRE AWAY" in contrasting colors. The letters must be at least three (3) inches in size.

(2) Buildings may have an approved metal flammable storage cabinet as long as the safety precautions are observed. Flammable liquids will not be stored under stairways, near exits, or other places that provide safe egress for persons.

(3) The entire flammable liquid storage site will be kept free of unnecessary combustible materials. Weeds and grass will be kept cut and cleared from the area. Any leaks of pumps will be immediately reported to 911.

(4) Fire symbols that comply with NFPA Standards will be conspicuously posted on buildings, where extra hazardous materials are stored. The Fire Department will be notified in writing of all hazardous materials storage to include quantity, location of hazardous materials, and when any change is made.

f. Handling (use of flammable materials).

(1) Gasoline-powered equipment will not be refueled, serviced, or stored with gasoline inside buildings not designed for this purpose.

(2) Gasoline will not be used for cleaning purposes. Only approved type of cleaning solvents are authorized for this purpose.

(3) Flammable liquid dispensing facilities will comply with all NFPA Standards.

(4) Plastic containers are not authorized for gasoline except those listed by Underwriters Laboratories (UL) or approved by NFPA. Post Exchange service stations and Post POL station will dispense fuel into authorized/properly marked containers only. Dispensing gasoline into containers marked diesel or dispensing diesel into containers marked gasoline is prohibited.

(5) Spray painting inside buildings is not permitted unless accomplished in an approved spray booth. Paint spray booths or rooms will be in accordance with NFPA Standard 33.

(6) Disposal of waste gasoline or other flammable liquids shall be accomplished by notifying the DPW Environmental Management Office.

g. Special Situations.

(1) Flammable paste wax is strictly prohibited for use on floors; however a water-emulsion type of wax is acceptable.

(2) Kerosene heaters are prohibited and will not be used inside any building, tent, or military family housing unit on the installation. There is a Family of Space Heaters (FOSH) approved for use in tents. A FOSH list is available through the Defense Supply Center Philadelphia (DSCP).

**3-7. Ammunition storage**

a. All arms ammunition storage sites shall have a proper fire symbol posted, which comply with NFPA 704 and/or as it applies, the military fire symbols 1,2,3, or 4, on the exterior of the building and arms room when there is live ammunition stored inside. The symbol shall be removed when the ammunition is removed from the facility.

b. Storage of ammunition will be in accordance with applicable Army directives. All organizations storing ammunition will notify the Fire Department when a change is made. Information will include the type, class, and storage locations.

c. Military vehicles transporting ammunition and/or explosives will be equipped with a minimum of two (2) five-pound dry chemical fire extinguishers. The using organization will supply and maintain these fire extinguishers. The vehicle transporting the ammunition shall be properly placarded IAW Department of Transportation guidelines and/or as it applies, the military fire symbols 1, 2, 3, or 4.

**3-8. Vehicles, Control and Storage**

a. Vehicles will not be parked:

(1) Within 15 feet in any direction of a fire hydrant or in any way that would block fire department access.

(2) In areas where a building's exit discharge will be obstructed.

(3) All vehicles parked inside repair garages will have the key left in the ignition for removal in the event of a fire or other emergency.

(4) In fire lanes.

(5) In any way that would block firefighting systems such as building fire department connections, sprinkler system features, and post indicator valves.

(6) In any troop formation area under the starship barracks.

(7) In any area around a facility or barracks that would block Fire Department vehicle access.

b. When approaching or being approached by a firefighting vehicle from any direction with its emergency devices operating, all vehicles will pull off the roadway and stop until all responding vehicles have passed.

### **3-9. Fire exits**

a. Each facility must have adequate exits and means to allow all occupants to escape rapidly in case of fire or other emergencies. Exits include doors, corridors, hallways, and aisles, as defined by NFPA 101, *Life Safety Code*.

b. No partition dividers, screens, vending machines, desks or other equipment or devices will be installed in corridors that would in any way interfere with emergency evacuation of the building.

c. Fire exits, fire escapes, and fire doors will not be locked, obstructed or blocked at any time when the facility is occupied. Doors equipped with panic hardware will not be locked at any time with chains. Hasps and locks will not be installed on any exit door.

d. The forces required to fully open any door manually in a means of egress shall not exceed 15 pound-force (lbf) to release the latch, 30 lbf to set the door in motion, and 15 lbf to open the door to the minimum required width.

e. All exit lights will be illuminated at all times when applicable. Energy efficient type exit lights must always be in working order. It is the facility manager's responsibility to ensure exit lights are properly working inside their facility.

f. Aisles and corridors leading to exits will not be blocked or obstructed. The minimum width of aisles will be three (3) feet except as designed in the Life Safety Code in accordance with the type of occupancy.

g. All emergency lights shall be fully operational at all times.

### **3-10. Movable temporary partition (KNOCK-DOWN)**

Movable partitions (kick-down) are not authorized in corridors.

### **3-11. Housekeeping**

a. Rags, dirty or clean, will be stored in separate covered metal containers. Containers utilized for the storage of rags will be marked as to their contents – “clean rags,” “dirty rags.”

b. Rubbish, paper, dry grass, pine straw, weeds, grass, vines, other vegetation and other combustible waste materials will not be allowed to accumulate under and around any building or area.

c. Facilities such as carpenter shops, woodworking craft shops, etc., which are subject to excessive accumulation of dust will be cleaned entirely at regularly scheduled intervals to reduce the possibility of dust explosion and/or fire.

d. Any holes in interior walls will be promptly reported to DPW Work Order Section at for repair.

e. Mechanical rooms, boiler rooms, or air conditioning rooms will not be used for storage. These rooms are the responsibility of DPW and will be locked at all times except for authorized entry.

f. Trash receptacles should be emptied at the end of each workday or sooner if necessary.

g. Clothes dryers will be vented to the outside and lint will not be allowed to accumulate in or around clothes drying units. All vents will be non-combustible. In areas that are not economically feasible or practical to vent to the outside, the dryer must have an approved lint catcher. Lint traps must be cleaned daily to reduce a fire potential.

h. Food service facilities may use chafing dish fuel as a heating source (i.e., Sterno cans) if they are protected with an approved shield around them and approved by the Fire Chief.

### **3-12. Recreational and public assembly facilities**

a. Places of public assembly are facilities such as theaters, clubs, dining facilities, gymnasiums, schools, hobby shops, childcare facilities, chapels, post exchanges, and other places where people may congregate for entertainment or recreation. The potential for life and high property loss in these facilities require extraordinary precautions to prevent fires.

b. Facility Managers will ensure new employees are trained and understand their fire prevention responsibilities. Certification of training must be on file and will be inspected by the Fire Prevention Branch. New employees will be trained on fire reporting

procedures, use and exact location and use of portable fire extinguishers, hood and duct fire extinguishing systems (if applicable), location of all exits, unlocking all exits when facility is open for business, and performing closing inspections. This training must be conducted initially for all new hires and annually for all employees. Note: Fire Prevention personnel can assist you in this area if requested.

c. Unannounced Inspections. The Fire Prevention Branch will conduct a quarterly inspection of all public assembly facilities. In addition, the Fire Inspector will conduct random evening inspections on all clubs, bowling alleys, shoppettes, and other public facilities. The special emphasis of the evening inspection is:

- (1) Maintaining exit doors - operational, unlocked, unobstructed, and properly marked.
- (2) Keeping hallways, corridors, and aisles clear.
- (3) Preventing overcrowding.
- (4) Ensuring fire alarm systems are operational.

d. Annual fire prevention training will be conducted for employees of all public assembly facilities. Notify the Fire Prevention Branch (751-5239/1610/1611) at least two weeks in advance to request this training. The Fire Prevention Branch will come to your facility to conduct this training.

e. Managers of facilities in which commercial or restaurant-type cooking is performed must establish and enforce the following procedures:

(1) Deep fat fryers must be equipped with high limit temperature control to shut off fuel or energy when the cooking oil temperature reaches 475 degrees Fahrenheit. The high limit temperature control will be tested and certified semi-annually by qualified craft persons. Facility managers will retain on file current copies of the certifications.

(2) Kitchen range hoods and exhaust ducts will be cleaned semi-annually or more frequently if necessary by certified personnel. Facility managers will retain on file current copies of the required cleaning.

(3) All grease filters and exposed surfaces of kitchen hood systems must be cleaned thoroughly by the operator daily or more frequently to prevent grease accumulation. This includes wiping down the walls behind the appliances.

(4) Cooking is not permitted under kitchen hoods without grease filters in place. The exhaust system must always be in operation while the cooking equipment is in use.

(5) Installation of cooking equipment will be in accordance with NFPA Standard 96, 17, and 17a.

(6) Moving of any cooking equipment under a hood system must be coordinated with the Fire Prevention Branch.

(7) Kitchen fire suppression systems shall be inspected, tested and maintained semi-annually by qualified personnel in accordance with NFPA 17 and UFC 3-601-02.

### **3-13. Open fires and burning**

a. Open fires or open burning of any type is strictly prohibited on Fort Jackson without approval from the Fire Chief.

b. Prohibition includes, but is not limited to the burning of fuel, wax, woodpile, pine straw, trash, leaf burning and other debris. Such material should be disposed of in other areas designated by DPW.

c. For the purpose of this regulation the term "fire pits" refers to outdoor fire pits, fireplaces, and chimneys. All fire pits in family housing will require a permit issued by the Fort Jackson Fire Department and must meet the following criteria: Outdoor fire pits will be commercially manufactured, enclosed on all sides and approved by the Fort Jackson Fire Department. Self-made fire pits are strictly prohibited. Commercially manufactured fire pits shall not be used indoors, on porches, in garages, or carports. Commercially manufactured fire pits shall be under close supervision of an adult at all times when in use. The only materials burned in fire pits will be raw, untreated wood. A garden hose will be readily available at all times during the use of the fire pit. Fire pits shall be located at least 10 feet away from combustible materials and/or all buildings when in use. When use has been completed, hot coals and embers shall be completely extinguished with water. In addition to these requirements users will follow all manufacturers' recommended procedures and safety precautions. To request a permit and inspection for your fire pit contact the Fire Prevention Branch at the following numbers 751-1610/1611/5239.

d. Warming barrels are strictly prohibited in the cantonment area. No open fires or warming barrels are authorized in range areas without permission of the DPW Forestry Office.

e. The Fire Department will approve and issue a permit for all military unit's celebration ceremonies utilizing open flames.

### **3-14. Welding, cutting, brazing sweating operations**

a. The Fire Department will issue a Hot Work Permit, DA Form 5383-R for welding, cutting, brazing, smelting, and/or sweating after an inspection of the area and all necessary precautions have been taken.

b. Welding and/or cutting, brazing, smelting, and sweating operations not accomplished in approved welding shops will be reported to the Fire Department Dispatch Center (751-4142/7217) thirty minutes prior to operations. In addition, thirty (30) minutes after operations have been completed; the Fire Department will be notified so that an inspection of the area may be conducted. The Fire Department Inspector will then inspect the area and pick up the hot work permit.

c. An approved fire extinguisher supplied by the operator will be at each individual work site prior to the start of the hot work. In most cases a minimum of a 10lb. ABC Multipurpose Dry Chemical extinguisher will be required.

d. Where practical, all combustibles will be relocated from the immediate work area. Where relocation is impractical, combustibles will be covered or otherwise shielded with non-combustible materials to guard or to prevent passage of flame and melting hot sparks. If necessary and/or conditions warrant, a fire truck will be on standby as determined by the Fire Inspector.

e. No hot work will be permitted without the issuance of a hot work permit by the Fire Department. Approved DPW/LRC shops are to be issued a hot work permit annually.

### **3-15. General storage requirements and warehouses**

a. Attics and crawl spaces will not be used for storage of flammable or combustible liquids or gasoline powered equipment.

b. Construction materials, scrap lumber, pallets, etc., will not be stored under or against buildings or blocking doors. Stairways will be kept free of storage items. Storage is prohibited under and next to stairways.

c. Doors in storage buildings or warehouses will not be blocked unless approved by the Fire Chief. All blocked doors will be conspicuously marked on the outside by a sign with four (4) inch letters stating "THIS DOOR IS BLOCKED." The letters will be contrasting in color.

d. Fire Safety standards for clearance and heights are as follows:

(1) A minimum clearance of eighteen (18) inches of an electrical fixture or fire sprinkler head is required.

(2) Warehouse access aisles will be a minimum of eight (8) feet. Cross aisles will not be less than four (4) feet. Where material is stacked higher than ten (10) feet, cross aisles will be at least five (5) feet wide.

(3) Fire extinguishers will have clear access at all times.

(4) Fire extinguishers having a gross weight not exceeding 40 lbs. shall be installed so that the top of the fire extinguisher is not more than five (5) feet above the floor. Fire extinguishers having a gross weight greater than 40 lbs. (except wheeled types) shall be installed so that the top of the fire extinguisher is not more than 3½ ft. above the floor. In no case shall the clearance between the bottom of the fire extinguisher and the floor be less than four (4) inches.

e. Compressed gas cylinders in storage or being transported will be secured and marked empty or full in accordance with Department of Transportation (DOT) requirements.

f. Outside Storage: The entire storage site will be kept free of unnecessary combustible materials.

g. Fences providing closed-in areas for outside storage sites will have sufficient gates to permit rapid access of fire fighting vehicles.

### **3-16. Pesticide storage facilities**

The Installation Pest Management Coordinator will provide a current inventory of pesticides to the Fire Department. A hazardous material NFPA 704 placard will also be posted on the building to indicate the degree of hazard.

### **3-17. Asphalt and tar kettles**

a. Asphalt and tar kettles will be kept a minimum of twenty (20) feet from any building and under continuous supervision while in use.

b. Containers of compressed gas for heating tar will be secured to prevent falling and marked "NO SMOKING WITHIN 50 FEET."

c. The Fire Prevention Branch will be notified by the Quality Assurance Inspectors of the building location of each contractor involved in tar operations.

d. An inspection to ensure no combustibles (e.g. mops) are left on the roof after each workday will be the responsibility of the Quality Assurance Inspector.

e. Two (2) portable operational fire extinguishers supplied by the operator, with the minimum rating of 40 BC, will be on hand and within fifteen (15) feet of the tar kettle.



f. Tar Kettle Operations will require a Hot Work Permit issued by the Fire Prevention Branch.

### **3-18. Holiday decorations**

a. Live Christmas trees are only permitted in family housing units and must adhere to the following precautions:

(1) Cut the bottom of the tree at an angle about one (1) inch above the original cut, set in water or wet sand, and braced securely. Water should be added daily.

b. Decorations

(1) In all areas, decorations shall be non-combustible or flame-retardant materials and UL and/or ETL listed.

(2) Decorations shall not be located near entrance doors or blocking exits.

(3) Food service facilities may use candles if they are protected with an approved shield around the candleholder and approved by the Fire Chief.

(4) The Fort Jackson DoDEA Schools are permitted decorations IAW NFPA Standards and Life Safety Code 101.

(5) The use of vegetation, camouflage netting, or computer paper for decorations or other like items is prohibited.

(6) Any special problems concerning decorations of any type should be referred to the Fire Prevention Branch.

### **3-19. Fire prevention in forward operating bases (FOB), tactical training areas or cantonment style tent communities, arrangements**

a. Tents

(1) Tents shall be positioned minimum of (10) feet apart. Double rows of tents shall be separated by a minimum of (30) feet to allow easy access of firefighting equipment. Tents shall be located a minimum of (50) feet from any building, except for mess tents which may be located in the rear of a dining facility.

(2). Excessive weeds and dead vegetation shall be removed from within (20) feet of any tent.

(3) If barbed/concertina wire is used in the area, it shall be so arranged as to not interfere with access.

b. Heating of Tents

- (1) Electric Space heaters are prohibited for use in tents.
- (2) There is a Family of Space Heaters (FOSH) approved for use in tents. A FOSH list is available through the Defense Supply Center Philadelphia (DSCP).
- (3) All tents shall have a heat shield installed to protect the tent from the heat of the stovepipe. The stovepipe shall extend a minimum of 12 inches above the peak of the tent.
- (4) Flammable and/or combustible liquid storage containers shall not be located inside any tent. Gasoline and diesel fuel shall not be mixed for use. Containers shall be stored a minimum fifty (50) feet from any tent or vehicle.
- (5) A fire guard shall be posted during operation of heaters.

c. Electrical

- (1) Electric outlets for appliances and equipment will be provided with GFCI protection.
- (2) Adding to, tampering with, or repairing of electrical wires by other than authorized electricians/mechanics is prohibited.

d. Firefighting Equipment

- (1) A minimum of one (1) 10-pound multi-purpose ABC fire extinguisher shall be located at each tent and where flammable or combustible liquids are used, stored, or dispensed. The fire extinguisher will also be on hand for all flame operated equipment.

e. Fire Reporting. Any person discovering a fire shall immediately notify all personnel in the area and notify the fire department by dialing 911 or 803-751-9111 from a cell phone. Regardless the extent of a fire or if the fire was extinguished, the fire department shall be notified. If the fire was extinguished prior to the fire department arrival, the fire scene shall not be disturbed until directed to do so by the Senior Fire Officer at the scene.

f. Fire prevention general issues.

- (1) Open fires of any type are prohibited.
- (2) Unobstructed fire lanes between tents shall be maintained at all times.

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

### **3-20. Range and forest fire prevention**

#### **a. Policies and procedures.**

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

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

(3) Signs of smoke in grass or wooded areas shall be reported to the Fire Department immediately by dialing 911 from a landline, 803-751-9111 from a cell phone or through Range Control.

(4) Smoke grenades, flares, and simulators are extremely hazardous and easily start wild land and grass fires, even after rain. Special precautions shall be exercised in their use and they shall not be used in areas of highly flammable grass and leaves. An area shall be cleared for their use and a responsible individual detailed to watch all devices to ensure they are totally burned out. See FJ Reg. 350-14.

(5) Burning of trash, debris, leaves, pine needles, grass, etc., or burning off of any area on the installation is prohibited.

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

#### **b. Action in the event of a fire.**

(1) Immediately, upon discovery of a fire, all units in the vicinity of the fire shall cease training and make every effort to extinguish it. All range and training area fires shall, upon discovery, be reported to by calling 911 from a landline, 803-751-9111 from a cell phone or through Range Control.

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

(3) The unit reporting the fire shall direct firefighting personnel to the fire and remain at the scene until released by the Senior Fire Officer or his authorized representative.

c. Fighting fires: The Fire Chief and/or his authorized representative have the authority to use the services of military personnel and equipment within the vicinity and/or request additional troop support to assist during firefighting efforts.

### **3-21. Fire Prevention for Contractor/Concessionaires**

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

- a. Smoking: Smoking is prohibited in any area, building, or location on Fort Jackson not designated as an approved smoking area.
- b. Remove debris from building or area before the end of each work day and deposit in accordance with installation disposal requirements.
- c. The use of heat producing devices in or adjacent to buildings shall be coordinated with the Fire Prevention Branch.
- d. Fire extinguisher(s) shall be the responsibility of the contractor.
- e. Any work that shall affect the operation of an installed fire alarm system or suppression system shall be coordinated with the Fire Prevention Branch and/or DPW.
- f. All employees shall be indoctrinated on methods of preventing and reporting fires.
- g. All fires, regardless of size or extinguishment, on Fort Jackson shall be reported.
- h. Any concessionaire/vendor operating on Fort Jackson must acquire a permit from the Fire Prevention Branch prior to commencing their operation.

## **CHAPTER 4 Administrative**

### **4-1. Punitive provisions**

- a. Any individual who willfully disconnects a smoke or fire detection device or tampers with a fire suppression system located in any building or structure on Fort Jackson is subject to punishment under the UCMJ or other administrative or disciplinary action.
- b. Organizations that present a trend of continuous repeat fire and life safety violations may be issued a DD Form 1408.

**4-2. Management information requirements (MIR)**

This publication requires no MIR.