



**UNITED STATES MARINE CORPS**  
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CAMPENO 11320.13A  
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MCIWEST-MCB CAMPEN ORDER 11320.13A

From: Commanding General  
To: Distribution List

Subj: FIRE PROTECTION REGULATIONS AND INSTRUCTIONS

Ref: (a) MCO 11000.11, Marine Corps Fire Protection and  
Emergency Services Program  
(b) UFC 3-600-01, Unified Facilities Criteria (UFC), Fire  
Protection Engineering for Facilities  
(c) UFC 3-601-02, Unified Facilities Criteria (UFC),  
Operation and Maintenance: Inspection, Testing, and  
Maintenance of Fire Protection Systems  
(d) Public Law 91-596, Occupational Safety and Health Act  
of 1970

1. Situation. This Order implements reference (a) for Marine Corps Base, Camp Pendleton (MCB CamPen). It provides regulations and instructions, and assigns responsibilities governing Fire Protection. References (b) through (d) have been adopted by the Marine Corps. Reference (d) is used as a guide for the Fire Protection and Emergency Services Program.

2. Cancellation. MCIWEST-MCB CAMPENO 11320.13.

3. Mission. This Order provides policy to establish a fire safe environment for the installation in order to protect life and property.

4. Execution

a. Commander's Intent

(1) Purpose. To establish and maintain an effective fire protection and emergency services program aboard MCB CamPen.

(2) Method. Leveraging commanding officers, department heads, officers in charge (OIC) to conduct fire prevention and public fire education; fire protection engineering; all-hazards emergency response; ARFF; fire protection systems inspection, testing, and maintenance.

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(3) Endstate. An effective fire protection and prevention program that is understood and adhered to by all levels of leadership aboard Marine Corps Base, Camp Pendleton.

b. Concept of Operations

(1) The Fire Protection and Prevention Program serves as the foundation for commanding officers, department heads, and officers in charge to create and build an integrated approach to fire safety.

(2) Fire Regulations establish the baseline standards for an effective Fire Protection and Prevention Program.

(3) Enforcement of standards is achieved through the assignment of a Fire Warden who serves as a link between the unit and the Fire Department.

(4) The Fire Warden implements, conducts or coordinates procedures for the reporting of active fires, evacuation drills, inspections, fire safety training, and any required prevention or correctional actions.

(5) The Fire Department assists the Fire Warden with subject matter expertise, implementing or coordinating other base-wide fire prevention measures and providing fire protection and emergency services.

c. Tasks

(1) The Commanding Officer, Security Battalion, will establish and provide operating procedures for the Fire Protection and Emergency Services Program that incorporates fire prevention and public fire education; fire protection engineering; all-hazards emergency response; and fire protection systems inspection, testing, and maintenance in accordance with references (a) through (d).

(2) Commanding officers, department heads, OICs, and civilian department heads will become familiar and comply with this Order.

(3) Facilities Maintenance Division (FMD) will contact Camp Pendleton Fire Department (CPFD) within 24 hours of any structural event causing real property loss.

(4) The Aircraft, Rescue and Firefighting (ARFF) OIC (ARFF Fire Chief) serves as the senior ARFF manager to Marine Corps Air Station Camp Pendleton. The ARFF OIC is responsible for the direct management and organization of the ARFF Department. All personnel involved in aircraft service and maintenance operations

shall be trained in the operation of portable fire extinguishers, wheeled units, skid mounted twin agent units, and any installed fire suppression system(s).

d. Coordinating Instructions. In the event these instructions conflict with those issued by a higher authority, the orders of the higher authority shall take precedence. This Order contains elements of, but is not limited to, the following information:

- (1) Policy and general information.
- (2) Fire reporting procedures and fighting requirements.
- (3) Fire drills and evacuation plans.
- (4) Care of buildings and grounds.
- (5) Life Safety.
- (6) Flammable liquids.
- (7) Firefighting and fire protection equipment.
- (8) Electrical hazards.
- (9) Smoking and open fire regulations.
- (10) Hazardous materials and special processes.
- (11) Warehouse and general storage.
- (12) Heating Systems.
- (13) Fueling operations.
- (14) Fire investigation responsibilities.
- (15) Wildland fire prevention and firefighting.
- (16) Fire watch.

**17 AUG 2021**

5. Administration and Logistics

a. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of the Marine Corps Installations West-Marine Corps Base, Camp Pendleton directives can be found at:

[https://eis.usmc.mil/sites/mciw\\_mpwr/MCIWMCBADJ/default.aspx](https://eis.usmc.mil/sites/mciw_mpwr/MCIWMCBADJ/default.aspx).

b. Points of contact

(1) FMD Service Desk at (760) 763-0721.

(2) 911 Emergency Dispatch Center at (760) 725-4321.

(3) Fire Prevention Division at (760) 763-2703.

(4) CPFDD at (760) 390-2702.

(6) ARFF at (760) 725-3877.

6. Command and Signal

a. Command. This Order is applicable to all commands, organizations, units, and activities aboard MCB CamPen.

b. Signal. This Order is effective the date signed.

  
I. R. CLARK  
Chief of Staff

DISTRIBUTION: A-4  
B  
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## Chapter 1

### Policy and General Information

1. Scope. The fire prevention, protection, and suppression information contained herein is intended to provide basic responsibilities, requirements, and uniform procedures for this activity and is to be adopted, as applicable, to local conditions or operations particular to the activity. The current edition of Unified Facilities Criteria (UFC) 3-600-01, Fire Protection Engineering for Facilities; American Insurance Association; the National Fire Protection Association (NFPA) Codes and Standards; and similar recognized fire prevention and protection publications have been given consideration and shall be used as reference(s) to support this fire prevention and protection regulation.

2. Mission Statement. Marine Corps Base, Camp Pendleton Fire Department (CPFDF) is dedicated to providing for the safety and welfare of the Service Member and civilian communities we serve through the preservation of life, property, and environment. To accomplish the Mission Statement, the CPFDF is to:

a. Implement and supervise a vigorous program of fire protection and fire prevention through education and inspection.

b. Provide adequate structural fire protection to safeguard life and property against fire.

c. Support aircraft firefighting and rescue support operations aboard Marine Corps Air Station Camp Pendleton.

d. As appropriate, provide mutual/automatic aid and/or emergency assistance to local agencies, cities, or communities.

e. Provide assistance and technical advice to the Commanding General (CG), Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) on matters pertaining to fire protection engineering, prevention, suppression, and investigation.

f. Provide first responder services for hazardous materials spills/incidents.

g. Provide emergency medical response services.

3. Responsibilities of the Fire Chief. The Fire Chief is the technical and administrative head of the CPFDD and is responsible to the CG MCIWEST-MCB CAMPEN for the Installation's Fire Protection Program. The Fire Chief is vested with the authority to take immediate action, as necessary, to protect life and property from fire. Additional responsibilities of the Fire Chief include:

a. Supervision of all activities and operations of the CPFDD, including fire prevention, fire protection, training, pre-fire planning, fire suppression, and fire investigation.

b. Establishing suitable measures to put into effect the policies, rules, regulations, and procedures necessary for the efficient operation of the CPFDD.

c. Advising the CG MCIWEST-MCB CAMPEN, Area Commanders, commanding officers, officers in charge, and department supervisory personnel of conditions which are not in conformance with regulations and/or recognized fire prevention practices, and assisting in correcting such conditions where possible.

d. Taking action to implement mutual aid agreements and emergency assistance as appropriate.

4. Responsibilities of Others

a. Organizational Commanders and civilian section administrators/supervisors are responsible to become familiar and comply with this Order. This responsibility includes, but is not limited to the following:

(1) Delegate Fire Warden responsibility to installation and tenant buildings and grounds officers for fire safety and fire prevention in their areas of responsibility. This delegation of authority shall be in writing with a copy forwarded to the Fire Prevention Division. The appointment shall be kept current.

(2) Notify the Fire Prevention Division in writing of any changes in building assignment and/or activation/deactivation of facilities.

(3) Notify the Fire Prevention Division in writing when any facility is to be used for billeting of personnel not specifically designed for this purpose (e.g., duty rooms, ready rooms, etc.).

(4) Submit self-help requests that modify, alter, or change the character of buildings/structures to the Fire Prevention Division and

the Public Works Department for approval or disapproval of the self-help project during the design phase.

(5) Ensure that all department heads, section heads, and supervisors cooperate with the Fire Chief, or designated representatives, in the elimination of hazardous fire conditions found during fire prevention inspections and the requirements set forth in this Order.

b. Fire Warden Program

(1) The Fire Warden Program was designed to provide commands with an in-house representative, capable of identifying fire safety hazards. This Fire Warden Program provides the activity and the CFPD an expeditious way of identifying and submitting fire safety hazard deficiencies and promotes a good relationship between the commands and the Fire Prevention Division.

(2) The program objective is to provide a trained observer within the command to identify hazards and submit them to the Fire Prevention Division Office for corrective action. Each command and tenant command shall implement the Fire Safety Program and ensure all buildings within their area of responsibility have designated Fire Warden representative(s). The ultimate goal is to provide a fire-safe working and living environment. The Fire Prevention Division shall provide the training to the designated representative(s) of each command and tenant command.

(3) The Fire Warden Program must be implemented with the close cooperation of the CFPD's Fire Prevention Division and Fire Inspectors assigned to the command.

(4) Commands shall appoint a Fire Warden and an alternate Fire Warden (corporal/petty officer/GS-4 or above) for each building/facility or portion of a building, as appropriate.

(5) The Fire Warden should be appointed for a period of no less than one year.

(6) A Fire Warden appointment letter shall be sent to the Fire Prevention Division, and it shall include building number(s), telephone number, email address, and appointee's location. Assignments should include auxiliary structures and buildings.

c. Fire Warden Responsibilities. Fire Prevention Inspections, conducted by the Fire Prevention Division, do not alleviate the possibility that a circumstance or condition could develop that would create a fire safety hazard; therefore, Fire Wardens are tasked with the following responsibilities:

(1) Conduct daily fire protection inspections of areas of responsibility to identify potential fire hazards and initiate corrective action(s). Items to be inspected include: fire evacuation routes, general housekeeping, checking of fixed and portable firefighting equipment (fire extinguishers), suppression systems, hazardous waste sites, and fire hazardous area conditions and operations.

(2) Monthly inspections of fire extinguishers and emergency back-up lighting shall be accomplished by the Fire Wardens to ensure extinguishers are fully charged and operable and back-up lighting is tested for 30 seconds monthly/90 minutes annually and documented. Fire extinguisher tags shall be initialed and dated after each inspection. Inspections of fire extinguishers shall consist of a visual check of the following items:

(a) Fire extinguishers are located in their assigned place.

(b) There are no obstructions blocking accessibility or visibility.

(c) Operating instructions on the nameplate are legible and facing outward.

(d) The seals and tamper indicators are not broken or missing.

(e) Checking for fullness by "hefting" the extinguisher.

(f) Examining for obvious physical damage, corrosion, leakage, or clogged nozzles.

(g) Making sure the pressure gauge or indicator is reading in the operable range or position.

(3) Accompany Fire Inspectors on periodic inspections of assigned facilities.

(4) Ensure Fire Bills (NAVFAC 3-11320/9) and Fire Evacuation Plans are posted as required.

(5) Schedule annual fire safety training with the Fire Prevention Division to ensure all building personnel are knowledgeable concerning evacuation routes and fire safety procedures.

(6) Coordinate the required fire evacuation drills for all assigned buildings and structures under their control with the Fire Prevention Division.

(7) Ensure corrective action is initiated on all hazard violations identified on building "Fire Inspection Deficiency" during scheduled fire inspection(s) and submit a corrective action report within 10 days to the Fire Prevention Division.

(8) Notify the Fire Prevention Division, via written request, of any intention to change the occupancy classification of a structure or to add/modify the structure or change tasks performed in it (e.g., change an administration office to a vehicle maintenance shop or vice versa).

NOTE: Change in occupancies will NOT be conducted until it has been approved by the CFPD.

(9) Notify the Fire Prevention Division of any structure that is to be vacated.

(10) In the event the designated Fire Warden's duties are reassigned, the Fire Prevention Division shall be notified.

## Chapter 2

### Fire Reporting Procedures and General Firefighting Requirements

#### 1. Fire and Emergency Reporting

a. The dispatch center shall be called to make liaison for all situations that pose a threat to life, property, or the environment. Dial 911 from any Installation telephone or cell phone for the following:

- (1) Fire.
- (2) Medical Emergency.
- (3) Police.

b. No matter how small a fire is, even if it has been extinguished, make liaison immediately with the Marine Corps Base, Camp Pendleton Fire Department (CPFDD). When calling CPFDD to make liaison for an incident you will give the following information:

- (1) The location of the emergency (street address, building number).
- (2) The nature of the emergency (e.g., fire, medical, or police).
- (3) The phone number you are calling from.
- (4) Your Name.
- (5) Do **NOT** disconnect the telephone call until told to do so by the Emergency Communications Dispatcher.
- (6) Meet the emergency responders to direct them to the emergency location.

c. Any person who willfully transmits a false alarm or maliciously damages fire protection equipment is subject to punishment under the Uniform Code of Military Justice which may serve as a basis for disciplinary actions against civilian employees.

#### 2. General Procedures in Case of Fire

##### a. Fire Department

(1) The CPFDD shall immediately dispatch firefighting equipment and personnel, under the direction of the Fire Chief or the Senior Fire Officer on duty, to the scene of the alarm.

(2) If required, additional outside equipment shall be requested by the Fire Chief or Senior Fire Officer in accordance with Station Mutual Aid Agreements.

(3) In the event of a combination aircraft/structural fire, the Fire Chief shall be in charge and will be assisted by the Aircraft Rescue and Firefighting Crash Officer.

(4) The Senior Fire Officer is authorized to dispatch firefighting equipment and personnel to off-station fires when such fires fall within the boundaries set forth in Mutual Aid Agreements and when fire protection to the installation can be maintained.

b. Aircraft Rescue and Firefighting Section. The Aircraft Rescue and Firefighting Division shall reinforce and assist the CFPD as necessary in combating structural and/or combination aircraft/structural fires.

c. Command Duty Officer (CDO) and Station Military Police Unit

(1) In the event of a fire and/or emergency, the CDO and Military Police Unit will take appropriate action as set forth in separate, pertinent Station directives.

(2) In addition to the above, the Military Police Unit shall:

(a) Initiate appropriate action against any driver of a vehicle that enters a Fire Area, crosses a fire hose without a hose bridge without the permission of the Fire Chief or the Fire Chief's representative, or fails to move to the right side of the road and come to a full stop and remain so until all fire apparatus displaying red lights and have sirens operating have passed.

(b) Inform the Emergency Communications Dispatcher (ext. [760] 725-4321 or by voice radio) immediately of any obstructions that may hinder operations in Firefighting operations.

(c) Provide traffic control under the direction of the Senior Fire Officer, if required.

d. Facilities and Maintenance Division (FMD). Respond immediately to fires, emergencies, automatic fire alarms, fire protection system malfunctions, and/or similar incidents, at the request of the Senior Fire Officer.

## Chapter 3

### Fire Drills and Evacuation Plans

1. General Information. FIRE BILLS (NAVFAC 3-11320/9) and evacuation plans will be posted conspicuously by each unit, section, department, and organization on bulletin boards and at strategic locations throughout all buildings/departments. FIRE BILLS are a required part of the overall fire evacuation plan. These forms may be procured at the Marine Corps Base, Camp Pendleton (MCB CamPen) Fire Prevention Office, building 130172T (ext. [760] 390-2703).

2. Evacuation Plan. A fire evacuation plan is a unit's fire instruction, which contains additional information to those detailed in the NAVFAC 3-11320/9. The evacuation plan should include duties and responsibilities of all concerned in regards to fire reporting, fire hazard control, and evacuation procedures. An integral part of the evacuation plan is a graphic floor plan showing locations of exits, firefighting equipment, fire alarm manual pull boxes, and the nearest telephone. The Marine Corps Base, Camp Pendleton Fire Department (CPFDD) will provide guidance in making evacuation plans upon request.

### 3. Fire Drills

a. The purpose of a fire drill is to educate the participants in the fire safety features of the building, egress facilities available, and procedures to be followed. Speed in emptying buildings or relocating occupants, while desirable, is not the only objective. Prior to an evaluation of the performance of an emergency egress and relocation drill, an opportunity for instructions and practice should be provided. This educational opportunity should be presented in a non-threatening manner, with consideration to the prior knowledge, age, and ability of the group participating in the drill.

b. The Fire Prevention Division is required to schedule and conduct fire drills for the below occupancies. All other occupancies requiring a fire drill must have the Fire Warden of their areas schedule the required fire drills.

- (1) Child Care Centers.
- (2) Correctional Facilities.
- (3) Hospital and Medical/Dental Clinics.

### c. Frequency of Fire Drills

- (1) Monthly - Child Care Centers and Correctional Facilities.



(2) Quarterly - Shift drills in Hospitals.

(3) Annual - All other facilities.

d. Fire drills will be conducted so as not to interfere with the receipt of an actual fire alarm.

e. The following procedures shall be followed when conducting a fire drill:

(1) The Emergency Communications Center will be notified in advance of the fire drill.

(2) The requester will give the location or building number, a call back number, date, and time of the fire drill.

(3) In buildings where fire alarm systems are installed, the CFPD will assist in conducting the fire drill.

(4) In buildings where there is no fire alarm system, the building Fire Safety Warden is responsible for conducting the fire drill. The responsible individual may request the presence of the CFPD.

## Chapter 4

### Care of Buildings and Grounds

#### 1. Detailed Instructions for Care of Buildings

##### a. The Fire/Life Safety Inspection

(1) The Fire Prevention Division will conduct a fire and life safety inspection on all buildings at least annually. Some buildings may require more frequent inspections because of the nature of operations being performed or are mandated by directives. The purpose of the inspection is to eliminate fire hazards in buildings and areas to ensure that potentially hazardous operations are conducted in a safe manner in accordance with recognized standards and fire prevention practices.

(2) Any violation found during these inspections will be corrected immediately. The Fire Warden or building manager will receive their inspection report within five days of the site inspection. Responsible parties will provide a written report to the fire prevention division within 10 working days of receiving the fire inspection report. The fire prevention division will conduct a follow-up inquiry/inspection 30 days from receiving this report to validate pending work orders regarding hazard violations.

(3) Personnel in charge of buildings and/or Fire Wardens will ensure that a fire prevention inspection is conducted on a daily basis, preferably at the close of working hours.

##### b. Trash, Trash Disposal, and Trash Containers

(1) All trash will be cleared from buildings at the end of the workday and hauled to locations approved for trash disposal.

(2) All areas and buildings will be in a good state of police to prevent excessive vegetation, debris, and/or accumulation of trash within 30 feet of all buildings.

(3) In areas of wildland interface, a 75-foot clearance will be maintained.

(4) Open top wastebaskets, office-type, will be disposed of daily.

(5) Dumpsters will not be placed within 20 feet of any structure or overhang of a structure unless authorized by the Fire Prevention Division. Lids to dumpsters will be kept closed.

(6) No flaming, glowing, or explosive substances will be placed in dumpsters.

c. Housekeeping. Good housekeeping is an effective fire prevention measure to be practiced by all. The importance of good housekeeping practices in preventing ignition and minimizing a fire's impact cannot be overstated. Many devastating fires have been caused by a failure to provide or maintain good housekeeping. The correction of housekeeping-related problems improves fire safety by eliminating excessive fuels, removing obstructions to fire safety and egress features, controlling sources of ignition, and increasing safety for responding personnel. In storage and industrial occupancies, fire safety solutions may be something simple, such as removing waste materials more often, finding alternates for equipment arrangement and layout, or material storage and handling.

(1) All unpackaged rags, clean or soiled, and steel wool will be kept in metal containers with automatic self-closing or snug-fitting lids.

(2) Containers used for the storage of disposable materials will be plainly marked for it's contents and emptied on a periodic basis.

(3) Galley, snack bar, and kitchen exhaust ducts and equipment are to be cleaned on a recurring basis. Filters and hoods shall be cleaned regularly to prevent excessive accumulation of grease and will be inspected during fire/life safety inspections.

(4) Storage is prohibited at all times under stairs, in equipment rooms, air conditioning rooms, boiler rooms, mechanical rooms, electrical vaults, attic spaces, or concealed spaces, exit corridors, and within 20 feet of building exteriors, without written approval of the Fire Prevention Division.

(5) Combustible materials shall not be placed or stored within 36 inches of heating devices and appliances.

(6) Swabs and dust mops shall be stored outside the building or suspended off the deck in storage or janitorial closets.

(7) All flammable and combustible liquids, paints, brushes, etc. will be removed from the building at the close of business and stored in an Underwriters Laboratories (UL) listed, fire-rated (labeled) storage cabinets, located 50 feet from the building.

(8) Only a single day's supply of flammable liquids shall be on hand in buildings during the workday.

(9) Any damage (e.g., holes) to walls or ceilings shall be reported to the Facility Maintenance Service Desk to be repaired.

(10) The accumulation of rubbish, tall grass, weeds, and waste materials adjacent to structures, exterior storage, and utility equipment pads shall be removed within 30 feet of these areas.

d. Decorations. Decorative materials includes curtains; draperies; streamers; wall, ceiling, and floor coverings for acoustic or other effects; all cloth, paper, cotton batting; and vegetation used for decorative effect.

(1) No combustible decorative material shall be permitted in assembly, educational, day care, health care, dormitory, mercantile, hotel, or detention/correctional occupancies unless the Fire Prevention Division has granted prior approval.

(2) No furnishings, decorations, or other objects shall be allowed to obstruct corridors, exit ways, other means of egress, or visibility of exits, or obstruct access to, or visibility of, fire alarms or firefighting equipment, or hang from fire protection systems and equipment.

(3) Furnishings or decorations of an explosive or highly flammable character shall not be used in any facility.

(4) The use of open flame devices or the burning of candles for the purpose of light or decoration is strictly prohibited in all buildings and structures without prior approval of the Fire Prevention Division.

e. Christmas Trees. Combustible vegetation and natural (live or fresh cut) Christmas trees are not permitted unless approved by the Fire Prevention Division. Artificial Christmas trees shall be labeled or certified by the manufacturer as being "flame retardant" or "flame resistant".

(1) No Christmas trees shall be allowed to obstruct corridors, exit ways, or other means of egress.

(2) No more than 20 percent of wall area may be covered with combustible decorations, such as Christmas cards, posters, etc. The use of holiday wrap on exit or fire-rated doors is prohibited.

## 2. Fire Doors

a. Fire doors equipped with listed self-closing hardware shall not have the hardware removed or tampered with. Fire doors shall be kept closed at all times, unless equipped with a releasing device.

b. Fire doors will not be held in the open position by use of locking or wedging devices. Signage will be placed on all fire doors that are not equipped with releasing devices that read; "These doors to remain closed at all times." Per NFPA 80, signs are for informational purposes only and must not exceed five percent of the area of the face of the fire door that they are attached to and can only be attached to the fire door with an adhesive.

c. The "UL fire rated" label attached to all fire-rated fire doors and fire-rated door jams shall not be removed, tampered with, or painted over.

d. Damaged or defective fire doors shall be reported to the Facilities Maintenance Service Desk and the Fire Prevention Division.

### 3. Fuels and Liquefied Petroleum Gas (LPG) Equipment in Buildings

a. Vehicles, including government vehicles, and LPG powered equipment shall not be parked inside any facility, unless it is so designed and constructed for that purpose.

b. Fuels and LPG equipment and/or tanks shall not be refueled within 50 feet of any structure.

### 4. Global Electric Motorcars (GEM) Scooters

a. Keep sparks and flames away from the battery area of the vehicle.

b. Keep tools, wires, and metal objects from the battery area as they can cause sparks when shorted across a battery.

c. Do not charge vehicles inside a building, unless approval has been granted by the Fire Prevention Division. Special provisions have to be addressed and evaluated, such as proper ventilation and type of occupancy, before approval can be granted.

### 5. Securing of Buildings

a. All heating devices not required to be kept in operation during the night will be secured by the person in charge at the close of business. Heating devices required to be kept in operation and unattended after normal duty hours will be authorized by Facilities and Maintenance Division (FMD) and the Fire Chief.

b. Duty managers or supervisors for the officers, enlisted club, bowling alley, hobby shops, libraries, Single Marine Program facilities, and similar recreational facilities and warehouses will

certify that a fire prevention closing inspection has been conducted of the building at the close of each business day.

c. All doors and windows, including fire doors, shall be closed and properly secured at close of business unless approved in writing by the Commanding Officer or authorized representative.

d. No door will be permanently blocked without advance written approval of the Fire Prevention Division. Doors that are to be secured shall be identified with two inch block letters reading, "DOOR BLOCKED," in the center section on both sides of the door. Exit doors in occupied buildings shall not be secured in such a manner as to prevent their use as exits.

#### 6. Modification of Buildings and Self-Help Projects

a. Facilities shall not be constructed, modified, or altered without written approval of the Fire Prevention Division, Public Works Planner, and FMD.

b. All self-help projects shall be approved by the Fire Prevention Division before submitting them to the FMD self-help coordinator.

c. When building occupants are painting interior or exterior spaces, the following areas shall not be painted:

(1) All sprinkler system piping and sprinkler heads.

(2) Fire hydrants.

(3) Fire-rated labels on all fire doors and fire-rated door jambs.

(4) Fire-rated overhead door fusible links.

(5) Any fire alarm, sprinkler system, and/or special suppression systems appliances (e.g. pull stations, fire department connections, fire alarm control panels, post indicator valves, heat detectors, smoke detectors, etc).

7. Camouflage Netting. Camouflage netting is not approved as an interior wall cover. It is not approved to be draped over buildings. Camouflage netting is approved to be used as designed for field purposes.

#### 8. Sleeping Quarters

a. The use of buildings other than approved barracks or quarters for sleeping purposes is prohibited, except when approved by the Fire Prevention Division. All sleeping quarters will have hard-wired smoke

detectors installed, battery powered smoke detectors are **NOT** approved. This requirement includes all sleeping watches and duty rooms.

b. A written request to establish a sleeping watch or duty room must be submitted to the Fire Prevention Division for approval prior to implementation.

9. Vacating Buildings. When it becomes necessary to vacate a building the following guidelines will apply:

a. The building will be thoroughly cleaned of all trash and debris, the floors swept, and the furniture (if kept in the building) will be neatly stacked in the center of the rooms.

b. The Fire Prevention Division will be notified in writing anytime a building is to be vacated. The Fire Prevention Division will conduct an inspection of the proposed vacant building prior to securing.

c. All points of entry shall be locked and preferably securely boarded by the responsible organization. Post responsible unit name, point of contact, and phone number at the entrance.

d. Signs shall be posted conspicuously on the property prohibiting entry except by order of the Commanding Officer or his authorized representative.

e. In securing a deactivated building, electric power to the building shall be disconnected at the main control panel and the service line fuses removed or circuit breakers tripped. Gas supply lines should be disconnected and capped outside the building. When securing unoccupied buildings, gas main valves shall be closed.

10. Sentries and Security Patrols

a. The following instructions will be given to sentries, patrols, and security guards prior to assuming their duty:

(1) Upon discovery of a fire, they will immediately sound the alarm, evacuate the building, call the Fire Department (ext. 911) and standby to direct firefighting forces to the scene of the fire.

(2) Instructions to sentry, patrols, and security guards will include information relative to the manner in which buildings are secured for the night, what portions are locked, and what parts will normally be unlocked.

b. A fire plan for all military sentry posts, patrols, and security guard personnel will be available in appropriate locations for the purpose of personnel instruction. Such plans will contain:

(1) The location of all fire alarm boxes in the vicinity of the sentry post as well as those in, or adjacent to, any given patrol route.

(2) The proper fire reporting telephone number to be used in the event of a fire is 911 for both Installation phones as well as base housing phones and cell phones.

(3) During non-working hours, the locations of accessible telephones.

(4) Operating principles of all portable firefighting appliances (i.e., fire extinguishers) and the proper appliances to be used on various types of fires.

11. Access Boxes (Knox Boxes). Buildings with access boxes installed (i.e., Knox Boxes), shall contain keys necessary to gain entrance to the building and the fire protection systems within the facility as required by the Fire Prevention Division. The Fire Warden and/or Building Manager shall immediately notify the Fire Prevention Division at (760) 763-2703, and provide a new key, any time a lock is changed or re-keyed.

12. Circumstances Requiring a Permit

a. Cutting and Welding Operations. This includes all applications that produce a spark, flame, or heat.

b. Display Fireworks. For possession, transportation, storage, and discharge of display fireworks aboard Marine Corps Base, Camp Pendleton (MCB CamPen).

c. Exhibit and Trade Shows. For operation of all exhibits and trade shows held aboard MCB CamPen.

d. Hangar Events. For the location and operation of special events in the Hangars.

e. Special Outdoor Events, Carnivals, and Fairs. For the location and operation of special outdoor events, carnivals, and fairs.

f. Tar Kettles. For placement of a tar kettle.



## Chapter 5

### Life Safety

#### 1. General

a. Every building or structure shall be constructed, arranged, equipped, maintained, and operated to avoid undue danger to the lives and safety of its occupants from fire, smoke, fumes, or the resulting panic during the period of time reasonably necessary for escape from the building or structure, in case of fire or other emergency.

b. All life safety requirements shall be in compliance with National Fire Protection Association (NFPA) Standard 101, Life Safety Code (LSC).

2. Interior Finishes. Wall and ceiling finishes and movable partitions shall conform to requirements of the current NFPA 101 LSC, Chapter 10.2, unless specified elsewhere in the LSC for specific occupancies and/or the current edition of reference (c).

#### 3. Exits and Means of Egress

a. Every building or structure designed for human occupancy will be provided with exits sufficient to permit the prompt escape of occupants in case of fire or other emergency. In all facilities, exits shall be arranged and maintained to provide free and unrestricted egress from all parts of the building or structure at all times when occupied. No locks or fastening devices to prevent free escape from the inside of any building will be installed.

b. Every exit shall be clearly visible or exit routes shall be conspicuously marked in such a manner that every occupant of every facility who is physically and mentally capable will readily know the direction of escape from any point.

c. Means of egress shall be clear of obstructions at all times.

d. Any device or alarm installed to restrict the proper use of an exit will be designed and installed in such a way that it cannot, even in case of a failure, impede or prevent use of the exit.

#### 4. Exit Markings

a. Access to exits and exit facilities will be marked by readily visible signs where the exit or way to reach the exit is not immediately visible to the occupant.

b. Exit signs shall conform to the requirements of NFPA 101 LSC, Chapter 7.10., "Marking of Means of Egress."

5. Panic Hardware and Fire Exit Hardware

a. Only approved panic hardware shall be used on doors that are not fire doors. Only approved fire exit hardware shall be used on fire doors.

b. Required panic hardware and fire exit hardware, in other than detention and correctional occupancies, shall not be equipped with any locking device, set screw, or other arrangement that prevents the release of the latch when pressure is applied to the releasing device.

c. No lock, padlock, hasp, bar, chain, or other device or combination thereof, will be installed or maintained at any time on or in connection with, any door on which panic hardware and/or fire exit hardware is required if such device prevents, or is intended to prevent, the free use of the door for exit purpose when the facility is occupied.

## Chapter 6

### Flammable and Combustible Liquids

#### 1. General Requirements

a. Gasoline will not be used for cleaning purposes or as an aid to burning with the exception of the Fire and Emergency Services and Aircraft Rescue and Firefighting Division (ARFF).

b. All gasoline spills will be reported to the Camp Pendleton Fire Department (CPFD), by dialing 911.

c. All gasoline powered vehicles, aircraft, and mobile equipment will be fueled outside of facilities.

d. Storage of gasoline within buildings is strictly prohibited.

#### 2. Portable Fuel Containers

a. Gasoline shall not be pumped or transferred, moved, stored, poured, or received by use of open glass or unapproved plastic containers.

b. All portable fuel containers will be properly marked with type of contents such as "GASOLINE", "KEROSENE", or "DIESEL" in two inch minimum black letters on a #14 yellow background.

#### 3. Source of Ignition

a. There will be no smoking or open flames in areas used for refueling, servicing fuel systems and/or internal combustion engines, and in the receiving or dispensing of flammable or combustible liquids. Conspicuous and legible signs prohibiting smoking will be posted within sight of the customer being served. The motor of all equipment being fueled will be shut off during the fueling process.

b. Empty flammable liquid containers shall not be stored or repaired until they have been thoroughly cleansed of hazard vapors. All containers that have held flammable liquids shall be thoroughly cleaned before being used for less hazardous material.

4. Operation of Filling Stations. The following rules shall be strictly enforced. Copies of these rules shall be conspicuously posted at each gasoline dispensing station:

a. Smoking, open flame, torches, sparks, exposed coil heaters, or other sources of ignition shall not be permitted within 50 feet of gasoline dispensing pumps.

b. No gasoline shall be dispensed to a vehicle while the engine is running.

c. No gasoline shall be dispensed to a vehicle unless it is equipped with a proper cap for the gasoline tank.

d. All personnel will dismount from their vehicle when fueling at military fueling points.

e. In the event gasoline is spilled near a vehicle, the engine shall not be started within 50 feet of the spilled gasoline or until the spill has been properly dissipated.

f. During fueling operations, the gasoline hose nozzle shall be kept in direct metallic contact with the tank or container to prevent formation of static electricity.

g. All electronic equipment is to be turned off (e.g., cell phones, blackberries, etc.) and not used while dispensing fuel. Operators dispensing fuel will focus on the dispensing process and not have their attention drawn elsewhere.

h. Personnel engaged in dispensing gasoline must be familiar with:

(1) Proper operation of firefighting equipment provided.

(2) The fuel power shut off switch.

(3) Fire Reporting Instructions.

5. Flammable and Combustible Liquid Storage Areas

a. Fuel and tank farms shall meet the criteria set forth in the current UFC 3-450-01, Petroleum Fuel Facilities. The Environmental Officer and CPFDP shall approve the location, quantity of fuels stored, and the proper segregation of containers in flammable or combustible storage areas.

b. Storage cabinets shall be marked in conspicuous lettering: "FLAMMABLE - KEEP FIRE AWAY." Storage cabinets shall not be located

within 50 feet of facilities unless they are UL listed as a flammable storage cabinet and the location has been approved by the CPFD.

c. The storage, handling, disposal, and dispensing of fuel are prohibited within 500 feet of any ammunition, demolition, pyrotechnic, or other explosive.

6. Compressed Gases and Liquefied Petroleum Gases

a. The storing and handling of liquefied petroleum gases shall conform to standards set forth in references (b) and (c).

b. Compressed gas cylinders shall be stored and handled in accordance with reference (b).

7. Painting and Spraying Applications. No mixing of flammable compounds shall take place in any building or area other than those specifically approved for such operations as per NFPA standards.

## Chapter 7

### Firefighting and Fire Protection Equipment

1. Fire Alarm and Fire Suppression Systems. For the installation of fire alarm and fire suppression systems use the criteria addressed in reference (c), along with the appropriate National Fire Protection Agency (NFPA) Fire Code Standards.

a. For the operations and maintenance of all fire protection systems, reference (d) shall be followed.

b. Building fire alarm control panels (FACP) and fire suppression systems shall be inspected by the building Fire Warden on a daily basis.

c. Any FACP or fire suppression system found to be in a trouble alarm status, damaged, or tampered with, will be reported immediately to the Emergency Dispatch Center and the Facilities Maintenance Service Desk for repair.

2. Portable Fire Extinguishers. General purpose, portable fire extinguishers must be provided where required by National Fire Protection Association Regulations. When provided, portable fire extinguishers must be located in accordance with reference (d). Any fire extinguisher found to be discharged or tampered with shall be removed from service and reported to the unit Fire Warden and Fire Prevention Division. Repair and replacement will be at the unit expense. Fire extinguishers that are no longer serviceable shall be disposed of properly. They can be turned into the 22 area recycle center, building 22054. Fire extinguisher inspection procedures, their frequency, and recordkeeping shall be in accordance with NFPA 10; Standard for Portable Fire Extinguishers.

3. Fire Hydrants

a. Fire hydrants are for firefighting purposes only and permission from the Fire Prevention Chief and the Water Resources Division must be obtained prior to any other use.

b. Fire hydrants shall not be obscured by brush, trees, signs, or storage and shall have free access for Marine Corps Base, Camp Pendleton Fire Department (CPFD) equipment. There shall be no parking within 15 feet of a fire hydrant.

c. Leaking fire hydrants, will be reported to the Facilities Maintenance Service Desk and Emergency Dispatch Center for repair.

When calling the hydrant in, provide the hydrant number (stenciled number located on the hydrant) and the street location.

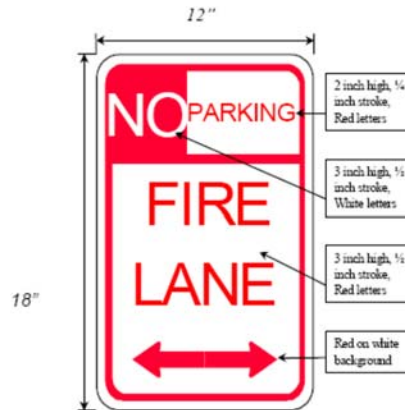
4. Fire Access Lanes. A road that provides fire apparatus access from a Fire Station to a facility, building, or portion thereof. This is a general term that includes, but is not limited to, a fire lane, public street, private street, driveway, parking lot lane, and access roadway.

a. Fire apparatus access roads shall be required for every building when any portion of an exterior wall of the first story is located more than 150 feet from the closest point of CPFDD vehicle access. Fire apparatus access roads shall be provided and maintained for purposes of rapid and reliable fire apparatus access and for unobstructed traffic circulation for evacuation or relocation of civilians during a wildfire or other emergency.

b. The dimensions of fire apparatus access roads shall be in accordance with NFPA 101; Life Safety Code.

c. When required by the fire department, approved signs or other approved notices shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. Signs or notices shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility (see Figure 7-1).

FIRE LANE SIGNS



Dimensions	The "No Parking Fire Lane" sign shall be 12 inches wide and 18 inches high.
Characteristics	The signs are to be all-season durable, reflective in nature, with red lettering on a white background.
Where Required	<p>"No Parking Fire Lane" signs are required in areas that meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Fire department access roadways less than 20 feet wide - signs shall be posted on both sides.</li> <li>• Fire department access roadways between 20 feet wide and 28 feet wide - signs shall be posted on one side only.</li> <li>• Fire department access roadways exceeding 28 feet wide - No Fire Lane restriction signage requirement.</li> </ul>
Installation	<p>The NO PARKING signs shall be installed as follows:</p> <ul style="list-style-type: none"> <li>• One at the beginning of the restriction (one arrow pointing towards the restricted zone).</li> <li>• One at the end of the restriction (one arrow pointing back into restricted zone).</li> <li>• One at least every 150 feet. Within the restricted area (double arrow pointing in each direction, to indicate the continuing restriction).</li> <li>• Spaced evenly within the restriction (for straight curbs and zones).</li> <li>• Spaced so that at least one readable sign is visible in front of a parked vehicle from any point along the restriction (for curved curbs and areas that may present visual obstacles).</li> </ul> <p>Some areas may need additional fire lane signs. Check with the Office of Fire Codes for any additional requirements.</p> <p>Painting of Curbs or Streets: To be painted by CPF.</p>

Figure 7-1. Fire Lane Signs



The diagrams below indicate the types of signs that can be used and the recommended placement of these signs with the appropriate arrows.



Either type may be used provided the same type is used consistently.

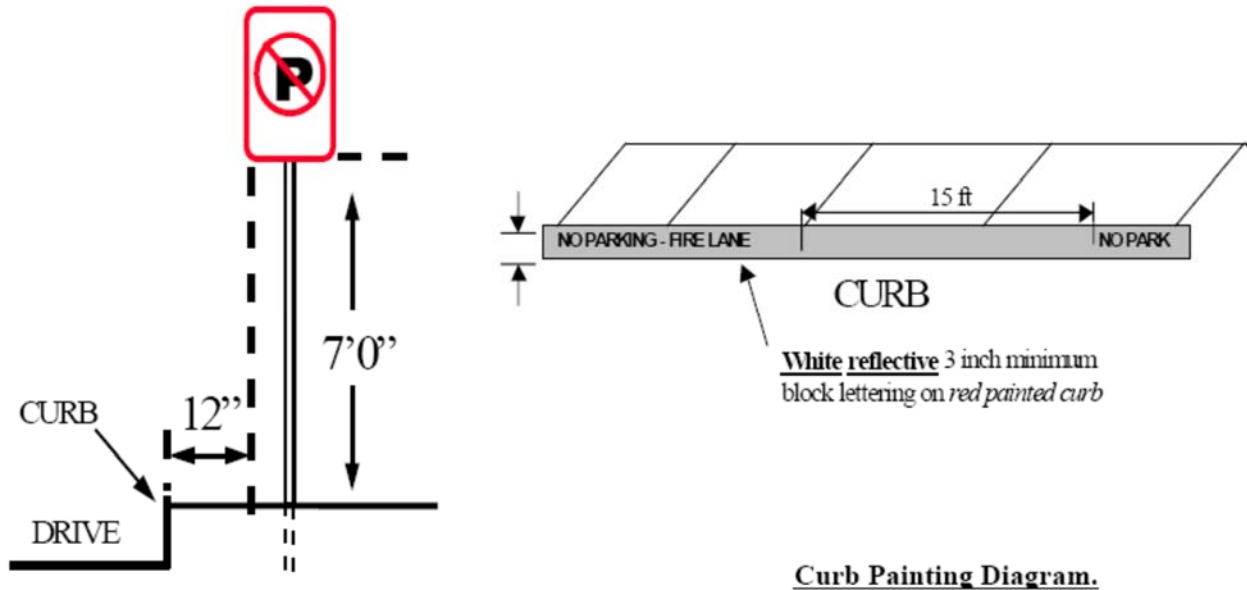


Figure 7-1. Fire Lane Signs (cont.)

d. Fire Lane Designation. Where the CPFDD determines that it is necessary to ensure adequate fire access, the CPFDD may designate existing roadways as fire access roadways as provided by California Vehicle Code section 22500.1.

e. Security Gates. No person shall install a security gate or security device across a fire access roadway without the CPFDD approval.

## Chapter 8

### Electrical Hazards

1. General. The following information shall apply to new, existing, permanent, or temporary appliances, equipment, fixtures, or wiring.

a. All electrical appliances, fixtures, equipment, or wiring shall be installed and maintained in accordance with National Fire Protection Agency (NFPA) 70, National Electrical Code.

b. Permanent wiring shall be installed and maintained in accordance with NFPA 70, National Electrical Code.

2. Extension Cords. Extension cords shall not be used as a substitute for permanent wiring.

a. They shall be plugged directly into an approved receptacle, power tap, or multi-plug adapter and shall, except for approved multi-plug extension cords, serve only one portable appliance.

b. Extension cords shall be maintained in good condition without splices, deterioration, or damage.

c. Extension cords and flexible cords shall not be attached to structures; extend through walls, ceilings, or floors, or under doors or floor coverings; or be subject to environmental or physical damage.

3. Multi-Plug Adapters. Multi-plug adapters, such as multi-plug extension cords, cube adapters, strip plugs, and other devices, shall be used in accordance with their listing and/or the Fire Prevention Division.

4. Electrical Fire Safety

a. Changes in electrical wiring, fittings, or attachments for electrical appliances will not be made except by authorized electricians approved by the Facilities Maintenance Division (FMD).

b. Defective electrical cords, lighting fixtures, appliances, and switches will be repaired and/or removed. Loose outlet plates will be secured as they can cause short circuits. All defective equipment will be reported immediately to the FMD service desk for repair. Privately owned appliances will be maintained in good condition, including all cords and attachments thereto, and will be subject to these regulations.

c. Electrical wiring or conduit shall not be used for any purpose other than that for which it was installed.

5. Electrical Circuits. Electrical circuits will not be overloaded or over fused. Circuit breakers will not be taped or locked in the "on" position.

6. Heat Producing Appliances

a. No electrical appliance or device will be installed or used aboard the station unless it bears the label of approval from UL, FM, or another nationally recognized testing laboratory.

b. The use of cooking appliances (e.g., toasters, coffee makers, microwave ovens, and similar equipment) in duty sleeping areas, administrative offices, warehouses, storehouses, and buildings or structures containing high value, critical material or equipment, is prohibited except in designated areas set up for such use. Cooking equipment in common areas in existing, non-sprinklered facilities that are provided with residential-type range top cooking surfaces must be equipped with an approved residential range top extinguishing system, or the stoves must be equipped with burners and controls that have their temperature limited to a maximum temperature of 662 degrees Fahrenheit (350 degrees Celsius). The range top extinguishing system must be connected to the facility fire alarm system to sound a general facility fire alarm and must automatically shut off all sources of fuel and electric power that produce heat to the equipment being protected by that unit.

c. Utilization of coffee making and microwave appliances in all barracks and lodges shall be permitted provided they are UL listed, set up away from combustible material, and are not attached to an extension cord. Coffee maker electrical cords will be unplugged when not in use.

7. Commercial Cooking Equipment. Commercial cooking equipment shall be in accordance with NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations, unless such installations are approved existing installations, which shall be permitted to be continued in service.

## Chapter 9

### Smoking and Open Fire Regulations

1. Prohibited Smoking Areas. Marine Corps Order 5100.26, Headquarters, U.S. Marine Corps (HQMC) Policy for a Smoke Free Work Environment, and MCO 5100.28, Marine Corps Tobacco Prevention and Control Program, establishes procedures to control smoking in occupied buildings and facilities. The use of electronic cigarettes and/or electronic vapor devices are subjected to these orders.

a. Posting of "NO SMOKING" Signs. "NO SMOKING" signs will be posted in all areas where smoking is prohibited. "NO SMOKING" signs will be procured by building occupants.

b. Smoking area(s) shall have Camp Pendleton Fire and Emergency Services and requesting unit concurrence.

(1) Units requesting establishment of designated smoking area(s) shall submit a proposed location to the Fire Prevention Division.

(2) Smoke break areas shall be outdoors and 50 feet away from common points of ingress and/or egress into and/or out of the facility and not in front of building air intake ducts or close to windows.

(3) Approved smoking area(s) shall have signs posted, "DESIGNATED SMOKING AREA" in six inch red letters on a white background.

(4) Smoking area(s) will be prohibited in area(s) covered with grass or brush, except by units in bivouac for training exercises and then only under condition(s) prescribed by the person in charge.

NOTE: Fire Danger Rating restrictions, as described in Chapter 15 of this Order, will apply.

### 2. Receptacles for Disposal of Smoking Materials

a. Suitable noncombustible receptacles for discarded smoking materials will be provided in adequate numbers in all areas where smoking is permitted. Only cigarette, cigar butts, and other tobacco remnants will be placed in such containers and will be disposed of in a safe manner.

3. Open Outdoor Fires

a. No open fire(s) of any type, or for any purpose, will be started and/or maintained on the installation without the approval of Fire Prevention Division. Exception: Aircraft Rescue and Firefighting (ARFF) training pit and the Swede live fire training facility in the fire department training area located on DeLuz Road.

b. Open burning is permitted in "fire rings" located on the Del Mar, San Onofre, Lake O'Neill beaches, and camp grounds.

4. Proper Use of Barbeque Grills (BBQ)

a. Properly designed and approved charcoal/briquettes and/or propane fed BBQ's, either portable and/or stationary, are allowed provided:

(1) They are on the ground level when they are used. Charcoal or gas BBQ's are prohibited on all floors above the ground floor level of all bachelor enlisted quarters and lodging facilities.

(2) They are placed no closer than 20 feet from any structure (this does not include single-family dwellings).

(3) Single-family dwellings shall not have or use charcoal grills and/or store them on balconies, or within 10 feet of combustible patios on ground floors.

5. Turkey Fryers

a. Turkey fryers are not permitted unless they are Underwriters Laboratories (UL) listed and used in accordance with the manufacturer's safety instructions.

b. Turkey fryers pose a substantial danger due to the large quantity of cooking oil used at high temperatures, and units currently available for use pose a significant danger that hot oil will be released at some point during the cooking process. The following conditions need to be met:

(1) The stand must be of sturdy construction.

(2) Turkey fryers will be set-up in outdoor areas only, in a clear space, and 35 feet from any structure or vegetation.

(3) The turkey fryer will be on a flat surface to reduce the chance of tipping over.

## Chapter 10

### Hazardous Materials and Special Processes

1. Cleaning and Refinishing Floors. Floor cleaning, treatment, or refinishing can be a fire hazard if flammable solvents or finishes are used. In addition, the removal, sanding, and refinishing of floor surfaces, especially wood floors, can generate combustible dusts and residues. There are commercially available liquids for refinishing and cleaning floors that are nonflammable/noncombustible. These types of liquids are the only liquids that are authorized for use.

2. Spray Finishing Operations. Spray application operations and processes shall be confined to spray booths, spray rooms, or spray areas, as defined in National Fire Protection Association (NFPA) 33, Standard for Spray Application Using Flammable or Combustible Materials.

3. Storage and Handling of Hazardous Materials and Residues. Dangerous chemicals and compressed gases will be stored in such a manner that accidental breakage, leakage, or rupture of containers or exposure to fire, heat, or water will not result in the comingling of such materials with other substances which might produce fires, explosive or flammable gases, toxic fumes, or jeopardize the safety of personnel and materials. New and existing storage occupancies shall comply with the current applicable Uniformed Fire Code (UFC) and NFPA standards for the storage of hazardous materials.

a. Safety data sheets (SDS) shall be readily available on the premises for hazardous materials stored in/on the premises.

b. Hazardous materials shall not be released into a sewer, storm drain, ditch, drainage canal, lake, river, or tidal waterway; upon the ground, sidewalk, street, or highway; or into the atmosphere.

c. The Fire Department shall be notified (via 911) immediately when an unauthorized hazardous materials discharge occurs.

#### 4. Hazardous Identification Signs

a. Hazardous materials such as chemicals and acids will be kept segregated from other materials and stored in a location where they are not likely to be moved. This area will be posted with "CAUTION" signs in four inch minimum letters on yellow background and a second sign "HAZARDOUS MATERIALS STORED" in four inch minimum letters, on

yellow background. These visible hazard identification signs will be in accordance with NFPA 704.

5. Outdoor Storage and Use Areas. Outdoor storage and use areas for hazardous materials shall comply by ensuring outdoor storage and use areas and surrounding areas are cleared out to 15 feet and shall be kept free of weeds, debris, and common combustible materials not necessary to the storage or use of hazardous materials.

6. Storage of Compressed Gas Cylinders

a. The storage, use, and handling of compressed gases in containers, cylinders, and tanks shall be in accordance with the provisions of the current NFPA 55, Standard for the Storage, Use, and Handling of Compressed Gases and Cryogenic Fluids in Portable and Stationary Containers, Cylinders, and Tanks.

b. Individual compressed gas containers, cylinders, and tanks shall be marked or labeled in accordance with Department of Transportation (DOT) requirements. Labels applied by the gas manufacturer to identify the liquefied or non-liquefied compressed gas cylinder contents shall not be altered or removed by the user.

7. Oxygen Systems

a. The use, handling, storage, repair, and maintenance of aircraft breathing oxygen systems shall comply with the current editions of Naval and Marine Corps Directives and National Fire Codes NFPA 50 and NFPA 410.

b. Except in an area specifically designated for such parking, no oxygen cart or oxygen trailer will be parked within 25 feet of any building.

8. Hot Work Operations. Hot work will comply with NFPA 51B, Standard for Fire Prevention during welding, cutting, and other hot work. Hot work processes include the following; welding and allied processes; heat treating; grinding; thawing pipe; powder-driven fasteners; hot riveting; and similar applications producing a spark, arc, flame, or heat.

a. Welding and cutting operations will be conducted in locations designed and authorized for such operations (e.g., welding shops).

b. Welding permits (i.e., hot work permits) shall be issued by the Fire Prevention Division for welding and cutting being conducted in any other areas.



c. Permits shall be issued to the individual performing the actual cutting or welding operation.

d. The permit shall be posted at the job site.

e. When welding and cutting operations are to be conducted within any building or structure not approved for such purpose, the Fire Prevention Division will be notified one week in advance for issuance of a hot work permit by contacting the Fire Prevention Division.

f. When welding or cutting is being performed in any confined space, except in an authorized welding shop, the gas cylinders will be kept outside unless specifically authorized by the Fire Department.

g. Hot tapping or other cutting and welding on a flammable gas or liquid transmission or distribution utility pipeline shall be performed by a crew that is qualified to make hot taps.

9. Battery Charging Shops. Battery charging shops shall be well ventilated and segregated from other areas by noncombustible construction.

10. Aircraft Maintenance Hangars. Aircraft in hangars shall be properly grounded at all times. Grounding cups shall be kept clean, grounding cables and clamps shall be maintained in good repair, and service pits shall not be used for grounding aircraft except where provided.

11. General Storage. No paint lockers will be used inside of a building for the storage of containers of flammable or combustible liquids as defined by the Fire Department (NFPA Standard 30). All paints, thinners, solvents, brushes, drop cloths, rags, etc., must be removed from the building at the end of the work day. They shall be placed in flame resistant paint lockers that are placed at least 50 feet from the building and/or combustible materials. Paint lockers shall be painted brilliant yellow and marked with contents (FLAMMABLES) on all four sides utilizing four inch, red letters on a white background.

12. Radioactive Materials

a. When radioactive materials (including weapons) are transported, stored, handled, or used aboard Marine Corps Base, Camp Pendleton, the Fire Department will be immediately notified.

## Chapter 11

### Warehouses and General Storage Areas

1. Standards. The standards as set forth in National Fire Protection Agency (NFPA) 231, Fire Protection of Storage, NFPA 231C, General Storage, and Marine Corps Order 4450.14, Joint Service Manual for Storage and Materials Handling, will be followed for recommended practices.
2. General. Good housekeeping practices are as essential to safety as they are to efficient storage operations. Many potential accidents and fires are prevented when warehouses, storerooms, and outside storage areas are maintained in a clean and orderly condition.
  - a. No materials or equipment will, temporarily or permanently, obstruct any designated exit door.
  - b. Doors will not be secured or blocked in any manner except upon prior approval of the Marine Corps Base, Camp Pendleton Fire Department (CPFDD). Those doors, when secured or blocked, will have a sign posted on both sides stating, "SECURED" in four inch minimum, black letters on a #14 yellow background.
  - c. All fire exit doors shall be unlocked during normal working hours and not blocked.
  - d. Aisle Maintenance. When restocking is not being conducted, aisles shall be kept clear of storage, waste material, and debris. Fire Department access doors, aisles, and exit doors shall not be obstructed.
  - e. Emergency Plan and Employee Training. There shall be in effect an approved written plan for the emergency egress and relocation of occupants. All employees shall be instructed and periodically drilled with respect to their duties under the plan.
3. Notification of Changes in Storage. The Fire Prevention Division will be notified immediately of any change in storage occupancy which would necessitate a change in type or location of auxiliary firefighting equipment.

4. Fire Protection Equipment. Fire Protection Equipment will not be blocked by storage. Aisles leading to Fire Protection Equipment will be kept clear.

5. Stock Clearance

a. A minimum clearance of 24 inches will be maintained between stored materials (that absorb and expand with water) and walls, except where approved by the Fire Prevention Division.

b. Below Automatic Sprinkler Deflectors. The height of the stack below automatic sprinkler deflectors will be limited as follows:

(1) When stack heights do not exceed 15 feet, an 18 inch clearance will be maintained.

(2) When stack heights exceed 15 feet, a 36 inch clearance will be maintained.

c. Below Joists, Rafters, Beams, and Roof Trusses. The height of the stack below joists, rafters, beams, and roof trusses will be limited as follows:

(1) When stack heights do not exceed 15 feet, an 18 inch clearance will be maintained.

(2) When stack heights exceed 15 feet, a 36 inch clearance will be maintained.

(3) Regardless of their height, stacks in buildings without fire prevention sprinkler systems will have a 36 inch clearance, except reclaimed metal drums which may be stacked 14 to 20 inches from metal joists, rafters, beams, and roof trusses in buildings without a fire prevention sprinkler system of all metal constructions and without electrical wiring.

d. Light or Heating Fixtures. Around lights or heating fixtures, an 18 inch clearance will be maintained. A minimum 36 inch clearance will be maintained between combustible materials and heating units, heating exhaust ducts, hot water or steam heating pipes, radiators, and exhaust fan systems.

e. Above Level of Roof Trusses. When supplies are stacked above the horizontal level of lower roof truss members or beams, the horizontal clearance between supplies and structural members or other installed devices will be 18 inches.

f. Clearance of 24 inches will be maintained between stock and substandard firewalls (less than four hour fire rating).

g. A 24 inch clearance around personnel doors and/or fire aisles will be maintained.

h. Clearance Around Horizontal Fire Doors

(1) A 24 inch clearance will be maintained between stock and the fire door except for the portion of the fire door near the aisle. For this portion of the fire door, a 36 inch clearance will be maintained between stock and the horizontal fire door.

(2) Where a protective barricade is provided for the fire door, no clearance between stock and barricade is required.

i. Aisles will be maintained for access to electrical equipment, firefighting equipment, sprinkler valves, etc.

j. Firefighting equipment, sprinkler valves, electrical panels, gas shut off, etc., shall not be obstructed, and a minimum three feet diameter clear space shall be maintained around such equipment.

6. Directional Arrows. Directional arrows will be placed in aisles and where fire extinguishers or other firefighting emergency equipment is not easily discernible from a reasonable distance. Directional arrows indicating the location of the fire exits will be similarly posted when they are not easily discernible. In this instance, the lower portion of the sign will read "FIRE EXIT."

7. Mechanical, Handling Equipment, and Industrial Trucks

a. Liquid Petroleum gas-powered industrial trucks (e.g., forklifts) shall comply with NFPA 505, Fire Safety Standard for Powered Industrial Trucks Including Type Designations, Areas of Use, Conversions, Maintenance, and Operation. Gasoline or diesel powered industrial trucks must be moved outside when not in use.

b. Compressed natural gas (CNG) powered industrial trucks (e.g., forklifts) shall comply with NFPA 58, Powered Industrial Trucks, Including Type Designations, Areas of Use, Conversions, Maintenance, and Operations. CNG powered industrial trucks must be moved outside when not in use.

c. Refueling of any of these types of trucks shall be conducted outdoors.

## Chapter 12

### Heating Systems

#### 1. General

a. Adequate clearances will be maintained between flammable material, steam pipes, furnaces, flues, and accessories. Exposed surfaces too hot for the bare hand should be considered hazardous. For reference and distance criteria, call the Fire Prevention Division at extension (760)763-2703.

b. The use of open-flame type heating devices is prohibited in areas where flammable vapors are likely to accumulate (e.g., gasoline stations, garages, paint shops, aircraft hangars, etc).

c. Engine pre-heaters shall not be used as heating units for facilities.

2. Military-Type Heaters and Stoves. Issued military-type tent stoves and gasoline heating units are for field use only. These are not approved for use aboard the Installation.

3. Gas-Fired Heaters. Gas-fired heaters and stoves will be secured in a fixed position so as to prevent movement and subsequent development of leaks in gas connections. Flexible connections will be equipped with automatic safety pilots (automatic pilot, complete shut-off type) of types approved by the American Gas Association or will bear approval labels by Underwriters Laboratories (UL), or the Factory Manual Laboratories.

4. Portable Electric Heaters. All portable electric heaters shall be UL listed.

5. Temporary Propane Heaters. Portable propane heaters are not authorized for use inside any facility .

6. Heating, Ventilating, and Air-Conditioning Systems. Air-conditioning, heating, ventilating ductwork, and related equipment shall be in accordance with National Fire Protection Association 90A, Standard for the Installation of Air-Conditioning and Ventilating Systems. Approved existing installation shall be permitted to be continued in service.

## Chapter 13

### Fueling Operations

#### 1. General

a. Only authorized and qualified personnel will be permitted to operate fueling equipment. They will have a thorough knowledge of the hazards involved and know the regulations for handling flammable liquids.

b. During fueling of vehicles there will be no smoking and/or open flames allowed within 50 feet.

c. Fuel spills involving gasoline or other flammable liquids will be immediately reported to the Camp Pendleton Fire Department (CPFD) via 911. Gasoline, JP fuels, oil, or any other flammable liquids will not be permitted to enter the Installation storm and sanitary drains. The indiscriminate disposal of flammable liquids is prohibited.

2. Aircraft Fuel Spills and Notification Procedures. Fuel spills that require the dispatching of fire apparatus will be reported to the Emergency Communications Center via 911. Provide the necessary information required for rapid response of fire equipment, such as location, nearest building number, aircraft number, and other pertinent information requested by the Dispatch Center.

Chapter 14

Fire Investigations

1. Investigative Procedures for Major Fires

a. Phase I - Suppression

(1) The Fire Department is responsible for fully identifying the person(s) who turned in the alarm(s), the time of the alarm(s), and the method(s) of communication utilized.

(2) During the actual fire suppression operation, one of the responding fire officials is responsible for making technical observations of the fire and preserving physical evidence.

(3) Military Police will be responsible for traffic control and identification of spectators and witnesses on the scene. They will further furnish such additional assistance as requested by the Senior Fire Officer.

(4) All requests for information concerning the fire will be referred to the Communication Strategy and Operations Office, who will be responsible for release of such information as considered appropriate.

b. Phase II - Inspection

(1) Once the fire is extinguished, an appropriate Camp Pendleton Fire Department (CPFD) official will be responsible for conducting a preliminary inspection of the scene prior to overhaul (clean up). During the procedure, the official will preserve all evidence, and upon completion, establish a probable cause of the fire. If probable cause is determined to be other than accidental, assistance will be requested from the Provost Marshal's Office.

(2) The fire area will remain under the control of the CPFD and will not be released to the occupying organization until authorized by the Fire Chief.

(3) Military Police will be responsible for establishing temporary fire scene security.

(4) The building manager will be responsible for maintaining long-term security in the event it becomes necessary.

c. Phase III - Investigation

(1) If the CPFDD determines there is a need for a possible criminal investigation, they will assign a fire inspector to work with the criminal investigator and/or will call in an expert.

(2) If the CPFDD determines there is a need for an investigation, they will brief the investigator and turn the investigation over to the investigating authority (e.g., Criminal Investigation Division, Naval Criminal Investigation Service, etc.).

(3) The CPFDD is responsible for obtaining a detailed statement from each firefighter of their actions and observations.

(4) If the cause of the fire appears suspicious, the investigator assigned is responsible for interviewing the official who made the determination of suspicion. A preliminary examination of the scene with the aid of the assigned expert is then conducted. If an investigation is considered warranted, the appropriate command request for an investigation is obtained, a control agent and investigative team are assigned, and scene security is established through command authority for the duration of the investigation. An incident command post is then established near the fire scene where all developed information will be channeled. Authorized command authorities that visit the scene will be briefed and the investigation will be coordinated.



## Chapter 15

### Wildland Fire Prevention and Firefighting

1. General. Wildland fires, regardless of cause, have a potential for adverse consequences, including loss of human life. All reasonable means available must be taken to prevent such fires and to reduce damage when it does occur. It is imperative that awareness on the part of all Officers in Charge and Range Safety Officers (RSO's) is maintained and that all persons are instructed in fire prevention and fire suppression. It is the intent of this instruction that all personnel be made aware of, and adhere to, the instructions and guidance contained herein and in Station Order 3500.2, Training Area Regulations, with a view towards accomplishing training while avoiding unwanted fire(s).

#### 2. Action

a. Each Area Commander will prepare and post supplemental fire regulations and instructions based upon this instruction.

b. As is practicable, all persons shall receive basic instructions and training in fire prevention for the field and for ranges.

#### 3. On-Base Wildland Firefighting

a. Fire Conditions. In order to reduce the inherent danger from wildland fires, the Deputy Chief of Operations, Marine Corps Base, Camp Pendleton Fire Department (CPFDF) representative, will establish and promulgate the Fire Danger Rating (figure 15-1) daily, which will be applicable to and observed by all organizations and personnel aboard Marine Corps Base, Camp Pendleton (MCB CamPen).

##### b. Dissemination of Fire Conditions

(1) The fire danger ratings are determined by CPFDF. This information is telephoned to the Assistant Chief of Staff (AC/S), G-3/5, and distributed via local area network message to all units aboard MCB CamPen. During non-working hours, the Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) Command Duty Officer (CDO) will release the message.

(2) When the fire danger rating reaches "EXTREME," a notice reinforcing the fire danger rating will be sent to all units aboard MCB CamPen by the AC/S G-3/5 during working hours and the MCIWEST-MCB CAMPEN CDO during non-working hours.

(3) During major exercises aboard MCB CamPen involving air, land, and sea units, the Commanding General, MCIWEST-MCB CAMPEN may alter the restrictions imposed by the fire danger rating as deemed necessary.

c. Action

(1) Officers Responsible for the exercise of firing or training will allow training to commence only after ascertaining the fire danger rating in effect and adopting the appropriate fire prevention measures.

(2) Longrifle will notify each range of changes in the fire danger rating as they occur.

(3) In the event of a wildland fire on any range, impact, or training area, the RSO will immediately notify Longrifle, who in turn will notify CPFDD by the most expeditious means possible, stating the exact location and the extent of the fire. The RSO will remain in the area, with the unit, subject to the orders of Fire & Emergency Services (F&ES) when they arrive on the scene. Due to the possibility of unexploded ordinance, under no circumstances will troops enter an impact area to fight fire.

(4) The Range Control Officer (RCO), or a designated representative, will monitor all range and training area fires as they occur and is authorized to take such action as necessary to assist the Fire Chief to safeguard government property and personnel. This will include the control of firing and the removal of training units from maneuver areas threatened by fire. Maximum effort will be made not to interfere with scheduled training; however, in cases of doubt, overall safety consideration shall take precedence.

(5) Open fires are not permitted in any training area except for warmth and cooking when authorized by Longrifle, who will in turn coordinate with CPFDD. Such fires will not be permitted when the fire danger rating is "EXTREME".

(6) The Fire Chief or Senior Fire Officer will take the following action for wildland fires:

(a) Immediately proceed to the scene of the fire and assume command and control of all firefighting activities.

(b) Establish command and organize fire ground operations as outlined in the National Interagency Incident Management System.

(c) Request fire air attack resources from the appropriate agency when deemed absolutely necessary.

(d) Provide situation reports to the Commanding Officer, Security Battalion; the Assistant Chief of Staff, G-3/5; the designated point of contact for the Director, Environmental (if environmental constraints are a factor), and/or the MCIWEST-MCB CAMPEN Command Center (when activated).

(e) Keep COMMSTRAT informed.

d. Reporting of Fires. Immediately report fires to Longrifle via Land Mobile Radio (LMR) or (760) 725-3974. Additionally, if Longrifle is unavailable, notify CPFDP at 911 or (760) 725-3333, and give the

following information below. RCS DD-11320-01 is assigned to this reporting requirement.

(1) Name, rank, organization, and telephone number.

(2) Location of Fire. Indicate by using military grid coordinates, building or range number, maneuver area, or make a reference to a prominent terrain feature or landmark.

(3) State what action is being taken by personnel at the scene of the fire to extinguish it. If requested by F&ES, the person reporting the fire will wait and direct the initial responding F&ES unit to the fire area.

e. Concept

(1) F&ES is responsible for supervising forces engaged in fire suppression.

(2) The RCO will advise the on duty Fire Chief of the locations of units that are utilizing range/training areas in the vicinity of the fire. The RCO will also notify the Fire Chief of training facilities and structures that must be given a high priority of protection. Additionally, the RCO will cancel authority to utilize ranges and training areas endangered by the fire and order units to vacate the area of danger.

f. Responsibility

(1) Fire Department. F&ES will establish an Incident Command Post at the scene of the fire and an Emergency Operation Center in building 22131 if a critical situation occurs or is anticipated.

(2) Provost Marshal. The Provost Marshal will provide traffic control and reduce traffic in the fire area as required upon request of F&ES.

(3) Communications Strategy and Operations (COMMSTRAT). COMMSTRAT will coordinate information service coverage as required and will work in conjunction with F&ES' Public Information Officers.

g. Area Commanders. When notified that a wildland fire has started in their area, the Area Commander or a representative will maintain liaison with the RCO concerning the location of all personnel utilizing training and training support facilities within the fire area in order to more effectively coordinate with F&ES on troop safety.

h. RCO

(1) Establish liaison with F&ES to advise of the location of troops, equipment, and training facilities in the vicinity of the fire.

(2) Coordinate live firing and training to permit firefighting equipment and personnel free access to the fire with minimum interruption to training.

(3) Establish liaison with F&ES to ensure live firing and training will not interfere with aircraft involved in fighting the fire.

Fire Danger Ratings

FIRE DANGER RATING	PROBABILITY of IGNITION HAZARD	PRECAUTIONS and RESTRICTIONS
<b>LOW</b>	Use normal caution. Low ignition hazard.	Normal precautions. No restrictions.
<b>MODERATE</b>	Use normal caution. Medium ignition hazard.	Normal precautions. Heat sources are hazardous; "easy" burning conditions. No restrictions.
<b>HIGH</b>	Use extra caution. High ignition hazard; fires start easily.	Smoking is permitted in designated areas only. Heat/flame sources in maneuver area will be limited to cleared areas. "Moderate" burning conditions.
<b>VERY HIGH</b>	Use extreme caution. Very high ignition hazard. Fires become difficult to control.	Smoking is permitted in designated areas only. Off-road driving restricted to roadbeds. Use of fire or pyrotechnic devices prohibited. Dangerous burning conditions. Quick ignition and rapid build up of fires.
<b>EXTREME</b>	Use extreme caution. Extreme ignition hazard Fires nearly impossible to control. Associated with "Santa Ana" wind events.	All heat sources are dangerous and prohibited. Vehicles should remain on paved roads. Smoking permitted under strict supervision and in clear areas only. Extreme burning conditions with high potential for spot fires.

Figure 15-1. Fire Danger Ratings

## Chapter 16

### Fire Watch

1. Purpose. The purpose of this guideline is to assist building occupants, building managers, and others with the proper establishment of a fire watch when required by Marine Corps Base, Camp Pendleton Fire Department (CPFD).

2. Scope

a. This guideline shall be followed anytime a required fire alarm system, fire sprinkler system, or any other fire protection system is out of service. This guideline shall also be followed if a fire watch is required by the CPFD for any other reason.

b. A fire watch is a physical inspection conducted when a building's fire alarm, sprinkler, suppression, or other systems are temporarily out of service. Posting of a fire watch is the responsibility of the building occupant or their designated representative, which may include tenants or construction superintendents. Fire watch personnel are required to continually patrol the facility for evidence of smoke, fire, or any abnormal conditions 24/7. Whenever a life-threatening situation is discovered, the fire watch personnel must immediately contact emergency personnel, alert the occupants and assist in the orderly evacuation of the facility.

3. Authority

a. National Fire Protection Association (NFPA) 101, Fire Detection, Alarm, and Communication Systems states: "When a Fire Alarm system is out-of-service for more than 4-hours within a 24-hour period, the Fire Department will be notified and the building evacuated or an approved fire watch shall be provided until the Fire Alarm system has been returned to service".

b. NFPA 101, Automatic Sprinklers and Other Extinguishing Equipment states: "Where a required fire protection system is out of service for more than 4-hours in a 24-hour period, the Fire Department shall be notified, and the building shall be evacuated or an approved fire watch shall be provided for all parties left unprotected by the shutdown until the sprinkler system has been returned to service".

NOTE: Sprinkler impairment procedures shall comply with NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems.

c. NFPA 101, Fire Watch states: "The assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both in an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers".

d. NFPA 1, Hot Work, Fire Watch: "A fire watch shall be provided during hot work activities and shall continue for a minimum of 30 minutes after the conclusion of the work. The fire department or the responsible manager under a hot work program, is authorized to extend the fire watch based on the hazards or work being performed. A fire watch is not required when the hot work area has no fire hazards or combustible exposures". Fire watch personnel shall have fire extinguishing equipment readily available and shall be trained in the use of such equipment. Individuals assigned to fire watch duty shall be responsible for extinguishing spot fires and communicating an alarm.

e. NFPA 241, Safeguarding Construction, Alteration, and Demolition Operations, Chapter 9 Safeguarding Roofing Operations, Fire Watch: "A fire watch shall be conducted for at least one hour after torches have been extinguished".

#### 4. Fire Watch Requirements

a. Fire Watch Duties. The CPFDP may require building occupants to provide a fire watch if a fire protection system fails, if there are an excessive number of accidental activations or nuisance alarms, or a special circumstance or event. Personnel to conduct the fire watch are determined by the building management. A professional security company is not required.

b. Definition of a Fire Watch. The assignment of a person or persons to an area for the express purpose of notifying the CPFDP and/or building occupants of an emergency, preventing a fire from occurring, extinguishing small fires, or protecting the public from fire or life safety dangers.

c. Requirements of the 2018 NFPA 101, Life Safety Code section 9.6.1.6 and 9.7.6.1. Where a required fire alarm or automatic sprinkler system is out of service for more than four hours in a 24-hour period, the authority having jurisdiction shall be notified, and the building shall be evacuated or an approved fire watch shall be provided for all parties left unprotected by the shutdown until the fire alarm or sprinkler system has been returned to service.

d. Management Responsibilities

- (1) Management shall have the responsibility of providing protection from the hazards of fire for persons and property.
- (2) Establish, instruct, and maintain fire watch personnel.
- (3) Develop detailed, understandable, written procedures and instructions.
- (4) A fire watch shall be established and maintained throughout the building.
- (5) The fire watch shall be performed by responsible individuals.
- (6) The number of persons required to perform fire watch will be sufficient that the entire building can be checked every hour.
- (7) Personnel assigned to fire watch responsibilities shall have no other responsibilities other than that of conducting the fire watch and must be fully capable of performing the duties associated with a fire watch.
- (8) Notify the Marine Corps Base, Camp Pendleton (MCB CamPen) Emergency Dispatch Center at (760) 725-4321 that the fire system is not working and again when the system has been repaired.
- (9) Notify your MCB CamPen Fire Inspector that the system is not working and again when the system has been repaired.
- (10) Contact your Facilities Maintenance Division zone manager and submit a MAXIMO request to fix the fire protection system.
- (11) If a Fire Hazard Notice has been written, contact the Fire Inspector on the report when the system has been repaired (during business hours Monday through Friday, 0630 to 1500).

5. Fire Watch Duties. The following steps, at a minimum, shall be implemented when a fire watch is required by the MCB CamPen Fire Prevention Division:

- a. Conduct periodic patrols of the entire facility as specified.
- b. Identify any fire, life, or property hazards.
- c. Upon the discovery of any fire or emergency, immediately notify the emergency dispatch center via 911 for fire or police assistance.



6. Frequency of Inspections. Fire Watch personnel should patrol the entire facility every 30 minutes in the following situations:

- a. The facility has people sleeping.
- b. The facility is an institutional occupancy.
- c. The facility is an occupied assembly occupancy.

d. Facilities that do not meet the requirements for a 30 minute patrol frequency should have a fire watch patrol every 90 minutes.

7. Record Keeping. A fire watch log shall be maintained at the facility. The log must be available at all times during the fire watch. The log should show the following:

- a. Address of the facility.
- b. Times that the patrol has completed each tour of the facility.
- c. Name of the person conducting the fire watch.

d. Record of communication(s) to the MCB CamPen Emergency Dispatch Center.

e. Record of other information as directed by the building Fire Inspector.

8. Cancellation of Fire Watch. It is management's responsibility to cancel the fire watch once the fire protection system has been fully restored or after the end of the special circumstance or event. Once the fire watch has been cancelled, management or a representative must notify the MCB CamPen Emergency Dispatch Center at (760) 725-4321 and their building Fire Inspector during normal business hours.