



DEPARTMENT OF THE NAVY  
JOINT BASE PEARL HARBOR-HICKAM  
85C TICONDEROGA ST STE 100  
PEARL HARBOR HI 96860-5102

JBPHHINST 8023.11A  
JB00  
25 MAR 2013

JOINT BASE PEARL HARBOR HICKAM INSTRUCTION 8023.11A

From: Commander, Joint Base Pearl Harbor-Hickam (JBPHH)

Subj: STANDARD OPERATING PROCEDURE NUMBER 1 (HANDLING, STORAGE,  
AND TRANSPORTATION OF SMALL ARMS AMMUNITION)

Ref: (a) OPNAVINST 8020.14  
(b) NAVSEA OP 5 VOL 1&2 Seventh Revision  
(c) NOSSAINST 8023.11B  
(d) OPNAVINST 3500.39C  
(e) OPNAVINST 5530.13C  
(f) JBPHHINST 8023.2  
(g) OPNAVINST 5102.1D

Encl: (1) JBPHH SOP NO. 1 Handling, Storage, and  
Transportation of Small Arms Ammunition

1. Purpose. Per references (a) through (g), this instruction establishes a comprehensive set of Standard Operating Procedures (SOP) for the operation of the JBPHH Regional Armory. This SOP provides specific policy, guidance, and direction to process expendable (non-nuclear) ordnance for the JBPHH Weapons Division.

2. Cancellation. JBPHHINST 8023.11.

3. Background. References (a) through (g) require that all Naval activities have written procedures prior to starting any operations involving Ammunition and Explosives (AE) and Material Potentially Presenting an Explosive Hazard (MPPEH). No operation involving these items will take place without approved and documented procedures. Within JBPHH, the Regional Armory meets the AE and MPPEH criteria.

4. Action. Personnel needing to engage in AE and MPPEH operations are required to be familiar with the provisions outlined in this instruction prior to conducting AE and MPPEH operations in the JBPHH area of responsibility.

  
J. W. JAMES

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JBPHHINST 8023.11A

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Element 1

Handling, Storage, and  
Transportation of Small Arms Ammunition

Joint Base Pearl Harbor-Hickam

Standard Operating Procedure

SOP No. 1

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## Element 2

### References

Number	Title
OPNAVINST 8020.14	DON Explosives Safety Policy Manual
NAVSEA OP 5, Volume 1, Seventh Revision	Ammunition and Explosives Safety Ashore
NOSSAINST 8023.11B	DON Standard Operating Procedures Development, Implementation and Maintenance for Ammunition and Explosives
OPNAVINST 3500.39C	Operational Risk Management (ORM)
OPNAVINST 5530.13C	Department of the Navy Physical Security Instruction for Conventional Arms, Ammunition, And Explosives (AA&E)
JBP HHINST 8023.2	Explosive Safety Policies, Requirements and Procedures
OPNAVINST 5102.1D	Navy and Marine Corps Mishap and Safety Investigation Reporting and Record Keeping Manual

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**Element 4**  
**Record of Development, Review,**  
**Validation and Approval**

Reviewed By	Name	Signature	Date
Developer			
Supervisor			
Weapons Officer			
Explosives Safety Officer			

Approved By	Name	Signature	Date
Commander			

Validation

The developer's and supervisor's signatures certify that a careful step-by-step dry run of the process was accomplished and the SOP is correct and will result in a safe, effective, and efficient operation.





## Element 7 Step-by-Step Procedures

Step

1. Personnel using this SOP shall be trained and competent.
2. No person shall work alone in a magazine. Ensure that two or more people perform the magazine inspection.
3. Verify that all required equipment is available.
4. Verify that all workers have signed the worker's statement.
5. Verify that supervisor's statement was signed.
6. Verify that the SOP is current.
7. Start evolution.

## Step-By-Step Procedures

### Handling Small Arms

#### PERSONNEL

#### Ammunition Handlers

#### MATERIALS

#### Appropriate AA&E keys

1. Small arms ammunition shall be handled in a manner so as to prevent shock or friction that may cause a fire, explosion, or damage to the material. These materials shall not be thrown, dropped, dragged, or tumbled over floors or over other containers.
2. Handling of small arms ammunition shall be reduced to a minimum in order to prevent damage and the creation of hazardous conditions. Precaution shall be taken to avoid the contact of small arms ammunition with sand, earth, gravel, and other abrasive or spark-producing substances and to avoid unnecessary exposure to inclement weather or direct sunlight.
3. Small arms ammunition shall be handled in a manner so as to avoid obliterating or defacing the identification markings.
4. Any evidence that small arms ammunition has been handled roughly, dropped, or damaged shall be reported promptly to the immediate supervisor or Officer-in-Charge.
5. A red (Bravo) flag shall be displayed at any building or location where small arms ammunition operations are in progress.
6. All personnel involved in handling small arms ammunition shall be trained, qualified, and certified.

WARNING: Possible Pentachlorophenol (PCP) Hazard. Wooden ammunition boxes that were treated with PCP present a serious hazard to personnel through dust inhalation or skin absorption provided that the PCP leaches out of the wood. PCP treatment was phased out between 1975 and 1981; however, some boxes still remain in the inventory. According to MIL-B-46506D and MIL-B-2427G the boxes were treated and marked as follows:

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PA = COPPER-8-QUINOLINOLATE  
PB = ZINC NAPHTHENATE  
PC = COPPER NAPHTHENATE  
P = PCP OR COPPER NAPHTHENATE

Copper naphthenate boxes are tinted green. Acceptable PCP boxes have a clear, waxy appearance. If leaching occurs, crystal blooms and/or wet spots will be visible on the wood surface. Do not touch the box; instead, cease operations and notify the supervisor immediately.

7. When loading containers with thin walls, extreme care shall be taken to determine which surfaces should be placed against supporting structures. During transports, precautions shall be taken to avoid damage caused by vibration to painted surfaces that might render the item unserviceable upon arrival at its destination.

8. Palletized unit loads shall be constructed in accordance with Military Standard MIL-STD-1322, MIL-STD-1323, and MIL-STD-1324 or other Army or Air Force standards that specify palletizing.

9. Wood pallets shall be inspected to ensure that no nails are loose or protruding from the top surface of the pallet. Split boards in wood pallets should be replaced before the pallets are used. Steel pallets and pallet adapted shall be inspected for broken weld joints and bent or otherwise defective parts. If the function of the pallet is affected, the broken parts must be repaired or replaced before the pallet or adapters are used.

10. The unit load shall be inspected for workmanship, arrangement of items on the pallet, proper selection of the pallet and accessory material, unobstructed handling equipment access facilities, proper position and tension of strapping, double crimping of seals, and unit load markings. The seal shall have a minimum tensile strength equal to 75% of the strength of the strap. Strapping shall never be reused or re-tensioned if it is found to be loose during load inspection. Loose strapping shall be removed and disposed of, and new strapping applied.

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11. All steel strapping, seals, chains and load binders, and webbing strap assemblies shall be visually inspected prior to use. Chains shall be free of excessive stretch, gouging, bent links, wear or other noticeable defects. Any deficiency shall be caused for rejection. Webbing strap assemblies with cuts, fraying, or conditions other than normal shall be considered unsafe for use.

12. Small arms ammunition boxes shall not be opened until the ammunition is to be used or inspected.

13. Small arms ammunition shall be protected from moisture, heat, dirt, and against blows, or shock that might dent it or fire the primer. Small arms ammunition shall not be placed haphazardly in a container allowing the projectile of one round to strike the primer of another.

14. Small arms ammunition shall not be exposed to direct sunlight for any considerable length of time.

15. Cartridges shall not be polished, although they should be wiped free of corrosion, moisture, or dirt.

## Step-By-Step Procedures

### Stowage of Small Arms

#### PERSONNEL

#### Ammunition Handlers

#### MATERIALS

#### Appropriate AA&E keys

1. Permitted operations involving small arms ammunition are those pertaining to storage and shipping operations.
2. Palletizing small arms ammunition can be done if the operations are directly incident to storage or shipping, and if not more than four persons and two pallet loads are involved in a magazine at one time. Loose or broken metal strapping is not allowed to remain on pallet loads. Metal bands may be cut, if necessary.
3. Replace damaged or loose strapping on boxed ammunition.
4. Issue limited amounts of packaged material from floor level provided the shipping container in which the item is packaged is closed and secured after the items removal, and the material removed is inside an inner package. A maximum of four persons and one box can be involved at any time. All containers that are less than completely full will be marked with the words "light box" and placed on top of the proper stacks.

#### MAGAZINE EXITS

1. When a single crew of one or more persons is in a magazine, at least one door shall be open. The path of travel from the workplace to the door must be unobstructed. When more than one crew is in the magazine performing different functions at least one door will be open for each crew. Exit routes for crews shall not cross each other.
2. Magazine doors with self-closing latches shall be secured so they cannot swing shut and trap persons inside the magazine.

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3. Red (Bravo) Flag shall be displayed on each magazine where personnel are working. It shall be removed when personnel leave the area.

4. The warehouse or store-room shall be adequately equipped against unauthorized entry and shall meet the requirements for magazine security due to the susceptibility of theft.

5. Small arms ammunition shall be stored in its original packing container.

6. Small arms ammunition is adversely affected by dampness, lack of ventilation, and heat. The combination of high temperatures and damp atmosphere is particularly detrimental to its propellant powder. If the atmosphere is damp or temperatures are unusually high, layers of boxes shall be separated by dunnage to permit the free circulation of air.

7. Ammunition shall be stored and stacked according to type and ammunition lot number, and each stack shall be placarded so the manufacturer, lot, caliber, grade, and quantity can be readily seen. Extreme care shall be taken to prevent mixing different lots of ammunition in one stack.

## Step-By-Step Procedures

### Transportation of Small Arms

#### PERSONNEL

Ammunition Handlers

#### MATERIALS

Appropriate AA&E keys

1. Any material modification, alteration, or addition (permanent or temporary) made to motor vehicles in order to facilitate cargo movements of small arms ammunition must be approved by NOSSA (N5), working in concert with the Navy PHST Center, NSWC Indian Head Division Detachment Earle, Colts Neck, NJ. The requesting agency must also coordinate modifications of this kind in accordance provided in NAVFAC P-300.
2. All divers and motor vehicles to be used for transporting small arms ammunition shall be inspected using Motor Vehicle Inspection (Transporting Hazardous Materials), DD Form 626.
3. Every motor vehicle transporting small arms ammunition must either have a closed body or, for flatbed trailers, have the load covered with a fire and water-resistant tarpaulin. The tarpaulin will be securely fastened to the vehicle by rope or wire tie-down in order to protect the vehicle from sparks, fire, and moisture.
4. Motor vehicle transportation will be planned in a manner to ensure expeditious execution with minimal delays in transit, and without any prolonged exposure to inclement weather conditions or any overnight parking.
5. Load and offload operations will be planned and conducted in a manner that facilitates expeditious handling at their respective points of origin and destination. The ammunition and explosive cargo will be placed inside the shelter of the receiving facility (magazine or range) with comparable dispatch.
6. All motor vehicle operators shall be instructed to return vehicles with rough running engines to the vehicle maintenance

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facility for corrective action. Explosives-laden vehicles shall be offloaded before proceeding to the maintenance facility.

7. Motor vehicles are prohibited from being operated within 100 feet of fuel storage areas and transfer operations, except service stations, where low-lying accumulations of flammable vapors from hazardous sources are present. In addition, vehicles shall not be parked over any grassy area or unpaved surfaces that may be oil soaked.

8. Plastic bed-liners generate static electricity and are not authorized for use.

9. When loading/unloading small arms ammunition from a truck or trailer, the brakes shall be set and the wheels chocked. Approved chocks may be procured from commercial sources provided they meet the requirements of SAE J348 or may be locally fabricated in accordance with NAVSEA drawing 2642779.

10. Vehicles used to transport small arms ammunition shall be fueled prior to commencing loading operations.

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## Transporting Ammunition via Designated Explosive Vehicle

### PERSONNEL

Qualified driver with the current explosive driver's license and medical card.

### MATERIAL

DD Form 626  
DD Form 836  
Explosive placards  
Cell Phone or UHF/VHF radio  
Two leather gloves  
Two face shield  
Banding kit

NOTE: Prior to any vehicle movement, the explosive driver will be verified by the shipping inspector to be properly qualified in accordance with (IAW) NAVSEA SW020-AF-HBK-010. The explosive vehicle used for transport will be inspected using the DD Form 626. The DD Form 836 will be completed and precautions will be complied with.

NOTE: Prior to accepting any ammunition, all 1348-1 shipping documents must be compared to verify that the Navy Ammunition Logistics Code's (NALCs), lot numbers, condition codes, and quantities are accurate. Ammunition should be inspected to ensure it is in good condition prior to signing and documentation.

NOTE: Explosive drivers must be properly qualified and have a current copy of the explosive driver's license and physical examination with them to legally transporting explosives. The driver and co-driver will both be armed for all ammunition movements.

NOTE: The Weapons Officer will be briefed on all ammunition transfers, and personnel involved and route.

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## Step-By-Step Procedures

### Ammunition Pick-Up

NOTE: Prior to picking up ammunition, the driver is to have a handheld radio communications with the Regional Dispatch Center (RDC).

#### Ford Island Bunker S145

1. Drivers and radio call sign is Whiskey 2. Ordnance handlers, upon arrival at Bunker S145, will request to access the bunker from the RDC. Once access is granted, the ammunition handler will access the bunker by deactivating the alarm. Once inside the bunker room, ammunition handlers will locate the ammunition required for pickup and move the ammunition to a staging area prior to loading the vehicle. Any changes shall be annotated and documented accordingly.
2. The explosive driver will inspect the ammunition ensuring the NALC, lot number, condition code, quantity and that the information provided by the Ammunition Administrator is correct prior to loading ammunition.
3. Ammunition handlers will ensure that all bunker cell doors are closed and contact the RDC and reactive the alarm.
4. A minimum of one escort will maintain constant supervision of the ammunition until it is secured at the final destination.
5. The authorized government vehicle used for the transportation of ammunition will be blocked and braced. The vehicle will be inspected using the DD Forms 626 and 836 before moving. The vehicle will proceed to the final destination via the primary route, if possible. In the event of road construction, the secondary route will be used. Changes of route or delays will be communicated to the final destination and the RDC as required.
6. Upon arrival at the destination, ammunition will be unloaded and stowed in a safe and orderly manner.
7. The explosive driver will return copies of 1348-1 shipping documents to the Ammunition Administrator for verification in processing.

## Step-By-Step Procedures

Accessing and Securing Intrusion Detection System (IDS)  
Protected Zones

### PERSONNEL

Personnel authorized unaccompanied access

### MATERIAL

Communications with Regional Dispatch Center (RDC)  
AA&E keys

1. To enter Bunker S145, the individual must have official business.
2. The individual must be authorized unaccompanied access to check out AA&E keys.
3. The individual must check out appropriate AA&E keys from BLDG 278 RFI. RFI Armorer Personnel will verify CAC Card of Personnel checking out AA&E Keys, against AA&E access list.
4. Notify RDC and recite the following: "This is state your name accessing Bunker.

NOTE: High security locks are secured to the hasp when the space is accessed to prevent tampering of the lock.

5. After receiving acknowledgement from RDC, unlock high security lock, and secure lock to outside hasp. Proceed to the cipher key pad, enter 4 digit code. Enter through cage gate and proceed to IDS control box, enter access PIN. Proceed to locker room key box, using key box key on AA&E Key ring retrieve arms room and ammo room keys. Proceed to gun room, unlock high security lock place on outside hasp, place barrel key into second IDS control panel, turn to access to disable alarm system. After procedures are followed personnel are allowed free movement in Armory.

NOTE: All keys will be retained by the authorized individual who checked out the keys from the RFI.

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SECURING AMMUNITION BUNKER S145

1. Ensure all magazine cells are locked, check rear access door for properly installed intrusion bar.
2. Reset alarm panel by using barrel key turning key counter-clockwise until indicator points to "SECURE", lock doors with high security lock, and re-install AIB.
3. Retain spark producing items from "SPARK BOX".
4. Exit gate and secure.
5. Notify RDC and recite the following: "This is state your name securing BLDG S145 panel 2, zone 2, can you check for an alarm reset?"
6. Do not leave Ammunition Bunker until RDC has confirmed a proper alarm reset.
7. Return AA&E keys to Ready for Issue (RFI) and check the keys back in to RFI custodian.

STEP-BY-STEP PROCEDURES

Ammunition Return to West Loch Annex

1. For any ammunition that must be returned to West Loch, a message to initiate the action will be drafted and sent to Navy Munitions Command, East Asia Division, Detachment Pearl Harbor by the Ammunition Administrator. The status of the message can be obtained by calling 471-1111.
2. When the return request is approved, a DD Form 1348-1 will be completed by the Ammunition Administrator.
3. Prior to turning in ammunition to West Loch, the Planning and Scheduling Office will be contacted at 471-0414 to confirm the time.
4. Ensure the ammunition containers are properly marked, packed, sealed, and labeled with the appropriate material condition codes.
5. Load the ammunition into the explosive vehicle and carefully block and brace the ammunition. Verify that the DD Forms 626 and 836 are properly filled out and signed accordingly.
6. Upon arrival at West Loch, personnel will report to the British Aerospace Engineering (BAE) scheduler's desk at BLDG 1 for instructions on where to unload the ammunition.
7. Ensure the BAE worker signs the DD 1348-1 Form to transfer custody of the ammunition and retain copies of documentation.
8. Ammunition will be unloaded from the explosive vehicle as indicated by the BAE worker.

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### Approved Routes

#### West Loch Annex to Joint Base Pearl Harbor-Hickam

1. Primary route:
  - a. Iroquois Point Road (764)
  - b. Fort Weaver Road (76)
  - c. Kunia Road (750)
  - d. H-1 Freeway East
  - e. Exit 13B (Stadium)
  - f. Kahuapaani Street South
  - g. Salt Lake Blvd North
  - h. Kamehameha Highway South (99)
  - i. Joint Base Pearl Harbor-Hickam (Halawa Gate)
  
2. Alternate Route:
  - a. Iroquois Point Road (764)
  - b. Fort Weaver Road (76)
  - c. Farrington Highway East (90)
  - d. Kamehameha Highway (99)
  - e. Joint Base Pearl Harbor-Hickam (Halawa Gate)

#### Joint Base Pearl Harbor-Hickam to Ford Island

1. Primary route:
  - a. Makalapa Gate
  - b. Left on Kamehameha Hwy
  - c. Ford Island Blvd
  - d. Left to Ford Island Bridge
  - e. Continue to Lexington Blvd
  - f. Follow Lexington around into Wasp Blvd
  - g. Proceed to Kingfisher Road
  - h. Bunker S-145 is on the left

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## Disposal of Defective Ammunition

### PERSONNEL

Ammunition Administrator  
Qualified ammunition handlers

### MATERIALS

1348-1 shipping documents

NOTE: Only personnel trained, qualified and certified in handling ammunition IAW OPNAVINST 8023.24B, will handle ammunition. Only Explosive Ordnance Disposal (EOD) personnel will handle ammunition or explosives that are determined to be unsafe.

NOTE: The Military Munitions Rule must be followed at all times.

#### Routine Disposal

Defective ammunition or explosives that are considered stable will be returned by a certified explosive vehicle.

#### Emergency Disposal

1. If leaking containers of ammunition or explosives are discovered and appear to be unstable, do not attempt to move the item. Contact the RDC for Security, and Fire Department assistance. Contact the Weapons Officer, and the Weapons Officer will make further notifications including EOD and Command Duty Officer, Public Safety Officer and the Explosives Safety Officer.

2. Ensure the area is secured from unauthorized personnel until Security and the Fire Department's On-Scene Commander assumes control of the area.

3. EOD and the On-Scene Commander will make the final determination if the situation is an emergency.

4. If determined to be an emergency situation, EOD will take custody of the ammunition.

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5. EOD requires proper 1348-1 documentation to take custody of ammunition even under emergency conditions. The Ammunition Administrator will be recalled to expedite processing 1348-1 documentation.

6. EOD will transport effective ammunition or explosives from the location.

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## Element 8 Hazard Analysis/Risk Assessment and Hazard Control Brief

Mission: Conduct Hazard Analysis - Handling, Storage & Transportation  
Date Worksheet Prepared: 8 Aug 11

Step 1. Identify Hazards			Step 2. Assess Hazards
Operation Phase	Hazards	Causes	Initial Risk Assessment Code (RAC)
Storage & Handling	Explosion	Fire	2
Storage & Handling	Explosion	Dropped Explosives	2
Operation	Personnel injury	Negligent discharge	3
Step 3. Make Risk Decisions			Step 4. Implement Controls
Operation Phase	Develop Controls	Residual RAC	How to Implement
Storage & Handling	Matches, cigarette lighters, or other similar flame- or spark-producing devices shall not be permitted in or around PESSs.	3	Brief personnel periodically on this requirement
Storage & Handling	Follow safe separation distances on Hazards of Electromagnetic Radiation to Ordnance (HERO) Warning Labels. Be aware that cellular phones transmit continuously	5	De-energize transmitting devices within safe distance to any ammunition
Operation	Caution when operating doors. Doors do not open uncontrolled and are properly latched	4	Prior to opening magazine doors
Step 5. Supervise			
Operational Phase		How to Supervise	
Storage & Handling		Continually inspect to ensure compliance	
Storage & Handling		Continually inspect to ensure compliance	
Operation		Brief all personnel and continue to supervise operation.	

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The hazard control briefing was prepared based on the results of the hazard analysis.

1. Fire is a great hazard to life and property, especially when ammunition and explosives are involved. Many of these materials are extremely sensitive to heat and react at temperatures substantially lower than those required to ignite ordinary wood, paper, or fabrics. Even indirect heat generated by a fire could initiate a reaction and result in an explosion. Therefore, the first and most important rule in operations involving ammunition and explosives is to keep ammunition and explosives away from excessive heat.
2. An essential element of any fire prevention effort is good housekeeping. Accumulations of combustible scrap and flammable residue are primary sources of fires. Working areas shall be kept clean and orderly to minimize fire hazards. Rubbish and trash such as empty boxes, scrap lumber, nails, and strapping materials shall not be permitted to accumulate in these areas.
3. Any tampering with ammunition, ammunition components and explosives is prohibited.
4. No explosive, propellant or other dangerous material with unknown stability shall be stored with other materials of unknown stability or with explosives of proven stability. Segregated storage shall be provided until the stability of the material in question has been determined and approval for appropriately marked storage has been granted by NOSSA (N54).
5. Non-DOD ammunition and explosives including commercial and foreign shall not be handled, used, or stored at Navy or Marine Corps activities unless specifically authorized by the Office of the Secretary of Defense or Naval Ordnance Safety & Security Activity (NOSSA) (N54) for material owned by the DOD. Military or civilian personnel or military facilities used during peacetime civil ordnance related emergencies, such as Explosives Ordnance Disposal (EOD) operations or safe haven operations, are exempt from this requirement.

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6. Magazines and magazine areas shall be kept clean and orderly at all times. Maintenance of a high standard of cleanliness and order is one of the most important factors in fire prevention in buildings and areas where ammunition, explosives and other hazardous materials are processed, stored, or otherwise handled. A regular cleaning program shall be initiated and executed as frequently as is required to maintain good housekeeping. General cleaning should not be done while hazardous operations are being performed, and all ammunition and explosives shall be removed from the building prior to cleaning.

7. The aisles in buildings that contain ammunition or explosives shall be kept clear. Safety exits such as doors and ramps shall not be blocked.

8. Access to safety equipment shall not be blocked. The locations of safety equipment shall be appropriately and conspicuously marked.

9. Floors shall be kept clean and free of stains such as those caused by exudation of explosives. They shall be kept free of oil, grease, water or other materials that tend to make them slippery, and free from protruding nails, splinters, holes and loose boards which constitute tripping hazards. Floors shall not have cracks or crevices where explosives might lodge. Such defects should be repaired as soon as possible after discovery.

10. The use of 2-way radios or other handheld transmitters is strictly prohibited within any magazine. Cellular telephones and PDAs must be turned off in magazine areas. Electro-explosive devices (EEDs) such as squibs, blasting caps, igniters, and similar electrically initiated, sensitive explosives devices are particularly susceptible to ignite when they are exposed to radio frequency fields. These devices shall be packaged and kept in completely enclosed metal containers until immediately prior to use. When unprotected EEDs are discovered contact the appropriate responsible personnel for the magazine to correct as soon as possible.

11. Maintain positive control of magazine doors. Magazine doors shall not be allowed to swing freely and shall be properly latched. Personnel injury may occur to fingers or hands. Ensure magazine doors are properly secured upon completion of inspection.



## Element 9 Diagrams

1. Building or site diagrams are not applicable.
2. Processing diagrams are not applicable.

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## Element 10 Equipment List

1. Equipment and Supplies List. Not Applicable
2. Safety Equipment List.
  - a. Flashlight. Use UL listed for Hazardous Location Class 1, Group D.
  - b. Red Flag. Ensure it is posted when inspecting magazine.

## Element 11

### Emergency Response and Contingency Plans

#### WARNING

When any person discovers smoke coming from a magazine or other evidence that a magazine is on fire, that person shall report this via radio or telephone as quickly as possible. No attempt will be made to enter the burning building, as there is a possibility of being trapped and an alarm cannot be given.

#### WARNING

When a grass fire is discovered, report the fire by radio or telephone immediately. If the fire is small, and the person is sure that it can be extinguished alone, that person shall do so at once, after the notification has been made.

#### WARNING

In case a fire has actually gained headway in a magazine, fire-fighting forces will not endanger themselves in a hopeless effort to extinguish the fire, but devote their efforts to save adjacent buildings.

1. Fire. The following steps will be taken upon discovering a fire:

a. Initial actions

(1) Give an oral alarm to alert personnel in the area. If available, the building evacuation alarm will be sounded.

(2) All fires, regardless of the degree of intensity, will be promptly reported to the Fire Department at 911. Give exact location, building number and a brief description of the fire: the type, size and if known, how it started. Do not hang up until call is acknowledged by the fire department. Wait and direct the fire fighters to the scene of the fire. Give assistance as required. The fact that a fire has been extinguished does not nullify the responsibility to notify the Fire Department for proper investigation and evaluation.

b. Follow-up actions

(1) After the fire has been reported, personnel in the vicinity shall endeavor to extinguish the fire with the equipment on hand. Do not unnecessarily endanger yourself.

(2) If the fire involves explosives or toxic materials which are burning or will probably burn, all persons shall withdraw to a distance of a least 4,000 feet from the scene of the fire; lifesaving procedures will take precedence.

2. Spill

a. Initial actions. Notify the Command Duty Officer (CDO) at 864-2460.

b. Follow-up actions. Secure the area until trained personnel can evaluate the spill.

3. Explosion

WARNING

Personnel engaged in fighting fires involving explosives and ammunition shall always seek such cover as is available and never unnecessarily expose themselves to intense heat or to flying fragments from exploding ammunition.

4. Injury

a. Initial actions. Notify the CDO at 864-2460.

WARNING

Do not move the victim if there is a possibility of aggravating the injury, unless doing so will prevent risk of further injury or loss of life.

b. Follow-up actions. Provide first aid to the victim.

Emergency and Key Phone Numbers

CDO	(808) 864-2460
Base Police	911
Fire Department	911
EOD	808-473-3216/3236
Explosives Safety Office	808-471-1111 Ext. 132

## Security Requirements

Unaccompanied access to ammunition and explosives (AE) storage spaces must be limited to persons required for essential operations, and their entry must be limited to what is required for these operations. The Joint Base Commander must approve personnel with unescorted access and a list of these persons must be kept. The Joint Base Commander may delegate authority to approve escorted visitors for persons authorized access.

AE keys must never be left unattended or unsecured.

Explosives are controlled items. Positive control and accountability must be maintained at all times.

Note: Personnel assigned to escort others in AE spaces must meet the requirements for unescorted entry to those spaces, including being listed on the respective Authorized Access List.

1. Motor vehicles containing ammunition will have the load secure and under constant surveillance when outside a restricted, fenced area except when it is necessary to open the vehicle for inspection or to handle the contents. In such cases the explosive driver shall be in charge of the vehicle.

2. Regardless of the situation, the explosive driver is responsible for safety and security of the ammunition being transported, the vehicle, escorts and the environment surrounding the vehicle that could be directly affected by the explosive driver's actions during a handling evolution.

3. When transporting small arms and ammunition, an armed escort is required. However an armed escort is NOT required if only ammunition is being transported.

4. Deadly force: While transporting operable weapons and ammunition, deadly force may be used only to prevent its actual theft. Use of deadly force is justified only under conditions of extreme necessity as a LAST RESORT, when all lesser means have been exhausted, are unavailable, or cannot reasonably be employed, and only using one of the following circumstances:

- a. Self Defense and Defense of others,
- b. Assets Involving National Security,

c. Assets not involving national security but inherently dangerous to others,

d. Serious offenses against persons,

e. Protect Public Health or Safety,

f. Arrest or Apprehension,

g. Escapes.

5. All escorts will be thoroughly familiar with the rules of deadly force contained in SECNAVINST 5500.29C and OPNAVINST 5530.14E. Deadly Force is not authorized to prevent the theft of small arms ammunition.

6. Ammunition and explosives are controlled items. Positive control and accountability will be maintained at all times.

7. Small arms ammunition, when not being transported or in use, will be stored in the JBPHH Armory Magazine BLDG 683, or the Ammunition Bunker S145, Ford Island. The Armory will be locked and secured or manned at all times, and the bunker will be locked and secured at all times unless accessed to perform official military duties.

8. No person shall be granted access to AA&E spaces unless escorted, or their name is on the AA&E access list approved by the Commanding Officer.

9. On a public road, if any emergency situation occurs and the vehicle cannot continue towards its destination, immediately notify RDC at 808-474-2222. Instruct the RDC to notify the Weapons Officer at 808-220-5287 to dispatch two armed personnel to assist in guarding the ammunition assets.

10. All vehicles carrying ordnance materials or weapons will have two qualified armed personnel currently on the authorized access list. Armed personnel will have required communication with RDC or other emergency personnel, if required.

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Security of Armed Ammunition and Explosives Spaces

NOTE: OPNAV 5530.13C provides guidance for security of all AA&E.

NOTE: Due to the nature of the material stored in AA&E spaces, the following security procedures will be followed.

1. All inner doors (i.e., cells, VIDMARS, magazine cells, and gun room doors) will be locked at all times unless being accessed for issue or containers are being utilized (i.e. maintenance of weapons, inventory, etc.).
2. Upon leaving the space unoccupied all alarms will be energized, and RDC will be contacted and informed of alarm status. ALARM RESET MUST BE VERIFIED.
3. All personnel not granted Unaccompanied Access will be checked for proper identification and logged into the Visitor's Log.
4. At no time will any person requiring an escort be left alone in AA&E spaces.
5. At no time will personnel leave their weapon or ammunition unattended.