NCBCGPT INSTRUCTION 11320.1G

Subj: PROMULGATION OF NAVAL CONSTRUCTION BATTALION CENTER (NCBC) GULFPORT FIRE PREVENTION AND FIRE WARDEN REGULATIONS HANDBOOK

Ref: (a) DoDINST 6055.06
(b) DoDINST 4145.19-R-1
(c) OPNAVINST 11320.23F
(d) UFC 3-600-01
(e) UFC 3-600-02
(f) OSHA (29 CFR 1910.157)
(g) National Fire Protection Association Regulations
(h) 2009 International Building Code
(i) NAVFAC 3-11320/9

Encl: (1) NCBC Fire Prevention and Fire Warden Regulations Handbook

1. Purpose. To promulgate enclosure (1), which establishes and provides policy, procedures, guidance, and prohibitions to ensure an adequate fire protection program at Naval Construction Battalion Center (NCBC), Gulfport. This instruction has been completely revised and should be read in its entirety.

2. Cancellation. NCBCGPTINST 11320.1F.

3. Scope. This instruction applies to all Department of Defense (DoD) personnel, military service members, DoD civilian work force, family members and dependents of military and DoD personnel, DoD Field Activities, DoD Facilities and other DoD material resources (hereafter referred to collectively as "DoD elements and personnel"). This instruction also applies to all civilian contractors working or employed onboard NCBC.
4. Discussion. The Navy Fire Protection and Emergency Services Program have changed focus substantially, from fire suppression alone to a comprehensive fire and emergency services program. The Fire Protection and Emergency Services Program is intended to prevent loss of life, injury to personnel, and damage to government property resulting from fires and other emergencies. The program emphasizes prevention, education, and engineering to eliminate and minimize loss. The revised instruction incorporates current DoD and Operation of the Navy (OPNAV) Navy Fire and Emergency Services policy and provides guidance for operating Fire and Emergency Services Departments (here referred to as "Fire Department") within the Navy.

5. Information

a. The fire regulations making up the fire protection program for NCBC, Gulfport are based on the policies and programs promulgated by references (a) through (i).

b. Nothing in these regulations shall be construed as being in conflict with any other Navy regulations.

6. Action. All commands located onboard NCBC, Gulfport shall adhere to the criteria set forth in this instruction. All NCBC/20th SRG and Tenant Commands are directed to study and become thoroughly familiar with enclosure (1), and ensure rigid compliance.

F. F. BURGESS III

Distribution:
List B.1, B.2, D, E, F.1
NAVAL CONSTRUCTION
BATTALION CENTER
GULFPORT

FIRE PREVENTION
AND
FIRE WARDEN
REGULATION
HANDBOOK

Enclosure (1)
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Chapter 1</th>
<th>Duties and Responsibilities</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Objective</td>
<td>1</td>
</tr>
<tr>
<td>1.2</td>
<td>Responsibility</td>
<td>1</td>
</tr>
<tr>
<td>1.3</td>
<td>Fire Division Organization</td>
<td>1</td>
</tr>
<tr>
<td>1.4</td>
<td>Terms Defined</td>
<td>1</td>
</tr>
<tr>
<td>1.5</td>
<td>Changes</td>
<td>1</td>
</tr>
<tr>
<td>1.6</td>
<td>Key Personnel Duties, Functions, and Responsibilities</td>
<td>2-3</td>
</tr>
<tr>
<td>1.7</td>
<td>Department and Supervisory Heads function</td>
<td>3-4</td>
</tr>
<tr>
<td>1.8</td>
<td>Fire Warden Program</td>
<td>3</td>
</tr>
<tr>
<td>1.9</td>
<td>Building Fire Warden Duties</td>
<td>4</td>
</tr>
<tr>
<td>1.10</td>
<td>Public Works Department Responsibilities</td>
<td>4</td>
</tr>
<tr>
<td>1.11</td>
<td>Public Works and Construction Equipment Departments</td>
<td>4-5</td>
</tr>
<tr>
<td>1.12</td>
<td>FEAD Contractor Operations</td>
<td>5</td>
</tr>
<tr>
<td>1.13</td>
<td>Public Works Fire Emergency Responsibilities</td>
<td>5-6</td>
</tr>
<tr>
<td>1.14</td>
<td>Safety Department Responsibilities</td>
<td>6</td>
</tr>
<tr>
<td>1.15</td>
<td>Supply Department Responsibilities</td>
<td>6</td>
</tr>
<tr>
<td>1.16</td>
<td>Navy Contract Medical Ambulance Provider</td>
<td>6</td>
</tr>
<tr>
<td>1.17</td>
<td>Security Department Responsibilities</td>
<td>6-7</td>
</tr>
<tr>
<td>1.18</td>
<td>Base Personnel and Organizations</td>
<td>7</td>
</tr>
<tr>
<td>1.19</td>
<td>Tenant Commanders and Department Heads</td>
<td>7</td>
</tr>
<tr>
<td>1.20</td>
<td>Civilian Employees and Military Personnel</td>
<td>7-8</td>
</tr>
<tr>
<td>1.21</td>
<td>Building Occupants</td>
<td>8</td>
</tr>
<tr>
<td>1.22</td>
<td>Command Duty Officer</td>
<td>8</td>
</tr>
</tbody>
</table>

**Chapter 2** Reporting of Fires and other Emergencies

| 2.1       | Fire Bill                   | 9    |
| 2.2       | Sentries, Fire Watches, and Security Patrols | 9-10 |

**Chapter 3** Public Fire Education Training

| 3.1       | Fire Drills                 | 10   |
| 3.2       | Classes                     | 11   |
| 3.3       | Places of Public Assembly   | 12-13|
| 3.4       | Specialized Management Training | 13  |
# Fire Scene Emergencies - Traffic Control

4.1 Fire Scene Emergencies

4.2 Traffic Control

4.3 Operational Control

4.4 Authority to Commandeer

4.5 Safety at the Scene

4.6 Emergency Vehicle Right-of-Way

4.7 Obstructing Firefighting Resources

4.8 General Base Traffic

# Fire Equipment

5.1 Tampering with Fire Protection Equipment, Barriers, Security Devices, Signs and Seals

5.2 Obstruction and Impairment of Fire Hydrants and Fire Protection Equipment, Assess Aisles, and Passages

5.3 Equipment Rooms, Utility Rooms, and Hazardous Locations

5.4 Fire Hydrants

5.5 Water Distribution Systems, Fire Hydrants, and Siamese Connections and Post Indicator Valves

5.6 Sprinkler Systems

5.7 Fire Hoses

5.8 Fire Extinguishers

5.9 Emergency Fire Apparatus and Equipment

5.10 Fire Equipment Maintenance and Inspection

# Fire Prevention - General Fire Safety

6.1 Building Occupancy

6.2 Building Evacuation

6.3 Fire Drills

6.4 Reporting of Fires and Other Emergencies

6.5 Fire Division

6.6 Regional Dispatch Center (RDC)

6.7 False Alarms

6.8 Building Access

6.9 Building Inspection

6.10 Building Emergency Notification

6.11 Building Deficiencies

6.12 Smoking
<table>
<thead>
<tr>
<th>Chapter 6</th>
<th>Fire Prevention - General Fire Safety (cont.)</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.13</td>
<td>Open Fires, Incinerators, and commercial Fireplaces</td>
<td>33</td>
</tr>
<tr>
<td>6.14</td>
<td>Open Fires</td>
<td>33-34</td>
</tr>
<tr>
<td>6.15</td>
<td>Fire Protection Markings</td>
<td>34</td>
</tr>
<tr>
<td>6.16</td>
<td>Stairway Markings</td>
<td>34</td>
</tr>
<tr>
<td>6.17</td>
<td>Vacant Buildings and Premises</td>
<td>32</td>
</tr>
<tr>
<td>6.18</td>
<td>Combustible Vegetation, Holiday, and Christmas Trees</td>
<td>35-36</td>
</tr>
<tr>
<td>6.19</td>
<td>Special Outdoor Events, Carnivals, Haunted Houses and Fairs</td>
<td>36</td>
</tr>
<tr>
<td>6.20</td>
<td>Powered Industrial Trucks (Forklifts)</td>
<td>36</td>
</tr>
<tr>
<td>6.21</td>
<td>Electrical Fire Safety</td>
<td>36</td>
</tr>
<tr>
<td>6.22</td>
<td>Heating, Ventilation, and Air Conditioning Systems</td>
<td>36-37</td>
</tr>
<tr>
<td>6.23</td>
<td>Oil and Gas Fired Heaters and Appliances</td>
<td>37-38</td>
</tr>
<tr>
<td>6.24</td>
<td>Gas-Fired Space Heaters</td>
<td>38</td>
</tr>
<tr>
<td>6.25</td>
<td>Gas Appliances, Installation, and Maintenance</td>
<td>38</td>
</tr>
<tr>
<td>6.26</td>
<td>Air Conditioning</td>
<td>39</td>
</tr>
<tr>
<td>6.27</td>
<td>Clothes Dryers</td>
<td>39</td>
</tr>
<tr>
<td>6.28</td>
<td>Portable Electric Space Heaters</td>
<td>39</td>
</tr>
<tr>
<td>6.29</td>
<td>Fire Protection Systems</td>
<td>39-40</td>
</tr>
<tr>
<td>6.30</td>
<td>Standpipe Systems</td>
<td>40</td>
</tr>
<tr>
<td>6.31</td>
<td>Automatic Sprinklers</td>
<td>40</td>
</tr>
<tr>
<td>6.32</td>
<td>Supervision</td>
<td>41</td>
</tr>
<tr>
<td>6.33</td>
<td>Records</td>
<td>41</td>
</tr>
<tr>
<td>6.34</td>
<td>Water Supply</td>
<td>41</td>
</tr>
<tr>
<td>6.35</td>
<td>Wiring</td>
<td>41</td>
</tr>
<tr>
<td>6.36</td>
<td>Securing a Building</td>
<td>42-43</td>
</tr>
<tr>
<td>6.37</td>
<td>Rubbish, Debris, and Housekeeping</td>
<td>43</td>
</tr>
<tr>
<td>6.38</td>
<td>Wiping Towels, Rags, and Refuse</td>
<td>43-44</td>
</tr>
<tr>
<td>6.39</td>
<td>Attics and Concealed Spaces</td>
<td>44-45</td>
</tr>
<tr>
<td>6.40</td>
<td>Safety Containers</td>
<td>45</td>
</tr>
<tr>
<td>6.41</td>
<td>Exhaust Systems</td>
<td>45</td>
</tr>
<tr>
<td>6.42</td>
<td>Building Decorations</td>
<td>45</td>
</tr>
<tr>
<td>6.43</td>
<td>Cooking Appliances and Other Electrical Products</td>
<td>46</td>
</tr>
<tr>
<td>6.44</td>
<td>Fire Escapes and Exits</td>
<td>46-47</td>
</tr>
<tr>
<td>6.45</td>
<td>Fire Lanes</td>
<td>47</td>
</tr>
<tr>
<td>6.46</td>
<td>Public Assembly Buildings (Clubs, Halls, Theaters, Auditorium, etc.)</td>
<td>47</td>
</tr>
<tr>
<td>6.47</td>
<td>Dining and Food Preparation Facilities</td>
<td>48</td>
</tr>
<tr>
<td>6.48</td>
<td>Idle Wooden Pallet Storage</td>
<td>48</td>
</tr>
<tr>
<td>Chapter 6</td>
<td>Fire Prevention - General Fire Safety (cont.)</td>
<td>Page</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>6.49</td>
<td>Idle Plastic Pallet Storage</td>
<td>48</td>
</tr>
<tr>
<td>6.50</td>
<td>Military and Navy Exchange Service Stations</td>
<td>49-50</td>
</tr>
<tr>
<td>6.51</td>
<td>Safety Cans</td>
<td>50</td>
</tr>
<tr>
<td>6.52</td>
<td>Day-to-Day Use of Flammable Liquids</td>
<td>50</td>
</tr>
<tr>
<td>6.53</td>
<td>Compressed Gas Cylinder Storage</td>
<td>51-52</td>
</tr>
<tr>
<td>6.54</td>
<td>Storage and Handling of Hazardous Material</td>
<td>52</td>
</tr>
<tr>
<td>6.55</td>
<td>Inside/Outside Storage Facilities</td>
<td>52-53</td>
</tr>
<tr>
<td>6.56</td>
<td>Storage of Combustibles</td>
<td>53-54</td>
</tr>
<tr>
<td>6.57</td>
<td>Exhaust Systems</td>
<td>54</td>
</tr>
<tr>
<td>6.58</td>
<td>Fire Doors and Shutters</td>
<td>54</td>
</tr>
<tr>
<td>6.59</td>
<td>Used Flammable Liquids</td>
<td>54</td>
</tr>
<tr>
<td>6.60</td>
<td>Outdoor Areas</td>
<td>54</td>
</tr>
<tr>
<td>6.61</td>
<td>Storm Drains, Sewers, and Water Areas</td>
<td>55</td>
</tr>
<tr>
<td>6.62</td>
<td>Open Fires, Candles, Open Flame Devices,</td>
<td>54</td>
</tr>
<tr>
<td></td>
<td>and Pyrotechnics</td>
<td></td>
</tr>
<tr>
<td>6.63</td>
<td>Food Service Operations</td>
<td>56</td>
</tr>
<tr>
<td>6.64</td>
<td>Fire Works</td>
<td>56</td>
</tr>
<tr>
<td>6.65</td>
<td>Dumpster Units</td>
<td>56</td>
</tr>
<tr>
<td>6.66</td>
<td>Excavations</td>
<td>56</td>
</tr>
<tr>
<td>6.67</td>
<td>Building Construction Projects</td>
<td>57-58</td>
</tr>
<tr>
<td>6.68</td>
<td>Contractor Operations</td>
<td>59</td>
</tr>
<tr>
<td>6.69</td>
<td>Alarm Systems</td>
<td>59</td>
</tr>
<tr>
<td>6.70</td>
<td>Projects and Repairs</td>
<td>59</td>
</tr>
<tr>
<td>6.71</td>
<td>Temporary Structures</td>
<td>59</td>
</tr>
<tr>
<td>6.72</td>
<td>Hazardous Activities</td>
<td>59-62</td>
</tr>
<tr>
<td>6.73</td>
<td>Battery Charging Shops</td>
<td>62-63</td>
</tr>
<tr>
<td>6.74</td>
<td>Magnesium Batteries</td>
<td>63</td>
</tr>
<tr>
<td>6.75</td>
<td>Ventilating Hazardous Areas</td>
<td>63</td>
</tr>
<tr>
<td>6.76</td>
<td>Temporary Light (Hazardous Areas)</td>
<td>64</td>
</tr>
<tr>
<td>6.77</td>
<td>Liquid Petroleum Gas (LPG)</td>
<td>64</td>
</tr>
<tr>
<td>6.78</td>
<td>Fumigants and Insecticide Fogging Precautions</td>
<td>64</td>
</tr>
<tr>
<td>6.79</td>
<td>Automatic Data Processing Facilities</td>
<td>64</td>
</tr>
<tr>
<td>6.80</td>
<td>Explosives Handling</td>
<td>65</td>
</tr>
<tr>
<td>6.81</td>
<td>Cleaning Floors, Bowling Lanes, and Gym Floors</td>
<td>65-66</td>
</tr>
<tr>
<td>6.82</td>
<td>Radioactive Material</td>
<td>66</td>
</tr>
</tbody>
</table>

Iv
<table>
<thead>
<tr>
<th>Chapter 7</th>
<th>Fire Warden Regulations</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1</td>
<td>Purpose</td>
<td>67</td>
</tr>
<tr>
<td>7.2</td>
<td>Fire Warden's Fire Program</td>
<td>67</td>
</tr>
<tr>
<td>7.3</td>
<td>Responsibility</td>
<td>67</td>
</tr>
<tr>
<td>7.4</td>
<td>Department Head / Tenant CO/OIC, Responsibilities</td>
<td>67-68</td>
</tr>
<tr>
<td>7.5</td>
<td>Fire Warden's Responsibilities</td>
<td>68-71</td>
</tr>
<tr>
<td>7.6</td>
<td>Forms</td>
<td>71</td>
</tr>
<tr>
<td>7.7</td>
<td>Fire Prevention Inspector Responsibilities</td>
<td>71-72</td>
</tr>
<tr>
<td>7.8</td>
<td>Fire Warden Training</td>
<td>72</td>
</tr>
<tr>
<td>7.9</td>
<td>Fire Hazardous Check off List/Figure 7.9-1 Fire Warden Fire Inspection Check Off List (Sample)</td>
<td>73-74</td>
</tr>
</tbody>
</table>

Appendix Definitions

Page 75-78
Chapter 1 - Duties and Responsibilities

1.1 **Objective.** To set forth basic policies concerning the overall Fire and Emergency Services (F&ES) and Emergency Medical Services (EMS) program of this command. Establish a new reorganization of the fire division in accordance with current Department of the Navy (DON) policies as outlined in existing Department of Defense (DOD) instructions and other pertinent directives.

1.2 **Responsibility.** It shall be the responsibility of all personnel attached to, based on, or otherwise using any facility of this command, to familiarize themselves and comply with these regulations. These directives shall be uniform in their application to all personnel under the jurisdiction of this command. Questions concerning fire protection not covered in these regulations shall be referred to the Fire Chief for final decision. The decision of the Fire Chief shall be adhered to in all cases unless abrogated or modified by the Commanding Officer. Addressees shall insure the contents of this instruction are made available to all personnel within their respective operating units.

1.3 **Fire Division Organization.** The NCBC Gulfport Fire Division organization conforms to DOD Instruction 6055.6 (series) and as approved by the prospective Commanding Officer. The Fire Division shall be under the technical supervision of the Fire Chief and under the non-technical and administrative direction of the Public Safety Director.

1.4 **Terms Defined.** The following term, Fire Chief, shall for the purpose of this regulation be referred to as the Fire Chief or Senior Fire Officer.

1.5 **Changes.** Recommended changes to these regulations shall be submitted to the Commanding Officer via the Fire Chief for approval.
1.6 Key Personnel Duties, Functions and Responsibilities.

1.6.1 Commanding Officer, Naval Construction Battalion Center Gulfport. The CO, NCBC Gulfport exercises primary responsibility over all fire protection matters through the Fire Chief. The Commanding Officer will be notified when a hazard creating any dangerous situation cannot be resolved by concerned parties to determine if it should be eliminated, or an operation should be discontinued, or implementation of interim controls will be necessary to reduce the risk posed by the situation.

1.6.2 Fire Chief Responsibilities. The Fire Chief has been designated in writing and will be the senior administrative, operational, and technical authority on all fire protection and fire prevention matters within NCBC Gulfport, Lakeside Pascagoula, NAVAIDS Boats Operations Branch, Pass Christian, Camp Keller, Wool Market, and other designated military areas. As the authority having jurisdiction (AHJ), the fire chief shall provide the necessary direction and guidance to all departments as needed regarding fire protection services. These duties shall include structural, helicopter and other special type of fire fighting; rescue organization and shipboard operation; hazardous materials/weapons of mass destruction (WMD), training; equipment knowledge and employment; and the proper use of associated manpower, money and materials. He will ensure all firefighting equipment and apparatus, has been properly inspected, tested, and maintained including stationary fire pumps IAW current NFPA Standards. He is to ensure all first aid fire extinguishing equipment is distributed and it its proper place with instructions on its proper usage. Oversee proper inspection and testing of sprinkler and other automatic fire extinguishing and detecting equipment IAW NFPA Standards and UFC 3-600-02 dated 1 Jan 01.

1.6.3 Fire Suppression Division Responsibilities. The fire suppression branch (Code 810) shall carry out their duties and respond to all emergencies as directed by DODINST 11320.1 and OPNAVINST 11320.1
1.6.4. Fire Prevention Division and Fire Prevention Inspectors Responsibilities

1.6.4.1. The fire prevention division is responsible to work with both Public Works Officer and Facilities Engineering and Acquisition Division (FEAD) concerning the location, installation and maintenance of fire mains, hydrants, fire alarms, sprinklers, fire detecting systems and other fire safety installations during structural, building alteration and new construction planning.

1.6.4.2. The fire prevention division is responsible to conduct an annual or other required fire inspection of all buildings, structures, spaces and grounds within the center as set forth by higher naval authority.

1.6.4.3. The fire prevention division shall ensure proper placement, distribution and repair of all first-aid and fire extinguishing equipment.

1.6.4.4. Schedule, conduct, and monitor all emergency and fire evacuation drills (Fire Drills).

1.6.4.5. Issue fire prevention notices to correct existing building hazards by using ESAMS reporting system.

1.6.4.6. Issue burn permits using ESAMS system for various fire hazard operations.

1.6.4.7. Provide fire prevention training to military, civilian and contractor personnel.

1.6.4.8. When necessary on special occasions, provide standby watches at public assemblies.

1.6.4.9. Issue “Stop Work” or “Evacuation Orders” for unsafe or illegal fire practices.

1.7 Department and Supervisory Heads Functions. All Department and supervisory heads, shall cooperate fully with the Fire Chief in the task of complying with the requirements of paragraph (1.6.2) above.
1.8 **Fire Warden Program.** The Fire Chief and Fire Prevention Division Inspectors shall insure the assigned "Fire Wardens" or building managers carry out the following functions:

1.8.1 Keeping emergency equipment, exit doors, etc., accessible.

1.8.2 Making safety checks of hazardous materials, proper housekeeping, exit and emergency lights, and other building features.

1.8.3 Being a point of contact and liaison between the fire department and building occupants.

1.8.4 Pursuing corrective action on inspection items within the allotted time frame.

1.8.5 Escort fire inspectors on building inspections.

1.9 **Building Fire Warden Duties.** Building Fire Wardens will conduct fire prevention inspections of their building or facilities in accordance with Chapter 7 of this instruction.

1.10 **Public Works Department Responsibilities.** Public Works Department shall be responsible to provide qualified maintenance personnel to inspect, test, and perform proper maintenance of all fire protection suppression systems, fire hydrants, devices, fire doors, back-flow devices, and fire reporting telephones in accordance with UPC 3-600-2 and current NFPA standards. The Public Works Officer shall provide the Fire Chief with copies of all documentation regarding completed fire protection system inspection and maintenance.

1.11 **Public Works and Construction Equipment Departments**

1.11.1 **Fire Equipment Repairs.** The Public Works and Construction Equipment Departments shall assign the highest priority to the repair and servicing of all fire apparatus and equipment.
1.11.2 Out of Service Fire Protection Equipment. Public Works Department shall at all times advise the Fire Chief when water mains, fire hydrants, sprinkler systems, fire pumps, or electrical circuits affecting fire protection are being placed out of service and when they are restored to normal operating conditions.

1.12 Facilities Engineering and Acquisition Division (FEAD) Contractor Operations. FEAD typically provides oversight of contractor personnel. There is also a continuing need for Fire Department awareness and involvement in construction projects, since they do represent a higher fire risk. Fire Inspectors’ involvement in activity construction operations shall include the following:

(1) Attendance at pre-construction conferences, quality assurance meetings, and final acceptance inspections fire protection systems.

(2) Issue hot work permits.

(3) Engine Company and fire prevention visits weekly during construction.

1.13 Public Works Fire Emergency Responsibilities. In case of fire or other emergency situations, the Public Works Department shall:

1.13.1 After Normal Working Hours. The Command Duty Officer (CDO) will summon electricians and plumbers if requested by the Fire Chief by calling the Quarterdeck who will notify approximate employees accordingly. The emergency service call will then be issued after the fact.

1.13.2 Cut off utilities. When appropriate or advised by the Fire Chief, cut off electricity and gas connections to the building(s) or area(s) involved in the fire and report back to the Fire Officer in charge when such action has been taken and completed. Only exception, if the on scene fire officer determines it is necessary and is able to secure without risk to him/her or others.
1.13.3 **Provide pressure on water mains.** When fire occurs or alarms received, Public Works Department at the request of Fire Division shall be prepared to start additional fire pumps (Bldg 227) to increase water pressure and volume at the fire scene and make emergency reserve water supplies available.

1.13.4 **Specialized Equipment.** The Public Works Department or 20TH NCR (R-436) will provide, as required, specialized equipment with operating crews familiar with the operation of such equipment, i.e., bulldozers, hydraulic haulers, cranes, dump trucks, etc.

1.14 **Safety Department Responsibility.** The Base Safety Officer is responsible for the administrative of an effective Accident Prevention Program. The Fire Chief is responsible for the administration of an effective Fire Protection Program. The Fire Chief shall appoint a designated fire department health and safety officer. This position shall comply with the requirements of NFPA 1521, Standards for Fire Department Safety Officer. The functions of both positions are clearly defined; however, there are often conditions where common interests might exist and overlap.

1.15 **Supply Department Responsibilities.** Upon request by the Fire Chief, the Supply Department shall provide appropriate fuel and oil for the fire apparatus or other services as may be required at the scene of the fire.

1.16 **Navy Contract Medical Ambulance Provider.** Upon notification of a fire or other emergency call, the Regional Dispatch Center (RDC) shall request an ambulance be dispatched by American Medical Response (AMR) or other ambulance service. The ambulance unit shall be suitably manned. It shall respond to the scene of the fire or other emergency. The medical unit shall also report to the Scene Commander.

1.17 **Security Department**

1.17.1 Upon notification of a fire, medical, or other type emergency calls, the Operations Division Patrol Branch Supervisor will:
1.17.2 Assign one unit to escort incoming mutual aid resources from the East Gate or other gate as designated by the command post to the fire scene or as required.

1.17.3 Assign units for traffic control as required.

1.17.4 Provide other security measures as may be deemed necessary.

1.18 **Personnel and Organization.** The degree of success of the fire prevention and protection program depends upon the everyday action of each individual.

1.19 **Tenant Commanders and Department Heads** shall designate a Fire Warden and alternate for each building or group of buildings under their control and make a memorandum report to the NCBC Fire Department to include the following information:

(1) Name and rate/grade of Unit Fire Warden and Alternate.

(2) Telephone number, office code and proper work address.

(3) Current e-mail address of primary and alternate fire warden.

(4) Building numbers and outside assigned areas.

These designations shall be kept current. Changes shall be reported in the format above.

1.20 **Civilian Employees and Military Personnel**

1.20.1 Civilian employees and military personnel shall perform such duties in fighting a fire as safe as possible prior to the arrival of the Fire Division IAW NAVFAC 3-11320/9 (Navy Fire Bill).

1.20.2 Personnel at the scene of the fire shall attempt to secure all windows, doors, and skylights. Remove and protect records, and man emergency equipment if possible without endangering life IAW NAVFAC 3-11320/9 (Navy Fire Bill).
1.20.3. Department heads and officers in charge of components shall be responsible for instructing their assigned personnel of their duties in the event of a fire. The Fire Division shall furnish all possible assistance in these matters IAW Chapter 7, Fire Warden Regulations.

1.21 Building Occupants. Occupants of all buildings shall familiarize themselves with:

1.21.1. The nearest fire exit and most expedient means of evacuating the building.

1.21.2. The locations of the nearest fire alarm manual pull station and telephone.

1.21.3. The location of fire extinguishers and the proper method of using them.

1.21.4. When a fire alarm is sounded or word is passed for an unwanted fire in the building, all personnel not assigned specific duties will evacuate the building immediately. Personnel assigned specific duties shall evacuate as soon as possible.

1.21.5. Due to possible terrorist threats and secondary explosive devices all personnel will muster at a designated safe distance (minimum of 300 feet) adjacent to the building. Parking areas should not be used if at all possible. Supervisors, military or civilian, shall make an immediate check to ascertain all personnel are accounted for. A report shall be made immediately to Fire Division supervisor if anyone is believed to be inside the involved building.

1.22 Command Duty Officer. Shall muster duty section in the immediate area, well clear of firefighters so as not to interfere, but readily available for use if requested by senior ranking fire officer for other duties as conditions may warrant.
Chapter 2 - Reporting of Fires and Other Emergencies

2.1 Fire Bill

2.1.1 Copies of the Fire Bill (NAVFAC Form 11320-9) shall be clearly posted in occupied buildings. (Suggested locations include each end of the passageway, all duty offices and locations which a fire may reasonably be expected to be reported from.) Fire Bill (NAVFAC Form 11320-9) may be purchased at SERVMART, Bldg 16 by all commands.

2.1.1.1 Department Heads/Special Staff and Tenant Commands shall be responsible for the maintenance of current organizational fire bills, which shall be submitted through their respective commands. Effective manning of fire stations and equipment shall be clearly and concisely set forth in these bills.

2.2 Sentries, Fire Watches, and Security Patrols

2.2.1 The following instructions shall be given to all sentry posts, fire watches, patrols, and security guards prior to their assuming duty assignments. Upon discovering a fire, they shall immediately sound the alarm, call the Fire Division and stand by to direct the fire fighting force to the scene of the fire. Fire alarm boxes should be used where available. (Instructions to sentry posts, fire watches, patrols, and security guards should 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).

2.2.2 A fire plan for all sentry posts, fire watches, patrols, and security guards shall be available in the appropriate headquarters for purposes of personnel instruction, and such plans shall contain:

2.2.3 Location of all fire alarm boxes in the vicinity of sentry posts and those included in or adjacent to any given patrol route.

2.2.4 The proper fire reporting telephone number to be used in event of fire.
2.2.5 The locations of telephones that is available for immediate use during off work hours.

2.2.6 To be of maximum value, sentry posts, fire watches, patrols, and security guards shall be thoroughly familiar with the following:

2.2.7 All buildings adjacent to sentry posts or on their assigned patrol route.

2.2.8 Operating principles of all first aid fire fighting appliances and the proper equipment to use on various types of fires.

2.2.9 The proper procedure in reporting a fire by fire alarm box, telephone, radio, or other fire reporting media.
Chapter 3 - Public Fire Education Training

3.1 Fire Drills. The Fire Prevention Division shall conduct fire drills at least annually in ALL occupied buildings on the Center and Lakeside Naval Annex, Pascagoula. Facilities housing special activities may require more frequent drills, e.g., medical clinics are required to conduct quarterly drills and child day care facilities are required to conduct monthly drills. Fire drills may be announced to give people time to review fire plans and procedures or they may be unannounced. Fire drills must encompass the entire facility. Only Fire Department personnel shall be authorized to use a safe smoke simulator for a fire drill. All personnel are required to follow the proper actions to take in case of fire or other emergency, know the location and use of firefighting equipment at hand and act as they would during an actual event. In some occupancies, such as dormitories and places of public assembly (theater, base exchange, medical, billeting, etc.), special training is required for employees only and practice drills are required separately from fire exit drills. Drills shall not be required in private quarters, but full voluntary participation is requested during Fire Prevention Week under special educational programs sponsored by National Fire Protection Association. Building Fire Wardens may conduct fire drills without use of fire alarm equipment and submit report result of fire drills in writing to the Fire Chief (Code N30).

3.1.1. Fire drills in the BOQ and BEQs with representatives of battalions and ship commands will be conducted quarterly by the Fire Department and more frequently if deemed necessary. All scheduled drills in BOQs and BEQs shall be attended by a Command Representative/CDO/OOD, Safety Officer etc, to ensure safety compliances are met.

3.1.2. It is permissible for Department Heads/Special Staff and Fire Wardens to conduct a silent fire drill without using fire alarm equipment. Only fire department personnel are authorized to activate fire alarm equipment.
3.2 Classes. Fire educational training classes will be conducted for all personnel assigned, residing or working on the center and Lake Side Naval Annex, Pascagoula. These classes will include:

   (1) Initial indoctrination briefing for newly assigned civilian and military personnel covering the Station Fire Protection Program and local area fire conditions, laws, and programs.

   (2) Annual instruction on the use of first-aid fire extinguishing equipment and fire prevention practices

   (3) Periodic sessions to review the Station Fire Protection regulations, fire reporting procedures and use of fire fighting equipment.

   (4) Explicit instructions for Security personnel on fire reporting and other responsibilities during a fire.

   (5) Information for Navy Organizations (i.e., Family Readiness Group (FRG) clubs and Ombudsmen) on the importance of having smoke detectors installed in privately owned or rented quarters.

   (6) Fire safety briefing for residents of family housing in conjunction with annual housing inspection.

   (7) Monthly training will be conducted for building Fire Wardens and Alternates on duties and responsibilities. Annual training refresher course will be conducted for existing Fire Wardens.

3.3 Places of Public Assembly

3.3.1 Public Assembly Employee Training. Public assembly managers will establish a training program complying with NFPA 101 to ensure each employee understands their duties and responsibilities toward fire prevention, including the use of fire extinguishers, installed fire protection equipment and duties in case of fire. Managers will ensure employees are proficient in aiding in the orderly evacuation of occupants from facilities in the event the fire alarm system is activated or
there is a fire. This training program must be developed to cover each functional area including kitchen workers, office workers, waitresses, and bartenders. All newly hired employees must be trained within 7 days of hire.

3.4 Specialized Management Training. Specialized training for managers or assistant managers who perform closing inspection must be conducted. This training must be geared to each individual occupant. Personnel who have been trained to close these facilities will be designated in writing and a copy will be maintained in the facilities fire prevention book. Public assembly managers are responsible for ensuring this training is conducted.
Chapter 4 Fire Scene Emergencies - Traffic Control

4.1 Fire Scene Emergencies

4.1.1. The Fire Division may be called for any of the following additional emergencies:

(1) Structure Fires

(2) Hazardous material incidents, i.e., leaks and spills of chemicals, gas, oils, hydraulic fluids, and other substances.

(3) Confined space and other rescues.

(4) Serious accidents involving automobiles, cranes, railroad equipment, helicopters, or other heavy equipment.

(5) Emergency removal of wreckage.

(6) Accidents causing potential fire hazards.

(7) Emergencies requiring the use of ladders, equipment, or manpower.

(8) Natural and compressed gas leaks.

(9) All medical and rescue emergencies.

(10) Any type of terrorism activity.

4.2 Traffic Control. The Public Safety Director or Chief of Police will establish procedures for traffic control, security, and restriction of personnel from all emergency areas, as requested by the Fire Chief or SFO.

4.3 Operational Control. The senior fire officer will control firefighting and rescue operations of the accident/incident site. Personnel not assigned to the fire protection organization will not interfere and will remain a safe distance from the area unless requested by the senior fire officer in charge.
4.4 Authority to Commander. The senior fire officer, acting for the Commanding Officer may commandeering military vehicles, equipment, materials, and personnel (military or civilian) as necessary.

4.5 Safety at the Scene. Police forces, NCIS agents, safety specialists and other disaster first responder personnel who are expected to respond to a fire, crash or other disaster scene will remain well clear of firefighting apparatus and personnel and will not enter an emergency site or location without the express permission of the senior fire officer on the scene.

4.6 Emergency Vehicle Right-of-Way. Firefighting equipment has the right-of-way when responding to an emergency. At the sound of a siren or sight of a flashing red light, motorized equipment will move to the street curb, stop, and remain stationary until emergency vehicles have passed.

4.6.1 Vehicular Traffic. Upon hearing fire sirens, air horns, gongs, or other emergency signals, or upon actually sighting any fire vehicle, police car, or ambulance on an emergency call, all drivers of vehicles shall IMMEDIATELY pull over to the right, come to a full stop and give COMPLETE RIGHT-OF-WAY to the emergency vehicle. NO VEHICLE shall follow fire trucks, police cars, or ambulance unless on an authorized trip in connection with the FIRE ALARM or EMERGENCY. In the latter case, they shall remain 500 feet behind any responding emergency equipment.

4.6.2 Railroad traffic, operators of locomotives or other railway rolling stock shall give fire apparatus, police cars, and ambulances the RIGHT OF WAY when such vehicle are answering emergency calls.

4.7 Obstructing Firefighting Resources. Do not obstruct fire lanes, fire hydrants, fire department sprinkler connections, and standpipe connections within a radius of 15 feet. Do not use fire hydrants for any other purpose than intended without written permission of the fire department.

4.7.1 All facilities must be provided with a clear access (fire lane) of 30 feet for firefighting around the facility.
4.8 General Base

4.8.1. Normal usage of water shall be curtailed until fire or emergency is over.

4.8.2. Railroad traffic, operators of locomotives or other railway rolling stock shall give fire apparatus, police cars, and ambulances the RIGHT-OF-WAY when such vehicle are answering emergency calls.

4.8.3. Hazardous operations in progress will be immediately suspended, i.e., refueling, cutting/welding, and confined space entries.
Chapter 5 - Fire Equipment

5.1 Tampering with Fire Protection Equipment, Barriers, Security Devices, Signs and Seals

5.1.1 Fire Department Property. Apparatus, equipment and appurtenances belonging to or under the supervision and control of the fire department shall not be molested, tampered with, damaged or otherwise disturbed unless authorized by the fire chief. Damaged, removed, or tampered fire protection and reporting equipment and appliances shall be immediately investigated to determine the cause of the equipment damage or failure. Persons found to have maliciously tampered with any fire protection equipment shall be reported to the chain of command for disciplinary action. (Ref: 2000 Uniform Fire Code)

5.1.2 Fire Hydrants and Fire Appliances. Fire hydrants and fire appliances required by this instruction to be installed or maintained shall not be removed, tampered with or otherwise disturbed except for the purpose of extinguishing fire, training, recharging or making necessary repairs, or when allowed by the fire department. When a fire appliance is removed as herein allowed, it shall be replaced or reinstalled as soon as the purpose for which it was removed has been accomplished. (Ref: 2000 Uniform Fire Code)

5.1.3 Barriers, Security Devices, Signs and Seals. Locks, gates, doors, barricades, chains, enclosures, signs, tags or seals which have been installed by the fire department or by its order or under its control shall not be removed, unlocked, destroyed, tampered with or otherwise molested in any manner. (Ref: 2000 Uniform Fire Code)

5.1.4 Fire Protection Equipment and Alarm Systems

5.1.4.1. Fire protection equipment shall not be put out of service or relocated without prior approval of the Fire Chief.
5.1.4.2. No person shall make any portable or fixed fire extinguishing system or device or any fire warning system inoperative or inaccessible except as necessary during emergencies, maintenance, drills, or prescribed testing.

5.1.4.3. No person shall make a system or device inoperative during an emergency unless directed by the incident Commander or Fire Chief.

5.1.4.4. No person shall tamper with any fire protection equipment or create conditions, which adversely affect the operation or efficiency of such equipment.

5.1.4.5. Public Works personnel specifically qualified for the task shall perform the inspection, testing, maintenance, and repair of fire protection systems and equipment. These functions shall occur only with prior notification to the command and building occupants. A test or maintenance plan shall be coordinated with the Fire Department. All systems shall be tested and maintained in accordance with reference UFC 3-600-2.

5.1.4.6. Smoke detectors in all family quarters shall be tested and cleaned by the housing contractor. Occupants shall be instructed on test procedures and required to perform monthly tests.

5.1.4.7. No person shall have access to fire alarm panel boxes except Fire Department and Public Works maintenance personnel.

5.1.4.8. No person, except a person authorized by the Fire Chief or Public Works Officer, shall remove, unlock, destroy, or tamper with in any manner any locked gate; chain; enclosure; sign; tag; seal; or fire safety and protection equipment, that has been required by the authority having jurisdiction.
5.2 Obstruction and Impairment of Fire Hydrants and Fire Protection Equipment, Access Aisles, and Passages

5.2.1 General. Posts, fences, vehicles, growth, trash, storage and other materials or things shall not be placed or kept near fire hydrants, fire department inlet connections or fire protection system control valves in a manner that would prevent such equipment or fire hydrants from being immediately discernible. In accordance with reference (c), the fire department shall not be deterred or hindered from gaining immediate access to fire-protection equipment or hydrants.

5.2.2 Access Aisles. Adequate access aisles to fire alarm pull stations, fire extinguishers, fire escapes, sprinkler system valves, electric, gas, water and steam controls shall be kept clear at all times. These aisles shall be at least 36 inches wide and easily identified by posted signs.

5.2.3 Obstructions. No obstruction of any type or vehicles shall be allowed to obstruct access to fire hydrants, fire connections or other firefighting equipment.

5.2.4 Sprinkler Clearances. Access to and clearance around sprinkler control valves, fire department connections and risers shall be maintained at all times. Protective enclosures shall be constructed by the activity (using any available resources) when deemed necessary by the Fire Chief.

5.2.5 Fire-extinguishing equipment. Class II standpipe hose stations, Class I and III Standpipe outlets, and portable fire extinguishers shall not be concealed, obstructed or impaired.

5.2.6 Fire Alarm Equipment. Alarm-initiating devices, alarm-signaling devices and enunciators shall not be concealed, obstructed or impaired.
5.3 Equipment Rooms, Utility Rooms, and Hazardous Locations.
The rooms and hazardous locations listed below shall not be used as storage, lounges, or office spaces onboard NCBC or tenant commands. These spaces shall only be key accessible by Public Works and Fire Department personnel only:

(1) Mechanical rooms
(2) Electrical rooms
(3) Sprinkler system rooms
(4) Fire alarm systems
(5) Telephone systems
(6) Electrical breaker boxes
(7) Air handling units
(8) Furnaces
(9) Other like systems

5.4 Fire Hydrants

5.4.1 Connections. Only Fire Department or Public Works personnel (with prior approval of the Fire Chief) shall operate or make any connections to fire hydrants.

5.4.2 Accessibility. Fire hydrants shall be kept clear and accessible at all times by cutting and removing grass, weeds, trees, shrubbery and loose debris.

5.4.3 Insects. Fire hydrants shall be kept free of fire ants mounds, insects, and other animals, which could result in personal injury.

5.4.4 Parking Limits. There shall be no parking of vehicles or other obstructions within:

(1) 15 feet of either side or in front of fire hydrants.

(2) 15 feet from sprinkler system valves and fire department connections.
5.4.5 Fire Mains/Sprinkler System. The Fire Chief shall be informed prior to performing any work or shutting off any section of the water system or sprinkler system.

5.4.6 Classification and Code of Fire Hydrants. Fresh water fire hydrants shall be classified in accordance with their rated capacities at (20 psi) residual pressure. Fire hydrant barrels for (potable water) shall be painted yellow. Fire hydrant barrels for non-potable water (GSA high pressure loop) shall be painted red. Hydrant bonnet tops and nozzle caps shall be painted with the color code in accordance with the latest edition of NFPA-291 and UFC 3-600-2:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Color Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Class AA - 1500 gpm or greater</td>
<td>Light Blue</td>
</tr>
<tr>
<td>(b) Class A - 1000 - 1499 gpm</td>
<td>Green</td>
</tr>
<tr>
<td>(c) Class B - 500 - 999 gpm</td>
<td>Orange</td>
</tr>
<tr>
<td>(d) Class C - Less than 500 gpm</td>
<td>Red</td>
</tr>
</tbody>
</table>

5.5 Water Distribution Systems, Fire Hydrants, Siamese Connections, and Post Indicator Valves.

5.5.1 The Public Works Department shall be responsible for testing, maintenance and repair of all water distribution systems on the base IAW UFC 3-600-2.

5.5.2 When fire hydrants, fire mains, automatic sprinkler systems, and similar fire protection equipment are removed from or returned to service, the Fire Chief shall be notified immediately in order appropriate inspections and/or tests can be made and recorded by Fire Division Officers.

5.5.3 Fire protection water supply lines and outlets shall not be altered nor have fittings attached without approval of the Fire Chief.
5.5.4. The Fire Department must be notified prior to the operation (opening and closing) of any valve controlling fire protection water supply lines.

5.5.5. Fire hydrants, siamese connections, post indicators and other water control valves shall be clearly visible and free of all obstructions.

5.5.6. The use of fire hydrants shall be prohibited except as authorized by the Fire Chief and Public Works Officer.

5.6 Sprinkler Systems

5.6.1. Sprinkler control valves shall be maintained and sealed in the open position. (Exception: Where valves are supervised seals are not necessary). If sprinkler heads are fused because of fire, the valve shall not be closed until so directed by the Fire Division Officer in Charge.

5.6.2. Where a sprinkler system is actuated from whatever cause, the sprinkler system shall not be shut off until the Fire Division arrives unless the operation is visually evident to be accidental. In that latter case, the sprinkler control valve should be closed and the drain valve should be opened to curtail water damage. The replacement of sprinkler heads and restoration of service should be effected immediately upon extinguishment of fire or determination of accidental operation. The Fire Division shall be responsible for ensuring replacement of sprinkler heads and restoration of services.

5.6.3. The Fire Division and Public Works Officer shall be notified prior to closing a sprinkler control valve for any alterations or repairs. Necessary work on sprinkler systems shall be conducted on an emergency basis in order to limit impairment of protection to the absolute minimum period of time.

5.6.4. No material of any kind shall be hung from sprinkler piping or obstruct sprinkler heads, i.e., camouflage netting, parachutes, canvas, wiring, signs, hose, rope, decorations, etc.
5.6.5. A minimum clearance of 18 inches shall be maintained between sprinkler heads and storage of non-hazardous materials piled not over 15 feet high. A minimum clearance of 36 inches shall be maintained between sprinkler heads and storage with piles in excess of 15 feet. A minimum clearance of 36 inches shall be maintained between sprinkler heads and storage of hazardous materials regardless of height of piles. DODINST 4145.19 requires these clearances.

5.6.6. Only authorized and qualified Public Works Department or Fire Division personnel shall test wet and ordinary dry-pipe sprinkler systems. Deluge and other special types of sprinkler systems, because of their complicated and specialized features, should be inspected and tested by properly qualified personnel.

5.6.7. Sprinkler systems shall be maintained in accordance with NFPA-13, Sprinkler Code and UFC 3-600-2.

5.6.8. Sprinkler systems existing in buildings, but which are not required by law or regulations, shall be retained in service. Performance of these systems shall not be impeded by improper storage, new partitions, installation of drop ceiling, etc.

5.7 Fire Hoses

5.7.1 Use. Fire hose shall not be used for other than firefighting purposes without approval of the Fire Chief.

5.7.2 Vehicles. No vehicles shall be driven over any fire hose, except under the following exceptions:

   (1) Hose bridges are in place

   (2) If directed to do so by a member of the Fire Division

5.8 Fire Extinguishers

5.8.1 Discharging of Extinguishers. Any person discharging a fire extinguisher shall immediately inform the Fire Department stating the reason for use. Fire Prevention Division shall be notified with building and extinguisher location. They will change out the extinguisher as soon as possible.
5.8.2 Mounting of Extinguishers. Fire extinguishers shall be mounted on the wall and shall not be removed from their assigned locations by building staff except for emergency firefighting use only. Fire Prevention Division can remove them for drills, demonstrations, inspection or maintenance. **DO NOT REMOVE THEM FROM ANY BUILDING FOR OUTSIDE GRILLING PURPOSES.**

5.8.3 Inspection and Maintenance

5.8.3.1. Any person noting damaged fire extinguishers shall immediately notify the Building Fire Warden.

5.8.3.2. Fire protection equipment shall be kept clearly visible at all times.

5.8.3.3. All first response firefighting equipment shall be checked daily by the using activity. Fire department shall be notified of any damaged or inoperative extinguishers needing repair or exchange.

5.8.4 Vehicles Requiring Fire Extinguishers. Fire extinguishers shall be carried on government owned buses, police and patrol vehicles, vehicles regularly used to carry explosives, acids, compressed gases, fuel or other dangerous articles; vehicles dispatched on trips into areas where fire protection is not readily available and vehicles occasionally used to carry explosives. Providing fire extinguishers for the above uses is the responsibility of the using organization.

5.8.5 Command Collateral Equipment Fire Extinguishers. The maintenance (including hydrostatic testing and recharging) and location of all approved portable firefighting equipment inside buildings is a function of the fire department. The Fire Department is not responsible for any collateral first-aid firefighting equipment used and owned by all tenant commands for military vehicles, equipment and special operations on NCBC Gulfport. All collateral owned equipment shall become the total responsibility of that command to include funding, purchasing and maintenance. A private fire extinguisher contractor shall perform all inspections and maintenance (to include recharging and hydrostatic testing).

5.8.6 Purchasing guidelines. Use references (c) and (g) as guides for the selection, distribution, inspection, maintenance and use of portable extinguishers.
5.8.7 Battalion Construction Projects. Issuance of fire extinguishers for use in battalion operations and civilian community construction projects shall be done by 20THSRG Supply, located in Warehouse 225.

5.8.8. Vehicle custodians will ensure drivers check portable extinguishers daily and sign the tag monthly. Vehicle extinguishers shall be taken to the Fire Department annually for inspection.

5.9 Emergency Fire Apparatus and Equipment

5.9.1 Use. No person shall ride on, operate or use fire apparatus or other fire equipment unless specifically authorized by the Fire Chief.

5.9.2 Driving Speed. Fire apparatus when responding to an alarm shall be under control of its driver at all times and be driven at such speeds as may be deemed safe according to conditions of the road and not in excess of specific speeds as may be designated by the Commanding Officer. Fire apparatus drivers when returning from an alarm shall observe all posted traffic regulations.

5.9.3 Signal Devices. Fire apparatus shall use sirens, air horns, and flashing or blinking lights when responding to alarms as a warning to all approaching vehicles.

5.9.4 Operator’s Permit. A driver of fire apparatus shall be qualified and licensed by current U.S. Government Motor Vehicle Operator’s Identification Card and shall have completed the Department of Transportation Emergency Vehicle Operator’s Course (EVOC).

5.9.5 Vehicle Traffic. All traffic shall immediately yield to emergency vehicles in accordance with Mississippi State Law.

5.9.6 Seat Belts. The use of seat belts is required for all persons riding in or on fire equipment.
5.10 Fire Equipment Maintenance and Inspection.

5.10.1. The inspection, maintenance (including recharging) and location of all first-aid firefighting equipment placed and mounted in all buildings, structure, yards, and outdoor spaces on NCBC Gulfport, including standpipes and hose, are a function of the Fire Division.

5.10.2. Any person having discharged a fire extinguisher or having found indication of a fire extinguisher being used, shall report the fact immediately to the Fire Division.

5.10.3. Firefighting equipment shall not be used or moved from its assigned mounted location for any purposes except firefighting, drills, repair, or maintenance of the equipment. This prohibition embraces all firefighting equipment and accessories, such as fire extinguishers, fire hose, sand or water buckets, spanners, wrenches, and other tools. Persons found to have maliciously tampered with any fire protection equipment shall be reported to the chain of command for disciplinary action. Do not remove any fire extinguisher from a building for the use of a barbecue.

5.10.4. The Fire Chief and the Public Works Officer shall be notified of any impairment of fire protection involving water systems, hydrants, pumps, sprinkler, CO2, foam and dry chemical systems, fire alarm notifications systems and similar equipment. Restoration of such equipment to service shall be reported promptly to the Fire Chief and the Public Works Officer.

5.10.5. The Fire Chief shall not be responsible for collateral first-aid firefighting equipment used and owned by all tenant commands for military vehicles, equipment and special operations on NCBC Gulfport. All collateral owned equipment shall become the total responsibility of that command to include funding, purchasing and maintenance. A private fire extinguisher contractor shall perform all inspections and maintenance (to include recharging and hydrostatic testing). Fire extinguishers needed for special homeport or base projects can be obtained at Bldg 225 (B Section).
Chapter 6 - Fire Prevention - General Fire Safety

6.1 Building Occupancy. Buildings or portions of buildings, except for routine maintenance or repair, shall not be occupied during construction, repair, or alteration without the approval of the AHJ if required means of egress are impaired or required fire protection systems are out of service. (NFPA 1 - 10.3.3*)

6.2 Building Evacuation

6.2.1. No person shall fail to leave a building when notified to do so when directed by the AHJ as a result of a known or perceived emergency. (NFPA 1:10.5.1)

6.2.2. No person shall fail to leave any overcrowded premises when ordered to do so by the AHJ. (NFPA 1: 10.5.2*)

6.3 Fire Drills

6.3.1 Where Required. Emergency egress and relocation drills conforming to the provisions of this code shall be conducted as specified by the provisions and actions of the AHJ. Drill shall be designed in cooperation with the local authorities.

6.3.2 Drill Frequency. Emergency egress and relocation drills, where required by the AHJ, shall be held with sufficient frequency to familiarize occupants with the drill procedure and to establish conduct of the drill as a matter of routine. Drills shall include suitable procedures to ensure all persons subject to the drill participate.

6.3.3 Simulated Conditions. Drills shall be held at expected and unexpected times and under varying conditions to simulate the unusual conditions that can occur in an actual emergency.
6.4 Reporting of Fires and Other Emergencies

6.4.1 Upon the Discovery of any Unwanted Fire:

(1) Warn all occupants in building of any unwanted fire. Occupants shall immediately evacuate building using the nearest exit and muster at a safe distance (minimum of 300 feet) designated by the fire warden from building.

(2) Report fire by regular telephone or fire reporting telephone.

(3) Close all windows, skylights, and doors. Do not endanger yourself or others in this effort. All lights can remain on during evacuation.

(4) Have someone standby to direct Fire Division to exact location of fire.

(5) If safe to do so, attempt to extinguish fire-using proper type extinguisher materials and methods recommended for the type of fire involved according to local fire bill.

(6) Any person discovering a fire, regardless of its size and magnitude, or having a reasonable suspicion of a fire shall immediately notify the Fire Division. Any occupant, or any person in control of such building or premises, upon discovery of an unwanted fire, or evidence of there having been an unwanted fire, even though it has apparently been extinguished, regardless of size, shall immediately cause notice of the existence of such, circumstances of same, and the location thereof to be given to the fire department.

(7) No person shall make, issue, post, or maintain any regulation or order, written or verbal, that would require any person to take any unnecessary delaying action prior to reporting a fire to the fire department.

(8) No person shall deliberately or maliciously turn in an alarm of fire when in fact that person knows that no fire exists.
(9) It shall be a violation of this instruction for any person to willfully make to the fire department any false, fraudulent, misleading, or unfounded report or statement or to willfully misrepresent any fact for the purpose of interfering with the orderly operation of the fire department or with the intention of misleading any fire department personnel.

6.4.1.1 CBC Gulfport Fire Reporting Procedures.

(1) BY REGULAR TELEPHONE: DIAL 871-2333 or 911. WHEN CBC EMERGENCY DISPATCHER ANSWERS, GIVE LOCATION AND TYPE OF FIRE AND TELEPHONE NUMBER BEING USED. REMAIN IN FRONT OF THE BUILDING AT A SAFE LOCATION TO DIRECT FIRE DIVISION TO THE SCENE OF THE FIRE.

(2) BY RED BOX FIRE REPORTING TELEPHONE: REMOVE TELEPHONE INSTRUMENT FROM HOOK. WHEN CBC EMERGENCY DISPATCHER ANSWERS, GIVE LOCATION AND TYPE OF FIRE, STAND BY TO DIRECT FIRE DIVISION TO THE SCENE OF THE FIRE.

6.5 Fire Division. Upon receipt of an alarm, fire apparatus and personnel designated in advance by the Fire Chief shall proceed by the most direct route to the scene of the fire and upon arrival at the scene shall take immediate steps to extinguish the fire. (Life Safety is most important) Standard Operating Procedures (SOP's) shall follow in this order - life rescue, fight fire, and salvage property, investigate scene.

6.6 Regional Dispatch Center (RDC). Upon receipt of an alarm, RDC will immediately dispatch all fire apparatus and personnel designated in advance by the Fire Chief.

6.6.1 After dispatching the Fire Division, RDC will immediately notify the following:

(1) City of Gulfport Fire Department, if indicated on run card or requested by Chief Fire Officer.

(2) American Medical Response (AMR). (Ambulance Service)

(3) Command Duty Officer (CDO)

(4) Public Works Maintenance Office (during working hours)

(5) Quarterdeck (after working hours)
6.6.2 Upon request of the Fire Officer in Charge or CDO, NCBC Control will notify the following:

(1) Commanding Officer

(2) Security Officer

(3) Fire Chief (after working hours)

NOTE: Personnel not listed in paragraph 1d above, except Public Works emergency crew, will stay completely clear of the fire area. DOD police officers will enforce this regulation. When requested by the Fire Chief or Fire Officer in Charge to do so, CBC Control will call off-duty fire fighters and other necessary personnel to report to work.

6.6.3 Bomb Threat. Use a verbal warning to notify all personnel in the event of a bomb threat within the building. The fire alarm system shall not be activated for evacuation purposes. Do not use telephones, cellular phones, light switches, electrical devices etc. Personnel shall immediately proceed to the nearest building and call the Emergency Dispatcher at 871-2333 to report a bomb threat and not a fire.

6.6.4 Receipt of Alarm.

6.6.4.1 The Regional Dispatch Center shall dispatch fire equipment in accordance with standing orders established by the Fire Chief.

6.6.4.2 If a second alarm is required, dispatcher will follow standing orders directed by the fire ground commander.

6.6.4.3 If a third alarm is required, dispatcher shall request assistance from local area fire departments in accordance with Mutual Aid Agreements.

6.7 False Alarms.

6.7.1 No person shall deliberately or maliciously turn in an alarm of fire when that person knows no fire exists. All false fire alarms shall be immediately investigated to determine the cause of the alarm. Persons found to have maliciously caused false alarms shall be reported to their Commanding Officer for
disciplinary action. Dependents or persons not employed by the federal government shall be reported to Base Police for action.

6.7.2 It shall be a violation for any person to willfully make to the fire department any false, fraudulent, misleading, or unfounded report or statement or to willfully misrepresent any fact for the purpose of interfering with the orderly operation of the fire department or with the intention of misleading any fire department personnel.

6.7.3 Fire Reporting Numbers (NCBC GULFPORT):

(1) On Base: dial 871-2333

(2) On Base Housing: dial 871-2333

(3) Off Base: dial 911

NOTE: Any person discovering a fire or suspecting a fire in any government equipment or housing shall report this to CBC Control immediately: Extension 871-2333

6.7.3.1 Provide the following information if known:

(1) Exact location of fire - building number (or common name) and street address.

(2) Telephone number from which fire is being reported.

(3) Description of what is burning (building, boat, grass, vehicle, etc).

(4) DO NOT DELAY CALL TO GET ANY INFORMATION.
6.8 Building Access. All uniformed fire department personnel engaged in fire prevention and inspection work shall be authorized at all reasonable times to enter and examine any building, structure, marine vessel, vehicle, or premise for the purpose of making fire safety inspections. These personnel shall be identified by credentials issued by the governing authority. Security area escorts will be provided as necessary for secure and classified areas. (NFPA1 - Uniform Fire Code - 2006 Ed)

6.9 Building Inspection. All buildings shall be inspected at frequencies per reference (e). The purpose of inspection is to eliminate fire and life safety hazards in buildings and areas, and to insure that potentially hazardous operations are carried on in a safe manner in accordance with station regulations and recognized fire prevention practices.

6.10 Building Emergency Notification. All buildings shall have suitable placards located at the main entrance stating location, phone number and name of person to contact for entry.

6.11 Building Deficiencies. Deficient or inadequate equipment unsafe acts and/or conditions or other matters in violation of this instruction shall be reported in writing on a Fire Deficiency Notice to the Commanding Officer. The Fire Chief shall ensure necessary action is taken to correct deficiencies.

6.12 Smoking.

6.12.1 Where smoking is considered a fire hazard, the AHJ shall be authorized to order a "No Smoking" sign in clearly designated location, where smoking is prohibited. (NFPA 1: 10.10.1)

6.12.2 In areas where smoking is permitted, noncombustible ashtrays shall be provided. (NFPA 1: 10.10.2)

6.12.3 Removal or destruction of any required "No Smoking" sign shall be prohibited. (NFPA 1: 10.10.3)