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NAVSUPPACT NAPLES INSTRUCTION 11320.2F

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: REGULATIONS FOR FIRE PREVENTION AND FIRE PROTECTION MEASURES AT THE U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY

Ref: (a) DOD Instruction 6055.6
(b) OPNAVINST 11320.23E
(c) NAVFAC P1021
(d) NAVFAC P309
(e) NAVFAC 11320.22B
(f) NAVSEA OP-5
(g) NFPA Manuals
(h) MILHANDBOOK 1008C
(i) OSHA Standards
(j) Safety & Health Requirements Manual EM385-1-1
(k) Compressed Gas Association CGA P-1 1991
(l) Final Governing Standards for Italy
(m) OPNAVINST 1000.16J
(n) NAVAIR 80R-14

Encl: (1) Fire and Emergency Bill
(2) Contractor's Guidelines for "Hot Work"
(3) Contractor's Acknowledgment of Fire Prevention Guidelines Form

1. Purpose. To promulgate the Fire Bill and to establish a fire prevention program aboard the U.S. Naval Support Activity, Naples, Italy (NAVSUPPACT Naples) per the requirements of references (a) through (n).

2. Cancellation. NAVSUPPACT NAPLES INSTRUCTION 11320.2E

3. Scope. This instruction is applicable to all NAVSUPPACT Naples components, detachments, tenants, joint user activities, transient personnel, and contractors operating within the geographical boundaries or structures of NAVSUPPACT Naples. All

will comply with the provisions of this instruction. Enclosure (1) will be used as a minimum requirement for fire prevention rules.

4. Information

a. The protection of NAVSUPPACT Naples from fire damage, loss of life, or injury to personnel is the foremost concern of the NAVSUPPACT Naples Fire and Emergency Services (FES). Enclosure (1) details regulations applicable to all military and civilian personnel.

b. The NAVSUPPACT Naples FES provides an aggressive fire prevention and fire protection program for all activities at NAVSUPPACT Naples. The FES is organized per the standards for Navy structural fire protection organizations established by references (a) through (c).

c. Civilians are required to exercise the same precautions for the prevention of fire as are required of military personnel and will perform such duties in connection with fire fighting equipment as the responsible head of their activity may assign.

5. Action. All personnel working or quartered aboard NAVSUPPACT Naples, including the Gricignano Support Site and supported commands, will be cognizant of and comply with the NAVSUPPACT Naples Fire Bill. Enclosure (1) addressees will give wide dissemination to the enclosed information. The Department Heads of NAVSUPPACT Naples and tenant activities may post excerpts from this instruction or other fire regulations. Within their areas, however, all fire notices posted will conform with this instruction or will be approved by the NAVSUPPACT Naples Fire Chief prior to posting.

6. Reports and Forms. All necessary forms and permits can be obtained from the NAVSUPPACT Naples Fire Chief's office.

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Distribution:
NAVSUPPACT NAPLES INST 5216.4U
Lists: I; II; III; IV (2. 6. 10. only); V (2 only)

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FIRE AND EMERGENCY BILL

SECTION 1 - INTRODUCTION

1. Purpose. To set forth basic policies concerning the overall fire protection and fire prevention of U.S. Naval Support Activity, Naples, Italy (NAVSUPPACT Naples), tenant/supported activities, and outlying areas, under the authorization of NAVSUPPACT Naples, per current Department of the Navy directives.

2. Fire and Emergency Services. The Fire and Emergency Services Division (FES) is organized in conformance with the standards provided by references (a), (b), (c), (f), and as approved by the Commanding Officer, NAVSUPPACT Naples.

3. Responsibility. All military, civilian and local national personnel attached to, employed on, or otherwise using any facilities of NAVSUPPACT Naples, are to familiarize themselves and comply with these regulations.

4. Applicability. This instruction is not intended to be in conflict with Navy regulations or other instructions issued by higher authority.

5. Authority Having Jurisdiction. The NAVSUPPACT Naples Fire Chief will determine action to be taken in all matters concerning fire prevention and fire safety not covered by these regulations. The Fire Chief will have the authority to direct off-duty firefighting personnel to duty in the event manning levels are below established minimum requirements.

SECTION 2 - GENERAL INFORMATION

1. Fire Bill

a. NAVFAC 3-11320/9 (Fire Bill) in the form of a placard gives pertinent information relative to the required action to be taken by personnel in event of a fire.

b. The fire bill will be augmented by departmental or unit fire bills, and posted in an appropriate place on official bulletin boards in each department or unit. Fire bills will provide for manning of first aid and fire fighting equipment before arrival of components of FES and for assigning personnel to assist the FES upon arrival. Each command will, in addition

to this instruction, establish a written fire bill that spells out what their particular unit is required to do in the event of a fire emergency. The fire bills, as a minimum, will include section 2 through 5 of this instruction.

2. Discovering A Fire

a. Any person discovering a fire, or having reasonable suspicion of a fire, will immediately telephone the 911 Alarm Control Center at 911 on base and 081-568-4911 off base and give directions to the scene of the fire. If available, activate the local fire alarm system. Should the building not have an alarm system, notify building occupants immediately by voice.

b. ALL fires are to be reported to the Alarm Control Center immediately, even if already extinguished.

3. Reporting A Fire and/or Other Emergency. Fire alarms are transmitted from fire alarm boxes located throughout the facility or by telephone.

a. To Operate a Fire Alarm Box

(1) Activate the alarm box by pulling out its handle, pushing down, etc, or as far as it will go and release. After activating the alarm, call the 911 Alarm Control Center by telephone from a safe location.

(2) If, for some reason the fire alarm evacuation bells do not operate, the alarm will be passed throughout the area verbally by shouting (FIRE-FIRE). After passing the alarm, call the FES immediately by telephone (117 on base or 081-568-5333 off base) from a safe location.

(3) Proceed to the closest approach point for emergency vehicles and direct the FES personnel to the location of the fire/emergency.

(4) In the event the fire alarm systems are inoperative, the FES duty chief will determine if the unit commander/OIC needs to assign a fire watch until the alarm system is repaired. In all cases a fire watch will be posted in berthing areas until the system is returned to service.

b. To Report a Fire Emergency by Telephone. If on base dial 911 (Capodichino or Agnano), off base 081-568-4911, and provide the following: (Note: If calling from an area where an

emergency exists that would endanger your well-being, leave the area immediately and go to a safe place to call for assistance.)

(1) Exact location of emergency (i.e., building number, street address) and, if applicable, what function or unit occupies the building/facility.

(2) Your name and the telephone number you are calling from.

(3) State your emergency; such as, fire (building, vehicle, grass, oil, etc), smell of smoke, aircraft incident, fuel spill, gas leak, etc.

(4) Stay on the telephone until told to hang up by the dispatcher.

4. Gas Leaks. Notify the 911 Alarm Control Center (ACC) immediately for any leaks involving natural gas or manufactured gases such as propane, methane, butane, etc. If a gas leak exists, do not activate internal fire alarm systems or electrical switches. Sound the alarm verbally (loudly) and make the 911 call from a safe location.

5. Personnel Action

a. When an emergency exists, all personnel will exit the involved area and remain clear. The FES will advise personnel when it is safe to re-enter.

b. If time permits, secure coffee pots, close windows and doors to confine fire and prevent drafts. DO NOT SECURE LIGHTS. Personnel should not endanger themselves or others in this effort.

6. Vehicular Traffic. On hearing fire sirens or other emergency signals, vehicles will pull to the right and stop to ensure unrestricted travel of emergency vehicles.

7. False Alarm. All false alarms will be investigated immediately to determine the nature and cause of the alarm. Anyone setting a malicious false alarm will be reported to the Commanding Officer, NAVSUPPACT Naples, and referred to the individual's Commanding Officer for further disciplinary action.

8. Consideration. In the event of a fire or smoke of undetermined origin, personnel assigned responsibilities under

the provisions of this Fire Bill will be granted full access to any affected space or building aboard this activity. This access will be permitted without regard to their security clearance or access authorization. For purposes of this instruction, any member of the NAVSUPPACT Naples FES responding to an emergency will be considered as having been assigned such responsibilities and will be granted full access. No person assigned duty at this activity will delay, deny access to hinder, or restrict in any manner; and for any reason, security included, fire fighting personnel (military or civilian) or other personnel whose presence is required in connection with an emergency (i.e., medical, first aid and rescue personnel, civilian or military) from carrying out their duties. In fire or emergency situations life safety of personnel is paramount and security considerations secondary. Where doubt exists, full access will be granted to all fire fighting and rescue personnel.

SECTION 3 - FIRE EQUIPMENT

1. Access Aisles. Access aisles (minimum 36 inches) to fire alarm boxes, standpipe hoses, fire extinguishers, fire escapes, sprinkler valves, fire connections, and electric, gas, and steam controls will be adequate in width, properly identified, and maintained free and clear at all times. Post proper identification signs on or above all alarm boxes, hose boxes, emergency shutoffs, etc.

2. Sprinkler Systems

a. Sprinkler system control valves will be maintained in the open position. If the sprinkler system is activated, the valve will not be closed until so directed by the FES Officer in Charge. The FES Officer on scene will be responsible for replacement of sprinkler heads and the restoration of service (work to be accomplished by Public Works Department (PWD)).

b. If it is necessary to close a sprinkler system control valve for any reason, notify the Fire Chief immediately.

c. No material of any sort will be hung from sprinkler piping, heads, or any other part of the sprinkler system.

d. A minimum 18 inches of vertical clearance must be maintained around/below sprinkler heads. If storage is greater then 15 feet in height, a 36 inch clearance is required.

e. Sprinkler systems will be tested only by authorized and qualified Public Works or FES personnel, or contractors approved by Public Works.

f. Post indicator valves (PIV's), will be locked in the open position. If out of service, they will be marked with a sign that reads "OUT OF SERVICE".

g. Public Works will notify FES immediately each time fire pumps, post indicators, risers, sprinklers, fire alarm systems, hydrants, etc. are placed out of service.

3. Fire Hydrants

a. No vehicles or other objects will be left standing within 15 feet of any fire hydrant.

b. Fire hydrants will not be obscured by shrubbery, trees, or other obstructions.

c. Connections will not be made to fire hydrants and fire hydrants will not be operated except by authorized FES or PWD personnel unless approved by the Fire Chief.

d. Painting and numbering of fire hydrants will be accomplished in accordance with National Fire Protection Association's (NFPA) Fire Protection Handbook and references (d) and (f).

4. Outside Fire Alarms. Alarms, boxes, and sprinkler connections located on outside walls of buildings will not be obscured by shrubbery, trees, or other obstructions.

5. Obstruction of Passage

a. No material or unattended vehicle will be allowed to obstruct free passage of fire apparatus or access to structures, sprinkler control valves, fire extinguishers and standpipe connections, ramps, etc.

b. Materials or equipment left on ramps or loading platforms overnight will not block access to any window or door.

6. Fire Hose

a. Fire hose will not be used other than for fire fighting, without approval of the Fire Chief.

b. No vehicle will drive over any fire hose unless authorized by a fire officer.

7. Fire Extinguishers

a. Any person who discharges a fire extinguisher will report the fact immediately to the FES, at 626-5423 and state the purpose for which it was used.

b. Fire extinguishers will not be removed from their assigned locations except for fire fighting.

c. Fire extinguishers will be mounted in cabinets or on proper wall mounts, no less than four inches and no higher than five feet from the floor.

d. Any person noting a damaged fire extinguisher, extinguisher with a broken seal, or one in need of recharging will notify the building fire warden or FES immediately.

e. No person will tamper with or adversely affect the operation or efficient use of portable or fixed fire protection equipment.

f. When vacating a building, the Fire Warden will turn in all portable fire extinguishers to FES.

g. Fire extinguishers will not be carried in government owned vehicles except as follows:

(1) Buses, ambulances, police and patrol vehicles, vehicles used to carry explosives, hazardous materials or other dangerous articles.

(2) Vehicles dispatched on trips into areas where fire protection is not readily available and vehicles used only occasionally to carry explosives, other dangerous articles, and/or other equipment (i.e., gasoline powered equipment), are to be provided with extinguishers when dispatched.

(3) To preclude an emergency situation wherein extinguishers will be required but not available, the activity will contact FES for the loan of extinguishers. The extinguishers are to be returned to FES when the requirement no longer exists.

h. Vehicle custodians will institute necessary action to have drivers check fire extinguishers daily and bring them to the Fire Prevention Office when the extinguisher is in need of service.

8. Fire Apparatus

a. Unless specifically authorized by the Fire Chief, unauthorized persons are prohibited from riding upon, operating, or otherwise using fire apparatus.

b. Under established mutual aid agreements, and when requested by responsible authorities, the apparatus and personnel of FES may be used to assist in the fighting of fires off the activity.

c. Drivers of fire apparatus will be qualified and licensed by current U.S. Government Motor Vehicles Operators Identification Card, Standard Form OF 346, valid state license and Italian translation or valid Italian drivers license (in the case of Italian Local Nationals), and will operate vehicles using approved driving procedures in conjunction with current regulations and laws.

SECTION 4 - DUTIES ASSIGNED

1. Fire Chief

a. Fire and Emergency Services. The Fire Chief is responsible for the efficient administration, operation and technical supervision of the FES.

b. At Fires. The Fire Chief is in charge of all firefighting operations. In his absence, the Assistant Fire Chief or Acting Assistant Chief will assume his duties. He is charged with the responsibility to position and deploy personnel, apparatus, and equipment necessary for the preservation of life and property, and for extinguishing fires. In case of emergency, he may call upon any activity for the assistance of personnel and equipment in conjunction with the fire/emergency situation.

c. Fire Command Post. At major fires or related disasters, the Fire Chief will establish a Fire Command Post to direct fire fighting operations. Supporting units, upon arrival at the fire/emergency, will report to the Fire Command Post for assignment.

d. On-Scene Commander. During fires or other disasters, Fire Division reporting from surrounding communities or military establishments to assist local forces will be placed under the direction of the NAVSUPPACT Naples Fire Chief. When providing mutual aid support to off-base fire companies, the NAVSUPPACT Naples fire forces will operate under the direction of the local Fire Chief or designated representative.

e. Disaster Control. The Fire Chief is responsible for handling disaster control from a fire control perspective and managing prevention measures.

f. Procure Equipment. The Fire Chief will determine the types of fire equipment necessary and will initiate requests for procurement of same, via the chain of command, as appropriate

g. Enforcement of Regulations. The Fire Chief, under the administrative supervision of Public Safety Director, is responsible for the enforcement of fire regulations and the preparation of such supplementary regulations as may be considered necessary.

h. Fire Protection Features. The Fire Chief will collaborate with the Public Works Officer with respect to the location, alteration and maintenance of fire mains, hydrants, fire alarms, sprinkler and fire detecting systems, and fixed fire protection equipment.

i. Inspection and Maintenance. The Fire Chief is responsible for the following:

(1) Fire prevention inspections of all structures including outside facilities and those occupied by contractors.

(2) Inspection, testing, and maintenance of the fire fighting equipment (i.e., fire hose, apparatus, pumps, tools etc.).

(3) Inspection and testing of fire hydrants (to be accomplished by Public Works).

(4) Inspections of sectional control valves in the water distribution system. (to be accomplished by Public Works, who will notify FES prior to commencing work).

(5) Testing and maintenance of the fire alarm systems. (to be accomplished by the Public Works who will notify FES prior to commencing work).

(6) Inspection and testing of sprinkler and other automatic fire extinguishing and detecting equipment. (To be accomplished by Public Works who will notify FES prior to commencing work).

(7) Inspect exit facilities and conduct evacuation and fire exit drills with the coordination of building occupants.

(8) Issuance of fire prevention notices to correct existing hazards.

(9) Issuance of hazardous "Hot Work" permits for operations involving fire hazards, such as open fires, fueling, cutting, welding, and other hazardous operations as per enclosure (2).

(10) Posting of standby fire watches at places of public assembly and special occasions. (In most instances, these watches will be furnished by the activity concerned.)

(11) Investigation of all fires and submission of required reports. Initiation of requests for the services of the District Fire Marshal to investigate fires and related disasters as required by references (b) and (c).

(12) Training of FES and station personnel in techniques of fire fighting, fire prevention, and Disaster Control Recovery Operations during emergencies.

(13) Fire Safety training of newly assigned personnel.

(14) Programs for military personnel, civilian employees, and residents of military controlled housing.

(15) Review of blue prints, plans, specifications and proposals for new construction, structural changes, alterations, repairs, self-help efforts, and rehabilitation of existing buildings and structures to ensure compliance with Navy and National Fire Codes and directives.

j. Reports. The Fire Chief will ensure compliance with all fire reporting requirements and procedures established by references (b) and (c).

2. NAVSUPPACT Public Works Department (PWD)

a. PWD will assign the highest priority to the repair and servicing of fire equipment and for the elimination of fire and life safety code violations. In case of fire, PWD will:

(1) Cut Off Utility Services. When required by the Fire Chief, secure electricity, steam, and gas to the building or area involved in the fire and report to the Fire Chief in charge that such action was taken.

(2) Increase Water Supply. When requested by the FES OIC, Public Works will take immediate action to increase water pressure and volume at fire area.

(3) Special Equipment. Provide any special equipment upon request such as hydraulic hammers, cranes, etc., with operating crews, to assist the Fire Chief at the scene of an emergency.

(4) Transportation. Provide transportation for emergency operations when requested by the Fire Chief, NAVSUPPACT Naples Command Duty Officer (CDO) or Officer of the Day (OOD).

3. NAVSUPPACT Supply Department. When requested by the Fire Chief, provide required/additional supplies (fuel, oil, food etc.) as needed at the emergency scene.

4. Naval Hospital. Medical Officer of the Day (MOOD) will dispatch medical personnel and medical equipment to the scene of a fire or other emergency when requested by the Fire Chief, (Medical personnel will report to the command post to assist as required).

5. NAVSUPPACT Security Division. The Security Officer or his Assistant will dispatch members of the police force to the scene of an emergency to assist in directing the flow of traffic in the immediate vicinity, crowd control, and provide escort of vehicles in the event that assistance from an outside fire division is required.

6. NAVSUPPACT Naples CDO/OOD. In the event of a fire or related disaster, CDO will immediately inform the Commanding Officer and Executive Officer of NAVSUPPACT Naples as deemed appropriate. The OOD will report to the FES command post to assist the FES OIC as required.

7. Fire Wardens

a. CO's and OIC's will designate both a Unit Fire Warden and an alternate Unit Fire Warden for each building or group of buildings under their control. A designation letter will be forwarded to the Fire Chief to include the following information.

(1) Designate title, name, rate or rank of both the Fire Warden and alternate.

(2) Telephone number, office location, and proper address for messenger (guardmail) envelope.

(3) Planned rotation date.

(4) Number of each building and areas responsible for inspecting.

THESE DESIGNATIONS WILL BE KEPT CURRENT AND CHANGES REPORTED AS INDICATED ABOVE BY LETTER TO THE FIRE CHIEF.

b. The following procedures will be accomplished by the building Fire Warden:

(1) Prepare a fire fighting and evacuation plan for assigned building(s) and immediate area, if applicable.

(2) Post Fire Bill(s) (NAVFAC 3-11320/9) with correct building number and emergency telephone numbers in a conspicuous place and post Fire Warden's name and telephone number on unit bulletin boards.

(3) Observe and supervise the evacuation of assigned building(s) during emergencies and ensure personnel not assigned to a fire detail are instructed to close safes, windows, doors, etc., and proceed to the nearest exit without delay.

(4) Inspect assigned building(s), and/or areas daily for satisfactory housekeeping with regard to fire hazards.

(5) Ensure buildings are numbered with facility numbers. Position the number(s) on opposite corners of the structure so they are visible from at least two directions. If required, place work request with Public Works to provide numbers. Size and color of numbers for buildings will comply with existing regulations.

(6) Conduct a weekly visual inspection of each piece of emergency fire fighting equipment in assigned buildings and/or areas of responsibility. Sign fire extinguisher tags (NAVFAC 11320/2) each month indicating month and year.

(7) Accompany the Fire Inspector during inspections. The fire prevention staff personnel is available to train newly assigned wardens or assist in problems which may occur in the execution of their duties.

8. Building Occupants

a. Occupants of all buildings will familiarize themselves with the location of the nearest exits, fire alarm box, ACC telephone number, and the location and operation of fire extinguishers as needed without endangering themselves. Others may volunteer to assist.

b. Fire safety education programs for military personnel, civilian employees, and residents of military controlled housing are ongoing throughout the year (as well as fire safety orientation for all newly assigned personnel).

9. Housing Office. The Housing office will ensure fire bills and evacuation plans for Navy leased housing are posted, kept current, and residents properly briefed. (Government owned smoke detectors are checked and maintained on a regular basis).

SECTION 5 - FIRE PREVENTION

1. Introduction. The Fire Chief, Assistant Fire Chiefs, Fire Prevention Inspectors, military and civilian supervisors, and Department Heads will study and become thoroughly familiar with the activity's fire prevention regulations. They will ensure proper dissemination and/or ensure rigid compliance with the regulations. Activity fire prevention regulations are not intended for placard posting as is the case of NAVFAC 3-11320/9 Fire Reporting Poster (sometimes referred to as a Fire Bill) covered in NAVFAC P-1021. However, when recommended by the Fire Chief or District Fire Marshal, conspicuous posting of brief excerpts from the activity Fire Prevention regulations in hazardous locations and other areas is authorized. The mere posting of such signs will in no way relieve the department and supervisory personnel of their responsibility for the enforcement of and compliance with the activity Fire Prevention regulations.

2. Report Fire Hazard

a. Anyone responsible for, or occupying government buildings or areas will exercise vigilance in guarding against the creation of fire hazards. As a minimum, promptly report the following to the FES at 626-5423 or 626-5925:

(1) Any hazardous conditions which cannot be corrected immediately;

(2) Any change in assignment of occupancy of the building;

(3) Any building placed in an unoccupied status, changes in physical characteristics; i.e., additions or alterations;

(4) The reopening of any building previously unoccupied.

b. When inspections by the FES reveal existing fire hazards, the CO/OIC/Department Head of the activity will receive a Fire Inspection Report stating the discrepancy, corrective measures, and suspense date for reply. Response by required date is mandatory.

3. Drills

a. Department Heads and Division Officers will ensure that fire and evacuation drills are conducted at least quarterly in billeting, office and work spaces. These fire evacuation drills are conducted after coordination with the Fire Prevention Office. The Fire Prevention Office will observe and critique such drills. ADVANCE NOTICE OF DRILLS UTILIZING FIRE ALARMS MUST BE GIVEN TO THE FIRE CHIEF AT 626-5423/5925.

b. Occupants of government offices, work spaces, and government housing units are required to know the proper actions to take in case of fire.

c. Housing occupants are encouraged to plan and practice "Exit Drills in the Home" (E.D.I.T.H.). Housing occupants are further advised to test installed smoke detectors weekly.

4. Inspections - Care of Buildings

a. The FES will conduct periodic inspections of all buildings, including housing, as required. The purpose of

inspection is to eliminate fire hazards in buildings and areas and to ensure hazardous operations are performed in a safe manner per references (a) through (j).

b. Access to all spaces is required for inspection purposes. The fire warden will provide keys or combinations to gain entrance to spaces which are locked during normal duty hours.

5. Rubbish and Debris

a. Working and storage spaces, new construction, and repair areas will be policed regularly to reduce fire hazards.

b. Rubbish and scrap materials will be disposed of in properly identified cans, receptacles, or bins. All rubbish will be cleared from buildings at the end of the work shift and hauled to locations approved for rubbish disposal.

c. Waste containers will be of metal or other noncombustible material. Large cans (10+ gals.) will be equipped with an appropriate lid.

d. Areas beneath or within 50 feet of buildings, fuel handling or storage areas will be regularly policed to keep them free of accumulations of debris and combustible materials.

e. Grass and brush will be kept trimmed within 25 feet of structures.

6. Cleaning Precautions. Do not use gasoline and other volatile flammables having a flash point below 100°F (38°C) for cleaning purposes. No flammable cleaners will be used without proper safeguards. An MSDS sheet for chemicals used must be available at all times.

7. Emergency Exits

a. No restrictive hardware of any type (hasps and padlocks, throw bolts, crossbars, chairs, etc.), will be installed on emergency exit doors.

b. Commanding Officers, Department Heads and Division Officers will ensure fire escapes, and exits in buildings occupied by personnel are properly maintained. The following requirements will be particularly observed:

(1) Accessibility. Fire escapes and exits will be accessible and free from encumbrances. Curtains or draperies will not be placed over exit doors or otherwise located to conceal or obscure any exit. No vending/drink machines will be located in corridors, hallways, passageways, or doorways.

(2) Open outward. Exit doors will open in the direction of the exit travel.

(3) Panic hardware. Exit doors requiring panic hardware will have latches that release at 15 lbs. and will comply with reference (f).

(4) Signs

(a) Exits, and exit accesses will be so arranged that exits are readily visible at all times.

(b) Signs to indicate the direction of travel to exits when the exits are not visible from any part of the floor area are required per reference (f).

(c) Illuminated exit signs are required in places of public assembly and buildings where failure of electrical power would reduce visibility and free access to such exits.

c. No doors will be permanently secured or blocked without advanced approval of the Fire Chief. Exits requiring the use of two hands to release the latching/locking mechanism are not allowed. Do not paint exit doors with paint or decorations blending in with the wall area.

8. Personnel Service Rooms

a. Covered metal or thermal safe plastic trash receptacles with self-closing lids will be provided in all heads.

b. Clothing lockers will not contain flammable liquids, chemicals, paints, paint soaked rags, and similar materials. Frequently air out/clean greasy, or paint/fuel soaked work clothes. Storage of combustibles is not authorized on top of or underneath lockers.

c. Flammable/combustible materials will not be placed on radiators, heaters, or steam pipes.

9. Attics and Concealed Spaces

a. Attics and concealed spaces without sprinklers will be kept clean and not used for storage of flammable/combustible materials.

b. Scuttle holes and other openings communicating to attics or concealed spaces will be fitted with doors equivalent in fire resistance to ceiling construction, and normally kept closed. This does not apply to grills provided for passage of heat into attics protected by automatic sprinkler systems.

c. Hatches, trap doors, and communication openings to confined spaces are not for ventilating purposes. Keep them closed at all times when not in use.

10. Exhaust Systems. Exhaust systems and duct work, especially in galleys, will be kept free of grease accumulations. Grease filters in range hoods will be cleaned frequently or as required. A maintenance schedule will be established per reference (f). Clothes dryers will be vented to the outside using nonflammable materials. The system must be inspected and maintained to ensure proper operation and non-buildup of lint or other materials.

11. Decorations In Public Buildings (Barracks, Clubs, Theaters, Etc.)

a. Qualified FES personnel will approvethe location of a Christmas tree or any other temporary decoration. Live trees are prohibited in all office spaces and indoor common areas. All lights for use in connection with Christmas decorations will bear the approval of the Underwriters' Laboratories (U.L.), Factory Mutual (FM), or Italian IMP.

b. FES will inspect all decorations before they are used. Flammable paper or other combustible materials are not authorized decorations, window coverings, or placed on or about electric light fixtures.

c. All draperies and decorations in places of public assembly will be noncombustible or treated with an approved flame proof solution and receive the approval of qualified FES personnel before installation or labeled flame proof by the manufacturer.

12. Securing A Building - At End of Day

a. All combustible trash shall be removed from the building.

b. All heating devices and electrical appliances not required to be kept in operation during the night will be secured by the person in charge of securing the building at the close of working hours.

c. Mops, cleaning gear, and other materials subject to spontaneous ignition will be kept outside buildings or stored in tight metal containers with metal covers. Secure all buildings per NAVFACMO-300.

d. All paint, paint brushes, drop cloths, rags, etc., will be removed from the building at the close of the work day. If materials are to be left at a job site they will be placed in a metal container 25 feet from the building and away from combustible materials.

e. Gasoline and electric powered vehicles or materials handling equipment will not be parked or stored overnight in materials storage building or sheds, except as follows:

(1) Gasoline and electric powered vehicles may be stored overnight in the above locations if the building is of fire resistive construction, sprinkled, and vehicles are assigned space well away from combustible materials.

(2) Electric powered hand pallet and lift trucks maybe left in buildings provided they are located a safe distance from combustible materials. Electrical charging units will have properly installed explosion proof ventilation systems to remove toxic and explosive fumes.

13. Vacant Buildings

a. All trash will be removed from vacant buildings and floors swept clean. Furniture will be neatly stacked in the center of rooms.

b. All cleaning gear will be removed from the premises. Clean gear lockers and/or closets thoroughly and leave the doors open.

c. All entry points will be locked, preferably boarded up, if possible. Buildings will be secured per NAVFAC MO-300.

d. Vacant buildings will be posted prohibiting entry except by order of Commanding Officer, NAVSUPPACT Naples, or an authorized representative.

e. Smoking is prohibited in secured structures.

f. Disconnect electric power at the main breaker when service line fuses are removed. Disconnect and cap gas mains. Fire Alarms will remain active.

g. Security patrols or security guards, should routinely check around vacant buildings to detect and report fires.

14. Sentries and Security Patrols

a. The following instructions will be given to all security guards prior to their assuming duty assignments: Upon discovering a fire, they will immediately sound the alarm, call the 911 Alarm Control Center and stand by to direct the fire fighting forces to the scene of the fire. Instructions to sentries, patrols, and security guards need to include information relative to the manner in which buildings are secured for the night, what portions are locked, and what areas will normally remain unlocked.

b. A fire plan for all military sentry posts, patrols, and security guard patrols will be available in the appropriate headquarters for purposes of instructing and informing personnel. Such plans will contain:

(1) Location of all fire alarms in the vicinity of sentry posts and those included in or adjacent to any given patrol route.

(2) The FES telephone number on base is 911, to call off base is 081-568-4911.

(3) The locations of telephones available for emergency use during their patrol hours.

c. To be of maximum value, sentries, patrols, and security guards will know the following:

(1) All buildings adjacent to sentry posts or on their assigned patrol routes.

(2) Operating principles of all emergency fire fighting appliances and the proper equipment to use on various types of fires.

(3) The proper procedure if reporting a fire by the fire alarm boxes, telephone, radio, or other fire alarm systems.

15. Storage of Combustibles

a. Metal or metal lined containers with automatic closing covers will be provided for storing supplies and clean rags, waste, packing materials, and other combustible materials in current use.

b. All used waste, oil, paint, chemical soaked rags, and other combustible materials will be deposited in plainly marked self closing metal containers. The metal covers will be kept closed and never wedged or blocked open. Such containers will be emptied and the contents removed from the building, as required during working hours and prior to securing of building after working hours.

c. Storage of combustible materials in exit corridors, stairwell enclosures and under open stairs, inside or outside of buildings is STRICTLY PROHIBITED.

d. Storage of materials in transformer rooms, electrical closets, mechanical rooms, or air conditioning rooms is STRICTLY PROHIBITED.

16. Public Assembly Buildings (Clubs, Halls, Auditoriums, Etc.)

a. Clubs and facilities managers will ensure that appropriate personnel receive pre-closing inspection training from the FES Division. Managers or their representative will perform daily pre-opening inspection of all public assembly buildings such as clubs, halls, and auditoriums. The purpose of this inspection is to eliminate any unsafe conditions such as exit doors not lighted or secured, passageways blocked, electrical circuits overloaded by entertainment groups, etc. Buildings are to be monitored during hours of operation to ensure changing conditions do not cause unsafe operations.

b. Immediately prior to the daily closing of places of public assembly and station clubs, the employees responsible for securing these activities will perform a fire prevention inspection of their facility.

c. Family Emergency Services personnel will conduct a spot check on a regular basis during normal operating hours. Discrepancies noted will be reported to the duty manager for immediate correction. Forward the information about all such discrepancies to the Shift Supervisor.

17. Carnivals, Fairs, and Other Related Exhibitions

a. Carnivals, fairs, rodeos, circus or other related exhibitions will not operate on naval premises until an inspection is conducted by FES, Safety Office, and Public Works Department. All wiring and equipment must strictly comply with the latest NFPA codes. FES will determine the number of fire extinguishers needed for the activity.

b. Construction material for the booths will not consist of any highly combustible material (i.e., palm leaves, fronds, bamboo, grass, or straw). If you have a doubt about your materials call the Fire Prevention Office (626-5925.)

c. If cooking or open flames operations are performed, a fire extinguisher is required. A fire extinguisher may be borrowed from the FES Offices at Capo. The borrower will be responsible for pick-up and return of the fire extinguisher.

d. "Bombola" (LPG) used as fuel source.

(1) Each booth will have its own bombola wrench.

(2) "UL" or Italian equivalent "IMP" approved gas hose.

(3) An approved fixed regulator.

(4) Screw type hose clamps on all connections.

(5) Each booth to supply their own bottle of soapy water to check for gas leaks.

e. Charcoal Used as Fuel Source:

(1) No more than a one day supply of charcoal on hand.

(2) Use only approved charcoal lighter fluid. Maintain no more than one (1) day supply on hand.

(3) Proper disposal of used charcoal is required. Cool coals with ample quantities of water before disposing.

f. Secure electrical outlet boxes off the ground and under cover. Only grounded electrical appliances (three prong plugs) are authorized.

g. A fire prevention inspection is required prior to opening. Other regulations not covered in this instruction may apply.

SECTION 6 - SMOKING, FIRES, AND BARBECUES

1. Prohibited Smoking Area. Smoking is prohibited in all DON vehicles, aircraft and buildings except as noted below per ALNAV 131/93:

a. Smoking is permitted in individually assigned family housing, bachelor living quarters, Navy Lodges (in rooms designated as smoking) except when served by a common ventilation system and in common spaces. Common spaces are defined as any space within a building common to all occupants and visitors, such as corridors, elevators, lobbies, lounges, stairways, restrooms, cafeterias, snack bars, barber shops, laundry rooms, etc.

b. Outdoor areas designated for smoking will not be located in areas commonly used by non smokers, and will not be in the immediate vicinity of supply air intakes or building entry ways/egresses.

c. Smoking is prohibited within 100 feet of:

(1) Gasoline dispensing operations.

(2) Where tar and plastic type coatings are being applied.

(3) Flammable liquid and gas handling or storage areas.

(4) Aircraft parking and ramp areas.

d. Smoking is prohibited within 200 feet of gasoline or explosive transfer operations, or any hot refueling area.

e. Smoking is prohibited in all areas where explosives, chemicals, flammable or highly combustible materials are stored or handled.

f. Smoking is prohibited in any area that, due to prevailing conditions of operations, has required the posting of "NO SMOKING" signs.

g. Any area not covered in this instruction that is determined by the Fire Chief (or Representative of) to be hazardous.

2. Receptacles For Disposal of Smoking Material

a. Suitable receptacles for discarded smoking materials (metal receptacles with metal lids) will be provided in adequate numbers in all areas where smoking is permitted. Place only cigarette and cigar butts, other tobacco products, and used matches in such receptacles.

b. Stencil cans "tobacco/smoking waste only" in a visible location.

c. Dispose of contents of ash trays in a safe manner, never in waste paper baskets or similar containers.

d. The use or possession of matches other than safety matches are prohibited on station.

3. Fires

a. Open fires will not be authorized at any location on NAVSUPPACT Naples premises without advance notice to FES and approval of the Fire Chief. Burning of trash and debris is permitted only at locations approved by FES.

b. FES will supervise controlled/prescribed burning of ground cover.

c. The Fire Chief will approve incinerators maintained by departments for the disposal of classified matter or contaminated material.

d. Fires, open flame devices, burning, welding, cutting or other spark producing operations will not be conducted near flammable or combustible materials unless precautionary measures have first been taken and a fire watch, properly instructed and equipped with a fire extinguisher of the proper type, has been approved. A written permit, (Burn Permit), approved by the Fire Chief or his representative is required prior to conducting any

of the above operations. Tiki torches and theatrical props must also have prior approval.

4. Barbecues. Barbecues are prohibited except in designated areas. Navy housing is a designated area within the constraints of paragraph 604(b).

a. Barbecues outside of designated areas will be approved by the Fire Chief or his representative. Subject to approval, a Barbecue Permit will be issued by FES, excluding Navy housing.

b. All barbecuing will be per the following:

(1) Barbecue equipment will be at least 15 feet from building/structures. Barbecuing on carports, porches or balconies is strictly prohibited.

(2) Flammable liquids other than those specifically formulated for lighting charcoal will not be used.

(3) Barbecue equipment will be cooled completely and emptied prior to storage in any NAVSUPPACT Naples building. Completely extinguish charcoal briquets and hot ashes by water application, before disposal.

(4) Gas cooking units that are equipped with self starters, fuel tanks, and other attachments are required to be in proper working order as per manufacturers original design before use.

(5) Acquire and place fire extinguisher or water hose at barbecue site during cooking operation in the case of fire.

c. FES will evaluate other operations (i.e., fish fryers, hot dog carts), or any other cooking devices on an individual basis.

SECTION 7 - HAZARDOUS ACTIVITIES

1. Painting

a. Spray painting, except for interior painting of buildings, will not be conducted within buildings unless approved spray booths and exhaust systems are provided. Approved spray booths are deigned, installed, and maintained per references (b) through (k).

b. Folding and storage of tarpaulins and drop cloths used during painting operations are not allowed within buildings. Fold and store these items in metal lockers located 25 feet from any building or structure.

2. Battery Charging Shops

a. Only those personnel authorized to handle charging equipment, and properly instructed in the precautions of handling acids and charging of batteries will be employed in battery shops. Shops will be in compliance with references (f) and (h).

b. Battery shops will be adequately ventilated near the ceiling line to dispense hazardous accumulation of combustible/toxic gases.

c. Air inlet openings at or below the level of the batteries is essential regardless of the kind of exhaust.

d. A vented hood over the batteries may be satisfactory for a small number of batteries.

e. Where natural ventilation is used, a vent stack to aid in producing upward drafts should be installed.

f. Smoking, open type lights and switches, flames, and flame producing devices are prohibited in the vicinity of batteries being charged. Appropriate warning signs must be posted.

g. Battery vent caps will be in place before attaching or detaching charger cables. Do not disturb connections between batteries while charging switch is in "ON" position.

h. Reduce charging rates as cells approach full charge in order to lower the rate of hydrogen generation.

3. Welding and Cutting. To ensure maximum fire safety from hazards of transient welding, cutting and other hazardous operations, the applicable standards set forth in NFPA 51, NFPA 51B, OSHA 1910.252, NAVSEA S6470-AA-SAF-010 Gas Free Engineering Program, MILHDBK 1008B and this instruction will be used.

a. Prior to performing any "Hot Work" (i.e., welding, cutting, brazing, lead pot, open fires (including overnight barbecues) spark producing equipment and open flame devices) in

any location other than a designated area, as determined by FES, a request will be made for a Hazardous Operation Permit from FES, telephone 626-5925/5423. This permit must be posted at the job site at all times while "Hot Work" is being performed.

b. Prime contractors and subcontractors will provide company owned fire extinguishers in adequate numbers and suitable types, as determined by the Fire Prevention Division, to fully protect any "Hot Work" operation at the site.

c. A fire watch will standby at the "Hot Work" area with a suitable type of fire extinguisher while the hazardous operation is performed. When "Hot Work" operations are secured, inspect the area thoroughly for any hidden or smoldering fires. A fire watch must be maintained for at least a half hour after completion of all operations. The fire watch must know how to use the required fire extinguisher and fire reporting procedures.

d. "Hot Work" operations will not be performed in or on outer surfaces of rooms, compartments or tanks, or in areas adjacent to rooms, compartments or tanks. Nor will it be performed on or in closed drums, tanks or other containers which hold or have held flammable, combustible or explosive materials, liquids or vapors, until a combustible gas/oxygen monitor test has been performed by a gas free engineer/monitor and a hazardous operation/tank safety test permit has been issued.

e. Job superintendent or supervisor are responsible for all hazardous operations being conducted. They will ensure full compliance with all regulations that pertain to the particular hazardous operation.

f. Only properly instructed and qualified operators (Occupational Safety and Health Administration {OSHA} of welding or cutting equipment will be permitted to operate such equipment. Instructions to such personnel will include all hazards peculiar to the operations.

g. Remove all combustible material (i.e., wood, rubbish, paper, cloths, rubber, etc.) within a radius of at least 25 feet from the work operation.

h. If combustible material cannot be removed or "Hot Work" cannot be carried to the outside, cover such material completely with fire resistant coverings, ensuring that no openings exist into which the sparks or hot slag can penetrate. When

necessary, use baffles of metal to prevent a spray of sparks, hot slag, etc., from falling on surrounding combustible materials.

i. Check for holes and cracks in floors, walls and ceilings, and through open doors and windows. To prevent the extension of the sparks and particles of molten metal through these openings, cover or block with flame proof materials.

j. If "Hot Work" is scheduled for walls, floors or ceilings, check the opposite side of the surface before starting operations and post an additional fire watch with fire extinguishing equipment in areas not readily visible to the primary fire watch.

k. When welding or cutting is being performed in any confined space, leave the gas cylinders on the outside and well clear of the path of exit.

l. Acetylene and oxygen cylinders on portable welding rigs will be properly secured in place. DO NOT expose cylinders to excessive heat, sparks, slag, and flames. Always keep valve protection caps in place except when cylinders are in use or connected for use.

m. Compressed gas cylinders used in welding operations will conform to Department of Transportation labeling standards. Acetylene cylinders in use, will be in a valve-end up position, secured to prevent tipping and maintain a 15 psi (1 bar) gauge pressure or less all time. Oxygen cylinders in use will be mounted in a valve-end up position, secured to prevent tipping and kept free of oil and grease at all times to prevent fires and/or explosions.

n. Welding cables or hoses will be protected from chafing damage and properly secured by lines to prevent undue strain.

o. Equipment will be checked prior to commencing "Hot Work" and frequently throughout the "Hot Work" period. Examine for leaks and deterioration in hoses (acetylene and oxygen hoses will have factory type connections, no "quick fix" repairs). Ensure cables, couplings, valve stems, and gauges etc. are in proper working order.

p. All power to electrical welding equipment will be secured when an operator temporarily leaves work or stops work for an appreciable amount of time.

q. Acetylene and oxygen cylinders, except those installed in standard welding rigs, will be stored at detached, well ventilated locations and shielded from the sun. Cylinders will be lashed in a vertical position to prevent tipping. Acetylene cylinders and oxygen cylinders will be separated by a clear distance of at least 20 feet. Noncombustible barriers as high as the containers (usually 5 feet) will be provided and separated by a clear distance of at least 20 feet. Provision of a noncombustible barrier as high as the containers (usually 5 feet), and having a fire resistance rating of not less than 1/2 hour is an acceptable substitute for this distance where cylinders or small tanks (less than 1000 lb. water capacity) are involved. Smoking will be prohibited within 100 feet of such areas.

r. Welding operations in hangers.

(1) Aircraft welding operations will be conducted outdoors wherever possible. Only qualified welders, trained in the technique and familiar with the hazards involved, will perform this type of work.

(2) No other work will be permitted within a 20 foot radius of any welding operation. No other aircraft will be within 50 feet.

(3) If other aircraft are located in any adjacent work bays of a hanger, notify the person responsible for each aircraft in advance of intent to weld.

(4) Do not conduct welding on aircraft in hangars while work is in progress on any aircraft fuel systems within 100 feet of welding site.

(5) Ensure all fuel lines, valves, manifolds and other fuel components on the aircraft on which welding is being performed are in place, secured or capped during welding operations. Remove all external fuel tanks and ensure internal fuel tanks are full.

(6) A qualified person will check with a combustible gas analyzer prior to welding in the vicinity of sources of flammable vapors.

(7) Welding equipment will have no electrical components (other than needed power supply cords) for the operation of the

equipment. Maintain the ground leads in good repair and ensure all ground leads are as close to the area to be welded as possible. Clamps used on grounds leads will be of the "C" clamp type. Components which could produce arcs, sparks or hot metal under any condition will be totally enclosed. The inert gas cylinder will be securely fastened to prevent tipping and rupture.

(8) Aircraft hangers in which welding is performed will be equipped with a fixed fire protection equipment and systems. No welding will be permitted if such fixed protection equipment or systems is inoperative for any reason.

(9) The area where welding is being performed will be roped off to prevent unauthorized entry into the welding area except by personnel who are engaged in the welding operation and qualified fire watches. All other personnel will remain clear of the area. Good housekeeping will prevail in the welding area. Floor drains in the area of welding will be checked to verify that no flammable or combustible materials or vapors are present.

(10) A fire extinguisher with a minimum rating 10 BC will be positioned in the immediate area of operations ready for instant use. Ensure a wheeled fire extinguisher with at 240 BC rating (150 LBS Halon) is readily available. A qualified fire watch will be assigned to the operation and will monitor the entire operation. Depending on the nature of the welding operation, FES may require additional fire extinguishers or fire fighting equipment as considered necessary for a safe operation. Should a hazardous condition develop, FES has the authority to stop the welding operation immediately.

4. Work In Confined Spaces

a. Confined spaces are those as defined in reference (e).

b. Issuing "Hot Work" permits for confined spaces to private contractors is prohibited by reference (e). The contractor will notify FES prior to any "Hot Work" commencement. Contractors will use qualified personnel as defined and required in 29 CFR 1910 and 29 CFR 1926. The contractor will furnish FES a copy of "Hot Work" certification indicating "Safe" or "Unsafe" for "Hot Work" and precautions to be taken. The presence of a Fire Inspector is required at the time of certification and for any updating that may be required. FES may require additional

safety measures, if necessary, and will deny any certification for work violating established laws or local instructions.

c. Only the NAVSUPPACT Naples Safety Division will issue "Hot Work" permits for confined spaces for NAVSUPPACT Naples personnel. The Safety Division Gas Free Engineer is required to contact the base FES on any "Hot Work" certification. The presence of a Fire Inspector is required at the time of certification and for any updating that may be required. FES may require additional safety measures, if necessary, and will deny any certification for work violating established laws or local instructions.

5. Cleaning Floors and Bowling Alleys. Disastrous fires in naval shore activities have been caused by the use of highly flammable liquids (i.e., gasoline, benzine, acetone, lacquer, etc.), in connection with cleaning and refinishing floors. When cleaning floors and bowling alleys, the following fire prevention precautions will be observed.

a. Use only approved cleaning fluids with a flash point above 100 degrees Fahrenheit (38 degrees C.).

b. Clean only a small area at one time.

c. Provide all possible natural ventilation.

d. Keep all open flames and spark producing devices away from cleaning operations.

e. Prohibit smoking in the work area.

f. Have on hand only the amount of liquid cleaning fluid necessary for the immediate operation. Return unused cleaning fluid to an approved storage place as soon as cleaning is completed. Close containers securely when not in use.

g. Provide self-closing metal cans for used cleaning rags. Remove the cans from the building upon completion of job and prior to the close of the work day.

h. Use of wax mixed with flammable liquid is prohibited.

6. Refinishing

a. Refinishing operations are more hazardous than cleaning, therefore the following fire prevention precautions will be observed.

(1) All precautions required for cleaning operations are applicable to refinishing operations.

(2) All personnel not engaged in refinishing operations will be excluded from the area.

b. Where applicable, the main electrical switch for the entire building should be disengaged and work done only by natural light. When this is not feasible, disconnect all electrical appliances of any kind in the vicinity (water coolers, soft drink machines, other automatic stopping and starting appliances) before refinishing material is applied and not connected again until drying is complete. Fuses will be removed from electrical circuits prior to the start of floor cleaning operations which involve flammable liquids.

c. Prohibition of open flames and smoking will be continued for at least an hour after drying is complete.

d. Residue from sanding machines will be placed in metal cans, wet down, and promptly removed from the building.

e. Notify FES before refinishing operations are started. Comply with any additional precautions required by the Fire Chief.

7. Maintenance on or Near Flammable Areas

a. Non-sparking tools will be used when working on any part of a system or unit designed for storing or handling flammable liquids.

b. The use of spark producing tools or open flame devices in the vicinity of flammable liquids or flammable vapors is prohibited.

SECTION 8 - FLAMMABLE LIQUIDS AND HAZARDOUS MATERIALS

1. Storm Drains, Sewers, and Water Areas. Gasoline, oil, or any other flammable material will not be discharged into or permitted to accumulate in storm drains and sewers. Do not drain, dump, or allow flammable liquids of any kind to accumulate in waters on or adjacent to NAVSUPPACT Naples.

2. Storage and Handling of Hazardous Materials. Dangerous chemicals and compressed gases will be stored safely so accidental breakage, leakage, rupture of containers, or exposure to fire, heat, or water will not result in the mixing of such materials with other substances which might produce explosive or flammable gases, toxic fumes, or jeopardize the safety of personnel and materials. Contact the Public Works Environmental Division where doubt exists as to the proper precautions required for the handling and/or storage of any hazardous materials. Label and color requirements for containers and storage areas are provided in detail in reference (k). All activities and units handling such chemicals and gases should be completely familiar with the requirements of references (f), (h), and (k) and maintain a copy of the Material Safety Data Sheets (MSDS) for their stored HAZMAT for a quick and ready reference. Limitations on floor areas and clearances of different types of stored materials are included in reference (g).

3. Fire Doors. Fire doors are types of doors previously tested and labeled by various recognized testing/labeling agencies. Modification to such doors is prohibited. Do not obstruct, block, or wedge open any fire doors or shutters. Do not store highly combustible material that may produce a flash fire near any opening in a fire wall.

4. General Storage. Flammable liquids will be stored in special sprinkler equipped fire resistive buildings with fire walls as required by published standards. However, it may be necessary to store flammables in general storage warehouses because of lack of space. In this case precautions will be taken as follows:

a. Use end bays only.

b. Handle containers carefully to avoid breakage.

c. Remove and destroy leaky containers.

d. Maintain accessibility, stack interior for fire fighting purposes.

e. Ensure proper ventilation for materials which give off flammable vapors.

f. Avoid any locations where spilled liquids may come in contact with sparks or flames.

g. Use clean, dry sand, earth, absorbant pads, etc., to absorb spilled flammable liquids, oil, and grease.

h. Use only spark enclosed or spark proof fork trucks.

i. Do not store close to a combustible material.

j. Post "NO SMOKING" signs in all storage areas.

k. Identify storage areas per reference (d).

5. Day-to-Day Use of Flammable Liquids

a. The quantity of flammable liquids, when used inside a structure will be limited to the amount necessary for one work shift. After the work shift, store all fammable liquids in an approved flammable liquid storage locker.

b. Adequate ventilation will be provided at all times when using flammable liquids inside an enclosure.

c. Do not use flammable liquids in the vicinity of open flames or other sources of ignition.

d. Keep containers of flammable liquids tightly closed when not in use.

e. Rags and waste material used with flammable liquids will be properly disposed of per with environmental regulations.

f. Do not use gasoline for cleaning purposes.

g. Bulk quantities of flammable and combustible liquids will not be stored in Conex boxes (transportation and storage containers) or in buildings not designated as flammable and/or combustible storage. Storage areas for flammables or explosives will be plainly marked to indicate such storage. Combustible solids (i.e., paper rags, wood products, etc.), will not be stored with flammable or combustible liquids in bulk storage or flammable liquid storage cabinets.

6. Compressed Gas Cylinders

a. Compressed gas cylinders showing evidence of excessive rust, corrosion, dents, or other surface defects are considered hazardous. Bleed down such cylinders to atmospheric pressure.

b. Compressed gas cylinders which have not had the required Department of Transportation test (every 5 years), or which have obscured markings or labels should be returned for testing before recharge. (Local laws also apply)

c. Flammable gas and oxidizing gas will not be stored within 20 feet of each other.

d. All compressed gas cylinder caps will be in place except when the cylinders are in service or connected ready for service.

e. All compressed gas cylinders will be properly secured in place to prevent tipping per reference (j).

f. Use of "bombola" type gas bottles are unauthorized except in designated areas approved by FES.

(1) Screw type clamps must by used on all connections.

(2) Users are responsible for ensuring no leaks exist. Check with a solution of soapy water. Never use an open flame to examine for gas leaks.

(3) Ensure adequate ventilation when using "Bombola" bottles.

g. See section 0703 of this instruction for additional precautions regarding compressed gases.

7. Radioactive Material

a. Notify the Senior Fire Officer on duty immediately in case of the transportation, storage, handling or use of any radioactive material, including weapons, which enter into the confines of the activity.

b. The department responsible for controlling or using the material will make the above notification and will include the following mandatory information, for the protection of fire fighters and other personnel in the event of radioactive material fire or emergency:

(1) The general type of radioactive material and possible emission hazard, if any.

(2) The specific location where the radioactive material will be used or stored.

(3) Specific information on the physical properties and characteristics of the radioactive material to assist in extinguishing a possible fire involving such material.

c. The FES will make appropriate pre-fire planning surveys to evaluate the hazards involved and to provide the best possible fire protection.

SECTION 9 - ELECTRICAL HAZARDS

1. Wiring

a. Installation and maintenance of all electrical wiring and equipment will comply with reference (f). Alterations or repairs in electrical wiring, fittings, or attachments for electrical appliances will be performed by authorized electricians of the PWD or licensed contracted electricians.

b. Public address systems, intercommunication systems, fire alarm systems, call systems, and disaster warning signals will be installed by authorized electricians on order of the Public Works Department.

c. Repair or remove all defective electric cords, lighting fixtures, appliances, and switches. Loose outlet plates may result in short circuits and must be reattached. Report all defective electrical equipment immediately to the Public Works Trouble Desk 626-5219. PWD will make all needed repairs.

d. The use of extension cords in place of permanent wiring is prohibited.

e. Surge protectors containing "NOISE FILTERS" must be 50/60Hz rated and UL or equivalent testing facility rated.

f. Surge protectors will be used on only computers and related equipment, televisions, VCRs, and any other sensitive electronic equipment needing protection from electrical surges or lightning strikes.

g. Surge protectors will not be used as an extension cord (daisy chain connecting one surge protector to another), on appliances, or any equipment not sensitive to varying electrical impulses.

h. Unplug surge protectors when left unattended.

2. Appliances

a. No electrical appliances or devices will be installed for use which are not Underwriters' Laboratories (U.L.), Factory Mutual (FM), or Italian IMQ Laboratories listed.

b. FES will inspect and approve the location and installation of all coffee makers, toaster ovens, hot plates and other heat producing electrical appliances. A coffee mess or appliance permit will be issued and must be displayed in the vicinity of the electrical heat producing appliance. Use of automatic timers on coffee pots is prohibited.

c. Cooking is strictly prohibited in private rooms of bachelor officers quarters, bachelor enlisted quarters, and duty sleeping quarters, unless approved by the FES.

d. Use of hot plates, toasters or similar cooking appliances is strictly prohibited except in approved mess facilities.

e. When approved, all heat producing appliances must be on noncombustible surfaces such as a 3/4 to 1 inch thick marble slab.

3. Circuits

a. Electrical circuits will not be overloaded or overused. Only authorized electricians per reference (f) will fuse electrical circuits.

b. When a circuit has been interrupted by a blown fuse or tripped breaker, the source of the disturbance will be investigated and certified safe by an authorized Public Works electrician before restoring power to the interrupted circuit.

c. All electrical switches in master panels will be correctly labeled in English to indicate the circuits and/or devices, which they control.

d. Restrictive devices (i.e., metal, duct tape, masking tape, wood blocks), which prevent the manual or automatic activation of circuit overload protection devices, will not be used. Circuit breakers and fuse panel switches are required to be on at all times, and will be labeled with embossing tape, tags, or other suitable material.

e. Electrical panels will be clear of obstructions and easily accessible at all times, general storage in an electrical equipment room is prohibited.

4. Flammable Areas

a. Electrical equipment used or located in areas where explosive vapors are present will conform to the requirements of reference (f).

b. Tools, metal fan blades, door latches, and similar devices used in the vicinity of flammable gases or vapors will be of a non-ferrous or non-sparking type. Non-sparking shoes will be worn when necessary.

c. All temporary lighting will be equipped with proper globes and guards and approved by the Underwriters' Laboratories (U.L.), Factory Mutual (FM), or Italian IMQ for use in flammable areas.

d. Unguarded electric lamps will be kept clear of combustible materials. They will not be allowed to rest against walls or any flammable material.

e. Extension cords that are used in high hazard areas where flammable liquid vapors are present will comply with reference (f).

5. Fluorescent Lights

a. Fluorescent lighting fixtures will be mounted per the requirements of reference (f) and only fixtures approved for flush mounting, will be recessed in ceilings or walls. Adequate clearance will be provided for all fluorescent fixtures.

b. Fluorescent lights will not be used for "standing lights" in connection with security requirements, nor will such lights be permitted to burn unattended during non-working hours.

c. There will be 18 inches of clearance between fluorescent lights and combustibles stored below.

6. Grounding

a. Substantial conductors having low electrical resistance to ground will be used on all stationary and portable machines,

equipment, and other devices in which static charges may be generated in the vicinity of flammable gases or vapors. Use the appropriate section of reference (f) to establish the correct type of contact between conductor and ground.

b. Extension cords for lights and electrically operated tools or devices together with their connections and fittings will be of the grounded type and meet the requirements of reference (f). They will be inspected frequently and maintained in a safe condition. Keep all extension cords dry and free from oil and grease.

c. All vending machines using electric power will be properly grounded. Motors, compressors, etc. will be kept free from accumulations of grease, lint and dust. The use of extension cords on vending machines is prohibited.

10. Transformers. Transformers over 112 1/2 KVA will have a separation of at least 12 inches from combustibles.

SECTION 10 - WAREHOUSE AND STORAGE SPACES

1. Warehouse Storage Spaces. Standards applicable to the layout and utilization of all covered storage spaces of the naval shore establishment are set forth in DODINST 4145.19-R-1 (Storage and Materials Handling) and MILHDBK 1008b (Fire Protection Engineering).

2. Outside Storage

a. Materials stored outside will comply with:

(1) NFPA 30 - Flammable and Combustible Liquids.

(2) NFPA 46 - Storage of Forest Products.

b. Combustible growth (i.e., dry weeds, grass, and brush) will not be permitted around open storage areas. Such growth will be cut frequently and disposed of in a safe manner.

SECTION 11 - FILLING STATION

1. Dispensing of Gasoline and Diesel Products

a. The following rules will be strictly enforced at gasoline dispensing stations. Copies of these rules will be conspicuously posted at each station.

(1) Only authorized persons are permitted to operate gasoline pumps. Supply department will ensure safety precautions are observed in the vicinity and during the operation of "self-service" pumps.

(2) Smoking, open lights, torches, sparks, exposed coil heaters, or other sources of ignition are not permitted within 50 feet of gasoline dispensing stations.

(3) Do not dispense gasoline to a vehicle while the engine is running.

(4) Do not dispense gasoline to a vehicle unless it is equipped with a proper cap for the gasoline tank.

(5) In the event gasoline is spilled near a vehicle, do not start the engine within 50 feet of the spilled gasoline until it is thoroughly dissipated.

(6) During filling operations, the gasoline hose nozzle must be kept in direct metallic contact with the tank or container to prevent formation of static electricity.

(7) Manually operated nozzles will be used, provided they are listed by Underwriters' Laboratories (U.L.). Automatic nozzles with latch open devises are prohibited.

(8) Containers of gasoline will not be carried within any government or privately owned vehicle while on the activity. This will not apply to approved safety containers not exceeding six gallons used to transport gasoline from service stations to private residences for use in powered lawn and garden equipment and recreational vehicles.

(9) No gasoline or other flammable products will be dispensed during electrical storms.

(10) Service station attendants will ensure that all pilot lights and appliances are turned off before refueling recreational vehicles.

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

(1) Location and operation of nearest fire alarm box.

(2) Telephone number of FES.

(3) Proper operation of fire fighting equipment provided.

(4) Location and use of pump emergency shut off switches.

c. Prior to starting underground tank filling operations, service station attendants will:

(1) Secure all gasoline dispensing operations from station pumps.

(2) Set up barricades to prohibit vehicular traffic within 50 feet of filling operations.

SECTION 12 - HEATING SYSTEMS

1. General

a. Heating equipment will only be authorized when it is equipped with thermal limit devices and in compliance with reference (f) and the manufacturer's instructions.

b. Adequate clearances will be maintained between combustible material and steam pipes, furnaces, flues, and accessories. Exposed surfaces too hot for the bare hand will be considered hazardous.

c. Rooms designed for housing heating and air conditioning equipment will not be used for storage. Steam radiators and piping will not be used for drying purposes.

d. The use of open flame type heating devices is prohibited.

e. The use of all portable heaters is prohibited unless approved in writing by the fire chief. The only exception is when PWD is unable to provide an approved heating system. Use of a portable heater is limited to the time that is necessary to

re-establish an approved heating system. To obtain written permission by the Fire Chief, the following safeguards are essential.

(1) Unplug space heaters when not in use.

(2) Extension cords between wall outlets and portable heaters are prohibited.

(3) Never use portable heaters in areas where flammable liquids are present.

(4) Locate portable heaters at least three feet from combustibles.

(5) Portable heaters must be equipped with a tip over safety switch and built in thermostat.

(6) Underwriters' Laboratories (U.L.), Factory Mutual (FM), or Italian (IMQ) listing is required on all portable electric heaters.

2. Oil-Fired Heating Equipment

a. Accessible and clearly labeled shutoff switches and valves will be provided on all oil-fired heating equipment and similar equipment in compliance with reference (f) and manufacturer's instructions.

b. Inspect oil burning equipment frequently. Ensure they are over-hauled periodically by competent, responsible maintenance personnel. Thorough cleaning of heating units, vent stacks, and flues will be at least once a year.

c. Inspect safety devices, thermostats, and similar control equipment frequently, and maintain them to ensure proper operation.

d. Post adequate operation instructions, including fire prevention measures, near all such equipment.

e. Portable space heaters using gas or liquid fuel are authorized only for use at construction sites and as interim emergency heating in facilities requiring protection from cold.

3. Gas-Fired Heating Equipment

a. Secure gas-fired heating equipment and stoves in a fixed position so as to prevent movement and subsequent development of leaks in gas connections. Comply with reference (f) and the manufacturer's instructions.

b. Only gas-fired heating device equipped with automatic safety pilots, automatic safety controls, or types approved by the American Gas Association which bear approval labels of Underwriters' Laboratories (U.L), the Factory Mutual (FM), or Italian (IMQ) Laboratories are authorized.

4. Kilns. Kilns in Family Housing are strictly prohibited.

SECTION 13 - FIREWORKS

1. Fireworks. Except for Command controlled displays, the detonation and/or position of any fireworks (for sale, storage, or use) is strictly prohibited. This restriction also applies to Navy housing.

NOTE: The NAVSUPPACT Naples Recreational Services Department may conduct fireworks displays as part of NAVSUPPACT Naples ceremonies with prior approval of the Fire Chief.

SECTION 14 - DUMPSTER UNITS

1. Dumpster Units

a. Dumpsters and other trash disposal units will be spaced a minimum of 15 feet from combustible buildings or storage areas. Keep the doors or hatches of such units closed except when being used for disposal of trash.

b. Construction of open top dumpsters are to be emptied daily or as needed to prevent over filling.

c. Remove unused dumpsters as soon as possible.

SECTION 15 - EXCAVATIONS

1. Excavations. Excavating ground gas mains, oil tanks, gasoline, or oil pipes is prohibited in areas where flammable gaseous conditions are suspected. In such areas, the air will be tested by a certified gas free engineer or person qualified per reference (h). If gas is present, ventilate by use of portable blowers or other satisfactory methods. Electrical

equipment used in such areas will meet the requirements of reference (f) for an explosive atmosphere.

SECTION 16 - TAR KETTLES AND TAR TANKERS

1. General

a. Prior to operating a tar kettle or tar tanker, a request will be made for a welding/burn permit (Hazardous Operations Permit) from the Fire and Emergency Service, telephone 626-5925/5423. This permit will be posted/issued at the job site at all times while kettle operations are performed.

b. Tar kettles and tar tankers will not be operated within 25 feet of buildings, combustible material, or in areas classified as "High Hazard." Do not operate tar kettles on the roof or inside any building.

c. Primary contractors and subcontractors will provide company owned fire extinguishers. A minimum of two (2), 10A-60BC rated multi-purpose dry chemical extinguishers are required, one in each of the following areas:

(1) At the tar pot.

(2) The area of tar application.

The kettle or tanker will be attended at all times by a competent operator, familiar with fire extinguisher operation and fire reporting.

d. Kettles for heating the materials will be equipped with a metal closeable lid, an operable temperature gauge, proper heat controls and the means of agitation to assure controlled uniform temperatures throughout contents to prevent spot heating.

e. The material will not be heated above the temperature necessary to produce workable fluidity and in no case above its flash point.

f. Ensure the surfaces on which the material is to be flooded, mopped or otherwise applied is clean and free of any foreign substance.

g. When the material is applied within a building or other enclosed areas, the atmosphere will be free of dust, and adequate ventilation will be provided to remove smoke and fumes.

h. All smoking, flame devices and/or other sources of ignition will be prohibited in or near the area of application of the material.

i. Mops, brushes, and other applicators will be stored at a safe, isolated place outside of the building when not in use.

j. Tar kettle portable fuel cylinders will be secured in an upright position when the cylinders are in service or connected ready for service. Cylinders will have a regulator with gauge. Cylinders will have a shutoff handle in place at all times.

SECTION 17 - FUEL CARRYING VEHICLES

1. General

a. "NO SMOKING" signs (English and Italian) will be posted inside the cabs of all fuel tank trucks.

b. Do not park fuel carrying vehicles, whether empty or full, inside or within 100 feet of any structure. Make every effort to park tank trucks 25 feet from one another or from other vehicles.

c. Ensure each tank vehicle is provided with at least two portable fire extinguishers having at least a 2-A, 20-BC rating. Comply with NFPA 10, Standards for Portable Fire Extinguishers.

d. All safety precautions required for filling stations are applicable to fuel carrying vehicles (see section 11).

e. Fuel carrying vehicles will be placarded according to current U.S. Department of Transportation regulations (NAVFAC P-300) and/or Final Governing Standards.

2. Dispensing Flammable Liquids

a. Class I or Class II flammable liquids, as defined in the NFPA Pamphlet No. 30, will not be drawn from or dispensed into tanks or containers within a building except with the drum in an upright position, using approved type barrel pumps, and in approved locations; i.e., flammable liquid storage and dispensing rooms. Ensure all containers other than approved safety

cans from which Class III materials are dispensed are equipped with approved quick closing valves.

b. Gravity discharge within a building of Class I or Class II flammable liquids from tanks, drums, or containers other than safety cans is specifically prohibited.

3. Used Flammable Liquids. Used flammable liquids will be collected in steel drums or other designated receptacles and disposed of per Environmental regulations.

4. Flammable Liquids - Storage, Handling, and Use. The storage and use of flammable liquids will conform with the standards in NFPA Pamphlet No. 30 (see section 11, article 1102), MILHDBK 1008C, and local laws.

5. LP Gases. The storage and handling of LP gases will conform with standards set by NFPA Pamphlets Nos. 58 and 59 (see section 11, article 1102).

6. Shipping and Transferring Hazardous Materials. Store all hazardous materials in containers approved for shipment of such materials and tagged or labeled in accordance with regulations of the Department of Transportation and Final Governing Standards.

7. Permits and Supervision

a. The Fire Chief will be notified of proposed transfers of bulk gasoline, oil, explosives, or other hazardous materials. The provision or current instruction will govern such transfers.

b. Simultaneous transfers of dangerous materials will not be made except in case of an emergency. Complied with all fire precautions.

c. In the case of ammunition transfers, the activity Weapons Officer will supervise the operation and ensure safety precautions compliance. Adequate fire watch personnel will be posted and provided with proper fire fighting equipment in a position ready for instant service.

8. Explosives In Vehicles. The gasoline tank of a vehicle will not be refueled while explosives are in the vehicle except in an emergency, and then only after the engine of the vehicle is secured, lights are turned off, and static grounding devices are properly connected.

9. Fuel Dispensing Equipment. Containers used for dispensing flammable liquids will be the type approved for such use by Underwriters' Laboratories (U.L.) or other recognized testing authority. They will be maintained in good condition. Transfer contents of leaking containers to serviceable containers.

10. Flammable Liquids

a. Portable containers (1-60 gals) used for flammable liquids (i.e. gasoline) or liquid with a flash point above 100 degrees F (38°C) will be painted bright red with black lettering indicating type of liquid they contain (P-309).

b. Portable containers (1-60 gals) used for combustible liquids (i.e. diesel) with flash point above 100 degree F, (38°C) will be painted bright yellow with black lettering indicating the type of liquid they contain.

c. Dispensing equipment will be checked regularly for leaks, including pipe connections, stuffing box, and meter. When leaks are found, they will be repaired by an authorized repairman and the pumps will remain out of service until the repairs have been made.

d. All dispensing of flammable liquids from a tank truck or from underground tanks will be done by an approved pumping or water displacement system. This rule applies to containers of over 55 gallon capacity. Gasoline drums, when used as dispensers, will be equipped with drum (barrel) pumps of an approved type.

e. Bungs, caps, or stoppers will not be left out of drums, barrels, tanks or other flammable liquid containers. This rule also applies to empty containers.

f. Empty flammable liquid containers will not be stored or repaired prior to a complete cleaning of hazardous vapors. Likewise, clean the fuel tanks of small gasoline engines before indoor storage.

11. Tank Trucks. Fuel trucks having leaky or otherwise defective pumping equipment will not be used and will be placarded to that effect.

12. Valves and Faucets

a. Use only spring loaded, manually operated disclosure valves for dispensing flammable liquids from a drum.

b. Do not use faucets on drums for dispensing flammable liquids with a flash point below 100°F (38°C) (such as gasoline).

c. Use only authorized faucets on drums for dispensing flammable liquids with a flash point above 100°F (38°C). Only approved spring closing type faucets which will flow only while being held open manually is allowed. Such drums are equipped with Underwriters' Laboratories (U.L.) approved flame arrester bung vents. Blocking faucets open is prohibited. Place metal drip pans under faucets and ensure they are cleaned regularly.

13. Aircraft Refueling and Defueling

a. Fueling

(1) Fuel tank crews will be carefully indoctrinated in safe procedures in the fueling of an airplane from a tank truck.

(2) Whenever possible, fuel truck crews should consist of a minimum of two personnel.

(3) In case of a fuel spill: stop fueling activities immediately and notify FES, emergency phone number 117 for crash truck standby during cleanup operations.

b. Defueling

(1) Defueling of aircraft will be done outside of hangars and under controlled conditions similar to those required for fueling. When it is absolutely necessary to defuel aircraft in hangars, notify FES and accomplish the operation per their instructions.

(2) During any aircraft defueling operation ensure that at least one 150# halon or CO^2 wheeled unit is standing by and manned for immediate use in case of fire. The operating activity is responsible for providing this protection.

SECTION 18 - SALVAGE

1. Security

a. In case of fire or related disaster, accomplish all salvage of records and documents per instructions in the

Information and Personnel Security Program Regulations (OPNAV 5510.1H).

b. Ensure file cabinets, etc., containing records and correspondence, are properly identified on the most visible surface with priority 1, 2, 3, etc., (black # on white background) to indicate priority of removal. Assign priority for first removal from individual rooms to such cabinets whose loss would prove most disruptive to the mission of NAVSUPPACT Naples.

SECTION 19 - CONSTRUCTION GUIDELINES

1. New Construction, Modification, Alteration, Restoration, Rehab.

a. All new construction will conform to the requirements as established in references (f) and (g).

b. All prints, plans, and specifications will be submitted to the FES for review to ensure compliance with Navy and National Fire Codes and directives.

2. Interior Finishes. Interior finishes are defined as:

a. The material of walls, ceilings, wainscoting and other interior surfaces of a building, and other interior surfacing materials applied to walls, movable partitions and ceilings.

b. Interior finishes for all exits, hospital patient rooms, and sleeping rooms will be Class A only. Interior finish for all other areas may be Class A or Class B.

c. The use of Class C, D, and E materials is prohibited in all cases.

d. The use of flame retardant paint or coatings will not be used as a substitute for noncombustible materials.

3. Contractor's Fire Prevention Guidelines

a. Prior to performing "Hot Work" (welding, burning, grinding, lead melting, sweating, soldering, blow torching, tarpots, etc.,) or operating other flame or spark producing device, the contractor will request a written permit from the FES, DSN 626-5593.

NOTE: CONTRACTORS ARE REQUIRED TO MEET ALL CRITERIA, PRIOR TO PERMIT BEING ISSUED.

b. For any confined space "Hot Work," the private contractor will provide a qualified person as required in 29 CFR 1910, 29 CFR 1926 or as recommended by the NIOSH Criteria Document (No. 80-106 dated Dec 1979). The NAVSUPPACT Naples FES will not issue "Hot Work" permits for confined spaces as defined in reference (e) to private contractors. The qualified contractor's person will provide to the NAVSUPPACT Naples a copy of his "Hot Work" certification indicating "Safe for Hot Work" and precautions to be used. A Fire Inspector is required on site at the time of certification and updating as required. The FES require additional safety precautions if necessary and will deny any certification that violates established laws or local instructions.

c. All contractors will receive a copy of "Contractor's Guidelines for "Hot Work" and comply with all provisions.

NAVSUPPACT NAPLES INST 11320.2F
DPS:DER:tc
7 MAY 1999

From: Fire Chief, Naval Support Activity, Naples, Italy
To: All Private Contractors
Via: Resident Officer in Charge of Construction (ROICC), Naples, Italy

Subj: CONTRACTOR'S GUIDELINES FOR "HOT WORK"

Ref: (a) OSHA
(b) NAVSUPPACT INST 11320.2F
(c) Safety and Health Requirements Manual EM 385-1-1
(d) National Fire Codes (NFPA)
(e) National Institute for Occupational Safety and Health (NIOSH)

Encl: (2) Contractor's Acknowledgement of Fire Prevention Guidlines.

1. Each contractor will be required to comply with references (a) through (e) and guidelines specified below prior to issuing of any "Hot Work" permits and during performance of "Hot Work."

2. Each contractor will complete enclosure (2) and return it to the NAVSUPPACT Naples Fire and Emergency Services at the above address, within five days of receipt.

3. Guidelines are as follows:

a. Prior to performing "Hot Work" (welding, burning, grinding, lead melting, sweating, soldering, blow torching, tarpots, etc.) or operating other flame or spark producing devices, the contractor will request a written permit from the Fire Department, 626-5925/5423.

NOTE: CONTRACTORS ARE REQUIRED TO MEET ALL CRITERIA PRIOR TO PERMIT BEING ISSUED.

b. The contractor will provide at least two BC rated 20 pound extinguishers for normal. "Hot Work" such as welding, soldering, rhinohide, etc. For tar pot operations, contractor will be required to provide at least two 20 pound extinguishers, one on the roof and one by the tar pot. The Fire Department may require additional extinguishers for tar pots in excess of 1,000 gallons. Tar pot operation will be in compliance with references (a) and

(c). All extinguishers will have current inspection tags, approved safety pin and tamper resistant seal. It is also mandatory to have a designated fire watch(es) for any "Hot Work" accomplished at this activity. Contractors must stop all "Hot Work" 30 minutes prior to end of each work day to allow for cooling of work, and re-check area before securing.

c. Oil painting materials (paints, brushes, empty paint cans, rags, coveralls, drop cloths, etc.) and all flammable liquids will be stored outside in a suitable metal locker or box located a safe distance (25 feet minimum) away from the building.

d. Accumulation of trays, paper, shavings, sawdust, boxes and other packing material will be removed from the building at the close of each workday. Such materials will be disposed of in the proper containers located away from the building.

e. The storage of lumber, roofing paper, or other combustible supplies will be a safe distance (25 feet minimum) from structures.

f. Areas outside of buildings undergoing work will be cleaned of trash, paper, or other discarded combustibles at the close of each workday.

g. All portable electrical devices (saws, sanders, compressors, extension cords, lights, etc.) will be disconnected at the close of each workday. When possible, the main electric switch in the building should be deactivated.

h. When starting work in buildings or areas, contractors will require their personnel to familiarize themselves with the location of the nearest fire alarm boxes and place in memory the Fire and Emergency Services emergency (911) telephone number and proper procedures for reporting emergencies.

i. Any fire, no matter how small, will be reported to the NAVSUPPACT Naples Alarm Control Center immediately. This can be done by pulling a fire alarm box and/or calling 911 on the base, or 081-568-4911 off base (Gricignano is considered off base).

j. Fire hoses or extinguishers in buildings will not be used for any purpose other than extinguishing fires. Fire hydrants will not be used without special permission from the Base Fire and Emergency Services and will not be blocked at any time by materials, equipment, or vehicles.

k. Responsibility for operation of all sprinkler systems aboard NAVSUPPACT rests with the Fire and Emergency Services and Public Works Department. No other person(s) are authorized to

operate the sprinkler system valves. Contractors will notify both Public Works Department and Fire and Emergency Services prior to starting any work or repairs on sprinkler systems.

l. Smoking is strictly prohibited in areas where flammable liquids, compressed gases, highly combustible materials, or explosives are stored, handled or processed.

m. Thirty minutes prior to secure time, a reliable person designated by the contractor will make a check of the building or work area to ensure compliance with the above.

n. For any confined space "Hot Work," the private contractor will provide a qualified person as required in 29 CFR 1010, 29 CFR 1926 or as recommended by the NIOSH criteria document. The NAVSUPPACT Naples Fire and Emergency Services will not issue "Hot Work" permits for confined spaces as defined in reference (e) to private contractors. The qualified person furnished by the contractor will furnish to the NAVSUPPACT Naples Fire and Emergency Services a copy of his "Hot Work" certification indicating "Safe for Hot Work" and precautions to be used. A Fire Inspector will be present at the time of certification and for any updating that may be necessary and will deny any certification that violates established laws or local instructions.

CONTRACTOR'S ACKNOWLEDGMENT OF
FIRE PREVENTION GUIDELINES

Date Received:_____

COMPANY NAME:_____

BASE CONTRACT NUMBER:_____

CONTACT SUPERVISOR:
(Name)_____(Tel.#)_____

Description of Work Site: (Building Number/Street Name/Area Designation, Etc.)

_____
_____
_____
_____

Work Start Date:_____ Completion Date:_____

Form Completed by:_____ Date: _____

****

Complete the above form and return same to:

Naval Support Activity, Naples, IT
Fire and Emergency Services Division
Department of Public Safety
PSC 817, PO BOX 99
FPO AE 09622-0099

If you are using the Guard Mail System address to DPS.

ANY QUESTIONS MAY BE REFERRED TO THE FIRE DEPARTMENT INSPECTION DIVISION AT EXTENSION 5925 OR OFF-BASE AT 568-5925.

_____
(SIGNATURE/FIRMA)