



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:  
DepO 11320.9K  
Fire  
18 OCT 2019

Depot Order 11320.9K

From: Commanding General  
To: Distribution List

Subj: DEPOT FIRE AND EMERGENCY SERVICES REGULATIONS

Ref: (a) MCO 11000.11A  
(b) Unified Facility Criteria (UFC) 3-600-01  
(c) National Fire Protection Association (NFPA) Fire Codes  
(d) DoDI 1010.10 pg. 10(h)(1)  
(e) MCO 5090.2A  
(f) 29 Code Federal Regulations 1910.37(b)(6)  
(g) 29 Code Federal Regulations 1910.178(a)(7)  
(h) 49 Code Federal Regulations 171-179  
(i) 49 Code Federal Regulations 390-397  
(j) 29 Code Federal Regulations 1910.103-120

Encl: (1) Depot Fire and Emergency Services Regulations

1. Situation. Reference (a) requires that each Marine Corps installation establish and maintain an effective fire protection program through issuance of appropriate fire prevention regulations.

2. Cancellation. DepO P11320.9J.

3. Mission. All personnel, military and civilian, shall know how to prevent and report a fire properly and shall know the location and understand the use of emergency firefighting equipment that is located in or near their working spaces or living quarters at Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island (MCRD/ERR PI), South Carolina.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The purpose of this Order is to provide information and guidance concerning the Depot Fire Protection and Emergency Medical Service programs as they pertain to tenant organizations, contractors, and all activities under the authority of the Commanding General (CG) to ensure the Depot is in compliance with the references.

(2) Concept of Operations. The provisions of this Order shall guide commanders and staff officers in the performance of their duties. Recipients of this Order will thoroughly familiarize themselves with the Fire Bill (Appendix A) in their respective areas and provisions contained herein and will comply with its procedures.

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b. Subordinate Element Missions. Organizational commanders are responsible for ensuring that occupants of facilities assigned to their care adhere to these regulations. This order contains instructions that are both generalized and unique to the operation of MCRD/ERR PI.

5. Administration and Logistics

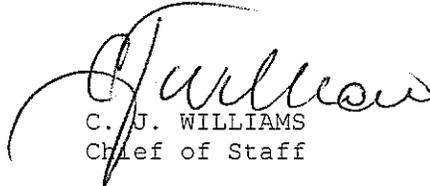
a. Assistant Chief of Staff, Operations and Training (AC/S, G-3) has overall quality control for the management, coordination, and inspection of the fire protection program aboard the Depot.

b. Submit all recommendations for this order to the AC/S, G-3 via the appropriate chain of command.

6. Command and Signal

a. Command. This Order applies to all tenants and visitors to MCRD/ERR PI and in matters of emergencies at Beaufort Naval Hospital where Depot Fire and Emergency Services personnel may be the incident commander.

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

  
C. J. WILLIAMS  
Chief of Staff

LOCATOR SHEET

Subj: DEPOT FIRE AND EMERGENCY SERVICES REGULATIONS

Location: \_\_\_\_\_  
(Indicate location(s) of copy(s) of this Manual.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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Chapter 1

GENERAL INSTRUCTIONS AND RESPONSIBILITIES

1. General Instructions

a. The instructions, procedures, and safeguards detailed herein amplify fire prevention regulations and safety requirements. The primary objective is to inform and publish procedures to ensure programs exist for fire safety, the elimination of fire hazards, prevention of fires, and provisions of emergency services. All personnel should strictly adhere to these regulations.

b. Firefighting apparatus and personnel of the Fire and Emergency Services (F&ES) Division may be used, when emergencies justify, to assist in the fighting of fire outside the limits of the Depot when assistance is requested by responsible military or civil authorities, or when fire threatens government property. Authority for such use must be in compliance with the current mutual aid agreement between MCRD/ERR PI and surrounding municipalities. The responsible requesting civilian emergency agency must have utilized all of its available assets before requesting aid from the F&ES Division. The request must be made from the senior civilian emergency official directly, or through appropriate 911 dispatch, to the senior F&ES Division Fire Officer. When response is imminent, the Senior Fire Officer on duty will notify the Command Duty Officer (CDO) and the AC/S, G-3.

c. Contractors performing work on the Depot will be governed by the appropriate portions of these regulations. The Supervisory Fire Inspector will be notified by the Public Works Officer (PWO) of the starting date of any work to be performed.

d. Occupants of quarters, privately-owned trailers, and any other habitation located on Depot property will also be guided by these regulations.

e. Firefighting apparatus are assigned in accordance with fire protection levels established by the Commandant of the Marine Corps per reference (a).

f. Fire protection is a joint responsibility of the F&ES Division and of all commanders and activity heads that are charged with the responsibility of maintaining a program of fire prevention inspection and elimination of fire hazards. Organizations will render all possible assistance in furnishing personnel or equipment as requested for the purpose of inspection, elimination of serious hazards, or extinguishment of fires.

g. All personnel aboard the Depot (military and civilian) shall familiarize themselves with the Fire Bill (Appendix A) in their respective areas, shall know how to report a fire properly, and shall know the location and understand the use of emergency firefighting equipment that is located in or near their working spaces or living quarters.

2. Responsibilities

a. The AC/S, G-3 is the CG's representative on all emergency services

provided by the F&ES DIVISION including fire suppression operations, fire safety programs, hazardous materials response, Chemical Biological, Radiological, Nuclear, and Explosive/Anti-Terrorism Force Protection (CBRNE/ATFP) responses, water rescue, confined space rescue, high angle rescue, all other rescue operations, and advanced life support ambulance service.

b. Depot Fire Chief (FC)

(1) The Depot FC, or in his absence the on-duty Assistant FC for operations, shall be in charge of all firefighting operations and shall obtain logistical support from all Depot agencies as required. The Depot FC is the technical, operational, and administrative officer of the F&ES Division and will coordinate all emergency firefighting functions.

(2) The Depot FC is responsible for investigation of all fires or related emergencies and reporting his findings on fire reports. Upon his request, technical and logistical assistance shall be furnished by the PWO in determining the cause and damage of a fire. Upon the Depot FC's request, the Provost Marshall's Office (PMO) shall furnish investigative and military police assistance as the fire chief deems necessary.

(3) The Depot FC, or his representative, will attend all pre-construction conferences pertaining to construction work and will review all plans for new construction, renovations, alterations, additions, or major changes to existing buildings for fire protection features and to ensure that the materials conform to existing regulations.

(4) The Depot FC, or his representative, will establish an incident command post at the site of emergency incidents and will serve as the incident commander or assist in the coordination of the incident command structure with other involved agencies. Command will be relinquished to another agency at any time if the incident is beyond the realm of experience of the incident commander in place.

(5) The Depot FC is responsible for maintaining a ready response force of Advanced Life Support (ALS) paramedics and Basic Life Support (BLS) Emergency Medical Technicians (EMTs). A minimum of two paramedics and up to fourteen emergency medical responders will be on duty at all times. Two ALS ambulances and appropriate equipment will be maintained and operated from the Fire and Emergency Services facility, Building 455. Each unit will be manned with a minimum of one paramedic and one EMT.

(6) The Depot FC is responsible for maintaining a technician-level hazardous materials/weapons of mass-destruction response capability. Duties include the confinement and containment of hazardous spills on grounds and immediate waterways surrounding, or located on, Depot property. The Depot Fire Department (FD) will possess and maintain a FD hazardous materials response unit. The Depot FD will also store and maintain boats to be used for support of PMO security patrols and aquatic response for search and rescue operations upon requests for assistance from other FD's, civilian rescue squads, state and local law enforcement agencies, and the state wildlife and natural resources office.

c. PMO

(1) The PMO shall keep the area around the emergency (medical or

fire) clear of all personnel except those organized for the purpose of handling the emergency.

(2) The F&ES Division, in close cooperation the PMO's office, shall operate the 911 phone system located in the Fire and Emergency Services facility, building 455. The PMO shall provide one dispatcher on duty in the 911 center at all times.

d. PWO

(1) The PWO will dispatch an electrician to fires as requested. The electrician will work under the direction of the Depot FC.

(2) The PWO will ensure that building materials issued and used under the Self-Help program are in compliance with appropriate regulations.

(3) The PWO will inform the Depot FC of any new construction, renovations, changes, or alterations to existing structures.

(4) The PWO will ensure that fire alarm systems are maintained in proper working condition. They will inform the Fire Prevention Division when a fire alarm system is taken offline. PWO will coordinate and schedule a quarterly meeting in order to update F&ES Division of fire alarm and fire suppression systems aboard the Depot that are not in working condition.

(5) The Environmental Division Director shall keep the Depot FC and Low-Country Counsel informed of issues concerning hazardous materials.

(6) The PWO will ensure that the Depot FC is included in all pre-construction conferences.

(7) The PWO will make plans and specifications on new construction and renovations available for review by the Depot FC.

(8) The PWO will provide current utility maps as requested by the Depot FC.

e. Safety Manager. The safety manager will keep the Depot FC informed of safety issues related to fire safety and prevention and will provide technical support during emergencies as requested.

f. Director, Branch Medical Clinic (BMC). The Director, BMC shall provide support to the Depot FC when requested.

g. Communication-Electronics Officer (CEO). CEO will maintain the communications and electronic equipment of the FD.

h. Commanding Officers/Officers-in-Charge/Activity Heads

(1) Each safety program/safety officer shall appoint a fire prevention officer for the organization and a building fire warden for individual buildings assigned. A copy of these appointments, and subsequent changes thereto, shall be forwarded to the AC/S G-3 for review/approval. Fire Wardens are required to attend annual training provided by the FD that goes over requirements, responsibilities, and process improvements.

(2) Each safety program/safety officer will ensure the following are permanently posted on the official bulletin boards.

(a) DepO 11320.9K (Depot Fire and Emergency Medical Service Regulations).

(b) Depot Fire Bill (Appendix A of this Manual).

(3) The Depot fire bill, (Appendix A) shall be posted in a readily accessible area. Fire bills can be obtained by individual activities through the Depot fire prevention office.

(4) Persons appointed as fire wardens will inspect all assigned fire extinguishers and their facilities on a monthly basis. Assigned fire extinguishers will consist of ten pound (10 lbs) dry chemical type extinguishers. Inspection will entail pressure gauge reading, annotation of extinguisher tags, and damages resulting from vandalism. Transport all unserviceable extinguishers to the FD for disposal. See Appendix B for instructions on fire extinguisher inspections.

i. Housing Officer/Tri-Command Housing

(1) The Depot Housing Director serves as the coordination link for ensuring Tri-Command Housing encourages familiarization of this order to all occupants of Depot housing. Upon checking into the Depot, Tri-Command Housing will ensure the following information is made available to new tenants:

(a) Fire Emergency Evacuation Action for Family Housing, Appendix C.

(b) Fire Prevention Action for Family Housing, Appendix D.

(2) The Housing Officer/Tri-Command Housing will ensure all family housing units have a minimum of the following:

(a) Hard-wired interconnected photoelectric-type smoke detectors installed.

(b) Installed smoke alarms shall be inside each bedroom, outside each sleeping area and on every level of the home. (Exception) historic homes aboard MCRD/ERR PI may have battery powered, non-interconnected smoke alarms inside the bedrooms.

(c) Naval Hospital homes will have one hardwired photoelectric-type smoke/carbon detector outside the sleeping area and one battery powered non-interconnected photoelectric smoke detector in each bedroom.

(3) The Housing Officer/Tri-Command Housing will ensure all privately-owned housing units have a smoke detector installed prior to occupying a space on the Depot.

j. Incident Commander (IC)

(1) The F&ES Division will be a "first responder" for all

emergencies aboard the MCRD/ERR PI and the Naval Hospital Complex, Beaufort, and any other area for which this Command may become responsible. The senior MCRD/ERR PI F&ES officer, upon arrival at the scene, will assume duties as IC.

(2) Any emergency requiring medical transport aboard the Depot will be accomplished by FD paramedics. Beaufort County Medical Service is the primary responder for medical emergencies on Naval Hospital grounds.

(3) In addition to the above, the IC will:

- (a) Assess incident situation.
- (b) Set up a command post and supervise operations.
- (c) Activate elements of the IC system as necessary.
- (d) Request activation of the Emergency Operations Center (EOC) as necessary.
- (e) Coordinate staff activity.
- (f) Request additional resources and/or personnel.
- (g) Approve demobilization.
- (h) Be responsible for the safety of personnel on the scene.

(4) When reporting to an emergency scene all personnel will coordinate with the IC at the established incident command post before entering the emergency site.

Chapter 2

FIRE ALARMS AND SIGNALS

1. General

a. Any person discovering a fire will IMMEDIATELY:

- (1) ALERT personnel who may be endangered.
- (2) NOTIFY the F&ES Division by telephoning 911 or by activating the nearest fire alarm.
- (3) If a fire is reported by telephone, give your NAME, LOCATION (building number), and TYPE OF FIRE and remain on the line until the first F&ES unit arrives, if it is safe to do so.
- (4) Upon arrival, direct firefighters to the scene of the fire.
- (5) Carry out local fire bill, if possible.
- (6) ALL FIRES MUST BE REPORTED EVEN IF ALREADY EXTINGUISHED.

b. The F&ES Division must be notified immediately anytime a smoke detector is activated. These lifesaving units are designed to detect smoke in its incipient stage and will, in many instances, sound an audible alarm long before smoke becomes visible. Individuals reporting the alarm should then carry out the instructions contained in paragraph 2000.1 as applicable.

(1) A continuous alarm signal given off by a smoke detector indicates a fire, malfunction, or a premature activation.

(2) In battery powered detectors an intermittent beep sound indicates a weak battery.

c. Fire drills held during normal working hours will follow the procedures outlined in each building's fire bill. These fire drills will be conducted by the F&ES Division.

d. After hours fire drills (between the hours of 1800 and 0530) will be conducted periodically at unannounced times and locations by members of the Depot F&ES Division. Although these drills will be conducted primarily within Recruit Training Regiment (RTR) and Weapons and Field Training Battalion (WFTBn), permanent personnel will also undergo fire drills at least twice annually. Drills conducted within RTR and WFTBn will be coordinated to coincide with established recruit training schedules.

(1) Monthly fire drills will occur in dependent schools, childcare centers, and annually in buildings in which personnel are quartered: e.g., bachelor enlisted quarters (BEQ), bachelor officer quarters (BOQ), hostess and guest houses and in industrial buildings. A report of all unsatisfactory drills will be made in writing by the responsible F&ES Division Inspector and a copy of such report, with pertinent recommendations, forwarded to the unit commander concerned.

(2) A muster will be held at all fire drills and a thorough check will be made to ensure that no personnel remain in the vacated structure. Each building's fire bill will designate the area that personnel will assemble for muster. Care must be taken to ensure that this area is safe and will not interfere with firefighting operations.

(3) In order to prevent injuries and accidents during fire drills, adequate lighting will be left on to allow evacuation and area checks.

(4) Personnel in quarters should be instructed to don footwear rapidly and tuck laces inside boots/shoes, remove one blanket from their own bedding and proceed to an outside area.

(5) Personnel in office spaces should calmly leave their workspace and meet at a central location a safe distance from the building.

e. Persons or parties deliberately reporting false alarms will be reported by the Depot FC to their commanding officer via the military police, and chain of command for appropriate administrative or disciplinary action.

Chapter 3

FIREFIGHTING EQUIPMENT

2. General

a. Fire Protection Equipment. All permanently installed and portable fire protection equipment that is found damaged, activated through negligence or vandalism, or misplaced will be referred to the cognizant commander for repairs and/or replacement.

(1) Any person who discharges a fire extinguisher, or discovers that a fire extinguisher has been used, shall report this to the F&ES Division immediately.

(2) Firefighting equipment shall not be used or removed from its assigned location except for firefighting, repairs, or maintenance. This prohibition applies to all firefighting equipment and accessories.

(3) The F&ES Division will be immediately notified of any firefighting equipment that is inoperable. This includes water systems, hydrants, pumps, sprinkler systems, smoke detectors, fire extinguishers, and similar equipment. The restoration to service of such equipment shall be promptly reported to F&ES Division officials.

(4) Fire extinguishers carried on government motor vehicles shall be checked by the section to which the vehicle is assigned. Procedures outlined in Appendix B will be followed.

(5) The F&ES Division is not responsible for the replenishment or maintenance of portable fire extinguishers. Maintenance or purchasing of new fire extinguishers will be the responsibility of the user's unit.

(6) Periodic testing and required maintenance will be the responsibility of the using unit in accordance with NFPA 10.

2. Access Aisles. Adequate access aisles, not less than three feet in width, with proper identification signs posted, shall be maintained at all times for fire alarm boxes, standpipe hoses, fire extinguishers, fire escapes, sprinkler system valves, FD connections, and electric, gas, water, and steam controls.

3. Sprinkler Systems

a. When a sprinkler system is activated, it shall not be shut off until the F&ES Division arrives. F&ES Division personnel, or Public Works Department (PWD) personnel, in direct contact with the F&ES Division, are authorized to shut down an activated sprinkler system. Sprinkler head replacement will only be performed by F&ES Division or PWD personnel. Certified contractor or maintenance personnel are required to inspect sprinkler systems before they are returned to service. Once a sprinkler system has been inspected and certified in order to be returned back in service, the F&ES Division will be immediately notified.

b. The F&ES Division and PWO shall be notified prior to closing a sprinkler control valve for alterations or repairs. Necessary work on

sprinkler systems shall be conducted on an emergency basis in order to limit impairment of protection to an absolute minimum period of time. Where it is essential that sprinkler protection be impaired for an overnight period, emergency measures shall be implemented to maintain the maximum possible degree of sprinkler protection during the entire period of impairment.

c. No materials of any sort shall be hung from sprinkler piping.

d. A clearance of at least 18 inches shall be maintained between sprinkler heads and the storage of nonhazardous materials stacked 15 feet high or less. If stacks are more than 15 feet high, the clearance between sprinkler heads and the storage must be 36 inches. A clearance of 36 inches shall be maintained between sprinkler heads and the storage of hazardous material, regardless of height of stacks.

e. Wet and ordinary dry pipe sprinkler systems shall be tested only by authorized and qualified maintenance and contractor personnel.

f. When painting is being accomplished around the sprinkler system, care will be taken so that the sprinkler heads are not painted.

Chapter 4

FIRE PREVENTION REGULATIONS

1. Care Of Buildings

a. Inspection. At a minimum, annual inspections shall be made of all buildings by the F&ES Division. The purpose of inspections are to eliminate fire hazards in buildings and areas and to ensure that hazardous operations are carried out in a safe manner in accordance with Depot regulations and recognized fire prevention practices.

(1) Keys shall be made available by the responsible officer of all buildings for the inspection of locked rooms.

(2) Each unit shall conduct daily inspections for fire prevention. Such areas include, but are not limited to, maintenance and industrial shops, administrative shops, storerooms, warehouses, barracks, clubs, recreation rooms, etc.

2. Rubbish And Debris

a. Working and storage spaces, facilities undergoing construction, and repair areas shall be policed regularly to reduce fire hazards.

b. Rubbish and scrap material shall be disposed of in properly identified noncombustible cans, bins, or receptacles. All rubbish shall be cleared from buildings at the end of the day and hauled to locations approved for rubbish disposal. Work areas shall be kept free of accumulations of combustible materials.

c. Open-topped wastebaskets shall be metal or other noncombustible materials and used only for their intended purpose.

3. Storage Of Combustibles

a. Noncombustible containers with self-closing covers shall be used for storing supplies of clean rags and other combustible material.

b. Plainly marked self-closing noncombustible containers shall be used for all used waste, oil, paint, chemical soaked rags, and other extra-hazardous waste material. Covers shall be kept closed. Such containers shall be emptied and contents removed from the building and properly disposed of prior to the close of working hours.

c. The storage of combustibles is prohibited in equipment rooms, air-conditioning rooms, exit corridors, boiler rooms, mechanical rooms, and on or under stairways.

4. Personnel Service Rooms

a. Non-combustible receptacles with self-closing lids shall be used in all heads and other areas where paper towels or disposable paper cups are used.

b. Clothing lockers should be maintained in a clean and orderly condition. Work clothing kept in lockers shall be aired and cleaned regularly. Flammable liquids, chemicals, paints, paint-soaked rags, and similar materials shall not be kept in clothes lockers.

c. Combustible materials shall not be placed on radiators, heaters, or steam pipes.

#### 5. Attics And Concealed Spaces

a. Attics and concealed spaces shall be kept clean. Attics without sprinkler systems shall not be used for the storage of combustible material.

b. Scuttle holes, and other openings leading to attics or confined spaces, shall be fitted with doors with the same fire resistance to that of the ceiling construction. This does not apply to protective openings that provide for passage of heat into attics protected by wet pipe sprinkler systems. Such openings should be equipped with automatic closing trap doors having fire resistance equal to that of the ceiling.

c. Hatches, trap doors, and other openings to attics or confined spaces shall be kept closed at all times when not in use.

#### 6. Exhaust Systems

a. Exhaust systems and duct work shall be kept free of grease, paint residue, combustible dust, etc. Filters and duct systems shall be constructed of noncombustible materials and cleaned frequently in accordance with NFPA 96. The facility supervisor will inspect frequently to ensure cleanliness of these systems. Exhaust systems shall be inspected annually by a certified contractor.

b. Filters will be kept in place at all times during use of ranges and deep fat fryers.

#### 7. Decorations

a. All decorations, e.g., draperies, streamers, wall, ceiling, and floor coverings for acoustical or other effects; all cloth, paper, cotton batting, and vegetation in buildings such as BEQ's, BOQ's, and places of public assembly shall be approved by qualified fire protection personnel before installations.

b. Christmas trees or any temporary decorations in barracks, clubs, or places of public assembly are not authorized and will only be approved by F&ES Division for special functions. All lights for use in Christmas decorations shall bear the label of the Underwriters Laboratories, Inc. (UL) and shall be in good condition. Only nonflammable ornaments and decorations are permitted.

c. Open flames, such as the burning of candles in barracks and office spaces is prohibited. Candles used as table decorations in clubs, open closed messes, cafeterias, etc., must be approved by the Depot F&ES Division.

8. Exits

a. Normally no restrictive hardware such as hasps and padlocks, throw bolts, crossbars, etc., shall be installed on any exit door in places of assembly, barracks, administrative buildings, and other buildings when occupied. Exceptions may be made due to safety and security when approved by the Depot FC.

b. All buildings or room exit doors shall be unlocked during periods of occupancy, except for doors which incorporate the locking/unlocking principle with an interior panic bar, which shall always be operable and unobstructed.

c. Exit signs and/or red lights will be installed over exit doors. They will not be used as standing lights.

d. In buildings where exit lights are installed, exit lights shall be lighted at all times while the building is occupied. Organizations are responsible to replace burned out bulbs.

e. No exit shall be blocked by decorations or used for any other purpose.

f. Adequate access aisles must be maintained at all times leading to and from exits.

g. Hangings or draperies shall not be placed over exit as to conceal or obscure any exit.

h. In no case shall access to an exit be through kitchens, storerooms, restrooms, workrooms, closets, bedrooms, or other rooms that may be locked.

i. All exits shall be designed and arranged so as to be clearly recognizable from the interior finish.

j. All exits will be clearly marked and adequately lighted.

9. Securing Of Buildings

a. Securing Buildings at End of Day. Commanding officers and Officers-in-charge shall be responsible for the designation of competent personnel for the purpose of ensuring that, at the termination of work each day, an inspection is made of the area under their responsibility to eliminate hazardous or fire conditions.

b. Places of Public Assembly

(1) Officers in charge of places of public assembly will:

(a) Ensure that a fire security inspection is conducted at the close of each business day. Inspections are to be conducted no later than two hours following normal closing time.

(b) Ensure that assigned employees receive proper instructions on fire security closing procedures. Assistance, if needed, may be obtained from the Depot FC or F&ES Division.

(2) Personnel designated to conduct fire security closing inspections in places of public assemblies shall accomplish each inspection through utilization of the Fire Security Closing Inspection Checklist (Appendix E). A record of closing inspections (Appendix F) will be conspicuously posted and when completed will be retained on file by the using activity for 60 days. When requested by the Fire Inspector, the completed record and/or checklist will be made available for review.

c. General

(1) No doors shall be permanently secured without advance approval of the Depot FC. All such doors shall be identified by a sign, approved by the Depot F&ES Division, and placed on both sides of the door. Exit doors shall not be secured in such a manner as to prevent their use as an exit. The approved sign for securing of doors will be a sign stating "SECURED" in four-inch black letters on a #14 yellow background. All locks installed on doors shall be accessible from the outside.

(2) All doors, including fire doors, and windows shall be properly secured at the close of working hours.

(3) Swabs, cleaning gear, and other materials subject to spontaneous ignition shall be kept outside of buildings.

(4) All paint, brushes, drop clothes, rags, etc., must be removed from the building at the close of the workday. If materials are to be left on the job, they shall be placed in a metal container at least 15 feet from the building and away from combustible materials.

(5) Electrically driven forklift trucks used on all decks of multi-story buildings and electrically powered hand pallet lift trucks may be left in buildings, provided the electrical connection plugs from the batteries to the power units are disconnected.

(6) Gasoline or liquefied gas-powered equipment shall be tested by the UL. They must be refueled outside of storage buildings and they shall be stored either in detached buildings used for this purpose or in areas that are separated from the adjacent occupancies by adequate fire cutoffs.

d. Vacant Buildings

(1) All combustible trash shall be removed from vacant buildings. Floors shall be swept clean and furniture neatly stacked, preferably in the center of the rooms.

(2) All cleaning gear shall be removed from the vacant buildings and gear lockers or closets thoroughly cleaned and doors thereto left in an open position.

(3) All points of entry shall be locked.

(4) Signs shall be posted prohibiting entry except on authority of the CG or his authorized representative.

(5) In securing unoccupied buildings, electric power to the building will be disconnected at the main control panel and the service line fuses or meter removed. Gas main valves shall be capped outside the building when deactivating buildings.

(6) The Depot FC will be notified when a building is to be deactivated or secured and an inspection shall be made by F&ES personnel prior to and after securing the structure.

(7) Special precautions shall be taken for inactive facilities. Security measures including periodic inspections should be established to prevent unauthorized entry.

e. Sentries, Security Patrols, and Fire Watches

(1) The following instructions shall be given to all sentries, security patrols, and fire watches prior to their assuming duty assignments. Upon discovering a fire, they shall immediately sound the alarm, call the Depot F&ES Division, and stand by to direct the firefighting force to the scene of the fire. (Instructions to sentries, security patrols, and fire watches should include information relative to the manner in which buildings are secured for the night, what portions are locked and what parts are normally unlocked).

(2) A fire plan for all military sentry posts, patrols, and fire watches shall be available in the appropriate headquarters for purposes of personnel instructions. Such plans shall contain:

(a) Location of all fire alarm pull stations in the vicinity of sentry posts and those included in or adjacent to any given patrol route.

(b) The proper fire reporting telephone number to use (911) in the event of fire.

(c) The locations of telephones which are available for immediate use during off-work hours.

(3) In order to be effective, sentries, security patrols, and fire watches shall be thoroughly familiar with the following:

(a) All buildings adjacent to sentry posts or on their assigned patrol route.

(b) Operating principles of all emergency firefighting equipment and their particular use on various types of fires.

(c) The proper procedure in reporting a fire alarm box, radio, or other fire reporting media.

10. Smoking Regulations

a. Per DoDI 1010.10 pg. 10:

(1) Smoking is not authorized within any government building/facility or within 50ft of any entrance to the building/facility.

(2) In all areas where explosives, chemicals, flammable or highly combustible materials are stored or handled.

(3) Locations within the above areas may be designated for smoking. Such locations shall be approved and posted by the Depot FC or his representative.

b. Matches. The use or possession of "strike anywhere matches" is prohibited on the Depot.

## 11. Heating Systems

### a. General

(1) All heating equipment shall be labeled and/or tested by the American Gas Association, UL or Factory Mutual Laboratories and shall be installed, maintained, and operated to ensure maximum safety in accordance with reference (a).

(2) Adequate clearances, as required by NFPA 211, shall be maintained between combustible materials and steam pipes, furnaces, flues, and appurtenances. Exposed surfaces too hot for bare hands should be considered hazardous.

(3) Storage of combustible materials in rooms designed for housing heating and air-conditioning equipment is prohibited. Steam radiators and piping shall not be used for drying of combustible materials.

(4) The use of open flame type heating devices is prohibited in areas where flammable vapors are liable to accumulate, such as gasoline stations, garages, and paint shops. The use of cigar, or "hurricane" type portable heaters are authorized in construction areas only and shall be inspected by F&ES personnel before use.

(5) Covered metal containers shall be provided for ashes where solid fuels are used.

(6) All personnel will be required to fill out a permit prior to the use of any space heater, which they can get through the Parris Island Fire Prevention Division. The permit will require the approval of the requesting individual's supervisor, facilities maintenance, and the fire prevention office. Permits can be delivered to the Fire Prevention Office Mon-Fri from 0800-1500 for approval without appointment. This permit will need to be posted in the vicinity of the location of the heater and a copy kept readily accessible by the individual and original kept by the Parris Island Fire Prevention Office.

(7) Personnel will only be authorized to have a space heater if they have a medical need or if there is not sufficient heat to the building. If there is a medical need the individual's doctor must provide written proof of that need to be attached to the permit. If there is insufficient heat to the building, PWD will indicate that in the assigned place on the permit.

(8) Personal space heaters will not be allowed, if one is found the individual will be asked to remove it immediately or it can be confiscated and picked up from PMO at the individual's convenience. Once an individual

has an approved permit, they will be able to get the space heater issued from base supply (500A).

b. Oil Fire Heaters. Accessible shut-off switches and valves shall be provided on all oil-fired heaters and similar equipment. Gravity fuel supply lines to heaters shall be arranged with over-the-top discharge from tanks exceeding 500-gallon capacity, equipped with anti-siphoning valves, and with fusible link operated safety shut-off valves adjacent to the burner supply connection located close to the heating unit.

c. Chimneys, Fireplaces, and Vents

(1) Chimneys shall be inspected and cleaned at least once a year or more frequently, if required, to ensure adequate draft, clearance, soundness, and freedom from combustible deposits (NFPA 211). Inspection and cleaning shall be accomplished by Depot maintenance or competent contracted personnel.

(2) A change in the size or shape of a chimney flue where the chimney passes through the roof shall not be made within a distance of 6 inches above or below the roof joists or rafters.

12. Cooking Equipment

a. Deep fat fryers shall be provided with a primary thermostat to limit temperature to 425°F and a second backup thermostat or thermal electrical cutout to limit temperature to 450°F are authorized.

b. Thermostats shall be checked periodically by qualified personnel only. Units with defective thermostats will be secured until repairs are completed.

c. Pans used in ovens for cooking meats, etc., shall be of sufficient depth to contain grease so that will not spill into the oven.

13. Electrical Hazards

a. Wiring

(1) All new electrical wiring and equipment shall be in compliance with reference (b) and (c). Installations and changes in electrical wiring, fittings, or attachments for electrical appliances shall not be made except by authorized contractor or maintenance electricians on order of the PWO.

(2) Defective wiring, electric cords, lighting fixtures, appliances, and switches shall be repaired or removed. Loose receptacles may result in short circuits. All defective electrical equipment and wiring shall be reported immediately to Depot maintenance for repairs to be made by authorized electricians.

(3) Extension cords approved for use shall be without splices or tape and shall be of proper size American Wire Gage to carry imposed load.

(4) A multi-outlet bar with surge protection circuit breaker on it is authorized for use.

(5) Extension cords shall not be used:

(a) As a substitute for the fixed wiring of a structure, or through doorways, windows, or similar openings.

(b) To run through holes in walls, ceilings, or floors, or through doorways, windows or similar openings.

(c) So as to be concealed behind walls or ceilings, or under rugs or floors.

(d) As a multiple outlet or receptacle (octopus plug). Octopus plugs shall not be connected to wall receptacles either.

b. Appliances

(1) Electrical appliances and devices shall bear the label of or be listed by the UL. All electrical wiring, equipment, and devices, including installed, and operated vending machines and water coolers installed and operated in automotive repair shops and other occupancies where flammables, vapors, gasses, or dust may be present, shall be listed by the UL for the particular hazardous area.

(2) Hot plates, open coil or otherwise, are prohibited and will not be authorized for use on the Depot or in any area where fire protection is provided by the Depot.

(3) Installations of coffee makers shall have clearance from combustible materials as follows: four inches at front, sides, rear, and base, and eight inches at top. Extension cords between outlets and appliances are prohibited. Such devices shall not be installed in closets, lockers or out-of-sight locations.

(4) Use of coffee pots, microwave ovens, and popcorn makers in BEQ rooms presents little or no fire hazard so long as the building's electrical power supply is adequate to power such appliances being used. Authorization for their use must be authorized by the unit commander controlling the BEQ rooms before they can be placed in use.

(5) Use of electrical frying pans in BEQ rooms is prohibited due to fire hazard associated with frying foods.

(6) Except in private homes, fixed and non-portable outlets for electrical heating devices such as flat irons, soldering irons, and glue pots shall be provided with a readily visible pilot light to indicate when the current is on.

(7) Occupants of family housing and privately-owned travel trailers/recreation vehicles (RV) will ensure that any electrical equipment owned and used meets the requirements of the UL. and is kept in good repair at all times. If there is any question that use of the equipment will overload the circuits to which it is connected for service, PWO will be consulted and approval secured prior to its use.

(8) Occupants of family housing will ensure that any electrical equipment personally owned and used meets the requirements of the UL and is kept in good repair at all times. If there is any question that the use of equipment will overload the circuits to which it is connected for service,

Tri-Command Housing officials will be consulted and approval secured prior to its use.

(9) Adequate clearance shall be maintained between combustible materials and kitchen ranges. Curtains constructed of noncombustible material are the only type that should be hung next to ranges.

(10) Electric heaters will not be operated unless installed or specifically approved by authorized personnel because of possible electrical load limitations in building wiring circuits or distribution lines. When approved, they must comply with reference (a) and this order.

(11) Authorization for use of an electrical appliance will not relieve the user of the responsibility for any damages that may occur as a result of fire caused by careless or faulty use of the appliance.

c. Circuits

(1) Electrical circuits shall not be over fused so that circuits may be overloaded. Fusing of circuits shall be in accordance with reference (c), and accomplished only by maintenance department electricians. Fuse boxes should be kept locked to permit access only by qualified electricians. An exception to this would be where circuit breakers are also used as control switches.

(2) No device shall be installed which will interfere with the normal operation of the circuit breaker or fuse. When a circuit has been interrupted by a blown fuse or a tripped breaker, the source of disturbance must be located and eliminated before restoring power to the interrupted circuit. Repeated blown fuses or tripped breakers on a circuit should be immediately reported to the maintenance department.

(3) All electrical switches in light and power panels shall be correctly labeled to indicate the circuit and/or devices they control.

d. Hazardous Areas

(1) Electrical equipment including plugs, fittings, lights, extension cords, etc., used or located in areas where combustible gases, vapors, or ducts are present shall be listed by UL for the particular hazard involved.

(2) Tools, metal fan blades, door latches, and similar devices used in the vicinity of flammable gases or vapors shall be nonferrous or non-sparking type. Non-sparking or nonconductive shoes shall be worn when necessary.

e. Lighting Fixtures

(1) Fluorescent lighting fixtures shall be mounted in accordance with requirements of reference (c), section 70.

(2) Fluorescent lights may be used for "standing lights" in connection with security requirements, provided they comply with reference (c), section 70.

(3) At least 18 inches shall be maintained between unguarded electric lamps and combustible material to prevent ignition of the material. Precautions will be taken at all times to prevent combustible lamp shades from coming in contact with light bulbs.

f. Grounding

(1) Extension cords of portable lights and portable electrically operated tools or devices, together with connections and fittings, shall be of the grounded type, shall be inspected frequently, and shall be maintained in a safe condition. All extension cords shall be kept dry and free from oil and greases.

(2) All vending machines using electric power shall be properly grounded and motors, compressors, etc., shall be kept free from accumulation of grease and lint.

(3) Grounding of electrically operated equipment, appliance, machines, and tools shall be in compliance with reference (c), section 70.

14. Storage Spaces. Requirements and instructions outlined in reference (b) and (c) section 231, Storage and Material Handling, shall be adhered to in all covered storage spaces.

15. Outdoor Areas

a. Open Areas

(1) Dry weeds, grass, and brush shall not be permitted to accumulate around buildings, open storage areas, and fuel storage tanks. Such growth should be cut frequently and disposed of in a safe manner or chemically controlled.

(2) Areas beneath or within 50 feet of buildings shall be regularly policed to keep them free from accumulation of debris and combustible vegetation.

(3) Outdoor lumber storage shall conform to NFPA 46.

(4) Storage shall be kept to a minimum of 18 inches clearance from walls.

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

(1) When fire hydrants, fire mains, sectional control valves, automatic sprinkler systems, and similar fire protection facilities are removed from or returned to service, the F&ES Division will be notified immediately in order that appropriate inspections and/or tests can be made and recorded by the responsible authority, Beaufort Jasper Water Service Authority.

(2) No vehicle or other objects shall be left standing within 15 feet of any fire hydrant. Adequate clearance as determined by the Depot FC shall be provided for all sprinkler control valves and Siamese pumper connections.

(3) Fire hydrants, Siamese connections, post indicators, and other water control valves shall be clearly visible and free of all obstructions.

(4) The use of fire hydrants is prohibited except as authorized by the fire chief and Beaufort Jasper Water Service Authority.

(5) Fire hydrants shall be painted as required by NFPA 291, and designated as classes AA, A, B, C.

c. Storm Drains, Sewers, and Water Area. No flammable material shall be discharged into or permitted to accumulate in storm drains, or sanitary sewers. Flammable liquids of any kind shall not be drained or dumped into or permitted to accumulate in water on or adjacent to the Depot.

d. Fires

(1) Open fires (excluding cookouts in quarters areas and in outdoor grills provided in picnic areas) shall not be started at any location on the Depot without advance notice to the Depot F&ES and approval of the Depot FC and PWD Environmental Division. Weapons and Field Training Battalion shall notify the Depot F&ES of anticipated fires during scheduled training.

(2) Portable barbecue grills used on the Depot will be located at least ten feet from any structure.

(3) Incinerators used for the disposal of classified or contaminated material shall be approved by the Depot FC.

(4) Fires, open flame devices, burning, welding, and cutting operations shall not be conducted near flammable or combustible materials unless a fire watch, properly instructed and equipped with fire extinguishers of the proper type, has been provided, and approved, by the FD representative.

(5) Buildings and dependent quarters utilizing fireplaces shall have fireplace screens of sufficient size to cover the open areas completely and shall be kept in place when the fireplace is being used.

e. Open Storage of Combustible Material. Open storage shall conform to requirements outlined in reference (b).

f. Obstruction of Passage

(1) No material or unattended vehicle shall be allowed to obstruct free passage of vehicles on streets or to obstruct access to fire hydrants, fire alarm boxes, or firefighting equipment.

(2) Materials or equipment left on ramps or loading platforms overnight shall not block access to any window or door.

(3) Depot roadways open for use shall be kept clear and accessible at all times. If necessary, to block a road at any time, the Depot F&ES Division shall be notified before the street is closed and when it is reopened.

g. Fireworks. The sale, storage or use of fireworks of any description on Depot property, including housing areas, is strictly prohibited unless

approved by appropriate authorities for special Depot functions. Toy gun caps, for the purpose of this regulation are not classified as fireworks. Rockets, signaling flares, and similar pyrotechnic devices, which are officially used, shall be handled and stored as required by current ordnance instructions.

h. Dumpster Units

(1) Dumpster and other central trash disposal units shall be spaced a minimum of 15 feet from combustible buildings, metal wall buildings, and unprotected openings in masonry buildings or storage areas.

(2) The doors or hatches of dumpster units shall be kept clean.

(3) Dumpsters or trash disposal units shall be emptied frequently to preclude overflowing trash.

i. Excavations. Extra care shall be taken in excavating around gas mains, oils tanks, gasoline or oil pipe lines, etc. Smoking or open flames of any kind are prohibited in areas where flammable gaseous conditions are suspected. In such places the air shall be tested. If gas is present, ventilation shall be provided by portable blowers or other satisfactory method. Electrical equipment used in such areas shall meet the requirements of the UL for hazardous locations. Tests will be conducted by a gas free engineer to determine if area is safe for workers.

j. Tar Pots, Applications of Tar, Asphalt, and Similar Materials

(1) Tar kettles shall not be operated inside, on the roof, or within 25 feet of any building. They must be attended by a competent operator at all times during operation. A minimum of two, 20-pound dry chemical extinguishers will be available for immediate access.

(2) Kettles for heating the materials shall be equipped with proper heat controls and means of agitation to assure controlled uniform temperatures throughout contents to prevent spot heating.

(3) The material shall not be heated above the temperature required by government specifications or above its flash point of 450°F.

(4) Surfaces on which the material will be flooded, mopped or otherwise applied shall be clean and free of any foreign substance.

(5) When the material is applied within buildings or other enclosed areas the atmosphere shall be free of dust and adequate ventilation provided to completely remove smoke and fumes.

(6) All smoking, flame devices, and/or other sources of ignition shall be prohibited in or near the area of application of the material.

(7) When not in use, mops, brushes, and other applicators shall be stored in an area approved by Depot F&ES officials.

16. Hazardous Activities

a. Painting

(1) Spray painting shall not be conducted within buildings unless standard spray booths and exhaust systems are provided. Spray booths shall be designed, installed, and maintained in accordance with reference (a) and (c). Interior spray painting of buildings is permitted if all safeguards required by reference (c), NFPA 33 are provided.

(2) Tarpaulin and drop cloths used in painting operations, other than water thinned paints, shall not be folded or stored within metal lockers that are detached at least 15 feet from buildings. Such lockers must be ventilated to reduce the possibility of spontaneous ignition.

b. Battery Charging

(1) Only authorized personnel instructed in the hazards and precautions connected with handling of acids and charging of batteries shall be employed in the battery shops.

(2) The battery shop shall be adequately ventilated at the highest point to allow removal of hydrogen gas.

(3) Air inlet openings at or below the level of the batteries are essential, regardless of the kind of exhaust system used.

(4) For a small number of batteries (3-4), a vented hood over the batteries may be satisfactory.

(5) Where natural ventilation is used, a vent stack to aid in producing upward draft should be installed.

(6) Smoking, open type lights and switches, or flames and spark producing devices shall not be allowed in the vicinity of batteries on charge. Appropriate warning signs shall be posted.

(7) Battery vent caps shall be in place before attaching or detaching charger cables, and connections between batteries shall not be disturbed while charging switch is "ON."

(8) The charging rates shall be reduced as cells approach full charge, thus lowering the rate of hydrogen liberation.

(9) Where forklift truck batteries are charged within buildings, for forgoing requirements should be applied. The area within a building that is being utilized for charging forklift truck batteries must be separated from adjacent areas by adequate fire walls. A ground level area that is covered by a sprinkler system is considered to be satisfactory for battery charging operations.

c. Cutting and Welding

(1) Welding and cutting operations should be conducted in locations that have been specifically approved by the Depot F&ES for that purpose. When welding, cutting, or use of open flame is to be done outside of the designated shops, Depot F&ES clearance is required. Depot F&ES personnel will be dispatched to the site and determine precautions to be taken, if required, and issue a hazardous operations permit to the maintenance or contractor representative responsible for the job, if approved. The standards set forth in reference (c), NFPA 51B shall be followed.

(2) Operations of welding and cutting equipment shall have been properly instructed and qualified to operate such equipment. Instructions shall include precautions against hazards related to the operation.

(3) All welding or burning operations shall be done by a competent welder who shall comply with all regulations pertaining to welding and burning operations.

(4) No hot work is permitted on or adjacent to the boat basin docks.

(5) Welding or cutting operations shall not be performed in or on the outer surface of rooms, compartments, or tanks, on or in closed drums, tanks, or other containers which hold or have held flammable or explosive materials until fire and explosive hazards have been eliminated according to the applicable procedures specified in NFPA 327 and have received a certificate from the gas free engineer.

(6) All cylinders shall be handled carefully. Acetylene and liquefied fuel gas cylinders shall be secured in a vertical position.

(7) Oxygen cylinders shall be kept free of oil and grease at all times. A high-pressure leak from an oxygen cylinder may cause a sufficient amount of rapid oxidation to ignite gasoline, oil, grease, alcohol, or organic materials and result in fire or explosion.

(8) While equipment is in use, especially in confined spaces, it shall be frequently inspected for evidence of leaks in the hose, coupling, valve stems, or other points of the system. If leaks are not promptly detected, an explosion may occur or lethal mixture of acetylene and oxygen may accumulate with serious results.

(9) Where a cable or hose is in the path of traffic, it shall be protected from chaffing damage by a protective wrapped covering properly secured by lines to prevent undue strain on cables or hoses.

(10) Acetylene and oxygen valves shall be closed at the cylinders when the equipment is left unattended or when work is stopped for more than 15 minutes.

(11) When the operator using electric welding equipment has occasion to stop work for any appreciable time, the power supply to the equipment shall be turned off and unplugged. When not in use, welding equipment shall be completely disconnected from its power source.

(12) Acetylene and oxygen cylinders, except where installed in standard welding rigs, shall be stored at isolated, well-ventilated locations shielded from the sun by a noncombustible shelter. Cylinders shall be secured in a vertical position to prevent tipping and the storage of acetylene shall be isolated from oxygen cylinders by a clear distance of at least 20 feet or by an unpierced gas tight noncombustible wall for indoor storage. Smoking shall be prohibited within 50 feet of such areas.

d. Cleaning and Refinishing Floors

(1) Flammable liquids, including but not necessarily limited to, gasoline, benzene, naphtha, acetone, turpentine, and others with a flash

point below 100°F, shall not be used to clean and/or refinish floors or decks.

(2) Cleaning. When cleaning floors, the following fire prevention precautions shall be observed.

(a) Do not use cleaning fluid with a flash point below 100°F.

(b) Clean only a small area at a time.

(c) Provide all possible natural ventilation. Where this is not adequate to dissipate vapors, portable mechanical ventilation equipment of the approved type shall be used.

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

(e) Prohibit smoking in the area where work is being done.

(f) Restrict amount of liquid to that necessary for the immediate operation and return unused cleaning fluid to its approved place of storage as soon as cleaning is completed. Open top containers shall not be used for storage.

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

(h) Wax, mixed with flammable liquids, shall not be used.

(i) Fuses should be removed from electric circuits or breakers opened prior to the start of floor cleaning operations which involve combustible liquids.

(3) Refinishing. Refinishing operations are more hazardous than cleaning and the following fire prevention precautions shall be observed.

(a) All precautions required for cleaning shall be applied to refinishing operations.

(b) All personnel not engaged in the work will be excluded from the area.

(c) Where practicable, work shall be done by natural light. When removal of fuses, as required by paragraph 4015.4b (9), is not practicable, all electrical appliances of any kind in the vicinity (including water coolers, soft drink dispensers, and other automatic stopping and starting appliances) shall be disconnected before finishing material is applied and shall not be reconnected until drying is complete.

(e) Prohibition of open flames and smoking shall be continued at least for one hour after drying is completed.

(f) Residue from sanding machines shall be placed in metal cans, wet down, and removed promptly from the building.

(g) The Depot FC shall be notified before refinishing operations are started. Any additional precautionary measures required by the Depot FC shall be complied with.

17. Storage And Safeguards For Handling Of Hazardous Materials

a. Accidental Hazards. Dangerous chemicals and compressed gases shall be stored in such a manner that accidental breakage, leakage or rupture of containers, or exposure to fire, heat, or water will not result in the commingling of such materials with other substances which might produce fires, explosive or flammable gases, or toxic fumes, or might jeopardize the safety of personnel or materials (See reference j, OSHA Standard 29CFR 1910.103-120).

b. Fire Doors

(1) Fire doors or shutters shall not be obstructed or blocked in any manner, or wedged open. Highly combustible material that may produce a flash fire should not be stored near an opening or materials.

(2) Fire doors, excluding those with fuse links, shall be closed before securing a building.

c. General Storage. Flammable/combustible liquids shall be stored in accordance with reference (c), NFPA 30. If the lack of adequate space makes it necessary to store flammables in general storage warehouses, as a temporary measure, only the end bays should be used. The following precautions shall be taken:

(1) Flammable liquids having flash points below 80°F should be isolated and stored in separate bays.

(2) Handle containers carefully to avoid breakage.

(3) Remove and destroy leaky containers.

(4) Maintain accessibility to stacks for firefighting purposes.

(5) Ensure proper ventilation for materials which give off flammable vapors.

(6) Avoid any locations where spilled liquids may come in contact with sparks or flame.

(7) Use clean, dry sand or fuller's earth, etc., to absorb spilled flammable/combustible liquids, oils, and greases.

(8) Use only forklift trucks approved or listed by UL or Factory Mutual Laboratories for use in hazardous areas.

(9) Do not store near combustible areas.

(10) These storage areas shall be posted with "NO SMOKING" signs.

(11) Implement other safety requirements as needed.

d. Day-to-Day Use of Flammable/Combustible Liquids. Day-to-Day stocks of flammable/combustible liquids shall be kept only in areas approved by the Depot FC. Amounts of stored materials shall be procured as needed and kept in approved and labeled, closed containers. Any surplus shall be returned to the storage area prior to the close of the work day. Storage areas use for flammable/combustible liquids shall be well ventilated and plainly marked to indicate such storage. Flammable/combustible liquids or hazardous material containers must be labeled in accordance with reference (c) and OSHA Standard 1910.1200.

e. Compressed Gas Cylinders

(1) Compressed gas cylinder showing evidence of excessive rust, corrosion, dents, or other surface defects shall be considered hazardous and shall be "bled down" to atmospheric pressure.

(2) Compressed gas cylinders which have not had the required Department of Transportation (DOT) test or which have the markings or labels obscured, shall be returned for test before recharging.

(3) The following general storage requirements for compressed gas cylinders shall be observed:

(a) Incompatible or reactive gases stored within buildings shall be separated by gas tight partitions. When stored in the open, cylinders of such gases shall be separated by a well-ventilated clear space of at least 20 feet.

(b) Gas cylinders stored in the open shall be protected from the sun by noncombustible cover or roof.

(c) All locations or areas used for cylinder storage of flammable gases shall be provided with natural cross ventilation.

(d) Cylinders in storage or use shall be secured to prevent movement or falling.

(d) Acetylene cylinders shall be stored and used in an upright position.

f. Cleaning Operations

(1) No combustible liquid with a flash point below 140°F shall be used for cleaning equipment parts. Whenever possible, noncombustible or water-soluble detergents should be used for cleaning operations.

(2) Gasoline or other flammable liquids will not be used for cleaning purposes or as an aid in burning.

(3) Responsible authorities will ensure that Type I solvent, as defined by NFPA 30, is neither issued nor used for cleaning purposes.

g. Dispensing Flammable Liquids

(1) Flammable liquids having flash points below 80°F shall not be drawn from or dispensed into tanks or containers within a building except with the drum in an upright position, using approved type manually operated barrel pumps and in locations approved by the Depot FC, i.e., flammable liquid dispensing rooms. Containers other than approved safety cans from which flammable liquids having flash points above 80°F are dispensed, shall be equipped with approved self-closing valves.

(2) Gravity discharge of flammable liquids having flash points below 80°F from tanks, drums, or containers other than safety cans is specifically prohibited within a building.

(3) All tanks, hoses, and containers shall be positively bonded while flammable liquids are being poured to prevent static electricity discharges.

(4) Transfer of flammable liquids by compressed air or gases is prohibited.

(5) Gasoline shall be dispensed only in approved containers specifically designed for the storage of gasoline.

h. Flammable/Combustible Liquids Storage, Handling, and Use

(1) The storage, handling, and use of flammable/combustible liquids shall be in accordance with reference (c).

(2) Only refrigerators listed by UL. as suitable for hazardous content storage shall be used for storage of flammable/combustible liquids.

(3) Flammable/combustible liquids (paint, thinners, cleaning solvents, etc.) shall be stored in an approved storage locker. Storage locker will be painted yellow and stenciled with 3-inch letters in red on at least three sides indicating "FLAMMABLES-NO SMOKING WITHIN 50 FEET."

(4) Gasoline powered equipment (lawnmowers, etc.) will not be brought into or stored in any building, i.e., barracks, family quarters, etc., with gasoline in the tank.

(5) In mercantile and other retail stores, storage of flammable/combustible liquids shall be limited to quantities needed for display and normal merchandising purposes, but shall not exceed two gallons per square foot of gross floor area (that portion of the store actually being used for merchandising liquids).

18. Shipping And Transferring Hazardous Materials

a. Labeling. Per reference h, all flammables offered for shipment in interstate or intrastate commerce shall be labeled.

b. Permits and Supervision

(1) The Depot FC shall be notified of proposed transfers of bulk oil, explosives, or other hazardous materials. Such transfer shall be subject to the provisions of appropriate Marine Corps and Depot Orders. Simultaneous transfer of more than one type of hazardous material shall not be made except

in cases of emergency. All fire prevention precautions shall be complied with. In case of ammunition transfers, the operation shall be under the supervision of the AC/S, G-4 Supply, and Services, who shall ensure that appropriate explosives ordnance regulations are complied with. A fire watch, approved by the Depot FC, shall be posted and provided with proper firefighting equipment ready for service. Except for special or unusual conditions, regular firefighter personnel are not required for fire watch. The Depot FC will determine the fire watch requirements.

(2) Flammable liquids having flash points below 100°F, or flammable gases, except medical supplies or similar materials which may require inside storage or security reasons, shall not be stored in transit sheds. All such material, while being processed for or from shipment, shall be placed in a storage area approved in advance by the Depot FC.

(3) During transfer of bulk gasoline, vehicular traffic in the immediate vicinity of the operation shall be temporarily suspended by blocking road areas adjacent to the tank truck. Fuel supervisors shall make a request to the PMO for road blockage. Only emergency situations will be cause to dispense gasoline during transfer of bulk fuel at the Depot's fuel servicing station.

#### 19. Fueling Operations

##### a. Personnel

(1) Only authorized and qualified personnel shall be permitted to operate fueling equipment. This section specifically addresses G-4 employees that operate the fuel truck and other types of fueling equipment by designation and MCRD PI Government employees authorized to utilize the fuel farm pumps for fueling GOV's. This section does not apply to patrons of the consumer gas station aboard the Depot.

(2) Personnel shall have a thorough knowledge of the hazards involved, know the regulations for handling flammable liquids, and be familiar with:

(a) The location and operation of the nearest emergency call box.

(b) The telephone number for the FD: 911.

(c) The location and operation of firefighting equipment provided.

(3) Operators of vehicles or other equipment shall turn off the engine, vehicle lights, and short-wave radio transmitter before taking on fuel.

(4) During the fueling of vehicles, the operators shall not smoke, light a match or lighter, use electronic cigarettes, or use cellular phones, and there shall be no flames in the vicinity.

(a) Fueling personnel will not service vehicles not complying with safety regulations.

(b) Transfer of gasoline is prohibited during electrical storms except under extreme emergency conditions.

b. Bonding

(1) The fuel dispensing nozzle must be in contact with the fill pipe and attended at all times when in use. Bonding connections shall be made to tank trucks and tank cars before dome covers are removed and shall not be disconnected until such covers have been replaced.

(2) All tanks, hoses, and containers shall be kept in constant electrical bond while flammable liquids are being transferred, to prevent discharge.

(3) After unreeling the gasoline hose from the tank truck and before using it, the hose nozzle must be brought in contact with some metal part of the vehicle, remote from the fuel tanks, to make sure no differential in static electrical charge exists.

(4) Flammable liquids having flash points below 100°F shall not be transferred into containers unless the dispensing nozzle and container are in constant electrical bond.

c. Leaks and Spills

(1) Gasoline tank trucks shall be attended by qualified and authorized personnel during loading and unloading operations. Guidelines and procedures for the prevention and handling of leaks and spills are provided in the current edition of the Depot's Spill Prevention, Control and Countermeasures Plan (SPCCP). The SPCCP can be found within the Integrated Contingency Plan; hard copies can be obtained from the Environmental Division Director, FD, and Depot Safety office.

(2) Wedges, locking devices, etc., which restrict instant shut-off in gasoline lines during loading and unloading operations are prohibited.

(3) Automotive vehicles and other spark producing equipment shall not be operated within 50 feet of a gasoline spill until the exposed areas have been contained and flammable vapors have been dissipated. Care should be taken not to wash the flammable liquids down enclosed sewers or storm drains where vapors could collect and ignite. Absorbent pads or similar materials are recommended for use during fuel spill clean-up.

(4) The operation of any vehicle which is leaking fuel shall be prohibited until necessary repairs are effective.

20. Flammable Liquid Dispensing Equipment

a. Containers

(1) Containers used for dispensing flammable liquids shall be of a type approved for such use by UL or Factory Mutual Laboratories. Containers for flammable liquids shall be maintained in good condition. All portable or combustible liquids shall be painted yellow and clearly marked to indicate

their contents. Contents of leaking containers shall be transferred to serviceable containers.

(2) Dispensing equipment shall be checked at regular intervals for leaks at pipe connections, stuffing boxes, and meters. When leaks are found, they shall be repaired by an authorized repairman and the pumps shall be kept out of service until the repairs have been made.

(3) All dispensing or flammable liquids from tank trucks or underground tanks shall be done by an approved pumping or water displacement system. Gasoline drums, when used as dispensers, shall be equipped with drum (barrel) pumps of approved type.

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

(5) Empty flammable liquid containers shall not be stored or repaired until they have been thoroughly cleansed of hazardous vapors. All containers that have held flammable liquids shall be thoroughly cleaned before they are used for less hazardous material. The fuel tanks of gasoline engines shall be similarly cleansed before indoor storage.

b. Tank Trucks

(1) Fuel trucks having leaky or otherwise defective pumping equipment shall not be used and shall be so designated.

(2) Gasoline tank trucks shall neither enter nor be stored in any building not designated for that purpose unless approved by the Depot FC. Tank trucks should be parked in an open area at least 100 feet from buildings and flammable areas. When numerous tank trucks are being stored, they shall be in detached groups so there will not be an aggregate cargo capacity exceeding 25,000 gallons in a single group. Groups should be detached at least 50 feet from each other, and the slope of the pavement or ground should be such that serious spill at one group would not flow to or near another groups, structure or yard storage area.

c. Valves and Faucets

(1) Discharge valves for dispensing flammable liquids from drums shall be spring loaded and manually operated.

(2) Approved drum pumps shall be used for dispensing flammable liquids with flash points below 100°F, and the drum shall be maintained in an upright position.

(3) Dispensing drums for liquids with a flash point 100°F shall be equipped with UL approved flame arrestor bung vents. Blocking faucets open is prohibited. Metal drip pans shall be placed under faucets and cleaned regularly

d. Nozzles

(1) Nozzles used in connection with gasoline dispensing apparatus

shall be UL labeled and meet the requirements of reference (b). The nozzles may be either the manually controlled type or the automatic closing type with an approved built in hold open device. Wedges, gasoline tank caps, or other makeshift hold devices on gasoline dispensing nozzles are strictly prohibited.

(2) Automatic shut-off dispensing nozzles may be used without attendants when the following precautions will be observed:

(a) The engine and lights of the vehicle being fueled shall be shut off.

(b) Exhaust extensions of operating internal combustion engines shall be at least ten feet from the point of fuel delivery.

(c) Each automatic shut-off nozzle shall be checked daily by attendants for wear and damage, and removed and repaired or adjusted by a manufacturer's representative at six-month intervals. Records of these inspections shall be kept by the service station.

(d) At least two 30-pound dry chemical extinguishers shall be provided at each service station where such nozzles are used.

(e) Attendants shall be fully instructed in the regular inspection of the automatic shut-off nozzles and the use of fire extinguishers.

(f) Ensure nozzle is bonded to prevent electrical static from entering fuel tanks. This rule applies to all kinds of motor vehicles and especially to gasoline trucks.

21. Depot Dock. Access lanes of sufficient width to permit free travel of emergency vehicles on and off of the Depot docks will be maintained at all times.

22. Radioactive Material

a. F&ES shall be notified immediately of the transportation, storage, handling, or use of any radioactive material, including weapons, which may come into the confines of the Depot.

b. The department controlling or using the material shall make the above notification and shall include the following information:

(1) Specific information on the physical properties and characteristics of radioactive material which could be of aid in fighting a fire in which may be associated.

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

c. The F&ES shall make appropriate pre-fire planning surveys to evaluate the hazards involved and prepare the best possible fire protection principles of operations.

23. Ammunition Disposal. Disposal of ammunition shall be accomplished by qualified Explosive Ordnance Disposal (EOD) personnel only. The F&ES will be notified prior to the destruction of any ammunition.

24. STORAGE AND PARKING OF VEHICLES

a. Vehicles and motorcycles will not be stored inside buildings, unless the building was designed, constructed, and operated as a vehicle parking area.

b. Vehicles and motorcycles will not be repaired in any building except those designated as a repair shop.

c. Vehicles and motorcycles will not be parked within 15 feet of a building, or any means of egress from a building.

25. Fire Prevention Training

a. Dependents. All incoming adult family members will be provided with an opportunity to receive fire prevention familiarization through home fire safety inspections conducted by F&ES personnel. This will be arranged by the housing officer, through coordination with Tri-Command Housing representatives and the Depot FC, not later than 30-days following their assignment to family housing. Annual or follow-up information for dependents should be accomplished through fire prevention handouts during National Fire Prevention Week or through additional requested fire safety inspections.

b. Recruits. Recruits shall receive fire prevention training through lectures, demonstrations, or video as scheduled by the Recruit Training Regiment.

26. Change In Building Utilization

a. Change in Occupancy. When use of a building, structure, or area is changed, the Depot FC and PWD will be notified immediately to assure that necessary fire prevention adjustments are made in the Depot F&ES response plans.

b. Sleeping Quarters. The use of buildings other than approved barracks or quarter for sleeping purposes is prohibited, except when approved by the CG. The Depot safety officer and Depot FC will be contacted for their review and recommendations on the use of such facilities.

c. Occupancy Load

(1) Each facility used by the general public will have posted in a conspicuous place the maximum number of personnel who can safely occupy the facility in accordance with reference (c), the Life Safety Code 101. The F&ES Division upon request, will compute maximum number of personnel. Responsible officers in charge, managers and custodians should then have signs made and posted.

(2) Officers in charge/managers/custodians will ensure compliance with posted occupancy load.

APPENDIX A

F I R E     B I L L

BUILDING NUMBER \_\_\_\_\_

I N   C A S E   O F   F I R E

1. USE NEAREST FIRE ALARM BOX OR TELEPHONE EXT. 911
  
2. KNOW THE LOCATION OF THE NEAREST ALARM BOX AND THE NEAREST TELEPHONE IN YOUR AREA. WHEN USING TELEPHONE REPORT BUILDING NUMBER. UPON ARRIVAL DIRECT FIRE DEPARTMENT TO THE SCENE OF THE FIRE.
  
3. SPREAD THE ALARM--PASS THE WORD. ALL PERSONNEL CLEAR THE AREA.
  
4. IF TIME PERMITS DURING EVACUATION, CLOSE DOORS AND WINDOWS TO CONFINE THE FIRE AND PREVENT DRAFTS.

Note: This fire bill is NAVFAC Form 3-11320/9 (4-67)  
NSN 0105-LF-001-6001

APPENDIX B

INSTRUCTIONS FOR INSPECTING FIRE EXTINGUISHERS

1. Type of extinguishers in use:
  - a. Carbon Dioxide (CO<sub>2</sub>).
  - b. Dry Chemical/Powder (DC).
  - c. Pressurized Water (PW).
2. The following items should be inspected when inspecting portable fire extinguishers:
  - a. Pressure gauge in pressure range (PW and some DC).
  - b. Safety pin pulled or missing (all).
  - c. Damaged hose or horn (all).
  - d. Damaged cylinder/vandalism (all).
  - e. Sign extinguisher tag monthly (all).
3. Frequency of Inspection:
  - a. Visual - At least weekly.
  - b. Hands-on - monthly to accomplish those items reflected in paragraph 2(a) through 2(e) above.

## APPENDIX C

### FIRE EMERGENCY EVACUATION ACTIONS FOR FAMILY HOUSING

1. Every family shall have a pre-arranged fire escape plan. Gather your family together and explain carefully these vital escape principles. Two exits or escape routes must be considered for each and every bedroom. One would be the normal exit, out a ground floor. The second would be an emergency exit, most likely a window, particularly where ladders can be raised by firefighters or others. Even where the location of a window is such as to preclude the use for escape purposes, they may provide air for breathing in a smoke-filled room while trapped occupants are awaiting rescue. However, as a part of a fire escape plan, the safest means of egress should be developed from each bedroom window to ground level where the window is required for emergency (second) exit. The Depot fire department is available to render any assistance you may desire in developing your fire escape plans.
2. Make a daily agreement as to how each person can sound an alarm. Fire might block a hallway and prevent you from reaching other bedrooms. Your emergency signal might consist of a certain number of loud knocks on the wall, blowing a whistle, striking a pan, or shouting.
3. Warn your family that, whether they see flames or not, do not waste time getting dressed or gathering valuables. Seconds are precious in escaping. Remember, smoke and gases kill people, more often than fire itself. Do not linger just because there are no flames.
4. If feasible, sleep with bedroom or hall door closed. A closed door will assist in keeping fire out of the room long enough to allow escape through your emergency route.
5. Since killing heat and deadly smoke may be on the other side of a door ready to strike you down in one or more breaths, test the door before opening it. To test the door, feel the panels to see if they are hot; if the panels are hot or smoke is leaking through the door edges, do not open the door, use the emergency escape route. If you think it is safe, open the door cautiously by bracing your shoulder against the door (keeping your head to one side); open door slightly, but be ready to slam it shut if either heat or smoke rush in.

6. Have an out-of-doors "mustering" spot far enough away from the house. Go there at once. Check for all family members; but, once out of the house, stay out. Forget the material items for they can be replaced - your life cannot.
7. Then, notify the fire department (house telephone may be out of reach or the wires burned), using the telephone at the nearest neighbor's house or fire alarm box, whichever is closest.
8. Practice and drill the forgoing procedures at least once a year.
9. Marine Corps fire departments are encouraged to participate in the national program for Exit Drills in The Home, referred to as "EDITH".

APPENDIX D

FIRE PREVENTION ACTIONS FOR FAMILY HOUSING

1. Before retiring each night:
  - a. If anyone was smoking in the house, check for smoldering cigars/cigarettes/pipe tobacco which may have fallen in upholstered chairs, couches, beds, or rugs.
  - b. Check stoves to be sure burners are off.
  - c. Check to see that toasters are unplugged.
  - d. Check to see that automatic appliances (dishwashers, dryers, washing machines, etc.) are off.
  - e. If it is possible and feasible to close bedroom or hall doors, see that they are shut.
2. Periodically review the following and correct or eliminate, as necessary:
  - a. Check for ample air space behind television sets.
  - b. Do not use octopus plugs in convenience outlets, (i.e., do not plug a three-plug adapter into a single outlet so that three appliances or lights can be operated from a single convenience outlet).
  - c. Do not run electrical cords under rugs.
  - d. Check electrical cords for wear. (If worn or frayed, take to electrician for replacement; if government-owned, call the housing manager to secure replacement).
  - e. Do not permit grease to accumulate on or around stoves.
  - f. Do not leave any major appliances operating when you leave the quarters.
  - g. If your quarters has a fuse box rather than circuit breaker panel, only use properly sized fuses.
  - h. Do not tape circuit breaker in "on" position.
  - i. If circuit breaker continually trips, call the service desk of the activity's maintenance branch.
  - j. Keep matches out of the reach of children.

APPENDIX E

FIRE SECURITY CLOSING INSPECTION CHECKLIST

1. Personnel - check that facility is vacated.
2. Stuffed chairs or sofas - check for signs of discarded smoking materials.
3. Cooking units - shut off.
4. Electrical appliances - shut off or disconnect those that are not essential.
5. Doors and windows - secure.
6. Trash receptacles - empty.
7. Heating units - shut off when not essential.
8. Housekeeping - ensure building is free of litter and debris.
9. Unusual odors - be alert for unusual odors of smoldering paper, rags, or rubber.

NOTE: Facilities are required to conduct a fire security closing inspection at the close of each workday. The above inspection checklist may be supplemented as required to satisfy the requirements that are unique to individual shops or work sections.

APPENDIX F

RECORD OF FIRE SECURITY CLOSING INSPECTION

FACILITY \_\_\_\_\_ BLDG# \_\_\_\_\_

MONTH/YEAR \_\_\_\_\_ MONTH/YEAR \_\_\_\_\_

DAY	TIME	INITIALS	DAY	TIME	INITIALS
1			1		
2			2		
3			3		
4			4		
5			5		
6			6		
7			7		
8			8		
9			9		
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30			30		
31			31		

NOTE: This form covers 2 months.

APPENDIX G

AUTHORIZATION FOR USE OF PORTABLE HEATERS

<b>MCRD/ERR PARRIS ISLAND SPACE HEATER REQUEST</b>			
A signed copy of this document shall be kept on file with the Fire Prevention office and with the requester. If you have any questions call the Fire Prevention office at (843) 228-4378/2591. SPACE HEATER APPROVAL SHALL BE VALIDATED ANNUALLY. ALL APPROVALS EXPIRE EVERY 30 SEPTEMBER.			
<b>I INFORMATION FROM REQUESTING ORGANIZATION</b>			
REQUESTORS NAME:		ORGANIZATION:	PHONE: FISCAL YEAR:
BUILDING NO:	ROOM NO:	HEATER LOCATION IN ROOM:	
HEATER MODEL:		SERIAL NO:	POWER OUTPUT (WATTS):
JUSTIFICATION:			
JOB TICKET NUMBER:			DATE OF JOB TICKET NUMBER:
SUPERVISOR'S NAME:		ORGANIZATION:	PHONE:
<b>I CERTIFY THIS HEATER WILL BE USED IN ACCORDANCE WITH DEPOT ORDER OPERATING REQUIREMENTS (SEE REVERSE)</b>			
SUPERVISOR'S SIGNATURE:		GRADE:	DATE: DAY MONTH YEAR
<b>II MCRD/ERR PARRIS ISLAND PWD APPROVAL (FORWARD FORM TO FIRE PREVENTION OFFICE ONLY IF APPROVED.)</b>			
1. HVAC cannot keep area at approved winter temperature setting?		<input type="checkbox"/> CONCUR	<input type="checkbox"/> NONCONCUR
2. Heater can be safely supplied by existing electrical circuits?		<input type="checkbox"/> CONCUR	<input type="checkbox"/> NONCONCUR
SPACE HEATER IS <input type="checkbox"/> APPROVED / <input type="checkbox"/> DISAPPROVED for use at above location (approve only if concur with both statements).			
PWD REPRESENTATIVE'S NAME:		SIGNATURE:	
<b>III MCRD/ERR PARRIS ISLAND FIRE PREVENTION OFFICE CONCURRENCE</b>			
Space heater operation meets Depot Order requirements.		<input type="checkbox"/> CONCUR	<input type="checkbox"/> NONCONCUR
FIRE INSPECTOR'S NAME:		SIGNATURE:	

SPACE HEATER OPERATING REQUIREMENTS  
IN ACCORDANCE WITH  
MARINE CORPS RECRUIT DEPOT PARRIS ISLAND DEPOT ORDER

SPACE HEATER APPROVAL SHALL BE VALIDATED ANNUALLY.  
VALIDATION EXPIRES EVERY 30 SEPTEMBER.

The space heater will:

- Only be used if the building heating, ventilation, and air conditioning cannot provide the approved temperature settings as determined by Facilities Maintenance Division (PWD).
- Only be used if the existing electrical circuit capacity can support the heater as determined by of PWD.
- Be approved by a Nationally Recognized Testing Laboratory (NRTL).
- Have an automatic tilt cutoff switch.
- Be plugged directly into electrical outlet. Extension cords and surge protectors shall not be used.
- Be for temporary use only.
- Be of the electric type. No gasoline or kerosene types are allowed.
- Be placed at a minimum of three feet from any combustibles.
- Be unplugged at the end of the day and otherwise when not in use.
- Not be used with frayed or defective cords.
- Not be placed in high traffic or exit areas.
- Only be used at the location disclosed on this form.
- Be issued by MCRD/ERR PI Supply.

The space heater approval process and requirements:

- Job ticket must be submitted to PWD prior to approval.
- Space Heater Request is signed by requester's supervisor and routed through appropriate channels.
- Final concurrence by Fire Prevention Office has been obtained. All correspondence for Fire Prevention shall be forwarded to (andrea.fabian@usmc.mil, john.powell@usmc.mil, thomas.lacourse@usmc.mil)
- A copy of this form, with all required signatures, is kept on file at the location where the space heater is being used.

MCRD/ERR PARRIS ISLAND SPACE HEATER REQUEST FORM

A signed copy of this document shall be kept on file with the Fire Prevention Office and with the requester. If you have any questions you can call the Fire Prevention Office at (843) 228-4378/2591.

SPACE HEATER APPROVAL SHALL BE VALIDATED ANNUALLY. ALL APPROVALS EXPIRE EVERY 30 SEPTEMBER.