

**BY ORDER OF THE COMMANDER
8TH FIGHTER WING**

**8TH FIGHTER WING INSTRUCTION
32-2001**



10 APRIL 2025

Civil Engineering

FIRE PREVENTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 8CES/CEF

Certified by: 8MSG/CC
(Col Joshua B. Hawkins)

Supersedes: 8FWI32-2001, 14 May 2020

Pages: 29

This instruction implements Air Force Policy Directive (AFPD) 32-20, *Fire Emergency Services* and Department of Defense Instruction (DoDI) 6055.06, *DoD Fire and Emergency Services (F&ES) Program*, Department of Labor – Occupational Safety and Health Administration (OSHA), Code of Federal Regulations (CFR), and National Fire Protection Association (NFPA) standards as Air Force policy unless otherwise directed in DoD or Department of Air Force instruction (DAFI). It establishes responsibilities and procedures for the Fire Prevention Program. It provides guidance and authority for establishing and conducting an effective, aggressive, and integrated Fire Prevention Program to prevent loss of life, real property, material, and aerospace vehicles. This instruction applies to all personnel assigned, attached, visiting, or on temporary duty, and associated units to the 8th Fighter Wing (FW), Kunsan Air Base (AB), Republic of Korea. Failure to comply with this publication in its entirety is punishable as a violation of Article 92, Uniform Code of Military Justice (UCMJ). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route the AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with (IAW) Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This complete revision reflects current standards and instructions outlined in DAFI 32-2001, *Fire and Emergency Services*, and DAFI 91-202 *The US Air Force Mishap Prevention Program*. Also, this revision refers to the Air Force-adopted NFPA consensus standards throughout the text. It incorporates changes from the inclusion of DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, which superseded all Air Force Occupational Safety and Health (AFOSH) standards and the rescinding of DAFI 91-301. Finally, this document adheres to the AFI 48-104, *Tobacco Free Living*, policy governing tobacco use on Air Force installations.

1.	Policies.....	3
2.	Fire Prevention Program Responsibilities:	3
3.	General Fire Prevention Requirements:.....	8
4.	Specific Occupancies and Special Requirement:.....	19
5.	Fire Protection Engineering Review and Consultation:	21
6.	Fire Detection, Suppression, and Alarm System Outages:	23
7.	Fire Investigations:	24
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		25
Attachment 2—SAMPLE LETTER, FIRE REPORTING AND EVACUATION PROCEDURES		29

1. Policies.

1.1. **Standards.** It is the policy of the Department of Defense (DoD) and the Department of Air Force (DAF) to comply with instructions, directives, and standards of the National Fire Protection Association (NFPA), Underwriters Laboratories (UL), National Bureau of Standards, DAF Occupational Safety and Health (AFOSH), Occupational Safety and Health Administration (OSHA), and the Unified Facility Criteria (UFC). Hazardous conditions for which no criteria have been developed are safely minimized or corrected by the Authority Having Jurisdiction.

1.2. **Objective.** The objective of the fire prevention program at Kunsan AB is the preservation of life and property. Professional firefighters and reliable vehicles alone will not ensure a successful fire prevention program. Only through the cooperation of organizations down to each individual will this objective succeed.

1.3. **Enforcement.** Commanders, functional managers, facility managers and supervisors will emphasize compliance with this instruction at appropriate briefings. Commanders are responsible for appropriate action for willful misconduct or negligence involving fire protection equipment, policies, or loss to government property.

2. Fire Prevention Program Responsibilities:

2.1. **The 8th Fighter Wing Commander (8 FW/CC):** The Commander is responsible for the fire protection of resources under the jurisdiction of Kunsan AB and will exercise primary responsibility through the 8th Civil Engineer Squadron (8 CES). The 8 FW/CC implements directives of higher headquarters to control fire safety conditions.

2.2. **Unit Commanders:** Will ensure sound fire prevention practices, procedures, and policies are established and enforced in each activity, operation, and facility under their jurisdiction. They will ensure full compliance with this instruction as it pertains to their jurisdictional control. They will:

2.2.1. Appoint a Facility Manager (FM) and alternate for each building, facility, or area within a facility under his or her jurisdiction.

2.2.2. Ensure adequate fire prevention inspections and safe practices are strictly enforced by the supervisor responsible for secured areas (facilities, rooms, or areas under continuous lock and key). Additionally, it is their responsibility (through the respective facility manager) to arrange/provide access to these areas for the fire prevention inspector to perform scheduled fire prevention visits.

2.2.3. Ensure operating instruction, provided by 8 CES/CEF, is posted for each facility under their jurisdiction to give guidance for personnel to follow when fire is discovered. The instruction will cover fire reporting, personnel evacuation, first-aid care, fire extinguisher usage, closing doors, etc. Depending on type of activity, instructions will also include such items as emergency removal of aircraft from hangars, protection of high value and critical items, fuel handling procedures, and the safe handling of classified material.

2.2.4. Initiate appropriate administrative or disciplinary action against personnel who willfully damage or tamper with fire protection systems and devices, initiate false reports (telephonic or electronic), or fail to comply with the fire prevention policies or practices through misconduct, disregard for fire directives, or negligence.

2.2.5. Sign all corrective action plans that are submitted for their review and coordination by the respective facility managers for the planning and programming for correction of Fire Safety Deficiency (FSD) I and II as per DAFI 32-2001.

2.2.6. Ensure suspense dates are met with corrective actions documented on the AF Form 1487, *Fire Prevention Visit Report*.

2.3. **The Base Fire Marshal (8 CES/CC):** Assists the 8 FW/CC with oversight of the F&ES programs and provides the the Installation Fire Chief (IFC) the resources needed to execute the F&ES mission IAW DAFI 32-2001.

2.4. The Installation Fire Chief (8 CES/CEF):

2.4.1. The FES Flight Chief is the IFC and responsible to the Base Fire Marshal for the following: establishing, executing and maintaining F&ES programs, determining additional resources, conducting risk assessments and advising commanders regarding risk and capability.

2.4.2. The IFC develops and implements Risk Management Plans, which include detailed actions for periods of reduced FES capability for approval by the installation commander (may be delegated no lower than the Base Fire Marshal).

2.5. Fire Prevention Section:

2.5.1. The main objective of the installation fire prevention program is to eliminate the potential causes of fire throughout the base and all real property. Another goal is to reduce the loss of life, injuries, property damage and to protect the environment in the event of a fire. To reach this objective it is necessary to reduce unsafe practices and conditions through the education of all personnel, command support at all levels, and enforcement of safe practices. Fire prevention and fire safety will not be compromised for reasons of expediency or economy.

2.5.2. Supervision and execution of the fire prevention program is a command function. It is everyone's responsibility to actively assist and participate in the fire prevention program and report hazards promptly to the proper authority for corrective actions.

2.5.3. Assistant Chief of Fire Prevention:

2.5.3.1. Executes the Wing's Fire Prevention program and manages the 8 CES/CEFP Fire Prevention Office (shall be referred to as CEFP throughout this instruction).

2.5.3.2. Designated by the Fire Chief as the Authority Having Jurisdiction (AHJ) to execute the 8 FW Fire Prevention program.

2.5.3.3. Manages an aggressive facility fire safety inspection program.

2.5.3.4. Coordinates with other agencies to ensure appropriate FSDs are entered into a hazardous abatement program and programmed IAW DAFI 32-2001.

2.5.3.5. Briefs fire prevention deficiencies and trends at wing safety council.

2.5.3.6. Manages the fire prevention and public safety education program.

2.5.4. Fire Inspectors:

2.5.4.1. Coordinate directly with facility managers to schedule mandatory fire prevention visits which can occur annually, semiannually, or under special circumstances.

2.5.4.2. Maintain a master facility inspection list, using Automated Civil Engineer System Fire Department (ACES FD) or automated product, for accuracy to ensure all facilities are inspected IAW DoD and Air Force standards.

2.5.4.3. Upon completion of facility fire inspection, provide guidance to facility manager/supervisor on required action to correct existing fire hazards/deficiencies.

2.5.4.4. Provide fire prevention, safety and extinguisher training to the base populace, upon request.

2.6. Facility Managers (FM): Facility Managers are assigned by the unit commander/functional manager and are responsible for the safe condition of all facilities under their jurisdiction. The facility manager or designated alternate will accompany the inspector during the fire prevention visit and take immediate corrective action on any fire hazards, discrepancies, and deficiencies found. Facility managers will:

2.6.1. Receive fire prevention orientation for newly appointed facility managers, who will in turn provide training to military and civilian personnel within 30 days of reporting for work. Supervisors will document this training on the AF Form 55, *Employee Safety and Health Record*. Supervisors of US civilians or Korean-National employees may contact the Fire Prevention Section for their training or AF Form 1085, *Fire Protection Training*. Report all facility discrepancies to 8th Civil Engineer Squadron Customer Service (DSN: 315-782-5318) or submit a work order via the integrated workplace management system (TRIRIGA) for corrective action.

2.6.2. Ensure sound fire prevention procedures are established and enforced in each activity or facility under their jurisdiction. Additionally, they are responsible for initiating corrective action for fire hazards and fire safety deficiencies.

2.6.3. Conduct monthly inspections of their respected areas to check all but not limited to:

2.6.3.1. Fire extinguishers serviceability, placement and attached inspection card.

2.6.3.2. Operation of emergency lighting, exit lights (shall be tested for no less than 30 seconds once a month, and no less than 1 ½ hours once per year) to ensure proper operating condition.

2.6.3.3. Check fire doors (including panic hardware), ensure fire doors remain closed (except where controlled by magnetic closing devices), and emergency exits (illuminated) for proper working condition.

2.6.3.4. Annotate inspection results in the facility fire prevention folder. Notify the fire prevention section of unserviceable extinguishers and/or damage to installed fire suppression systems.

2.6.3.5. Ensure all assigned personnel receive training on fire reporting/evacuation procedures for their work areas.

- 2.6.3.6. Ensure a closing inspection is conducted once per duty day to ensure the facility or area is left in a fire safe manner.
- 2.6.3.7. Ensure that their facility has properly marked/identified their assigned Designated Tobacco Area (DTA) and correct type butt cans (if applicable).
- 2.6.3.8. Provide access to all areas for fire prevention inspectors during fire prevention visits.
- 2.6.4. If available and mounted, maintain a master facility key in the Knox-box located on the outside of their facility for fire department emergency use.
- 2.6.5. Maintain a six-part fire prevention folder containing the following:
 - 2.6.5.1. Section 1– Current copy of 8 FWI 32-2001.
 - 2.6.5.2. Section 2– Current copy of letter, *Fire Reporting and Evacuation Procedures*. (See [Attachment 2](#))
 - 2.6.5.3. Section 3– Letter of assignment of facility manager and alternate. Any fire prevention training documented on either the AF Form 55 or AF Form 1085.
 - 2.6.5.4. Section 4– Copies of AF Form 1487.
 - 2.6.5.5. Section 5– Record of monthly fire extinguisher and exit/emergency lights checks.
 - 2.6.5.6. Section 6 – Copies of all open work orders, TRIRIGA , Letters of Request for Flammable/Combustible Storage Locker Approval, and Facility Explosive License Approval.

2.7. Public Assembly/Recreational Facilities & Commercial Food Service Facilities. For the purpose and application of this instruction, places of public assembly include, but are not limited to Loring Club, Unit Lounges, Morale, Welfare & Recreation (MWR) Facilities, Commissary, Chapel, Sonlight Inn, Dining Facilities, Theater, Restaurants, Army Air Force Exchange Store (AAFES) Facilities, Fitness Center, Bowling Center, the Golf Course Club House, and squadron assembly buildings (Hooches). **Facility Managers of Public Assembly/Recreational Facilities & Commercial Food Service Facilities will:**

- 2.7.1. Conduct a daily closing inspection of their assigned facility using the preprinted AF Form 2519, *All Purpose Checklist*, titled “*Public Assembly and Recreational Facility Closing Checklist*.”
- 2.7.2. Notify the Fire Prevention Section prior to any major social events where temporary or unusual decorations are involved. Fire Prevention Section personnel will conduct an inspection prior to the event.
- 2.7.3. Post occupant load information. Every room constituting an assembly occupancy and not having fixed seats shall have the occupant load of the room posted in a conspicuous location near the main exit from the room. The number of persons permitted in a public assembly facilities at any time will be limited to the number that can safely evacuate in the event of an emergency. NFPA Standard 101, *Life Safety Code*, provides guidance for determining the maximum number of occupants per building. Contact the Fire Prevention Section for specific guidance.

2.7.4. Cooking Equipment. Follow and enforce procedures to ensure installed grease filters and exposed surfaces of kitchen range hoods are thoroughly cleaned on a daily basis to prevent grease accumulation (Maintain documentation). Spare filters are required in kitchen areas that operate continuously.

2.7.4.1. All filters will be of approved fire-rated type.

2.7.4.2. Exhaust systems over cooking equipment shall continuously operate while cooking equipment is in use. If the exhaust fan motor is shut down or removed, kitchen equipment served by the exhaust system may not be used until the system is restored to full operational service. Facility Managers are to track daily cleaning via a checklist to ensure areas are fire safe.

2.7.5. Areas, other than dwelling units, that are provided with residential-type range-top cooking surfaces must be equipped with an approved residential range-top extinguishing system. The range-top extinguishing system must be connected to the building fire alarm system to sound a general building fire alarm and must disconnect power to the cooking equipment. Exceptions are possible under certain conditions and will be reviewed on a case by case basis due to Kunsan's war time mission and some Ability to Survive and Operate (ATSO) requirements.

2.7.6. Deep-fat fryer thermostats must be tested, calibrated, and if necessary, repaired annually (IAW DAFMAN 91-203, Chapter 6, *Fire Protection and Prevention*, and NFPA 96 *Standard for Ventilation Control & Fire Protection of Commercial Cooking Operations*) by the appropriate Civil Engineer electrician or contractor. Certification must be affixed to the unit. Documentation of the test must be provided to the user and the Fire Prevention Section.

2.7.7. Portable or temporary cooking equipment (that produces grease or oil laden vapors such as donut machines or portable deep fat fryers) used in commercial and/or military dining facilities will be located beneath installed chemical fire extinguishing systems.

2.7.8. All commercial food service facility managers will maintain a six-part fire prevention folder for each facility under their jurisdiction. Information will be maintained for two calendar years. Each folder will contain:

2.7.8.1. Section 1 – Current copy of 8 FWI 32-2001.

2.7.8.2. Section 2 – Current copy of letter, *Fire Reporting and Evacuation Procedures*. (See [Attachment 2](#))

2.7.8.3. Section 3 – List of all trained employees by name and date they received their initial fire prevention training and record of any other fire prevention training received. The training may be documented on either an AF Form 55 or AF Form 1085.

2.7.8.4. Section 4 – Copies of AF Form 1487 and any other documentation concerning fire prevention actions and requirements.

2.7.8.5. Section 5 – Record of daily exhaust hood and cleaning by employees. Record of preprinted AF Form 2519, *Public Assembly and Recreational Facility Closing Checklist* and record of monthly fire extinguisher and exit/emergency lighting checks.

2.7.8.6. Section 6 – Deep-fat fryer calibration certifications. Record of exhaust hood and duct cleaning by contractor. All open AF Form 332, *Base Civil Engineer Work Request* and Flammable/Combustible Storage Locker Approval Letters.

2.8. U.S. Army Far East District (FED), U.S. Army Contracting Command Korea (USACCK) & Korean Contracting Agency (KCA): The Fire Prevention Section representative will attend all pre-construction and performance conferences on all construction or service contracts for Kunsan AB. This applies to all contracts administered by the US Army Corps of Engineers or the 411th Contracting Support Brigade (CSB). Project engineers will ensure the Fire Prevention Section will be at all planning, programming, construction, and modification meetings/reviews of projects. Each contract will contain a specific section on fire prevention. All contractors, subcontractors, and concessionaires are briefed covering their fire prevention responsibilities while working on Kunsan AB.

3. General Fire Prevention Requirements:

3.1. Fire Reporting and Evacuation Procedures. All fires or suspected fires at Kunsan AB will be reported whether or not damage has actually occurred. The following method will be used to report fires and initiate fire evacuation procedures:

3.1.1. Manually activate a fire alarm pull station.

3.1.2. Use public address system, or shout “**FIRE, FIRE, FIRE.**”

3.1.3. Dial ‘911’ or if calling from a Korean cell phone number: **063-470-0911**

3.1.4. Once in a safe location or another building provide the following information:

3.1.4.1. The building number and location of the fire.

3.1.4.2. What is burning (building, grass, gasoline and etc.).

3.1.4.3. Your name and telephone number.

3.1.4.4. Do not hang up until instructed to do so by the Emergency Communications Center dispatcher.

3.1.5. If the fire is small, an attempt may be made to extinguish the fire by using the appropriate type of fire extinguishers. If the fire seems large, or the occupants feel threatened, exit the area, call 911 and stand by to direct firefighters to the correct area.

3.1.6. Upon hearing the fire alarm signal, whether verbal or by automatic devices, all occupants will immediately evacuate the facility, disregarding personal belongings. Safeguard classified material as conditions permit. Facility managers shall designate a meeting place at least 75 feet away from the facility. Personnel shall meet at this location for accountability. Report any missing or possibly missing personnel to the first fire unit to arrive on scene.

3.1.7. During exercises, the “911” system at Kunsan AB will be utilized to report any wing exercise fires, all other exercise inputs will be reported through each Unit Control Center (UCC) and then reported to the Emergency Operation Center (EOC). The EOC in turn will contact the base fire department.

3.1.8. Facility managers and supervisors are responsible to coordinate with the Fire Prevention Section to conduct fire evacuation drills as outlined. Conduct semi-annual evacuation drills on all dormitories, explosive storage areas, Petroleum Oil Lubrication (POL) areas, and places of public assembly. All other areas will have evacuation drills at least annually.

3.2. Yielding for Emergency Vehicle Response. When a vehicle with a siren or flashing lights approaches, pull your vehicle to the right side of the road and stop. Use extreme caution before proceeding as follow-on units may be close behind. Do not follow firefighting vehicles to an emergency. Do not enter any street or area in which fire apparatus or equipment has been positioned, or where fire hose has been laid from hydrants or vehicles.

3.3. Inspection Process. The primary responsibility for fire prevention and compliance with recommendations of the fire inspector rests with the unit commander.

3.3.1. The primary or alternate facility manager, or a designated person appointed by the facility manager, will accompany the fire inspector. The person accompanying the fire inspector should have access to all areas of the facility.

3.3.2. The fire inspector will annotate fire hazards and fire safety deficiencies on the AF Form 1487. The facility manager will be given the original copy of the completed report for corrective action. The fire inspector will assign a suspense date for the completed AF Form 1487 to be returned to the Fire Prevention Section (no more than 30 days).

3.3.3. The facility manager or supervisor of the unit visited will brief the functional manager and take action to correct hazards and deficiencies noted on the AF Form 1487, or submit work tasks to correct the items that are beyond their capability. Corrective actions taken and/or work task numbers will be annotated on the back of the AF Form 1487. Once this has been completed, the facility manager will ensure the AF Form 1487 is signed by the functional manager/squadron commander and a photocopy of the signed AF Form 1487 place in the building six-part facility folder and the original copy forwarded to Fire Prevention Section by the suspense date.

3.3.4. Risk Assessment Codes (RAC) and FSD Codes will be assigned by the fire inspector for fire hazards and deficiencies IAW DAFI 32-2001 and DAFMAN 91-203.

3.3.5. All items assigned a RAC 1, 2, or 3 that cannot be corrected within 30 days will be entered into the base Hazard Abatement Program. Functional managers are required to prepare and submit the AF Form 3, *Hazard Abatement Plan*, to the 8th Fighter Wing, Safety Office (8 FW/SE). In coordination with the organization having oversight responsibility for the identified hazard (fire protection, bioenvironmental, safety), supervisors or facility managers shall post the AF Form 1118, *Notice of Hazard*, in the immediate area.

3.4. National Fire Protection Association Standard Deviations. If a deviation is required and is not addressed in a National Fire Protection Standards Technical Implementation Guide, the Installation Fire Chief prepares an AF Form 4437, *Deliberate Risk Assessment Worksheet*.

3.4.1. Deviation Authority Approval. DAFI 90-802, *Risk Management* and Department of Air Force Pamphlet (DAFPAM) 90-803, *Risk Management Guidelines and Tools* are the basis for deviation approval authority. AF Form 4437 will be utilized for all deviations to National Fire Protection Standards (T-2).

3.4.1.1. Extremely High Risk. Require approval at installation commander level.

3.4.1.2. High Risk. Require approval at group commander level or equivalent.

3.4.1.3. Medium Risk. Require approval at Base Fire Marshal level.

3.4.1.4. Low Risk. Require approval at IFC level.

3.4.2. Risk Management Plans are required to be reviewed every two years by signature authority or when signing authority changes. In regards to Kunsan's annual change-over, this will occur annually.

3.4.3. IFCs provide the Air Force Installations and Mission Support Command Detachment 2 Fire Chief a copy of Extremely High Risk Management Plans upon installation commander signature. The Detachment 2 Fire Chief will provide the Air Force Director of Civil Engineers, Readiness Division copies of Extremely High Risk Management Plans on 1 October of each year or as directed by The Air Force Fire Chief.

3.5. Fire Protection Engineering Criteria Policy Deviation. NFPA codes for facility design and construction are adopted when referenced in Unified Facility Criteria publications (e.g. Unified Facility Criteria 3-600-01, *Fire Protection Engineering for Facilities*).

3.5.1. DAFI 32-2001 provides guidance for evaluation of fire safety deficiencies preparation and approval of Corrective Action Plans and criteria exemptions. Using organizations will develop Corrective Action Plans for fire safety deficiencies using AF Form 4437.

3.6. Fire Protection and Alarm Systems. Personnel must activate fire alarm systems and/or fire extinguishing systems to warn building occupants whenever a fire is discovered.

3.6.1. Fire systems are installed for the protection of life and property and will not be tampered with. **Unauthorized tampering or reporting of a false fire or emergency alarm is a punishable crime under Articles 92 and 108, UCMJ.**

3.6.2. Fire suppression system components and equipment (i.e., risers, fire alarm pull stations, and detectors) located in facilities will not be obstructed to hamper visibility, operation, or accessibility.

3.6.3. Sprinkler heads and piping shall not be used as supports, attachments, or hangars for unassociated equipment and material.

3.6.4. Painting and coating sprinkler heads are prohibited.

3.7. Fire Extinguishers. Flightline personnel are responsible for the daily and monthly visual inspection and proper placement of 150-lb Halon flightline extinguishers prior to starting any type of aircraft operation. All flightline extinguishers found to be damaged, low on pressure, or due annual inspection will be taken to the flightline extinguisher serviceable/unserviceable holding areas located in the green and red 'Ready' boxes on the apparatus apron of the Fire Department (Building 2815) for service.

3.7.1. The Pacific Architects and Engineers Incorporated (PAE) Fire Extinguisher contract, managed by 8 CES/CEF, will oversee and provide a contractor who will perform required inspections of all 150-Halon extinguishers.

3.7.1.1. Additionally, the contractor will perform 6-year service testing and 12-year hydrostatic testing on all extinguishers.

3.7.2. The using agency will be responsible for loss or damage to fire extinguishers when assigned to their facility or area of responsibility.

3.7.3. The using organization is responsible for buying all new/replacement hand-held fire extinguishers. Contact the Fire Prevention Section for specific ordering and mounting guidance.

3.7.4. Hand-held fire extinguishers will be used for the purpose of fighting small fires only.

3.7.5. Do not block or obscure from sight hand-held fire extinguishers.

3.7.6. Facility managers will inspect hand-held fire extinguishers monthly and annotate inspection on the attached extinguisher tag and keep a record in their fire prevention folder. For extinguishers that require service, contact the Kunsan Emergency Communications Center (formerly Fire Dispatch) for the fire extinguisher contractor who is responsible for any extinguisher repairs and/or damage for the 8 FW.

3.7.7. Immediately inform the Fire Prevention Section of any fire extinguishers that were negligently discharged. The Fire Department does not maintain spare extinguishers to loan.

3.8. **General Housekeeping.** All areas will be kept free of unnecessary accumulation of flammable or combustible materials.

3.8.1. Trash will be removed from all areas on a daily basis.

3.8.2. Cleaning rags, contaminated trash, oily rags, and steel wool will be kept in separate metal containers with self-closing lids and contents stenciled on the containers.

3.8.3. Oil or paint-covered clothing will be stored in a well-vented metal locker.

3.8.4. All large trees and decorative vegetation will be trimmed to prevent direct contact with incoming utility services, if unable to safely trim then it must be reported to CE Customer Service at 782-5318.

3.8.5. Janitor closets are not to be used for general-purpose storage. Each closet will present a neat and clean appearance.

3.8.6. No storage is allowed in stairwells, under stairs, or stairwell enclosures.

3.8.7. Mechanical buildings/rooms, electrical switch, and Heating, Ventilation, and Air Conditioning (HVAC) buildings/rooms shall not be used for storage and shall be locked at all times.

3.8.8. The burning of candles, incense, and similar open-flame devices in any building or facility is prohibited. Exception: Base Chapels.

3.9. Heating and Cooking Appliances/Equipment. Portable cooking appliances, such as electric “hot-plates”, gas burners, toaster ovens, deep-fat fryers, and turkey fryers, are prohibited in dormitory rooms, billeting, or other base facilities not equipped with an authorized cooking area. Rice cookers, Foreman-type grills, and crockpots are authorized, but will be unplugged immediately after use. Facilities and dormitories equipped with authorized cooking areas will have an installed hood and filter system.

3.9.1. Never leave cooking unattended at any time.

3.9.2. Clothes dryers will be vented to the outside of facility and kept free of lint accumulation.

3.9.3. Barbecue grills and open or enclosed flame pits will not be operated within 10 feet of a building or 50 feet from flammable storage. They must also have at least 10 feet of clearance from any overhang or above obstruction.

3.9.4. Space heaters will be UL approved or equivalent and must be equipped with a safety trip (tip-over switch) and also have an overheat protection device (automatic thermostat control) installed

3.9.4.1. Space heaters shall be plugged directly into a wall receptacle. Do not plug space heaters into multiple outlet strips. Do not use an extension cord with an electric space heater.

3.9.5. Maintain a 36 inch minimum distance or IAW manufacturer’s recommendations between any heat producing appliance and combustibles. **Note:** The more restrictive guidance will apply.

3.9.6. Heat-producing equipment that utilizes flammable liquids is prohibited in any base facility. Bunkers, Defensive Fighting Positions (DFP) and ventilated vehicle maintenance facilities (bays) may use kerosene-style heaters, but the Fire Prevention office must be contacted for prior approval. All heaters will be exhausted outside.

3.10. Smoking. Smoking is ONLY allowed in Designated Tobacco Areas. Smoking, striking matches or using mechanical lighters is not permitted within 50 feet of hangars, aircraft, repair docks, paint shops, Liquid Oxygen (LOX) carts, refueling vehicles, flammable storage cabinets, or flammable storage buildings. Additionally, smoking is not permitted within 100 feet of compressed gas cylinder storage areas, fuel pump houses, dispensing areas or munitions storage and handling areas, or other similar hazardous locations.

3.10.1. For all other buildings, smoking will not be permitted within 50 feet from main entrances. Designated smoking locations will be identified IAW AFI 48-104 as “Designated Tobacco Area (DTA),” and as such, all occupants will comply with the standards.

3.10.2. All smoking material will be disposed of in noncombustible cans with self-closing lids (clearly labeled, butt cans).

3.10.3. **ONLY** cigarette butts and smoking material will be in smoking can.

3.10.4. Contents of butt cans will be thoroughly soaked with water before emptying into exterior waste collection points.

3.10.5. Smoking is prohibited in all facilities (to include dormitories, lodging, bus stops, doorways, walkways, and stairwells), this includes pipes, cigars, vapor producing devices (ecig, vaping, etc.).

3.10.6. DTAs are only allowed in areas that have been approved by designated officials. Smoking/DTA locations are reviewed by the 8 MDG/CC & approved by 8 FW/CC.

3.10.7. These restrictions apply to all guests and Korean employees.

3.10.8. If detection devices are activated due to smoking, vaping, or tampering, then that member's First Sergeant and commander will be notified. If the wrongdoer is a dependent, then the sponsor's leadership will be notified.

3.11. **Prescribed Burning.** Open fires (bonfires, piano burning, etc.) are not permitted unless approved by the Fire Prevention Section. Contact Fire Prevention Section at least 1 day prior to the event to obtain a burn permit and safety procedure Memorandum for Record (MFR).

3.11.1. Approved open fires will not be located closer than 50 feet from any structure and constantly supervised by a competent person until material is totally extinguished. Fire extinguishers or fire hose (if available by fire department) must be at burn site.

3.11.2. An inspection of any burn site is required by the signing burn operator after the fire is out. Contact 782-4471 for assistance if unsure if a site is fire safe.

3.11.3. Controlled burning for the purpose of destroying For Official Use Only (FOUO) or classified documents is prohibited on Kunsan AB IAW USFK Reg 201-1, *Environmental Governing Standards (EGS)*.

3.12. Use and Storage of Flammable/Combustible Liquids & Compressed Gases. Do not commingle empty or full drums, cylinders, and other containers used for storage of flammable liquids or gases in the same storage areas. Store these items in locations specifically constructed IAW NFPA 30, *Flammable and Combustible Liquids Code*. Store incompatible materials separately. Contact Bioenvironmental Section for specific guidance with regard to compatibility of chemicals.

3.12.1. Storage of flammable and combustible liquids must be in NFPA-approved flammable storage cabinets or in flammable storage rooms meeting the construction requirements of DAFMAN 91-203, and NFPA Standard 30, *Flammable and Combustible Liquid Code*. All flammable/combustible storage cabinets must be listed/approved for the specific class of storage. Not more than 120 gallons of Class I, Class II, and Class IIIA liquids may be stored in a storage cabinet. The combined total of Class I and Class II liquids may not exceed 60 gallons per storage cabinet. Not more than three such cabinets (120 gallons each) may be located in a single fire area except in an industrial area. Additional cabinets may be located in the same fire area of an industrial area if the additional cabinet, or group of more than three (120 gallons each) cabinets, is separated from other cabinets or group of cabinets by at least 100 feet. **NOTE:** The limit of three cabinets in a single area can be increased where smaller cabinets are used. However, the maximum amount of flammable storage cannot exceed that which could be stored in three 120-gallon capacity cabinets, (360 gallons total). Please refer to DAFMAN 91-203, chapter 22.5.3 (Storage Cabinets) and Table 22.1.- 22.10. for a list of acceptable allowances.

3.12.2. Incidental storage of flammable and combustible liquids is authorized in industrial areas only and must be approved by the Fire Prevention Section. A maximum of 5 days' supply may be stored in a metal cabinet. It may consist of no more than one gallon of Class I, or ten gallons of Class II and Class III liquids, not to exceed 10 total gallons per cabinet.

3.12.3. Cabinets storing flammables shall be conspicuously labeled, "*FLAMMABLE - KEEP FIRE AWAY*". For additional guidance, refer to paragraph 22.5.3 and 29. CFR 1910.106, *Flammable and Combustible Liquids*.

3.12.4. Small quantities of flammable/combustible office cleaning materials can be stored in offices and/or supply rooms without being in storage cabinets.

3.12.5. The use of any flammable liquid (flashpoint of 100 degrees F or less) for cleaning purposes is prohibited. Only cleaning products approved by 8 CES/Environmental Management will be used.

3.12.5.1. Cleaning solvent tanks will be of metal construction, equipped with a hinged cover and counterbalanced by a chain with a fusible link to ensure closing in the event of fire.

3.12.6. All compressed gas cylinders will be in an up-right position and securely anchored (chained and bracketed). If not in use, the head safety cap will be securely threaded into place.

3.12.7. Acetylene cylinders must be transported and stored in the upright position with the valve safety cap in place.

3.12.8. In areas where liquid oxygen is used or stored, areas will be kept free of oil, grease, or other combustibles. DO NOT store or use LOX containers on asphalt surfaces.

3.12.9. When leaks or spills are detected while servicing aircraft, immediately stop operations. Report all spills to base Emergency Communications Center via "911." Evacuate all personnel and deny entry into the area.

3.12.10. Store and transport flammable liquids in approved safety containers only. All containers will be clearly labeled identifying contents.

3.12.11. Clearly mark all drums and tanks containing flammable/combustible liquids as to the contents and provide a static ground cable. Storage areas must be at least 50 feet from any building or structure.

3.12.12. Conex-type boxes and/or sheds WILL NOT be used for storage of flammable/combustible liquids.

3.13. Electrical Installation, Equipment, and Appliances. Installation, adjustments, or alterations of electrical wiring or installed appliances will be accomplished by 8 CES electricians, authorized contractors, or licensed electricians designated by 8 CES. Unauthorized wiring may be removed at the expense of the occupant, as determined by 8 CES.

3.13.1. Electrical cords, extension cords, and plugs will not be spliced, taped, draped over nails or metal objects, through windows or doors, under rugs, in the path of travel, or in such a way as to cause damage to wiring.

3.13.2. Extension cords will not be used in lieu of fixed permanent wiring.

- 3.13.2.1. Extension cords and power strips will not be used to energize refrigerators or heat-producing appliances (coffee pots, irons, space heaters and microwaves).
- 3.13.2.2. Power strips or surge protectors will not be daisy chained to each other.
- 3.13.3. Explosion-proof electrical equipment will be used in hazardous locations (up to 18 inches from ground level) as defined by NFPA Standard 70, *National Electric Code*.
- 3.13.4. At the end of each work day, turn off all electrical devices and appliances except those required for refrigeration, memory loss prevention, or deemed mission essential.
- 3.13.5. Report all electrical problems to the 8 CES Customer Service Section for necessary repair (DSN: 315-782-5318).
- 3.13.6. Mark electrical panels and circuit control boxes to identify the area or circuit controlled. Circuit breakers will not be taped in the open position or wired together in any manner.
- 3.13.7. Do not use combustibles or flammable shades, decorations, or materials on or above light bulbs.
- 3.13.8. A clearance of at least 36" shall be maintained between fuse panels, breakers and combustible material.
- 3.13.9. All switches, outlet receptacles, fuses, circuit breakers, and junction boxes must have suitable cover plates in good repair.
- 3.14. **Vehicle Parking and Operation.** Do not park vehicles in any fire lane or approach to any buildings that would obstruct or delay the response of fire fighting apparatus and/or hose line deployment.
 - 3.14.1. Approved markings, signs, or other notices shall be provided and maintained for fire department access roads to identify such roads, or prohibit the obstruction thereof, or both.
 - 3.14.2. Do not park or store Privately Owned Vehicles (POV) inside any government facility. **EXCEPTION:** AAFES Service Station. This provision can be waived verbally by the Assistant Chief of Fire Prevention for emergency situations such as typhoons.
 - 3.14.3. Do not park or store government vehicles inside buildings or structures other than those specifically designated for that purpose. Any request to deviate for short periods must be approved (in writing) by the Assistant Chief of Fire Prevention and 8 FW/SEW.
 - 3.14.4. Vehicles will not be parked within 10 feet of fire hydrants in all directions.
- 3.15. **Welding, Cutting, Brazing, Soldering and Open Flame Torches.** Obtain prior approval from the Fire Prevention Section before starting any operation in a location other than 8CES/CEF approved welding shops. Review the welding and cutting checklist requirements at the work site to ensure all safety precautions have been taken, and that the AF Form 592, *USAF Hot Work Permit*, has been issued by the Fire Prevention Section. Operations shall comply IAW DAFMAN 91-203, and NFPA Standard 51b, *Fire Prevention in Use of Cutting and Welding Process*.
 - 3.15.1. The Fire Prevention Section (DSN: 315-782-4471/4802) is the only POC for issuing an AF Form 592.

3.15.2. Contractor activities: All welding, cutting and brazing shall meet requirements of 29CFR 1910.252, *Welding, Cutting, and Brazing - General Requirements*, which may also be used as a technical reference. The contracting officer shall determine the necessity for specific references to OSHA standards, Air Force fire, safety and health standards, and other guidance as necessary in the contract. In locations where the adherence of OSHA requirements is not feasible, contact the installation Ground Safety office or CE for guidance.

3.15.3. Provide ventilation in shops or rooms where work is to be performed, but avoid strong drafts directed at the welding operation. Do not use oxygen to provide ventilation; this action will accelerate combustion. Refer to AFI 90-821, *Hazardous Communication (HAZCOM) Program*, and Bio- Environmental on proper ventilation requirements.

3.15.4. DO NOT perform cutting and welding operations:

3.15.4.1. In indoor areas not approved by the installation 8 CES/CEF, 8 SW/SEG and 8 MDG. This ensures fire, safety and health protection considerations shall be included in the selection of indoor welding, cutting and brazing operations.

3.15.4.2. In buildings with inoperable installed sprinkler systems, unless other means of fire detection, reporting and extinguishing have been approved by the Fire Prevention Section.

3.15.4.3. In explosive atmospheres or where explosive atmospheres may develop.

3.15.4.4. Within 50 feet of flammable liquids.

3.15.4.5. When unable to comply with the above requirements, interim procedures must be established through the 8 CES/CEF, 8 SW/SEG and 8 MDG.

3.15.5. Personnel will ensure all combustible material and vegetation within 35 feet of the operation have been removed or protected. The proper class of fire extinguisher must be available near the operation.

3.15.6. Where removal of combustibles is impractical, a suitable fire-resistive shield or welding blanket will be placed between the combustibles and the welding operation. A fire watch or stand-by vehicle may be required, as determined by the Fire Prevention Section.

3.15.7. Before welding or cutting on flammable liquid tanks, cylinders, or containers that previously contained flammable liquids, thoroughly wash, steam, and fill them with water or purge them with nitrogen. To ensure an explosive mixture does not exist, a test sample will be taken of the area or tank by using a flammable/explosive gas detector which can be attained by contacting the Fire Prevention Office at least 3 working days in advance.

3.15.8. Welding, cutting, flame, or spark-producing equipment is not permitted in pits, tanks, tunnels, basements, or other below grade areas until after atmosphere testing and monitoring equipment indicates the area is safe. 8 FW/SE and the Fire Prevention Section must issue a welding permit. Prior to issuing a welding permit, confined space entry requires an evaluation from the Confined Space Program Team (CSPT) IAW DAFMAN 91-203 and a valid AF Form 1024, *Confined Space Entry Permit* approved.

3.15.9. Aircraft welding and cutting operations are accomplished IAW DAFMAN 91-203, NFPA Standard 410, *Aircraft Maintenance*, and NFPA Standard 51b. When aircraft parts require welding, they will be removed from the aircraft (when possible) and welded in the appropriate Welding Shop. When removal is not possible, an AF Form 592 is required and a Fire department stand-by vehicle will be in place before work starts.

3.15.10. When any welding and cutting operation has been completed, the area will be thoroughly checked to ensure the work area, adjacent areas, concealed spaces and exposures are fire safe.

3.16. Exits, Exit Signs, and Emergency Lighting. Exit doors shall not be locked or blocked during occupancy, to include exercises and contingencies. Malfunctioning exit doors must be immediately reported to 8 CES Customer Service, Defense Switched Network (DSN) extension 782-5318.

3.16.1. Doors that are blocked will have a sign posted conspicuously on the opposite side, indicating "DOOR BLOCKED."

3.16.2. All personnel will ensure aisles, stairways, and passageways leading to exits are clear and unobstructed at all times.

3.16.3. Exit signs and emergency lighting units must be operational for each emergency exit and passageway. The facility manager will replace burned out bulbs as needed. For emergency lighting or exit lights failing to operate, submit a work task to 8 CES Customer Service, DSN extension 782-5318.

3.17. Base Population Training. All flightline personnel and facility managers are required to receive fire extinguisher training for their respective extinguisher types, prior to assuming duties on the flightline or as facility managers.

3.17.1. Fire Prevention training is available, upon request, to any individual, group, organization, or Korean National employee by contacting the Fire Prevention Section at DSN: 315-782-4471.

3.18. Building Modifications. Prior to performing or starting any facility projects or modifications, submit a work task through TRIRIGA and obtain approval. Coordination from 8 CES/CEF, Installation Management Office (8 CES/CEIE), 8 SW/SEG and 8 MDG must be obtained on all work tasks (except key or sign requests) before submittal to 8 CES Customer Service.

3.18.1. Modifications that do not conform to NFPA standards or other applicable directives WILL NOT be approved. Any self-help construction not meeting these requirements must be removed by the responsible person(s) or organization.

3.18.2. Class "C" rated finishing materials will not be installed in any facility on Kunsan AB. Existing facilities containing Class "C" rated finishing materials and/or combustible interior finish will be upgraded during facility renovations.

3.19. Fire Hydrants and Water Mains. Approval for use of base fire hydrants must be obtained from the 8 CES Infrastructure Superintendent (8 CES/CEOI) and 8 CES/CEF.

3.19.1. Do not turn off water mains, sprinkler systems, or fire hydrants without prior approval from the Fire Prevention Section. Approved closures of listed systems are identified with the DD Form 1104, *Closed Valve Warning Tag*.

3.19.2. Do not block fire hydrants at any time. Facility managers will ensure no obstacles block or conceal fire hydrants. Do not block or obstruct access to fire hydrants by the installation of concertina wire, revetment walls, or barriers.

3.20. Blocking Fire Lanes and Equipment. Fire lanes shall not be obstructed in any manner, including by the parking of vehicles. When it becomes necessary to block any street, road, or fire lane, the responsible organization will notify the Emergency Communications Center (DSN: 315-782-4471) in advance with the date, time, and length of the blockage.

3.20.1. Approved signs or other approved notices shall be provided and maintained for Fire Prevention Section access roads to identify such roads.

3.21. Penetrations (Holes) in Floors, Walls, Ceilings.

3.21.1. Penetrations in walls, ceilings, missing ceiling tiles, spaces around pipes, vent shafts, conduit, etc., shall be filled with a material capable of maintaining the resistance and integrity of the wall or ceiling to prevent the spread of fire.

3.21.2. Facility managers will replace missing ceiling tiles and repair holes where feasible. Ceiling tiles can be picked up from Self Help (DSN: 315-782-4573) or submit a work task through TRIRIGA if they're out of stock/not compatible. Repair holes or submit a work order for items requiring repair beyond the facility manager's capabilities.

3.22. Decorative and Seasonal Materials. All curtains, drapes, decorations, and floor coverings will be of fire resistant material or treated with an approved flame retardant. Materials shall have an approved flameproof label attached or a certification attesting the material to be flame resistant to UL specifications.

3.22.1. All decorations in places of public assembly, dormitories, billeting, recreational, and administration facilities will be approved by the Fire Prevention Section before installation. Highly combustible materials such as hay, straw, cornstalks, or dried floral arrangements are prohibited.

3.22.2. Christmas trees will not be placed in any way that restricts evacuation routes or blocks exits, fire extinguishers, or fire protection equipment. Artificial Christmas trees and wreaths will be of the fire retardant UL approved type. Display of fresh-cut trees must be coordinated with the Fire Prevention Section. Fresh-cut trees are not permitted in living quarters.

3.22.3. Christmas lights WILL NOT be secured with staples, tacks, or nails. Small lights bearing an approval seal are authorized for artificial trees. Lights are not authorized for use on fresh cut trees.

3.22.4. Do not hang or attach decorations to sprinkler heads, sprinkler piping, or fire and smoke detectors. Do not obscure the view of pull stations, emergency lights, or exit lights.

3.22.5. Do not cover smoke or heat detectors.

3.22.6. Ensure all electric decorations are unplugged nightly.

4. Specific Occupancies and Special Requirement:

4.1. Shops, Hangars, Warehouses, and Storage Areas. Store supplies, equipment, or materials in such a manner as not to block exits, interfere with firefighting operations, block accessibility or visibility of fire extinguishers. Storage shall provide adequate aisle space for access to controls of automatic fire suppression equipment.

4.1.1. Ensure fire doors remain closed, except where controlled by magnetic closing devices. Fire doors must remain unblocked. The Fire Prevention Section must approve blocked doors.

4.1.2. Supervisory personnel of hangars, shops and warehouses will conduct inspections at the close of the workday (or shift change) to ensure a fire safe facility. Check to ensure all electrical appliances are turned off. Check all exterior doors to ensure that they are free from obstructions.

4.1.3. Empty dust collection bags and other waste receptacles at the close of each workday.

4.1.4. Keep a minimum of 18" clearance around and below light fixtures, sprinkler heads, and heat, smoke, fire detectors. For materials stacked 15 feet or higher, maintain at least 36" of clearance from sprinkler pipes, or heads and heat, smoke, and fire detectors. Storage above offices, rooms, etc. built inside hangars, warehouses, or other large facilities is prohibited. Do not store materials above open rafters or in attic/concealed spaces.

4.1.5. Containers, drums, or other approved receptacles containing flammable liquids will be stored IAW [paragraph 3.13](#) of this instruction.

4.1.6. Machinery will not be serviced or fueled inside warehouses or within 50 feet of outdoor combustible storage.

4.2. Paint Spray Areas, Spray Rooms, and Spray Booths. Ground and bond all equipment used in spray-painting operations and booths to prevent buildup of static electricity.

4.2.1. Automatic sprinklers will be protected from overspray residue. Polyethylene or cellophane bags having a thickness of 0.0003 inches or less or thin paper bags can be used.

4.2.2. Sprinklers that have been painted shall be reported to the Fire Prevention Section so they can be replaced.

4.2.3. Over-spray collector filters shall be inspected after each period of use and clogged filters shall be discarded and replaced.

4.2.4. Cleaning will be conducted after each period of use. Scraping tools, if used, will be of the non-sparking type. Cleaning solvents will be limited to those with flash points at or above 100 degrees F.

4.3. Asphalt and Tar Kettles. The provisions of this section apply to any type of equipment used for pre-heating or heating tar, asphalt, pitch, or similar substances for roofs, floors, pipes, or similar objects.

4.3.1. A letter of approval is required from the Fire Prevention Section prior to setting up any tar kettle operations.

4.3.2. Operating kettles will not be set up inside or on the roof of any structure.

4.3.3. The kettle will be set up and operated in a marked controlled area.

4.3.4. At least TWO 20:BC rated (10 lbs) fire extinguishers shall be provided and maintained within 25 feet of the operating kettle.

4.3.5. Do not place kettles within 10 ft of exits or means of egress.

4.3.6. Liquid petroleum gas (LPG) containers, hose, regulators, and burners used with kettles shall conform to the specifications of NFPA Standard 58, *Storage and Handling of Liquefied Petroleum Gases*. Regulators are required on all cylinders in use.

4.3.7. All kettles will have an approved working visible temperature gauge that indicates the temperature of the material being heated.

4.4. Simulators, Flares, or Smoke Producing Munitions. Flares, gyro jets, ground burst simulators, smoke grenades, explosives, and other similar devices shall be used in conjunction with official duties, such as wing exercises or contingencies, only.

4.4.1. Motor vehicles transporting flares, gyro jets, ground burst simulators, smoke grenades, explosives and other similar devices and components shall be placarded and equipped with the appropriate fire extinguisher IAW Department of Transportation (DoT) Directives.

4.4.2. The standards listed below apply to the use of ground burst simulators and smoke-producing munitions during exercises and training:

4.4.2.1. Only United States Air Force (USAF) stock-listed items are authorized for use.

4.4.2.2. Only trained personnel can prepare and activate these devices. Personnel will be equipped with a minimum of two fire extinguishers (Rated 2A; 10 B, C), leather gloves, and a metal container for disposal of spent munitions.

4.4.2.3. Do not detonate ground burst simulators within 125 feet of personnel or vehicles.

4.4.2.4. Maintain at least 50 feet of space between simulator and hardened facilities.

4.4.2.5. Maintain minimum of 200 feet space between simulator and bulk POL storage.

4.4.2.6. Maintain minimum of 200 feet of space between simulator and any aircraft in open areas.

4.4.2.7. Maintain minimum of 200 feet of space between simulator and explosives operating locations, holding areas, open storage, or butler type storage facilities.

4.4.2.8. Maintain minimum of 50 feet of space between simulator and above ground magazines of block, brick, or concrete construction and from earth covered magazines.

4.4.2.9. All personnel working or involved in set-up or take-down of trip flares will be equipped with a minimum of two water-type fire extinguishers. For these types of munitions, call "911" if a fire is ignited. Personnel on the scene should try to extinguish the fire. All extinguishers must be reserviced prior to starting any other trip flare operation.

4.5. Pyrotechnics and Fireworks. Consumer fireworks are NOT AUTHORIZED for use or possession on Kunsan AB. **Examples include but are not limited to:** roman candles, sky rockets, mines, shells, firecrackers, sparklers, black powder munitions etc.

4.5.1. Commercial fireworks shows will be conducted by qualified explosives-handling personnel or licensed contractors, however, fire extinguishers must be provided by the operator or contractor. Contact the Fire Prevention Section for further guidance.

4.5.2. Request for commercial displays of fireworks must be coordinated through the 8 FW/CC, 8 FW/SE, 8th Operations Support Squadron, Airfield Operations Flight (8 OSS/OSA), and the Fire Prevention Section.

4.5.3. The Fire Prevention Section must receive a drawing showing the discharge site, fireworks fallout area, and spectator area. The areas selected must be inspected and jointly approved by the Fire Prevention Section and 8 FW/SE.

4.6. Wolf Pack Park/Tent City Fire Prevention. Fire prevention practices for Wolf Pack Park/tent city operations will be briefed by 8 CES/CEF personnel to all arriving unit personnel..

4.6.1. Housekeeping:

4.6.1.1. Keep exit ways open and aisles clear to ensure all personnel can quickly exit the tent in the event of a fire or an emergency.

4.6.1.2. Munitions will not be stored inside personnel tents for any reason.

4.6.2. Heaters:

4.6.2.1. Turn temperature down at night to reduce the possibility of fire from the smokestack.

4.6.2.2. The heater will never be left unattended while operating.

4.6.2.3. Do not store cans of fuel inside the tents. Extra fuel cans are stored at least three feet from all tents.

4.6.3. Cooking inside tents is prohibited unless it is specifically designed for that purpose.

4.6.4. Smoking is not permitted inside tents.

4.6.5. Partitions (hanging separators). All curtains, drapes, decorations, and floor coverings will be of fire resistant material or treated with an approved flame retardant. Materials shall have an approved flameproof label attached or a certification attesting the material to be flame resistant to UL specifications.

5. Fire Protection Engineering Review and Consultation: All construction/renovation and alteration projects shall comply with this instruction, Engineering Technical Letters (ETL)s, UFCs, NFPA Codes, Life Safety Code, the International Building Code (IBC), applicable technical orders, and DoD Directives.

5.1. The 8 CES Engineering Flight (CEN) incorporates fire protection requirements IAW UFC 3-600-01, *Fire Protection Engineering for Facilities*, ETL, IBC, and NFPA codes for all new construction, renovation, and alteration. This is verified by the Installation Fire Chief (or representative) through the signing and approval of the project's DD 1391, *FY_Military Construction Project Data*, and continued consultation during all phases of the project (planning, programming, design, construction, and modification).

5.1.1. The Installation Fire Chief designates the Fire Prevention Office as the primary liaison to provide consultation and design recommendations regarding fire and life safety features.

5.1.2. CEFP is not responsible for system design but coordinates on design drawings to signify review and that fire and life safety requirements are incorporated into the design. This coordination does not indicate fire protection engineering design acceptance.

5.2. New Construction, Renovation, and Modification Projects:

5.2.1. Renovations, alternations, modifications, and additions to facilities shall meet requirements for new construction IAW UFC 3-600-01.

5.2.2. All organizations on Kunsan AB (e.g. AAFES, DECA, Army Corps of Engineers, 8 CES, contract design, and using organizations) are responsible for coordinating all projects (new/upgrade) through CEFP.

5.2.2.1. Timely submittal of plans and specifications is crucial to allow adequate time for fire department review. For major projects, 5 working days are required to ensure inclusion of life safety and fire protection features.

5.2.3. Alterations/modifications to fire protection systems shall be accomplished by qualified/certified personnel.

5.2.4. All new construction projects and renovation projects requiring the entire facility to be brought up to current new construction code shall include sprinkler protection coverage IAW UFC 3-600-01. This requirement may also apply to any special occupancy, regardless of size.

5.2.5. All mechanical rooms and boiler rooms for new construction projects are considered high hazard areas IAW Life Safety Code and must be separated from the rest of the facility by a minimum of 1-hour rated construction.

5.2.6. Penetrations through and into fire walls, partitions, and floor/ceiling assemblies must be protected by a UL-approved or FM-listed fire stopping assembly, equaling or exceeding the rating classification of the assembly being penetrated IAW NFPA Standards and UFC. Penetrations in any wall, partition, and/or floor/ceiling assembly shall be sealed by an approved, noncombustible material. This includes, but is not limited to, communications lines, conduit, pipes, ducts, etc. Any modifications or penetrations through or into vaults, secure rooms or open storage certified areas will first be coordinated with the Information Protection Office (8 FW/IP) or through owning Special Security Officer (SSO) for Sensitive Compartmented Information Facility (SCIF)s.

5.2.7. Fire Alarm Control Panels (FACP) shall be installed in a climate-controlled environment which provides 24-hour access to firefighters (exterior accessible rooms utilizing 1-1 key). Existing FACP's that do not meet this requirement shall be relocated during upcoming renovation projects. Facility managers are responsible to provide the fire department with keys to rooms where FACP, sprinkler controls, etc., are located.

5.2.8. New wet-pipe sprinkler systems shall be equipped with appropriate flow switches (not pressure switches) and tamper switches. This is to reduce the number of false activations and is in compliance with DAF false alarm reduction strategy. The tamper switch shall send a signal to the Emergency Communications Center (ECC) when the device(s) supervised by the switch, is (are) manipulated out of the normal position.

5.2.9. New dry-pipe sprinkler systems shall be equipped with pressure switches and appropriate tamper switches.

5.3. Final Acceptance Tests: Final acceptance test for new construction, renovation, or modification projects that include installing, adding, or altering any component of a fire alarm system, suppression system, and/or life safety component shall be conducted by CEFP, alarm shop, and systems personnel.

5.3.1. Where required by code, inspections and tests shall be performed to verify the operation of the fire protection systems, in their final condition, for acceptance by the AHJ.

5.3.2. Facilities shall not be occupied or turned over to the using organization until the final acceptance inspection/tests have been successfully completed.

5.3.3. It is the using organization, contract inspector, and contractor's responsibility to schedule and give adequate notification to CEFP personnel. Failure to do so may cause occupancy delay.

6. Fire Detection, Suppression, and Alarm System Outages: Fire detection, suppression, and alarm systems, including fire hydrants and water distribution systems, are subject to failure if not properly tested, inspected, and maintained. Inspection, Test, and Maintenance (ITM) programs are conducted IAW UFC 3-601-02, *Inspection, Testing, and Maintenance of Fire Protection Systems*.

6.1. The ECC shall be notified prior to shutting down any system for repairs or maintenance. The ECC shall also be notified of when the repairs/maintenance is complete and the system is returned to service.

6.2. The appropriate 8 CES shop shall ensure proper documentation of all systems maintenance is maintained IAW UFC 3-601-02. Provide copies to CEFP as appropriate.

6.3. When a fire protection system (fire alarm and/or suppression) is out of service for more than 4 hours in a 24-hour period, the fire department shall be notified by the facility manager or an alarm/systems shop technician. The facility shall be evacuated, or the user/occupant shall provide a fire watch for all areas left unprotected by the out-of-service system.

6.3.1. A fire watch should at least involve some special action beyond normal staffing, such as assigning additional trained individuals to continuously patrol the areas affected. These individuals shall be specially trained in fire prevention and in occupant and fire department notification techniques, and they shall understand the particular fire safety situation for public awareness purposes. CEFP will provide this training or train supervisors to brief/train their subordinates.

6.3.2. This fire watch shall remain in-place until the system has been returned to service or the facility is unoccupied.

6.3.3. If the systems cannot be retored within 72 hours, then a FSD I or II will be initiated and a Deliberate Risk Assessment Worksheet be routed for approval. This must be accomplished by the facility manager with aid from the Fire Prevention office before the facility can be occupied for normal use.

6.4. Any changes, modifications, additions or disabling a fire alarm/suppression systems or any portion thereof, must be coordinated with CEFPP and alarms/systems personnel at least 72 hours prior to starting work.

6.4.1. The supervisor in charge of the operation and/or Contracting Officer Representative (COR) must ensure this notification occurs.

7. Fire Investigations:

7.1. All fire incidents shall be investigated by CEFPP to determine the cause, estimated damage and to collect data/information.

7.1.1. The Senior Fire Official (SFO) on-scene shall conduct a preliminary investigation to collect and preserve evidence. If possible, they may ascertain the cause of the fire, if possible.

7.1.2. The Assistant Chief of Fire Prevention shall conduct a more thorough investigation if necessary. This individual shall ensure prompt and proper coordination with appropriate agencies (OSI, Wing Safety, etc.).

7.2. All fire incident investigations shall be performed IAW DAFI 91-204, *Safety Investigations and Reports*.

PETER A. KASARSKIS, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 32-20, *Fire Emergency Services*, 14 August 2024

DAFI 32-2001, *Fire and Emergency Services (F & ES) Program*, 28 July 2022

AFI 48-104, *Tobacco Free Living*, 11 July 2019

DAFI 90-802, *Risk Management*, 1 April 2019

AFI 90-821, *Hazardous Communication Program*, 13 May 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 91-202, *Department of the Air Force (DAF) Mishap Prevention Program*, 20 March 2020

DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 25 March 2022

DAFI 91-204, *Safety Investigations and Reports*, 10 March 2021

DAFPAM 90-803, *Risk Management (RM) Guidelines and Tools*, 23 March 2022 29

CFR 1910.106, *Flammable and Combustible Liquids*, 2012 Edition

29 CFR 1910.252, *Welding, Cutting, and Brazing - General Requirements*, 2012 Edition

DoDI 6055.06, *DoD Fire and Emergency Services (F&ES) Program*, 3 October 2019

NFPA Standard 30, *Flammable and Combustible Liquid Code*, 2018 edition

NFPA Standard 51b, *Fire Prevention in Use of Cutting and Welding Process*, 2019 edition

NFPA Standard 58, *Storage and Handling of Liquefied Petroleum Gases*, 2017 edition

NFPA Standard 70, *National Electric Code*. 2017 edition

NFPA Standard 96, *Ventilation Control & Fire Protection of Commercial Cooking Operations*, 2017 edition

NFPA Standard 101, *Life Safety Code*, 2018 edition NFPA Standard 410, *Aircraft Maintenance*, 2015 edition

USFK REG 201-1, *Environmental Governing Standards*, 30 July 2020

UFC 3-600-01, *Fire Protection Engineering for Facilities*, 8 August 2016

UFC 3-601-02, *Inspection, Testing, and Maintenance of Fire Protection Systems*, 8 September 2010

Adopted Forms

AF Form 3, *Hazard Abatement Plan*

AF Form 55, *Employee Safety and Health Record*

AF Forms 332, *Base Civil Engineer Work Request*

AF Form 592, *USAF Hot Work Permit*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 1024, *Confined Space Entry Permit*

AF Form 1085, *Fire Protection Training*

AF Form 1118, *Notice of Hazard*

AF Form 1487, *Fire Prevention Visit Report*

AF Form 2519, *All Purpose Checklists*

AF Form 4437, *Deliberate Risk Assessment Worksheet*

DD Form 1104, *Closed Valve Warning Tag*

DD 1391, *FY_Military Construction Project Data*

Abbreviations and Acronyms

AAFES—Army Air Force Exchange Store

AB—Air Base

ACES FD—Automated Civil Engineer System Fire Department

AHJ—Authority Having Jurisdiction

ATSO—Ability to Survive and Operate

AFOSH—AF Occupational Safety and Health

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

CSB—Contracting Support Brigade

CEF—Civil Engineer Program

CFR—Code of Federal Regulation

COR—Contracting Officer Representative

CSPT—Confined Space Program Team

DAF—Department of Air Force

DAFI—Department of Air Force Instruction

DAFMAN—Department of Air Force Manual

DAFPAM—Department of Air Force Pamphlet

DAFPD—Department of Air Force Policy Directive

DoD—Department of Defense

DoDI—Department of Defense Instruction

DOT—Department of Transportation

DSN—Defense Switched Network

DTA—Designated Tobacco Area
ECC—Emergency Communication Center
EOC—Emergency Operations Center
ETL—Engineering Technical Letter
FED—U.S. Army Far East District
F & ES—Fire and Emergency Services
FACP—Fire Alarm Control Panel
FM—Facility Manager
FOUO—For Official Use Only
FSD—Fire Safety Deficiency
FW—Fighter Wing
HVAC—Heating, Ventilation, and Air Conditioning
HAZCOM—Hazardous Communication
IAW—In Accordance With
IBC—International Building Code
IFC—Installation Fire Chief
ITM—Inspection, Test, Maintenance
KCA—Korean Contracting Agency
LOX—Liquid Oxygen
LPG—Liquid Petroleum Gas
MFR—Memorandum for Record
MWR—Morale, Welfare & Recreation
NFPA—National Fire Protection Association
OPR—Office of Primary Responsibility
OSHA—Occupational Safety and Health Administration
PAE—Pacific Architects and Engineers Incorporated
POL—Petroleum Oil Lubrication
POV—Privately Owned Vehicles
RAC—Risk Assessment Code
RDS—Records Disposition Schedule
SCIF—Sensitive Compartmented Information Facility
SFO—Senior Fire Official

SSO—Special Security Officer

TRIRIGA—integrated workplace management system (IWMS) that streamlines real estate and facilities management

UCC—Unit Control Center

UCMJ—Uniform Code of Military Justice

UFC—Unified Facilities Criteria

UL—Underwriters Laboratories

USACCK—United States Army Contracting Command Korea

USAF—United States Air Force

Office Symbols

8 FW/CC—8th Fighter Wing Commander

8 CES—8th Civil Engineer Squadron

8 CES/CC—8th Civil Engineer Squadron Commander (Base Fire Marshall)

8 CES/CEF—8th Civil Engineer Squadron/Fire Department (Installation Fire Chief)

8 CES/CEFP—8th Civil Engineer Squadron/Fire Prevention Office

8 FW/SE—8th Fighter Wing Safety Office

8 MDG—8th Medical Group

8 MDG/CC—8th Fighter Wing Medical Group Commander

8 CES/CEIE—8th Civil Engineer Squadron/Installation Management Office

8 OSS/OSA—8th Operations Support Squadron/Airfield Operations Flight

8 FW/IP—8th Fighter Wing/Information Protection

Attachment 2

SAMPLE LETTER, FIRE REPORTING AND EVACUATION PROCEDURES

Table A2.1. Sample Letter, Fire Reporting and Evacuation Procedures.

MEMORANDUM FOR ALL PERSONNEL	DATE
FROM: 8 CES/CEF	
SUBJECT: Fire Reporting and Evacuation Procedures	
1. This Fire Reporting and Evacuation Procedure is required IAW 8 FWI 32-2001, <i>Fire Prevention Program</i>. This Procedure applies to all permanently assigned military, TDY personnel, and all Korean-National employees. 2. Fire Reporting Procedures: - Upon discovery of fire, activate installed fire alarm system and shout "FIRE, FIRE, FIRE." - Dial "911" from a safe location. - Give name, building number, location of fire, and type of fire (if known). - Do not hang up until told to do so by the "911" dispatcher. - If possible attempt to extinguish the fire using an available fire extinguisher. - If you cannot extinguish the fire, immediately leave the fire area and the facility. 3. Evacuation Procedures: - All personnel will be familiar with the nearest emergency exit in their area. - The person reporting the fire will meet arriving fire units and direct them to the location of the fire. - All personnel will meet at a pre-designated assembly point at least 75 feet from the building. - Conduct a head count to ensure all personnel are accounted for. - Render first aid/buddy care to any injured personnel until relieved by qualified personnel. 4. This Instruction shall be posted on all bulletin boards and filed in the facility manager folder.	
DEVIN D. DAVIS, MSgt, USAF Assistant Chief for Fire Prevention	