



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 11320.3G
N31

SEP 28 10:1998

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 11320.3G

Subj: INSTRUCTIONS CONCERNING FIRE PREVENTION AND PROTECTION
RESPONSIBILITIES

Ref: (a) OPNAVINST 11320.23E
(b) NAVFAC P-1021
(c) NTCGLAKESINST 11320.2
(d) DOD MIL-HDBK-1008B
(e) National Fire Protection Association Fire Codes
(f) Life Safety Code, NFPA 101
(g) NTCGLAKESINST 5100.30B

Encl: (1) NTC Fire Prevention Regulations
(2) Building Inspection Frequency
(3) Building Fire Drill Frequency
(4) Holiday Fire Safety
(5) Installation/Testing of Smoke Detectors
(6) Tornado Evacuation Drill Procedure
(7) Coffee Mess/Microwave Oven Regulations

1. Purpose. To assign responsibilities for fire prevention and protection on the Naval Training Center (NTC) in accordance with references (a) through (g).

2. Cancellation. NTCGLAKESINST 11320.3F. This instruction has been substantially revised and should be reviewed in its entirety.

3. Scope. This instruction is applicable to all commands and activities within NTC receiving fire prevention and protection from NTC Great Lakes Fire Department.

4. Responsibilities

a. Commanding Officers of activities receiving fire prevention and protection assistance from the Commander, Naval Training Center (CNTC), are responsible for the following elements of fire prevention and protection within their commands:

(1) Immediate and factual reporting of all fires.

(2) Immediate correction of all fire hazards as reported by fire inspectors (Fire Inspection Report, NTC-GL-11320/4 (4-92)) and Fire Clean-up/Inspection Report, NTC-GL-11320/17 (Rev. 4-92) or noted during command material inspections.

(3) Posting NTC Fire Prevention Regulations, enclosure (1), in each building and properly indoctrinating all personnel in fire prevention techniques.

(4) Preparation and posting of all emergency evacuation routes for each building.

(5) Posting of the Fire Bill, NAVFAC Form 3-11320/9 (4-67) in each building.

(6) Periodic fire drills (enclosure (3)) for each building in which personnel reside or are employed.

(7) Weekly material inspections of all buildings and property under their cognizance to ensure proper standards of cleanliness and fire prevention control.

(8) Compliance with fire prevention regulations prescribed in enclosure (1).

(9) Posting of Emergency Phone Numbers, NTC-5100/1 (3-83) 6040-GL.

b. Assistant Chief of Staff, Base Operations and Support (N3) shall be responsible for the overall fire protection of NTC and other activities as designated by CNTC. These responsibilities will include:

(1) Administrative and operational control over NTC firefighting facilities, equipment and personnel.

(2) Periodic technical fire prevention inspections of all buildings and properties of NTC and of the activities which receive fire protection from NTC (enclosure (2)).

(3) Notification to Commanding Officers of fire hazards and violations of fire prevention procedures, as reported on the Fire Clean-up/Inspection Report [NTC-11320/17 (Rev. 3-94)], keeping CNTC informed as necessary.

5. Action. Commanding Officers shall take appropriate action to carry out fire prevention and protection responsibilities as prescribed herein.

6. Forms Availability. Fire Bill, NAVFAC Form 3-11320/9 (4-67) (USN 0105-LF-001-6000) can be purchased from NTC Supply Department, Building 3200. Emergency Phone Numbers, NTC-5100/1 (3-83) 6040-GL, may be obtained from Navy Publications and Printing Office, Building 2-A on a "print on demand" basis. Fire

Inspection Report, NTC-GL-11320/4 (4-92) and Fire Cleanup/Inspection Report, NTC-GL-11320/17 (Rev. 3-94) are used strictly by the Fire Prevention/Inspection Bureau.



C. B. MARTIN
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
Lists I, II (Case B), III-A, B and C

NTC FIRE PREVENTION REGULATIONS

1. Firefighting Equipment

a. The Duty Fire Chief shall be notified in advance of impairment of fire protection involving water systems, hydrants, pumps, blocking of roadways and/or any condition that would interfere with Fire Department operations or restrict the exit of personnel from a building or area. Vehicle parking within 20 feet of fire hydrants is prohibited. Activities shall provide appropriate marking of fire hydrants and other fire protection equipment.

b. First aid firefighting equipment shall not be tampered with, used or moved from its assigned location for any purpose except fire fighting, drills or repair.

c. Any person having discharged a fire extinguisher or having found indications that a fire extinguisher has been used shall report the fact immediately to the Fire Department.

d. Fire hydrants, sprinkler systems, fire alarm systems and fire evacuation alarms shall not be blocked or used for any purpose other than fire fighting without permission of the Fire Chief or the Chief Fire Inspector.

e. Defective or leaky mains, standpipes and sprinkler systems shall be reported immediately to the Fire Chief and to the Public Works Center Trouble Desk.

f. Adequate access aisles with proper identification signs posted shall be maintained at all times to fire alarm boxes, standpipe hose, fire extinguishers, fire escapes, sprinkler system valves and electric, gas, water and steam controls.

g. No material of any type will be hung from sprinkler piping.

h. Storage shall be maintained at least 18 inches below the sprinkler heads, 36 inches in warehouses with storage over 15 feet high.

i. A key box shall be installed on the exterior {size, type, and location to be determined by the Fire Chief or Chief Fire Inspector} of structures. The key box shall contain all necessary keys to gain access, as well as keys for alarm systems. The key box shall be approved by the Fire Chief or Chief Fire Inspector. The Building Manager/Supervisor shall immediately notify the Fire Department and provide new key(s), any time a lock is changed or re-keyed.

2. Care of the Building

a. All waste, rubbish and scrap materials shall be removed from the building at the end of the work day, or more frequently when necessary, and placed in outside dumpsters.

b. Dumpster trash collection units shall be placed 15 feet or more away from all structures. Collection, baling and storage rooms shall have a two-hour fire resistance rating and have a sprinkler system.

c. Swabs, cleaning gear, rags (clean or dirty), waste, packing materials and/or other materials subject to spontaneous ignition shall be kept outside of the building or stored in provided air tight metal containers equipped with automatic self-closing covers.

d. Storage is strictly prohibited in equipment rooms, air conditioning rooms, boiler rooms, exit corridors, attics, concealed spaces and under stairways.

e. No restrictive hardware, such as hasps and padlocks, throw bolts, cross bars, etc., shall be installed on any emergency exit door.

f. Places of assembly (50 or more persons) shall have the occupant load posted for each area and the total allowed for the building.

g. All exit doors shall be unlocked during periods of occupancy.

h. Only non-combustible or approved flameproof materials shall be used for decorations or window coverings. The Fire Department shall approve all decorations before they are used.

i. Storage clearance between stored materials and unit heaters, duct furnaces and flues shall not be less than three feet in all directions.

j. All paint, brushes, drop cloths, rags, etc., should be removed from buildings that are being painted, at the end of the work day. They should be kept in metal containers at least 15 feet from the building and away from combustible materials.

k. Fire doors shall not be wedged or blocked open and no device shall be used which will prevent its automatic closing.

l. All gasoline powered equipment, (i.e., lawn mowers, snow blowers, weed cutters, etc.) shall not be stored inside buildings except in garages and other buildings specifically designated, unless they are empty of gasoline.

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

3. Vacant Buildings

a. Fire Protection Systems in secured buildings shall remain in service.

b. All fire protection systems that have been out of service for 30 days or more shall be tested and inspected prior to being placed back into service.

c. All windows, doors, and any other openings shall be secure at all times to prohibit entry by unauthorized persons.

4. Smoking Regulations

a. Smoking is prohibited inside all buildings and structures unless specifically designated as a smoking area.

b. Outside smoking enclosures/buildings should be at least 15 feet from permanent buildings or should adjoin a windowless masonry wall. Adequate clearance between the smoking enclosure and trees, shrubs, and combustible mulch and vegetation should be provided.

c. Non-combustible receptacles for discarding smoking materials shall be provided in adequate numbers in all areas where smoking is permitted.

5. Electrical Hazards

a. Installations and changes in electrical wiring, fittings, attachments, or electrical appliances shall be made only by an authorized and qualified electrician.

b. Defective electric cords, lighting fixtures, appliances and switches shall be reported immediately to the Building Maintenance Supervisor (BMS) and removed from service.

c. All electrical appliances, including coffee makers, hot plates, microwave ovens and vending machines must bear the label of/or be listed by the Underwriters Laboratories (UL) or Factory Mutual (FM).

d. Electrical cords for table lamps, radios, TV's, hot plates, microwave ovens, vending machines and other small electrical appliances will be a maximum of eight feet in length.

e. Fire Department permits are required for installation and use of microwave ovens, coffee messes, and hot plates, reference (b) pertains.

f. All coffee makers, hot plates and similar devices shall be located with adequate clearance from combustibles and shall

not be operated in storage rooms, closets or out-of-sight places. Automatic timers shall not be used to control the power supply to these devices.

g. Portable electric space heaters shall have operating built-in thermostats and tip-over switches.

h. Extension cords are permitted to be used primarily for portable electrical appliances such as tools, lamps, fans, etc., however, extension cords with built in fuse controls are recommended.

i. Ungrounded extension cords shall not be permitted.

j. Locally prepared extension cords with junction boxes with knockouts and multi-receptacle adapters are prohibited.

k. Extension cords are prohibited to be used as a substitute for fixed wiring. Extension cords shall not be used in concealed spaces or extended through doorways, windows, etc.

l. Lights over galley ranges, ovens, cooking urns and shower stalls shall be enclosed in vapor proof globes and guards.

6. Oil-Fired Heaters

a. Accessible shut-off switches and valves shall be provided on all oil-fired heaters and similar equipment.

b. Oil burning equipment shall be frequently inspected and periodically overhauled by competent responsible maintenance personnel. Heating units, vent stacks and flues shall be thoroughly cleaned at least once a year.

c. Portable kerosene heaters shall not be used.

7. Gas Appliances. Under no circumstances shall matches or flames be used for leak testing on flammable gas lines. Small leaks can be located while a system is under operating pressure by liberally applying soapy water or a bubble forming compound to the lines and joints (expanding bubbles will show up the leaks). In case of a large leak, the gas supply shall be shut off and the piping visually inspected.

8. Wood-Burning/Coal-Burning Stoves. The installation and use of free-standing fireplaces and wood-burning stoves in mobile homes is forbidden unless specifically authorized by CNTC, via the NTC Housing Manager, in writing.

9. Outdoor Hazards

a. Grass and brush within 25 feet of structures shall be kept trimmed. For open storage, fuel handling and fuel storage areas, the trim line shall be a minimum of 50 feet.

b. Trash and dry vegetation shall not be permitted to accumulate under or against any structure.

c. Control or prescribed burning of ground cover shall be conducted under the supervision of the Fire Department.

d. No open burning permitted.

Exception #1: Recreational fires are authorized {permit required}

e. All barbecue grills should be set on non combustible surfaces, with at least 10 foot clearance or greater from combustible building walls or overhangs. Grill cooking is prohibited inside garages or other interior areas.

10. Hazardous Activities

a. Spray Painting. Not to be conducted within buildings, unless standard spray booths and exhaust systems are provided.

b. Welding and Cutting Operations. Conducted only in locations that have been specifically designated for this purpose.

(1) The operator shall have been instructed and qualified to operate such equipment.

c. A Fire Department permit is required for all welding, cutting, burning or other hazardous operations that are required in an area other than the approved shop.

d. Gasoline and Other Flammable Liquids. Gasoline, benzene, naphtha, acetone, turpentine and other flammable liquids with a flash point below 100 F will not be used for cleaning, soaking, washing, removing or refinishing purposes. This applies throughout NTC Great Lakes.

e. Paints, thinners, tarps, etc., will be stored in approved metal paint lockers only. Lockers to be marked utilizing National Fire Protection Association 704 system.

11. Fueling Operations

a. All fueling operations will be under the supervision and control of authorized and qualified personnel. They shall have a thorough knowledge of the hazards involved and know the regulations set forth in reference (b).

b. Containers, valves, nozzles and faucets will be either UL or FM approved and will comply with the requirements set forth in references (b) and (e).

c. "Self-Service" filling stations are authorized but must comply with the regulations listed and set forth in references (b) and (e).

12. Radioactive Material

a. The Fire Chief, or Senior Fire Officer on duty, shall be notified of the transportation, storage, handling or use of any radioactive material, including weapons, which come into the confines of the activity.

b. The department controlling or using the material shall make the above notification by phone and in writing.

13. Securing of Buildings. All places of public assembly and Navy Exchange Facilities are required to be inspected prior to closing. Detailed requirements of the above regulations are contained in reference (c).

14. Vehicles

a. Parking, storage or repair of any vehicle in buildings is prohibited except in garages and other buildings specifically designated.

b. Automotive equipment, jeeps, tow lift motors (fork lifts), or any other non-stationary gas driven equipment shall not be fueled inside a building.

15. Fire Drills. Fire exit drills shall be held with sufficient frequency to familiarize all occupants with the drill procedure and to familiarize them with emergency egress routes. Drills will be executed in all bachelor quarters (Barracks/BEO's/BOO's) at least monthly and in all other occupied buildings at least quarterly (enclosure (3)).

16. Training. All personnel should be indoctrinated in the location and proper utilization of exits, fire alarm boxes and first-aid firefighting equipment. Assistance will be given by the Fire Department in the above training upon request (extension 3829).

17. Self-Help Projects

a. No buildings or structures shall be constructed, altered, or utilized without the approval of the Activity Commander, Fire Chief and/or the Chief Fire Inspector.

b. All material to be used in self-help projects shall be inspected and approved by the Fire Department Inspection Bureau, Staff Civil Engineering, and Safety before use, to assure compliance with regulations set forth in references (d) and (e).

c. All plans/drawings for "Self-Help" projects shall be submitted for Fire Department approval, at least two weeks prior to starting the project.

d. The Fire Department shall inspect the renovated area prior to occupancy and has the authority to deny use of any area that does not meet current fire codes.

18. Tar Kettles. Tar kettles shall not be operated inside of, on the roof of, or within 25 feet of any building. They must be attended by a competent operator. The operator shall be within 25 feet of the operating kettle at all times. A minimum of two 20 pound dry chemical extinguishers shall be provided at work sites.

a. Hot Work permits are required from the Fire Department for each operation.

b. The kettle area is to be located in a controlled space and identified by the use of barriers, cones, or other suitable means as approved by the Fire Department.

19. Interior Finish. Interior finish is defined as the material of walls, ceilings, wainscoting, and other interior surfaces of a building, and other interior surfacing materials applied to the walls, movable partitions, and ceilings. Exposed insulating and acoustical materials are considered in the category of interior finish.

a. New Construction, Alterations, and Rehabilitation. Wall and ceiling finishes and movable partitions shall conform to the requirements of reference (f), except as follows:

(1) Interior finish for all exits, hospital patient rooms, and sleeping rooms, shall be Class A only. Interior finish for all other areas shall be either Class A or Class B. Class B finish is permitted in hospital rooms with a capacity of not more than four patients and in individual rooms with automatic sprinklers.

(2) Use of Class C, D, and E materials are not permitted.

(3) Cellular plastics shall not be used as interior finish materials. Drop ceilings (foam-grid panels) may be used in existing buildings if they are listed by UL or approved by FM for installation under automatic sprinkler systems. They must be installed in strict accordance with UL or FM instructions and automatic sprinklers must be installed above the panels.

b. Existing Construction. Certain basic safeguards are essential in the case of combustible interior finishes in existing buildings. The following measures should be taken to protect life and property against fire:

(1) Cover combustible surfaces with gypsum board or other materials meeting the requirements of paragraph 19a.

(2) Install automatic sprinkler systems.

(3) Coat all exposed combustible surfaces with a UL or FM listed fire retardant paint or coating.

20. Decorations

a. Vegetation, cotton, plastic cloth, textile, expanded foams, excelsior, paper or other combustibles shall not be used as decorations within buildings unless such decorative materials have been made flame retardant by an approved material or process.

b. All draperies and decorations in personnel buildings such as barracks, BEQ, BOQ, hospitals, schools, etc., and in places of public assembly shall be non-combustible or treated with an approved flame proof solution and shall be approved by the Fire Department before installation. When an approved flame proofing solution is used, periodic re-treatment will be necessary.

c. The use of artificial Christmas trees is recommended. All lights for use in connection with Christmas decorations shall bear the approval of the UL or FM. Only non-flammable ornaments and decorations are permitted, enclosure (4).

21. Fuel-Dispensing Equipment

a. Containers used for dispensing flammable liquids shall be of a type approved for such use by UL or FM. Containers for flammable liquids shall be maintained in good condition. Contents of leaking containers shall be transferred to serviceable containers.

b. Empty flammable liquid containers shall not be stored or repaired until they have been thoroughly cleaned of hazardous vapor. The fuel tanks of small gasoline engines shall be similarly cleaned before indoor storage.

BUILDING INSPECTION FREQUENCY

1. The Great Lakes Fire Department Fire Prevention/Inspection Bureau will conduct fire prevention inspections of all buildings/structures located throughout NTC Great Lakes commensurate with their associated hazard(s). The provided inspection frequency breakdown shall apply:

a. Weekly: Extra-hazardous occupancy facilities or areas where the fire loading and ongoing activity present a high risk to life, safety and severe fire potential, such as aircraft refueling pits, aircraft rework facilities, ships undergoing overhaul and major construction and renovation projects.

b. Monthly: Industrial*, maintenance, transportation, ship and aircraft facilities*, recreation, ordinance*, storage, flammable gases and liquids*, hospitals, dependent school, day care centers, automated data processing and communication equipment facilities, commissaries and retail stores.

c. Quarterly: Dormitories, common areas of multifamily housing, adult school and all other structures, including mobile facilities, not inspected weekly or monthly, except family housing.

d. Annually: Family housing, including privately owned mobile homes on Navy property.

*Weekly for specific operations considered as extra-hazardous.

2. The following buildings are considered to be industrial, recreational, adult education (with labs), day care, or storage, with a moderate to high fire hazard rating and will be inspected on a MONTHLY basis by the Great Lakes Fire Department:

2-A	62	145	322	616	1017	1523	2817
4	68	152	324	617	1111	1532	3110
5	103	153	325	#712	1128	1600	3209
6	104	154	329	#747	1200	1600-A	3212-A
#10	104-A	155	415	800	1212	1712	3212-B
11	105	158	440	811	1301	1991	3212-C
11-B	106	162	510	811-A	1312	2016	3214
11-G	110	180	520	890	1313	2110	3215
11-J	111	215	521	912	1326	2500	3216
12	120	220	522	914	1400	2600	3216-A
13	130	229	523	915	1410	2630	3216-B
42	135	237	525	928	1414	2700	3216-C
51	140	238	535	929	1506	2710	3220
52	144	290	590	1000	1517	2711	3221
3223	3312	3451	3501	3504	38-H	43-H	81-H
3223-A	3400	3452	*3502	1-H	68-H	200-H	
3311	3402	3453	3503	80-H	GATES		

Continuation of buildings to be inspected on a MONTHLY basis:

Buildings 10, 712 and 747 are inspected April - September, due to seasonal usage.

* Building 3502 Southwest Bay to be inspected weekly {CHRIMP Center}.

3. The following buildings are considered administrative, dormitories, or adult education (without labs), with a low to ordinary fire hazard rating and will be inspected during the months of FEBRUARY, MAY, AUGUST and NOVEMBER by the Great Lakes Fire Department:

123	174	534	1310	14B-H	130-H
124	177	631	1912	79-H	131-H
125	178	632	2216	88-H	219-H
150	179	633	2216-A	108-H	
151	531	634	2217	111-H	
156	532	635	3200	128-H	
160	533	837	14-H	129-H	

4. The following buildings are considered the same as paragraph 3 above except they will be inspected during the months of MARCH, JUNE, SEPTEMBER and DECEMBER by the Great Lakes Fire Department:

1	26	34	334	922	933
1-A	27	236	833	923	3000
2	28	239	834	924	3114-A
2-B	30	328	910	925	3211
2-C	31	331	913	926	3217
3	32	332	920	927	3219
25	33	333	921	930	3511

5. The following buildings are considered the same as paragraph 3 above except they will be inspected during the months of JANUARY, APRIL, JULY and OCTOBER by the Great Lakes Fire Department:

45-N	221	435	1120	1127
73	222	436	1121	1405
76	430	438	1122	1420
90	431	439	1123	2446
102	432	621	1124	2601
112	433	1015	1125	2912
122	434	1016	1126	3229

6. Each Tenant Commanding Officer should assign a representative for each building that will function as a "Fire Warden". These individuals would be responsible for the following activities:

a. Escort the fire inspector during the inspection of their building/space.

b. Pursue corrective action on inspection items.

- c. Keep emergency equipment, exit doors, etc. accessible.
 - d. Perform daily checks of hazardous materials, proper housekeeping, exit and emergency lights, and other building features.
 - e. Point of contact and liaison between the fire department and building occupants.
 - f. Ensure that all first-aid firefighting equipment is in its assigned location, within proper pressure/weight, tamper seals are in place and initial respective inspection tags.
 - g. Portable fire extinguishers that require repair, recharging, etc., will be brought to the Fire Department, Building 106. Contact Fire Inspection Bureau at 688-3829, to make arrangements for exchange.
7. Training classes on the above procedures will be provided by the Great Lakes Fire Department, Fire Prevention/Inspection Bureau upon request, extension 3829.
8. The Great Lakes Fire Department Fire Prevention/Inspection Bureau will conduct re-inspections of all buildings/structures that have identified fire safety discrepancies as reported on Fire Clean-up/Inspection Report, NTC-GL-11320/17 (Rev. 4-92).
- a. Re-inspections will normally take place within 30 - 45 days from the initial fire safety inspections to ensure compliance. If no action has been taken, a copy of the inspection report indicating "NO ACTION TAKEN" will be forwarded to the respective Commanding Officer.
 - b. A final inspection (if necessary) should take place within 10 - 20 days from the re-inspection date. If no action has been taken, a copy of all correspondence will be forwarded to CNTC for action.

FIRE EVACUATION DRILL FREQUENCY1. Information

a. As outlined in reference (b), the Great Lakes Fire Department, Fire Prevention/Inspection Bureau will conduct fire evacuation drills, to ensure the safe evacuation of personnel in the case of fire, in all occupied buildings/structures located throughout NTC Great Lakes commensurate with their associated occupancy. Fire evacuation drill shall be held as follows:

- (1) Bachelor Quarters -- monthly
- (2) Day Care Facility -- monthly
- (3) All other buildings -- quarterly

b. The fire alarm system will not be activated unless specifically authorized by the Fire Department.

c. Trial run fire drills involving the response of fire fighting vehicles and equipment are prohibited, without prior warning to all responsible personnel and activities.

2. Procedures

a. Building Managers or Safety Officers shall submit quarterly fire drill schedules for their spaces to the Chief Fire Inspector at least two (2) weeks prior. The schedule should include building numbers, dates, and times the drills are to be conducted. The time at which the drills are held should vary.

b. Before conducting the drill, the Building Manager, Safety Officer or the Duty Officer (after hours) will call the Fire Department (extension 6902) and report: "This is (identify yourself) in building number _____ at (state time of drill)." The Fire Department will send a representative, if available, to observe and evaluate the drill.

c. Once the representative arrives, commence the drill by ringing the alarm (if approved) or passing the word, "This is a drill, this is a drill. Fire, Fire, in (give location)." All hands shall evacuate the building and proceed to their designated place of muster. The last person to leave the room should close windows and the door behind him; do not take time to turn off lights.

d. The Building Manager, Safety Officer, OOD should be the last person to leave the building. He shall ensure that all personnel have evacuated the building and that the building is properly secured.

e. The Building Manager, Safety Officer or OOD and the Fire Department representative will note the length of time taken for all hands to evacuate the building, and the proficiency of duty

personnel in correct fire evacuation drill procedures. All personnel are required to evacuate the building in three (3) minutes or less.

f. Upon conclusion of the drill, the Building Manager, Safety Officer or OOD will call the Fire Department (extension 6902) and identify himself, his location, and report "Building number _____ secured from Fire Drill. Building was evacuated in _____ minutes.

g. In the event that the occupants fail to leave in the allotted time frame, names, SSN, and their assigned command will be noted. The information will be forwarded to their respective command for disciplinary action. Re-drills will be scheduled upon Activity Command request.

FIRE DRILL SCHEDULING

MEMORANDUM

From: _____
To: Chief Fire Inspector, Great Lakes NTC Fire Department
Subj: PROPOSED FIRE DRILL SCHEDULE

1. In accordance with this instruction, the building(s) listed below have been scheduled for fire drills at the following dates and times:

<u>BUILDINGS</u>	<u>DATE</u>	<u>TIME</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Point of contact for these drills is _____
extension _____.

Signature Block

HOLIDAY FIRE SAFETY1. **Information**

a. The use of artificial Christmas trees is recommended.

b. Natural cut Christmas trees shall not be permitted in assembly, educational, health care, residential board and care, detention and correctional, mercantile, hotel, or dormitory occupancies.

Exception No. 1: Trees located in areas protected by an approved automatic sprinkler system.

Exception No. 2: NTC Chief of Staff, Operations issues written authorization.

c. Artificial Christmas trees shall be labeled or otherwise identified by the manufacturer as being "flame resistant" or "flame retardant."

d. No Christmas trees or decorations shall be allowed to obstruct corridors, exit ways, or other means of egress.

e. Only non-combustible or approved flameproof materials shall be used for decorations or window coverings. Vegetation, cotton, plastic cloth, textile, expanded foams, excelsior, paper or other combustibles shall not be used as decorations within buildings unless such decorative materials have been made flame retardant by an approved material or process. The Fire Department shall approve all decorations before they are used.

f. All lights for use in connection with Christmas decorations shall bear the approval of the UL or FM. Only non-flammable ornaments and decorations are permitted.

g. Electrical lights are prohibited on metal artificial Christmas trees.

h. Open flames such as candles, lanterns, and heaters shall not be located on or near Christmas trees or similar combustible material.

i. In occupancies where natural Christmas trees are authorized, the bottom of the trunk shall be cut off at an angle at least 1 to 2 in. above the end to help the tree absorb water. The tree shall be placed in a suitable stand with adequate water. The water level shall be checked and maintained above the angle cut on a daily basis. The tree shall be removed from the building immediately upon evidence of dryness.

j. Natural cut Christmas trees shall not be located near heating vents, fireplaces or other fixed or portable heating devices that could cause the tree to dry out prematurely or to be ignited.

k. All Christmas tree lights shall be disconnected when the building is unoccupied.

INSTALLATION/TESTING OF SMOKE DETECTORS

1. Information Properly installed and maintained smoke detectors increase you and your family's chances of surviving a fire by as much as 50%. As outlined by the National Fire Protection Association, NAVFAC P-1021, and MIL-HDBK-1008B, the following procedures for the installation, and testing of smoke detectors should be adhered to.

2. Installation

a. Smoke detectors are required to be installed in berthing areas/room/lounges/corridors of barracks, Family Housing Units recreation areas and sleeping spaces of Child Development Centers (CDCs).

Exception: (1) With the exception of CDCs - corridor detectors are not required in completely sprinklered buildings.

b. Smoke detectors are to be hard-wired into the building's fire alarm system, which, when activated will cause the fire alarm control panel to transmit a signal to the Fire Department and activate the building's evacuation devices.

Exception: (1) Single station smoke detectors are required in hotel-style and apartment-style personnel housing quarters.

3. Maintenance

a. Smoke detectors that are hard-wired into the Fire Alarm Control Panel, are tested, inspected, and cleaned by Great Lakes Public Works Center. Battery operated smoke detectors are to be tested weekly.

b. Smoke detectors installed in family housing units are hard-wired with battery back-up. Those smoke detectors are to be tested weekly and the batteries are to be replaced at least annually. Replaced batteries are available through Great Lakes Housing Self-Help.

TORNADO EVACUATION DRILL PROCEDURE

1. Information

a. As outlined in NTCGLAKESINST 1700.10B, the Great Lakes Fire Department, Fire Prevention Bureau will conduct tornado drills, to ensure the safe and proper evacuation of personnel in the event of a tornado, in CDCs located at NTC Great Lakes. Tornado evacuation drills will be held monthly during tornado season (April through October).

b. The fire alarm system will not be activated to alert building personnel.

2. Procedures.

a. CDC Directors should submit a request for tornado drills to the Chief Fire Inspector at least two (2) weeks prior. The request should include the building number, date, time of drill and a point of contact. The time at which the drills are conducted should vary.

b. Upon arrival of the Fire Department Representative, commence the drill by passing the word over the intercom/public address system announcing that the drill has started.

c. The staff and children shall proceed immediately to their designated area. Staff will ensure that the tornado shutters are lowered and all doors are securely closed. Staff and children will remain in their area until notified by the Fire Department personnel or the CDC Director.

d. The CDC Director and/or Senior Staff Personnel and the Fire Department Representative will monitor the drills taking in note the proficiency of the staff in the execution of the drill.

e. The tornado drills should be conducted in a timely manner, however, the emphasis will be on correct procedures and not length of time.

COFFEE MESS/MICROWAVE OVEN REGULATIONS1. Information

a. NAVFAC P-1021 states regulations pertaining to portable heat producing equipment/devices (such as coffee makers, hot plates, microwave ovens, etc.). Devices shall be located with adequate clearances from combustibles and shall not be operated in storage rooms, closets or other out-of-sight places. Automatic timers shall not be used for coffee messes. Coffee Mess/Hot Plate/Microwave Oven Permit/ Authorization Form NTC-GL-1746/9 (Rev. 6-97) shall be posted at each location, no other permit is authorized.

Exception: (1) Naval Hospital Command Units use form NAVHOSPITAL 4061/1 (REV 1/90)

b. NTC-GL-1746/9 (Rev. 6-97) contains detailed sanitary and fire regulations for the operation of coffee messes, microwave ovens, etc.

2. Procedures

a. Commanding Officers are authorized to establish the use of coffee makers, hot plates, microwave ovens and similar devices within their command. They shall conduct necessary inspections to ensure compliance with regulations contained in Attachment (A). Only appliances used to warm-up food are authorized to be used (i.e., coffee makers/pots, hot plates, microwave ovens). Appliances used to prepare food in (i.e., slow cookers, woks, portable deep fat fryers, etc.) are not authorized to be used.

b. A copy of Attachment (A) shall be posted for every device at each authorized area where the above appliances will be operated. Attachment (A) will be filled out for new requests/authorizations and will have the requester's signature and shall be approved by the Commanding Officer of the requester, prior to the inspection and final approval/signature from the Great Lakes Fire department, Fire Prevention Bureau.

c. Attachment (A), once approved, will remain in effect for the approved location until removal or relocation of the device.

d. Prior NTC-GL-1746/9 (Rev. 1-92), Coffee Mess/Hot Plate/Microwave Oven Permit Authorization forms are authorized and do not have to be replaced.

e. NTC-GL-1746/9 (Rev. 6-97), Coffee Mess/Hot Plate/Microwave Oven Permit/Authorization form, Attachment (A), can be reproduced locally.

COFFEE MESS/HOT PLATE/MICROWAVE OVEN
REQUEST/AUTHORIZATION PERMIT

Registration #: _____

Department/Command	Building	Location/Room #
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1. It is requested that permission be granted to operate a _____ at the above location, subject to the requirements of NTCGLAKESINST 11320.3G and the following additional regulations:

a. The appliance and area shall be maintained in a clean and sanitary condition at all times.

b. All coffee makers/pots, hot plates and microwave oven installations shall be used only for the preparation of beverages, heating a pre-packaged meal or food and **SHALL NOT** be used for food preparation or storage of food.

c. Sugar, coffee and non-dairy creamer shall be stored in glass or metal containers with tightly fitted lids. Sugar shall be served in single service packages or pour-type dispensers. Milk and cream shall be refrigerated.

d. Only disposable stirrers shall be used, common stirring spoons are prohibited. Cups and other utensils shall be rinsed immediately after use and washed with hot, soapy water before re-use.

e. All appliances shall be of the electric type, with self-contained, tightly enclosed heating elements, preferably automatic. All such appliances shall be UL or FM approved.

f. Appliances SHALL be located in well lighted and well ventilated areas and comply with NAVFAC P-1021, "shall not be operated in storage rooms, closets or other out-of-sight places." All appliances shall rest upon a formica or non-absorbent surface that is fire resistant and does not conduct electricity and shall extend six (6) inches beyond all dimensions of the appliance area. In cases where it is necessary to install heating units near a combustible wall, fire resistant material shall extend eighteen (18) inches above the back of the heating unit. Electric cords must not touch the deck, shall plug directly into the receptacle or fused power cord and shall be of minimum length.

g. Coffee pots of the automatic type, which by their design require their movement in order to pour contents, may be used ONLY if the cord is shortened to the extent that the unit may not be set down outside of the fire resistant area. The unit shall not be moved to or used in any other location which is not officially authorized.

Name of Requester {Print Clearly}	Requester's Signature/Date
Recommend Approval	Commanding Officer Signature/Date
Meets Fire Protection Standards	Fire Department Signature/Date

THIS AUTHORIZATION EXPIRES UPON REMOVAL OR RELOCATION OF UNIT