

Fire Prevention - General Information

What should I do if I notice a fire safety violation in my work place, family living quarters or barracks?

If you notice a fire safety violation in your workplace, contact our office at 763-4704 or 763-5069. Please let us know your concerns. Do not call us if your concern involves an immediate life-threatening emergency or fire, please call 9-1-1(DSN) or Cell 0503-364-5911

Training

Who do I contact if I need fire safety or fire extinguisher training for my unit or organization?

Please contact our office at 763-4704 or 763-5069 and we'll work with you in setting up training.

Special Events

Do I need to notify the fire prevention office if I am planning an event in or around a garrison facility?

Yes, you need to notify the fire prevention office any time you are planning a public event in or around any garrison facility. Whether you are planning a big or small event, please call us with all pertinent information. Examples include...increasing occupant loads request, change in electrical power requirements, possible blocking exits or limiting means of egress, using equipment that requires hot work permits...etc. If you're not sure please contact us at DSN 763-4704 or 763-5069

Seasonal Decorations

Are Christmas trees allowed in garrison facilities?

Natural Christmas trees are not allowed in any garrison facility. Artificial trees are permitted, but they must be located in a common area (such as a lobby or reception area), and must not obstruct emergency exit doors, exit aisles, fire hose cabinets, manual fire alarm pull-boxes, or portable fire extinguishers.

Can I use Christmas tree lights in my office?

Yes, you can use Christmas tree lights in your office if you remember to always unplug them when you leave and you don't exceed electrical power requirements. Please contact DPW for additional assistance.

How can I prevent fires when using seasonal decorations?

The best way to prevent fires due to seasonal decorations is to limit the amount of decorations you use. Make sure your decorations do not obstruct doorways, walkways and stairs, and limit the amount of combustible materials you put on the walls and ceilings. Always keep combustible decorations, such as cloth flags, paper streamers, or plastic garlands, away from lights and other ignition sources. If you have any question about holiday decorations please contact us at DSN 763-4704 or 763-5069

Candles

Are candles and incense allowed in garrison facilities?

Candles are allowed in family housing and all safety precautions should be taken when using them in your home. Candles or incense ARE NOT permitted in ALL barracks within Area IV. Please review candle safety at

Fireworks

Are fireworks permitted on the installation?

Fireworks are NOT permitted for use on garrison, which means you are not allowed to use sparklers, poppers, or similar devices anywhere within the garrison. Fireworks are only permitted on the installation for garrison sponsored special events when the location and use has been approved in advance by Fire Prevention Services.

Space Heaters

Are portable space heaters allowed on garrison within facilities?

Portable heaters are NOT permitted in any facility without joint approval from the DPW, safety and fire department. Please contact DPW customer service for any issues with heating at DSN 763-4825/4824/4884. Portable heaters fueled by gasoline, kerosene or propane are NOT permitted in any facility. Portable electric space heaters are allowed in office areas, subject to the following guidelines:

Make sure the heater is labeled as “listed” by the Underwriters’ Laboratory (UL) or another recognized testing agency.

Only use heaters that have element guards to prevent contact with combustible materials.

Only use heaters that have automatic safety switches, which automatically turn a unit off when it tips over.

Keep combustible materials at least three feet away from portable heaters.

Plug heaters directly into electrical outlets, and DO NOT plug them into extension cords or multi-plug power strips.

Do not run heater power cords across doorways or aisles, or place them under rugs, carpets, or furniture.

Turn off the heater and unplug the power cord when the office is unoccupied.

Never use portable heaters in areas where flammable liquids or flammable gases are stored or used

Extension Cords and Power Strips

Can I use extension cords in garrison facilities?

You are not allowed to use extension cords in place of permanent electrical wiring on campus. In other words, you can only use extension cords for temporary purposes, such as accommodating the wiring needs of a meeting or setting up special lighting for an hour-long project. If you need additional outlets installed in your office, classroom, or lab, please contact DPW and place a work order request.

Can I use power strips in garrison facilities?

You may use power strips, as long as you plug them directly into the wall and never plug more than one power strip into a single outlet. Because power strips need to be plugged directly into a wall outlet, you should never plug a power strip into another power strip. Also it's suggested that power strips need to have an internal ground and surge protector incorporated.

Stairways

Is it okay to store things in stairwells?

No, storage is prohibited in stairwells. This means you are not allowed to store anything on the stairs, in the stairwell, or under the stairs.

Is it okay to leave stairwell doors blocked open?

No. Stairwell doors should never be blocked open, unless they are being blocked open for an isolated period of time (for example, while someone is moving in furniture).

Reported Fire

What do I do when you discover a fire in the building?

Leave the fire area immediately.

Sound the fire alarm by activating the nearest red fire alarm pull station.

Call the Fire Department, dial 911 from a safe location and give address: Building____, (street address).

Close doors behind you while leaving the building via the nearest safe fire exit.

Remain calm and assist others.

Proceed directly to the Designated Assembly Area

Emergency Evacuation

If you hear the fire alarm?

Leave the building immediately via the nearest safe fire exit

Close doors behind you while leaving the building

DO NOT use the elevators

Remain calm and assist others.

Proceed directly to the Designated Assembly Area