

DEPARTMENT OF THE ARMY
US Army Installation Management Command
United States Army Garrison Fort Gregg-Adams
3312 Adams Avenue
Fort Gregg-Adams, Virginia 23801
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*Fort Gregg-Adams Supplement to AR 420-5

FORT GREGG-ADAMS FIRE PROTECTION AND PREVENTION PROGRAM

Summary. AR 420-5, 1 September 2024 is supplemented establishing policies, procedures and responsibilities governing the Fire Prevention Program to prevent fires and reduce loss from fire at Fort Gregg-Adams. It provides guidance to assist commanders in protecting property and personnel under their control.

Applicability. This regulation applies to all Active Army, the Army National Guard (ARNG), United States (U.S.) Army Reserve, members of other uniform services, organizations (including tenant and contractors), civilian personnel assigned, and family members residing or visiting on the installation. This regulation also applies to off-post facilities under the jurisdiction of Fort Gregg-Adams.

Supplementation. Issue of supplements to this Supplement to AR 420-5 is prohibited unless specifically approved by the Garrison Commander.

Suggested improvements. The proponent of this supplement is the Director of Emergency Services, Fire and Emergency Services (DES, Fire & Emergency Services). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, Emergency Services, ATTN: DES Fire & Emergency Services, 520 A Ave, Fort Gregg-Adams, Virginia 23801.

Availability. This publication is available on the FT GREGG-ADAMS Homepage, <https://home.army.mil/gregg-adams/>.

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Section I. General

1. **Purpose.** This regulation establishes policies, procedures standards and defines responsibilities for an effective Fire Prevention Program at Fort Gregg-Adams.

2. **References.** Related publications are listed in appendix B.

Section II. Fire Prevention General Information

3. **Need for fire prevention.** The Department of Army (DA) requires every activity to have an aggressive fire prevention program. Commanders, facility managers, and supervisors shall monitor their fire prevention program with emphasis on the indoctrination of personnel regarding prevention of fires. The objectives of the fire prevention and protection programs are to eliminate the cause of fires and reduce the loss of life, injury, and property damage if a fire occurs. Achievement of these objectives requires commanders' support at all levels and the participation of all base personnel (both military and civilian), thus ensuring accomplishment of our assigned Army Mission.

4. **Fire prevention standards.** Hazardous conditions of a peculiar nature for which criteria have not been established or published shall be resolved by the Installation Fire Chief.

5. **Fire and Emergency reporting procedures.** The primary means of reporting a fire from ANY PHONE, including housing, government facilities, pay phones, and so forth, is by dialing the emergency number 911. Radio notification can be used. Fire alarm systems in buildings will also report to 911 Center, but occupants shall call the 911 Center after leaving structures to ensure notification. It is the duty of each individual who discovers a fire to notify the 911 Center by the quickest means available, whether the fire has been extinguished or not.

a. All emergencies shall be reported using one of the following methods:

(1) Anywhere On-installation - Dial 911.

(2) On post Family housing occupants - Dial 911.

(3) Cellular telephone - Dial 911 or Dial 734-7400 for the Fort Gregg-Adams 911 Center.

b. Provide the following information to the emergency dispatch center when reporting an emergency:

- (1) Facility name and exact address.
 - (2) Nature/type of fire or emergency.
 - (3) Name of person reporting the fire or emergency.
- c. Please do not hang up until the dispatcher tells you to.
 - d. After reporting a fire or emergency, direct the emergency apparatus to the fire scene and, if possible, direct other personnel that are trained to apply temporary measures to control the fire or emergency pending arrival of fire & emergency services.

Section III. Procedures and Responsibilities

6. Fire prevention duties and responsibilities.

- a. The Directorate of Emergency Services is responsible to the Commanding General for fire prevention and fire protection at this installation, satellite off-installation facilities, and other activities where facilities engineering support is provided as well as technical development and execution of an effective fire prevention and protection program.
- b. Directors, chiefs of principal organizations, and major commanders are responsible for the fire prevention program in their areas of responsibility and shall appoint, in writing, Building Managers to assist in the performance of this duty
- c. **COMMANDERS:** Commanders are responsible for overall fire safety within their unit. Unit commanders will:
 - (1) Appoint a Building Manager or Fire Warden and alternate in writing to DES Fire & Emergency Services for the assigned building(s) that they will be responsible for. AH assigned representatives will receive training on procedures to complete their duties; this training will be conducted by the fire prevention office.
 - (2) Do periodic reviews of unit fire safety programs.
 - (3) Ensure fire drills are conducted for personnel occupying their facilities.

(4) Ensure all newly assigned personnel, both military and civilian, receive fire prevention training within 30 days of assignment.

(5) Appointment orders for both the Collateral Duty Safety Officer (CDSO) and Building Manager may be consolidated into one order. One copy of the appointment order shall be forwarded to DES Fire & Emergency Services Fire Prevention Office within 30 days of appointment. To assist in program efficiency and training, the Building Manager/Fire Warden can be the organization's CDSO.

d. SUPERVISORS: Supervisors at all levels are responsible for fire safety in their work areas and operations. This includes briefing personnel on the fire reporting procedures, enforcing safe smoking practices (from a fire hazard standpoint), conducting daily fire inspections, and inspecting fire extinguishers for proper placement and operational readiness. The supervisor is also responsible to provide training in accordance with paragraph 8.

e. BUILDING MANAGERS/FIRE WARDENS:

(1) Will accompany the fire prevention personnel during the fire safety review.

(2) Develop fire protection and prevention procedures for their unit.

(3) Conduct monthly fire inspections of facilities.

(4) Inspect fire extinguishers to ensure they are operational. This inspection shall be conducted monthly and annotated on the inspection tag on the fire extinguisher.

(5) Assure all exits are operable and properly marked. Exit signs shall not be obstructed and the self-illuminated type must be kept operational.

(6) Emergency lights shall be tested monthly. Emergency lights must not be obstructed and shall be adjusted to illuminate paths of Egress (building manager/fire warden must keep record of when the test was performed).

(7) Visual inspections of all installed fire alarm and detection systems, manual pull boxes, and detectors must be accomplished at least monthly. These inspections shall be limited to:

(a) Checking for visual damage of devices.

(b) Eliminating obstructions or blocking of devices.

(c) Ensuring devices are secured in place (including all pull boxes).

(8) A fire inspection report will be issued after each fire inspection from the Emergency Reporting data base used by FGA Fire Prevention. This form must be completely filled out and will be returned to the fire prevention office with any hazards noted and corrective actions taken no later than the suspense date on the form.

(9) Shall assure that employees are trained and understand their fire prevention responsibilities, fire reporting and facility evacuation procedures.

(10) Ensure all buildings within their responsibility are numbered and the numbers are visible from the road.

(11) Conduct a walk-through inspection of organization facilities quarterly and coordinate corrective action with the facility manager. Recognized hazards that are beyond the capability of the organization to repair, a service request shall be submitted to the Army Maintenance Site, (ARMA).

(12) Automatic External Defibrillator (AEDs). Building Managers/Fire Wardens must visually inspect AEDs in their facility, if installed, monthly. A visual inspection of the AED is the only requirement. AED cabinet doors are connected to the fire alarm system and will send an alarm if the door to the cabinet is opened. Visually check through the AED cabinet glass door to view the front of the AED. Serviceable AEDs are indicated by a green check mark. If no green check mark or any question if the AED is serviceable, call the Fort Gregg-Adams Fire & Emergency Services to have the unit checked and/or serviced.

7. Fire Exit Drills. Fire exit drills are required to be conducted annually in ALL facilities. Facilities housing special activities may require more frequent drills, e.g., child day care facilities are required to conduct monthly drills. Building Managers are responsible to schedule fire drills in their facilities. All fire drills should be coordinated with the Building Manager and personnel from the fire prevention section. Fire drills should not be a surprise to facility occupants. Unannounced fire drills are permitted only with the approval from the Assistant Chief of Fire Prevention. Announce drills to give people time to review fire plans and procedures. Fire drills must encompass the entire facility. When more than one unit occupies one facility, fire exit drills must be coordinated. In some occupancies, such as public assembly type, theater, Base Exchange, medical, and

billeting, special training is required for employees only and practice drills are required separately from fire exit drills.

a. FALSE ALARMS: Willful Transmissions of False Alarms: Willful misconduct or negligence involving fire prevention policies, turning in false alarms, tampering with or the misuse of fire protection systems or devices is subject to punishment under the Uniform Code of Military Justice (UCMJ).

b. FAILURE TO EVACUATE: Failure to evacuate or follow directions from fire & emergency services personnel during emergency operation is subject to punishment under the Uniform Code of Military Justice (UCMJ).

8. Workplace /Job Safety and Fire Prevention Training Requirements.

a. FIRE PREVENTION TRAINING: This training is required for all personnel. The training shall be provided to new personnel upon assignment during new employee training programs within 30 days of arrival at Fort Gregg-Adams. The periodic training shall be given as required to ensure all employees remain familiar with fire safety and prevention requirements but shall be provided at least annually in all cases.

b. Documentation: All training provided will be recorded.

c. TRAINING SUBJECTS: Supervisors shall cover these subjects for their employees. Subjects are listed in Table 8-1

Table 8-1

Training Guide Subjects		
USE/OPERATION	PROCEDURES	LOCATION
Fire Reporting Emergency	X	
Evacuation	X	X
Fire Extinguishers	X	X
Fire Suppression Systems	X	X
Fire Alarm Systems	X	X
Fire Hazards	X	
Hazardous Areas	X	
Safety Data Sheets (SOS)	X	X

d. **FIRE EXTINGUISHER TRAINING.** Individuals assigned to Public Assemblies, Child/Youth centers and home day care providers must receive annual hands-on fire extinguisher training. This training may be scheduled by contacting the Fire & Emergency Services Fire Prevention Office.

9. Family Housing.

a. See the Fort Gregg-Adams Family Housing Resident Handbook for guidance.

b. Burn pit and/or Tiki Torches within Family Housing. Burn pits must be noncombustible, be made of metal or brick have a screened mesh cover and located at least 25 feet from any combustible object such as bushes shrubs and structures. Burn pits will never be left unattended while in use and occupants will completely extinguish (nothing smoldering) the pit at the end of use. Tiki Torches must be used IAW manufacturers guidelines and must be at least 15 ft. from any combustible structure/material. Burn pits are subject to inspection. See the Fort Gregg-Adams Family Housing Resident Handbook for additional guidance.

10. Barracks.

a. **USE OF COOKING APPLIANCES:** Cooking appliances in barracks are limited to microwave ovens, hot air popcorn poppers, and coffee makers; the exception is barracks with cooking facilities.

b. **STORAGE OF COMBUSTIBLES AND FLAMMABLE LIQUIDS:** Barracks may store combustible limited amounts of flammable liquids for the upkeep and operation of barracks provided these liquids are stored in an approved type of flammable storage cabinet. Normal household flammable or combustible liquids for personal use are authorized for use in barracks but special care must be used when storing these materials. There should only be a limited quantity of no more the 10 gallons stored, and it should be stored in an authorized flammable storage locker.

c. **DECORATIONS:** Combustible materials such as parachutes, canopies, and so forth, will not be hung from the ceiling or walls in large quantities (approximately 25% of the total wall space). All temporary decorations shall be removed and properly stored or disposed of as soon as possible after their intended use.

d. **BARRACKS MANAGER:** Barracks Managers will assure dryer hoses are disconnected and cleaned as needed. Cleaning must be performed semiannually.

Nothing should be stored under stairways. Stairway doors will not be blocked or held open with unapproved devices.

e. **PERSONAL APPLIANCES:** Appliances with heating elements, such as clothes irons, hair curlers and space heaters shall not be left unattended and shall be disconnected from electrical outlets when not in use.

f. **EXTENSION CORDS:** Extension cords will not be used as fixed wiring. Therefore, they cannot be attached to structure surfaces, run through doors, doorways, windows, holes in walls, ceilings, and so forth. Cords shall not be arranged to run under rugs, carpets, or other items that will conceal damage and insulate conductors causing wires to overheat. Extension cords will be in good condition and UL approved. Frayed, deteriorated, spliced or otherwise degraded cords will not be used. Multi-outlet assemblies must have a built-in circuit breaker protector. Temporary wiring shall not be used for office equipment on the basis that there are not enough outlets. Piggy backing of extension cords or multi-outlet assemblies is not allowed.

Fire Prevention Office suggests minimizing the use of extension cords in a semi-permanent basis. The use of extension cords in this manner can lead to overheating or possible damage to equipment.

11. Places of Public Assembly.

a. **TRAINING:** Managers will establish a training program to ensure each employee understands their duties and responsibilities toward fire prevention, including the use of fire extinguishers, installed fire protection equipment and duties in case of fire. Managers will ensure employees are proficient in aiding in the orderly evacuation of occupants from facilities in the event the fire alarm system is activated or there is a fire. This training program must be developed to cover each functional area including kitchen workers, office workers, waitresses, and bartenders. All newly hired employees must be trained within 7 days of hire.

b. **PROCEDURES FOR CONDUCTING CLOSING INSPECTIONS:** The closing inspection will consist of a thorough inspection of the entire work area or area of operation. A checklist will be used to ensure a complete and uniform type inspection.

c. **PERFORMING DAILY CLOSING INSPECTIONS.** Managers or their assistants, designated in writing, shall perform daily closing inspections and document the results of the inspection in the facility fire prevention folder.

12. Dining Facilities.

Kitchens shall comply with requirements listed below as well as the requirements in NFPA 96, Ventilation, Control, and Like Protection of Commercial Cooking Operations.

- a. Food preparation or cooking that emits grease-laden vapors shall be protected with hood and duct system equipped with an installed fire suppression system.
- b. Openings in hoods leading to the duct will be protected with grease filters that fit tightly. Cooking shall not be accomplished when grease filters are not in place.
- c. Kitchen ranges, hoods, filters, and surroundings will be cleaned at least daily (end of operation) or more often if needed. A spare set of filters will be maintained.
- d. Ensure cooking appliances are completely under exhaust hoods (hoods must always overhang appliances at least 6 inches on all sides), when in operation.
- e. A dry chemical type of fire extinguisher with a 40 BC rating and a class K fire extinguisher shall be installed and maintained in each cooking area where there are deep fat fryers.
- f. Thermostats on deep fat fryers will be tested and certified to operate within normal limits at least annually. Units will be tagged indicating the inspection results and date of inspection.
- g. Flammable and combustible liquids will be stored, displayed and handled as outlined in NFPA 30, Flammable and Combustible Liquid Codes, and 30A, Automotive and Marine Service Station Code.

13. Social Events, Gatherings, Decorations and Arrangement.

- a. NOTIFICATION OF SPECIAL EVENTS. Fire and Emergency Services, Fire Prevention Section, must be notified in writing of all special events held in base facilities, so a fire inspection can be performed no less than 3 days prior to the event. At a minimum, fire & emergency services will be included in the risk assessment for coordination prior to the event.

b. DECORATIONS AND FURNISHINGS. All decorations and furnishings must be noncombustible, fire retardant, or treated with fire retardant. Decorations will not obstruct installed fire protection devices, nor will they block or obstruct egress routes and exits.

c. OCCUPANT LOAD.

(1) The posted occupant load of facilities will be enforced. Fire and emergency services shall be informed of the expected number of personnel to attend the special function. Exceeding occupant load must be approved by Fire Chief in writing.

(2) Temporary changes of occupancy will be approved by the Fire Chief.

d. MANAGERS AND SUPERVISORS. Managers and supervisors of these special functions will ensure that employees are trained in fire reporting procedures, helping personnel egress from building and prevention of panic. They must also be trained on the location of fire extinguishers and in their use.

e. TEMPORARY WIRE. Temporary wiring must conform to the National Electric Code (NFPA 70).

14. General Fire Prevention Practices.

a. FLAMMABLE LIQUIDS STORAGE. All flammable liquids will be stored in approved flammable storage cabinets unless the building is approved for flammable liquids storage. When it is possible to store flammable liquids outside, they shall be stored in a suitable structure or metal cabinet. Cabinets shall be labeled "Flammable - Keep Fire Away."

b. HAZARDOUS MATERIAL AND LEAKS. The Fort Gregg-Adams 911 Center will be notified immediately of all hazardous material spills and leaks IAW the installation RED plan.

c. HOT WORK.

(1) All welding, cutting, sweating of copper piping or burning operations shall be under the supervision and control of a competent supervisor who shall ensure compliance.

(2) Oxygen, acetylene, and other fuel gases shall be handled carefully, and cylinders shall be secured by lashing, strapping, chaining, or clamping in an upright position. Cylinders shall be capped during storage or while being transported.

(3) Oxygen cylinders shall be always kept free of oil and grease.

(4) Oxygen and fuel gas systems in use shall be frequently inspected for evidence of leaks in hoses, couplings, valve stems and fittings, and other points in the system.

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

(6) Operators of electric welding equipment needing to leave or stop work for any appreciable time shall open the power supply switch to the equipment and disconnect the equipment from the source of power.

(7) The Fire Prevention Office shall be notified whenever any cutting or welding is to be performed outside of an established shop. A qualified fire and emergency services representative shall inspect the work site before starting the operation to determine that all necessary fire prevention precautions are taken, that a properly instructed fire watch equipped with a minimum 10-pound multi-purpose (A, B, C) fire extinguisher is provided, and that the proposed operation does not constitute a hazard to life and property. If the operation is deemed safe, a Hot Work Permit signed by the inspector, shall be given to the operator and to the supervisor, if any. A copy of the hot work permit shall be maintained by the fire prevention section. Each separate operation, work site, and day of operation shall require an inspection and issuance of a permit. No person at any time shall conduct any cutting or welding operation outside of an established authorized shop without an approved hot work permit.

(8) Contractors shall also comply with the requirements in appendix A.

d. **MECHANICAL ROOMS.** Mechanical rooms (electrical, air handling, boiler, fire suppression etc.) will not be used for storage or other uses that are not related to installed equipment.

e. **OPEN FLAME, OPEN BURN PIT FIRES.** No open fires or flames, such as campfires, bonfires, trash fires, vegetation fires, and so forth (regardless of size) are authorized on this installation, unless inspected by Fire & Emergency Services and approved in writing by the Fire Chief. A permit will be issued by fire prevention office.

f. **SPACE HEATERS.** Only electric, UL listed space heaters with thermostatic control and automatic tip-over cutoff are authorized to be used inside any facility on Fort Gregg-Adams. There must be at least 3 feet clearance from any combustibles such as drapes, trashcans, or furniture. Space heaters shall not be left unattended and shall be disconnected from electrical outlets when not in use. Consult your building manager on the authorized use of space heaters in your facility.

g. **CANDLES, INCENSE AND OTHER TYPE OF FLAME PRODUCING DEVICES.** The use of open flame devices such as candles, liquid, or solid fuel burner, incense, and so forth, are prohibited in all work environments, unaccompanied quarters and temporary lodging facilities except where specifically approved for religious events or heating of food for special events.

h. **FIREWORKS.** The use of any fireworks is unauthorized on this installation without the written authorization from the GC. Coordinate with the Directorate of Emergency Services and the Safety Office.

i. **CHRISTMAS TREES.** Live Christmas trees are permitted in some facilities on Fort Gregg-Adams in accordance with NFPA 1, general fire safety. See table 14-1 for allowances. All live Christmas trees must be kept watered to reduce the fire hazard. If the pine needles begin to fall off or if branches break when bent, the tree must be removed from the building. The following precautions shall be observed for Christmas trees:

(1) Cut the bottom of the tree at an angle about 1 inch above the original cut, set in water and brace securely. Water should be added daily.

(2) Keep the tree away from radiators, stoves, and other sources of heat. The tree shall not be located near entrance or exit doors, nor near any elevator or stairwell.

(3) Use only UL approved electric lights that are in good condition and not worn or frayed.

(4) Do not leave the tree lights on when no one is in the building or after retiring at night.

(5) If lights are desired in windows, curtains and other combustible materials should be at least 6 inches from the lights.

Table 14-1**NFPA 1, Provisions for Christmas Trees by Occupancy**

Occupancy	No Trees Permitted	Cut Tree Permitted with Automatic Sprinkler Systems	Cut Tree Permitted Without Automatic Sprinkler System	Balled Tree Permitted
Assembly	X			
Business		X		X
Day-care		X		X
Barracks	X			
Health Care				X
Industrial		X	X	X
Lodging				X
Mercantile		X		X
Housing		X	X	X
Storage		X	X	X

j. BARBEQUE GRILLS. Barbecue grills will not be used inside or within 15 feet of any facility. Special events will require inspection by the Fire Prevention Office prior to the event and approval with a hot work permit.

k. COOKING IN ARMY FACILITIES. Cooking is strictly prohibited in facilities or areas not specifically approved for that purpose, with the exception of special events approved by the Fire Chief.

l. FIRE LANES. The Fire Chief will identify fire lanes. Blocking or parking in fire lanes is prohibited. All enforcement will be handled through the Provost Marshal Office.

m. DUMPSTERS. Dumpsters used for trash and other waste shall be located at least 25 feet from facilities unless approved in writing by the Fire Chief.

n. FIRE HYDRANTS, FIRE LANES and SPRINKLER SYSTEMS.

(1) Parking of vehicles and/or equipment shall not be permitted within 15 feet of any fire hydrant.

(2) Fire hydrants shall be used only for their intended purposes and shall be operated only by authorized personnel using only standard hydrant wrenches.

(3) No vehicle, equipment, or storage shall obstruct a prescribed fire lane.

(4) Prescribed fire lanes within or exterior to buildings or structures shall be identified by the Fire Chief and clearly marked by DPW or the building tenant.

(5) Sprinkler systems which operate during an actual fire shall not be shut off except upon directions of the senior fire officer.

(6) Storage shall be kept at least 18 inches below all sprinkler heads and/or piping.

(7) All building modification projects in buildings with sprinkler systems shall include provisions for rearranging the sprinkler system as necessary for compliance with NFPA 13.

o. FIRE EXTINGUISHERS.

(1) FGA F&ES is the authority having jurisdiction for Fire extinguishers assigned to facilities on Fort Gregg-Adams. Fire extinguishers, as part of garrison facilities, will be maintained by each Building Manager. Those belonging to buildings, units, vehicles or equipment other than facilities will be maintained by the unit or brigade level command.

(2) Where fire extinguisher cabinets are not provided, there shall be suitable hangers or supports for extinguishers. Fire extinguishers shall be installed so that the bottom of the fire extinguisher is a minimum of 4 inches from the floor and the top a maximum of 5 feet from the floor surface.

(3) Fire extinguishers shall not be relocated or removed from their assigned locations.

(4) Building Managers shall inspect and document all fire extinguishers within their respective areas on a monthly basis and annotate the inspection on the inspection tag. When extinguishers are not serviceable (i.e. discharged, expired, damaged, etc.), Building Managers will replace the fire extinguishers that have reached the end of their service life. (6 years for steel cylinders and 5 years for K stainless steel or aluminum).

(5) Dry chemical fire extinguishers will not be used to combat grass or brush fires.

p. ELECTRICAL. Extension cords will not be used as fixed wiring, only on a temporary basis of 90 days or less. Therefore, they cannot be attached to structure surfaces, run through doors, doorways, windows, holes in walls, ceilings, and so forth.

Extension cords will be in good condition and Underwriters Laboratory (UL) approved. Frayed, deteriorated, spliced, or otherwise degraded cords will not be used. Multi-outlet power strips must have a built-in circuit breaker and shall not be piggy backed (one strip plugged into another strip).

Fire Prevention Office suggests minimizing the use of extension cords in a semi-permanent basis. The use of extension cords in this manor can lead to overheating or possible damage to equipment.

q. APPLIANCES. Soldering irons, hot plates, coffee makers, and other non-fixed electrical devices shall be turned off when not in use. There shall be adequate clearance between all heat-producing electrical devices and combustible material. The use of automatic timers, either installed into the unit or a plug in type to control power supplies is prohibited, e.g. coffee pots with timers unless it can be shown that the device has an automatic shut off device built in.

r. GAS POWERED EQUIPMENT. Purge lawn mowers, generators and other gas-powered equipment tanks prior to being stored inside a shed or garage during the winter. Gas powered equipment will not be stored inside inhabited buildings.

s. ELECTRICAL BOXES AND COVERS. Per NFPA 70 all electrical junction and connection boxes must remain covered at all times.

t. CEILING TILES. Ceiling tiles are required to be in place at all times to prevent the spread of fire.

u. AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) Plus Program. An AED program has been established for existing buildings on Fort Gregg-Adams with training provided in CPR and AED usage by Fire and Emergency Services. AED and mounting cabinetry can be supplied by end user as part of all new construction projects and major renovations. The AED cabinet door will be connected to the fire alarm system to send in a code for when the door is opened and the AED is used. Numbers of AEDs and their locations will be determined by Fort Gregg-Adams Fire & Emergency Services (FGAF&ES) IAW OTSG/MEDCOM Policies. Follow OPORD 24-157.

v. FACILITY KEY LOCK BOX. Any new construction or change in occupancy will be required to provide a facility lock box approved by Fire & Emergency Services. This secured box will hold access keys and/or cards to allow Fire & Emergency services 24/7 access. Fort Gregg-Adams uses the KNOX BOX brand system, model 3200, dark bronze, 12 hinged door without a tamper switch and may be surface or flush mounted.

15. Construction, Alterations and Modernizations

a. Sound fire protection engineering design is required in all repair and construction projects. Fire protection systems and construction features shall comply with Department of Defense fire protection policies, UFC 3-600-01 and National Fire Protection Association standards. Special emphasis shall be placed on providing adequate fire protection in facilities that are highly susceptible to loss of life and those that house high-value or mission-essential processes or equipment.

b. Fire and Emergency Services Prevention personnel shall review all construction alteration and renovation projects (including DA Forms 4283). This includes non-appropriated funds (NAF), Army and Air Force Exchange Services (AAFES), and self-help projects. Construction, alteration, and renovation projects shall be coordinated with the Directorate of Public Works prior to bid advertising or authorization to proceed with construction.

c. Interior finish materials installed as a part of change, alteration, or modernization projects and movable partitions shall be in accordance with UFC 3-600- 01 and NFPA.

d. Contracting officers shall include a statement in contract requirements of construction project solicitations and contracts stating as follows:

FIRE PROTECTION: Contractor shall comply with this Fort Gregg-Adams Fire Protection & Prevention Supplement in performance of work on the job site. A copy of this regulation may be viewed by prospective contractors at the contracting office. In case of conflict with contract plans and specifications, nothing contained in this regulation shall be construed as altering them without prior coordination with and approval by contracting officer.

e. Fire and Emergency Services Prevention personnel shall be notified of all pre-construction conferences, pre-final inspections, and final inspections.

f. When the use of or occupancy type of a building, structure or area is to be changed, notify the Fire Prevention Office and Safety Office in writing at least 60 days prior so that proper life safety measures may be reviewed.

16. Ammunition Supply Point (ASP).

a. Fire prevention at the Ammunition Supply Point (ASP) or any other ammunition operational area shall be conducted IAW DA Pam 385-64, Chapter 3.

b. Waste materials such as oily rags, combustible scraps, and paper within an explosion area shall be separated and placed in a metal container with a self-closing lid.

c. Matches, flame. or spark-producing devices shall not be permitted in any explosive area except by written authority of the Installation Commander.

d. Smoking shall not be permitted except in a designated smoking area.

e. All non-essential vehicles will be parked at least 100 feet from any ammunition operation. Quantity-distance requirements may require greater distances.

f. Operation related vehicles and support equipment will be placed at least 25 feet from any ammunition operation. Vehicles will be shut off prior to opening any ammunition storage building or prior to starting any ammunition operation.

g. Refueling any vehicles and equipment will take place at least 100 feet from any ammunition storage or operation.

h. Vegetation at the ASP will be controlled to reduce fire hazard.

i. Fire drills held in conjunction with Fire & Emergency Services will be held every six months at the ASP IAW DA Pam 385-64, Paragraph three and four.

j. A minimum of two fire extinguishers, suitable for the hazards involved, will be available for immediate use for any ammunition operation.

k. Appropriate fire I chemical symbols will be utilized for ammunition storage. Appropriate hazardous materials placards will be utilized for ammunition transport.

l. The Fire and Emergency Services Division will be notified when there is a change in storage that changes the fire I chemical hazard symbols.

17. Fire Prevention in Tent Cities/ Communities.

a. Tents

(1) Shall be positioned a minimum of eight feet apart. Double rows of tents shall be separated by a minimum of 30 feet to allow easy access of firefighting equipment. Tents shall be located a minimum of 50 feet from any building, except for mess tents which may be located in the rear of a dining facility.

(2) Excessive weeds and dead vegetation shall be removed from within 10 feet of any tent.

(3) If barbed/concertina wire is used in the area it shall be so arranged as to not interfere with access.

b. Heating of tents.

(1) Portable gas or liquid fuel space heaters are prohibited where personnel sleep (including tents), unless approved on a case-by-case basis by the garrison commander, with the advice of the installation fire chief in order to mitigate risk, to provide temporary emergency heating. Portable gas and liquid fuel space heaters shall be placed in a box filled with four inches of sand or a design offering similar fire protection and approve by the Installation Fire Chief. Boxes constructed of two by fours, with the bottom of 1/4 inch plywood shall be permitted. The dimensions shall be a minimum of 36 inches by 36 inches.

(2) Sand shall be maintained free of foreign matters and shall be changed if contaminated with fuel.

(3) A drip-can shall be placed under the carburetor of all liquid fuel heaters to collect the overflow of fuel.

(4) All tents shall have a heat shield installed to protect the tent from the heat of the stovepipe. The stovepipe shall extend a minimum of 12 inches above the peak of the tent.

(5) Flammable and/or combustible liquid storage containers shall not be located inside any tent. Gasoline and diesel fuel shall not be mixed for use. Spare fuel containers shall be stored a minimum 50 feet from any tent or vehicle.

(6) Care shall be taken to ensure that flexible fuel lines for the gravity fed heaters do not come into contact with the hot metal of the heater.

(7) A fire guard shall be posted at all times during operation of heaters.

c. Electrical.

(1) Electric outlets for appliances and equipment will be provided with GFCI protection.

(2) Adding to, tampering with, or repairing of electrical wires by other than authorized electricians/mechanics is prohibited.

d. Firefighting equipment. A minimum of 10-pound multi-purpose (A, B, C) fire extinguisher shall be located at each tent and where flammable or combustible liquids are used, stored, or dispensed.

e. Fire reporting. Any person discovering a fire shall immediately notify all personnel in the area, notify the 911 Center (dial 911 or 734-7400). Regardless the extent of a fire or if the fire was extinguished, the 911 Center shall be notified. If the fire was extinguished prior to the arrival of Fire & Emergency Services, the fire scene shall not be disturbed until directed to do so by the Fire Chief or his authorized representative.

f. Fire prevention general.

(1) Open fires of any type shall not be permitted.

(2) Unobstructed fire lanes between tents shall be maintained at all times.

(3) All flammable and/or combustible liquids shall be stored a minimum of 50 feet from any tent or vehicle.

18. Seasonal Responsibilities.

a. Snow and Ice. All means of exterior egress shall be continuously maintained free of all obstructions (snow and ice) in order that occupants can evacuate in case of fire or other emergency. Any type of barrier including but not limited to the accumulation of snow and ice is an impediment to free movement in means of egress.

b. Leaves and combustibles. Ensure no excessive amounts of combustibles such as leaves tall grass etc. accumulate near all facilities and housing units on Fort Gregg-Adams.

OFFICIAL:

RICHARD J. BENDELEWSKI
COL, MI
Commanding

APENDIX A

CONTRACTORS and CONCESSIONARES

1. **GENERAL INFORMATION.** This chapter is designed to assist civilian contractors in establishing their own fire prevention program for their site on Fort Gregg-Adams. Fire & Emergency Services solicits your help in preventing fires. We stand ready to assist you in any matter pertinent to fire prevention or fire safety. Call the Fire Prevention office at 734-6597 for further assistance or email: usarmy.gregg-adams.id-training.mbx.fire-prevention@army.mil

2. **RESPONSIBILITIES.** The contractor (general, subs, laborers, and so forth) is responsible for establishing a fire protection and prevention program, that includes the compliance with, and enforcement of established fire safety criteria set forth in specifications, manufacturers' instructions, the National Fire Codes, the Uniform Fire Code, Army Regulations and all applicable data detailed in contract specifications or drawings.

3. **FIRE FIGHTING ACCESS.** Every building shall be accessible to Fire Apparatus, by way of access roadways with all-weather driving surface (if possible) or not less than 20 feet of unobstructed width, able to withstand the weight loads of fire apparatus and having a minimum of 13 feet, 6 inches of vertical clearance. All dead-end Fire & Emergency Services access roads in excess of 150 feet in length shall be provided with approved provisions for the turning around of Fire & Emergency Services apparatus.

4. **WELDING, CUTTING, BRAZING, TORCH, OR OPEN FLAME.** Prior to performing "Hot work" (welding, burning, lead melting, blow torches, tar pots and so forth), or operating other flame-producing devices, the area must be inspected and approved by the Fire Prevention Office. When Fire Prevention inspectors approve work, a Hot Work Permit can be issued for a period not to exceed 30 days.

5. **FIRE REPORTING:** The fire reporting number is 911 for Fort Gregg-Adams. The telephone number for information related to fire prevention is 734-6597. **ALL FIRES** must be reported immediately to the 911 Center. All personnel shall be trained in reporting fires and fire prevention responsibilities.

6. **UTILITIES, INSTALLED FIRE PROTECTION SYSTEMS, AND BLOCKED ROADS OR STREETS.** The contractor shall notify DPWL whenever an existing fire detection, alarm, or fire suppression system must be disconnected, relocated, or extended, and prior to their being returned to service. Fire protection system components will be handled carefully to assure reliability when systems are restored to service. System

reliability checks will be performed by a Fort Gregg-Adams Contractor, Fire Prevention personnel, and the contractor. Contact the 911 Center at 734-7400 prior to any roads or streets being blocked or partially blocked for any reason.

7. FLAMMABLE OR COMBUSTIBLE LIQUIDS. All painting materials (paint, brushes, empty cans, rags, clothing, drop clothes) and flammable or combustible liquids shall be removed from the building or properly stored at the end of the workday. Such painting materials and flammable liquids shall be stored in an approved locker or location.

8. FIRE EXTINGUISHERS AND FIRE HYDRANTS.

a. Fire hose or extinguishers in buildings will not be removed from their locations or used for any purpose other than firefighting.

b. Free access from the street to fire hydrants and to Fire Department connections, whether permanent or temporary, shall be provided and always maintained. A clear zone of at least 15 feet must be maintained around the fire hydrant to allow access for Fire & Emergency Services vehicles.

c. When no other source of water is available at construction sites and water is required for construction purposes, permission must be granted by Virginia American Water (VAW), Directorate of Public Works & Logistics and Fire & Emergency Services to use a hydrant as a source of water. In such cases, written coordination and an approval letter provided by VAW, and usage shall be subject to the following limitations:

(1) Connection to a fire hydrant shall be limited to not more than one 2-1/2 inch hose.

(2) Only one connection shall be permitted per hydrant.

(3) Each connection shall be by a gated or valve connection to a single 2- 1/2 inch outlet of a hydrant. Flow shall not be throttled by means of the main hydrant valve which, when in use, shall be fully opened.

(4) Fire & Emergency Services will not furnish hose, valves, etc.

(5) Any fire hydrant found to be leaking, damaged, or defective shall be reported to the Directorate of Public Works and Fire & Emergency Services immediately so that proper repair may be started.

d. Whenever any fire hydrant is placed out of service for any reason, Fire & Emergency Services shall be notified immediately.

e. Fire extinguishers for contractor use shall be supplied by the contractor. If used, the extinguishers are also the responsibility of the contractor to be serviced.

9. **SMOKING.** Smoking inside of facilities under construction or rehab will not be permitted at any time. Smoking shall only be permitted in designated areas. Where smoking is permitted, safe receptacles shall be provided for the proper disposal of smoking materials.

10. **ELECTRICAL APPLIANCES OR TEMPORARY WIRING.** All portable electrical devices shall be disconnected at the close of each working day. Temporary wiring, including branch circuits and lighting shall be installed to meet requirements of the National Electric Code. Temporary wiring shall not be used for office equipment because there are not enough outlets. Temporary heating equipment shall be UL Listed or Factory Mutual (FM) approved and shall be installed, used, and maintained, according to the manufacturer's instructions and applicable fire codes. When temporary heating equipment is utilized, it shall be monitored and maintained by properly trained personnel.

11. **TRASH DISPOSAL.** Accumulation of trash, paper, shavings, sawdust, excelsior, boxes, and other packing materials will be removed from the building at the close of the workday and disposed of in proper containers located away from the buildings.

12. **TAR POTS AND KETTLES.**

a. Kettles for heating tar, asphalt, and similar materials shall be equipped with proper heat controls and means of agitation to assure controlled uniform temperatures throughout the contents to prevent spot heating.

b. Tar pots or kettles shall not be operated inside on the roof, or within 25 feet of any building and shall be attended by a competent operator. A minimum of two 20- pound multi-purpose (A, B, C) dry chemical extinguishers shall be provided at the tar pot and at the area of tar application.

c. When the material is applied within buildings or enclosed areas, the atmosphere shall be free of dust and adequate ventilation provided to completely remove all smoke and fumes.

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

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

f. All work with tar pots and kettles requires a hot work permit issued by the fire prevention section.

APPENDIX B

References

DA Pam 385-64

Ammunition and Explosives Safety Standards

AR 608-10

Child Development Services

AR 420-1

Army Facilities Management

AR 420-5

Army Fire and Emergency Services

AR 600-63

Army Health Promotion

UFC 3-600-01

Unified Facilities Criteria Design: Fire Protection Engineering for Facilities

Factory Mutual Approval Directory

(This directory may be purchased from the following source: Order Processing Factory Mutual Engineering, 1151 Boston-Providence Highway, Norwood, MA 02062-9102.)

National Fire Codes and Standards (NFPA)

(These codes and standards, published by the National Fire Protection Association, may be purchased from the following commercial source: NFPA, ATTN: Publication Sales Department, 1 Barrermarch Park, P.O. Box 9146, Quincy, MA 02269-9146.)

Underwriters Laboratories (UL) Fire Resistance Directory

(This index may be purchased from the following commercial source: Underwriter's Laboratories, Inc., Publications Stock, 333 Pfingsten Rd., Northbrook, IL 60002-2096.)