

DEPARTMENT OF THE ARMY  
U.S. ARMY GARRISON, FORT GEORGE G. MEADE  
FORT GEORGE G. MEADE, MARYLAND 20755-5045

17 November 2020

**DIRECTORATE OF EMERGENCY SERVICES  
INSTALLATION FIRE REGULATION**

---

OFFICIAL:

CHRISTOPHER M. NYLAND  
COL, IN  
Commanding

*C. Wes Smith*

C. WES SMITH  
Director, Human Resources

---

**History:** This regulation contains revised policies and procedures regarding fire and life safety at Fort George G. Meade.

**Summary:** This regulation supersedes FGGM Regulation 420-7 dated 1 June 2015. It updates and revises the regulations intended to foster fire and life safety.

**Applicability:** This regulation applies to all activities and organizations for which the Commander, Fort George G. Meade, has responsibility, and tenant units located at Fort Meade where DA maintains real property accountability and control.

**Suggested Improvements:** The proponent of this regulation is the Directorate of Emergency Services. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommend changes to Publications and Blank Forms) to Director, Emergency Services, 6619 Mapes Road, Fort George G. Meade, MD 20755-5045.

**Distribution:** Electronic medium only and posted on the FGGM Web Site.

---

\* This regulation **replaces** FGGM Regulation 420-7, 1 June 2015.

## Table of Contents

CHAPTER 1	GENERAL	Section	Page
	Purpose	1-1	1
	Applicability	1-2	1
	Responsibilities	1-3	1
CHAPTER 2	POLICIES AND PROCEDURES		
	Vehicle Parking and Driving	2-1	3
	Utilization of Buildings	2-2	3
	Knox Boxes	2-3	4
	Fire and Evacuation Plans	2-4	4
	Emergency Equipment	2-5	5
	Housekeeping	2-6	7
	Fire Doors, Emergency and Exit Lights, and Means of Egress	2-7	7
	Decorations	2-8	8
	Smoking/Vaping	2-9	8
	Electrical Circuits	2-10	9
	Electrical Installations	2-11	9
	Electrical Appliances	2-12	10
	Flammable and Combustible Liquids	2-13	11
	Compressed Gasses	2-14	12
	Operation of Gas and Liquid Fuel-Fired Heaters and Vehicles	2-15	12
	Refueling	2-16	12
	Outdoor Fire Pits, Fireplaces, and Grills	2-17	13
	Hot Work Operations	2-18	14
	Commercial Mobile Food Vendors	2-19	14
	Tar Pots and Kettles	2-20	14
	Spray Painting	2-21	15
	Explosive Materials	2-22	16
	Radioactive Materials	2-23	16
	Inspections	2-24	16
	Fire Evacuation Drills	2-25	16
	Actions in Case of Fire	2-26	17
	Construction Projects - Review and Acceptance	2-27	18
	Conflict of Standards	2-28	18
APPENDICES			
	Places of Assembly	A	A-1
	Special Events	B	B-1
	Commercial Mobile Food Vendor Requirements	C	C-1
	Corvias Military Family Housing	D	D-1
	Warehouses	E	E-1
	Construction Design Criteria	F	F-1
	Fire Protection System Impairments	G	G-1

## **CHAPTER 1 GENERAL**

### **1-1 PURPOSE**

This regulation establishes policies, responsibilities, and uniform procedures for instituting sound fire prevention, fire protection, and firefighting practices for all elements at Fort George G. Meade.

### **1-2 APPLICABILITY**

The provisions of this regulation apply to all activities and organizations for which the Garrison Commander, Fort George G. Meade, has responsibility, and tenant units located at Fort George G. Meade where Department of the Army (DA) maintains real property accountability and control. When guidance on certain conditions is not specifically covered in existing DOD, DA or Fort George G. Meade publications, the current National Fire Protection Association (NFPA) Codes and Standards shall be followed. Any exceptions to this regulation must be submitted in writing to the Fire Chief for approval.

### **1-3 RESPONSIBILITIES**

Responsibilities as outlined in AR 420-1, Chapter 25, Fire and Emergency Services, with changes, shall apply. The following clarifications are published for guidance and information to all concerned.

A. The Director of Emergency Services (DES) is the Garrison Fire Marshal and shall:

- 1) Exercise staff supervision for the activities of the Fire and Emergency Services Division.
- 2) Exercise administrative supervision for the activities of the Fire and Emergency Services Division.

B. Chief, Fire and Emergency Services (FES), is responsible directly to the Garrison Fire Marshal for the direction of the Fire and Emergency Services Division and shall:

- 1) Review and be the final approving authority on all fire and emergency services matters including, but not limited to:
  - a) All plans and drawings for construction, additions, modifications, or alterations of buildings, structures, and areas, pertinent to fire regulations, to ensure the incorporation of appropriate features for adequate fire protection.
  - b) Requests for storage of any type in buildings, structures, or areas not designated for storage, including attic spaces, in order to ensure adequate fire protection.
  - c) Requests for any type of "hot work" or open flame operations unless specifically authorized herein.
  - d) Decorations in places of public assembly.

- 2) Coordinate with the Garrison Safety Director on matters of mutual concern.
- 3) Conduct technical investigations and finalize reports of fire incidents.

C. Commanders and directors of units, activities, and tenant organizations are responsible to designate the position of Building Evacuation Coordinators within their area of responsibility. Any changes to the Building Evacuation Coordinator will be provided to the Fort Meade Fire and Emergency Services in writing within 30 days. One copy of the Additional Duty Orders will be forwarded to the Fire Prevention Division. The orders will include the contact phone number and e-mail of the Evacuation Coordinator.

D. Designated Evacuation Coordinators shall be responsible to the Garrison Fire Marshal for the following:

- 1) Attend at least one Building Evacuation Coordinator training annually and additional special training as announced by the Fire Prevention Division.
- 2) Conduct monthly inspections of assigned areas and maintain a file of the findings using FGGM Form 40-R-E, Monthly Fire Prevention Inspection Checklist and Report or equivalent. Include deficiencies found and corrective action taken. Report serious deficiencies warranting immediate attention to the Fire Prevention Division.
- 3) Enforce the Installation Fire Regulation, FGGM Regulation 420-1.
- 4) Coordinate and post emergency plans for, but not limited to, evacuation of personnel, fire reporting, protection of sensitive materials, and salvage of property.
- 5) Request for the Fire Prevention Division to conduct fire evacuation drills as often as deemed necessary (minimum of one per year) to ensure that personnel are aware of evacuation procedures. Drills will be conducted for training purposes only.
- 6) Ensure that building personnel receive training on procedures to report a fire, proper use of fire extinguishers, and fire safety practices for the home and workplace.
- 7) Coordinate all fire safety related problems or situations with the Fire Prevention Division.
- 8) Act as the point of contact for the Fire Prevention Division to coordinate any pre-scheduled fire and life safety inspections.

## **CHAPTER 2 POLICIES AND PROCEDURES**

### **2-1 VEHICLE PARKING AND DRIVING**

A. Vehicles (other than fire department apparatus) will not be parked within fifteen (15) feet of fire hydrants or fire department sprinkler and standpipe connections. Additionally, they will not be parked in fire department access lanes, in front of building main entrances, or in any manner that would otherwise obstruct free access by fire department equipment to the front and rear doors of a building.

B. Vehicles are prohibited from driving over any fire hoses at the scene of an emergency unless directed to do so by Fire and Emergency Services personnel.

### **2-2 UTILIZATION OF BUILDINGS**

A. Any organization that intends to utilize a building, structure, or area that is not used on a regular basis must inform the Fire Chief in writing of the timeline and nature of that utilization. Buildings are to be utilized only for the purpose with which they were constructed. Any change to the occupancy or utilization of a building must be approved by the Directorate of Public Works (DPW) and the Fire Chief.

B. The use of facilities other than personnel housing for sleeping is generally prohibited. Requests for exception to this policy must be submitted to the Fire Chief for prior approval. Such facilities must comply with NFPA 101, Life Safety Code, for hotels or dormitories. Fire Prevention personnel will inspect the facility to ensure compliance before it is utilized for sleeping.

C. The use of attic spaces in buildings without written approval of the Fire Chief is prohibited.

D. Space underneath buildings will be kept free of trash, debris, equipment, and storage at all times.

E. Building exits, aisles, corridors, and other components of the means of egress will not be obstructed at any time when the building is occupied.

F. Do not store combustibles beneath or in stairwells used for exits. Storage beneath combustible stairways is prohibited.

G. The fire prevention measures taken to protect life and property will be consistent with the type of building and its utilization.

H. Occupancy loads in existing buildings will be calculated using the square footage of the area in question and the occupancy load factors defined in NFPA 101 and UFC 3-600-01.

I. The name, work address, and phone number of the primary and alternate emergency contact will be provided to the fire department and updated and/or verified annually.

## **2-3 KNOX BOXES**

A. All new construction projects on Fort Meade will be required to have a 4400 Series Dual Lock Knox Box installed. This applies to all construction projects that fall under the-categories of new construction, additions, modifications, or reconstructions, as defined in UFC 3-600-01.

1) The building/construction representative may obtain an Authorization Order Form from the Fire Prevention Division.

2) The form will be completed by the building/construction representative and forwarded along with a payment to the Knox Company.

3) Upon receipt of the Knox Box, the building/construction representative is to call the Fire Prevention Division, who will arrange a meeting with the building/construction representative to decide where the box will be located. Circumstances such as the size of the property, nature of any hazards, etc., may warrant the need for additional boxes to be located on the same property.

B. Existing facilities are highly encouraged to have Knox Boxes installed on their facilities. Facility managers can initiate a 4283 to have a Knox Box installed on their facilities. If a Knox Box is installed, a set of keys shall be provided for fire department use.

C. A "set" of keys could be one master key to all entrance doors and interior rooms. If no master key is available, then each set should include building entrance key(s), keys to special use rooms such as electrical/mechanical rooms, fire alarm control panel room, fire sprinkler riser room, elevator equipment room, rooms that may contain hazardous material storage, etc. If the building has an elevator, each set should also include an elevator key.

D. The number of sets of keys shall be determined based on the following criteria:

1) 1 story buildings: 1 set

2) 2-3 story buildings: 2 sets

3) 4-6 story buildings: 3 sets

4) High-rise and large assembly buildings: 5 sets

E. When a Knox Box entry is necessary, a representative from Fort Meade Fire and Emergency Services will respond. Fort Meade Fire and Emergency Services personnel will be responsible for checking the condition of the Knox Box and keys any time a response is made to a property with an installed box (i.e. alarms, tours,) etc.

## **2-4 FIRE AND EVACUATION PLANS**

A. Fire evacuation plans will be permanently posted on the main bulletin board or near the main entrance of each building occupied by ten (10) or more persons. The plan will include:

1) Instructions for waking or evacuating personnel from the danger area.

2) Procedures for reporting the fire or emergency.

3) Instructions for the preservation and protection of sensitive materials.

4) The meeting location for building occupants (minimum 50 ft. from the building) as well as accountability procedures.

B. Graphic fire evacuation plans are required in all multi-story occupancies, facilities with transient populations, childcare facilities, and places of public assembly.

## **2-5 EMERGENCY EQUIPMENT**

A. All emergency equipment will be used only for their intended purpose.

B. Fire hydrants will not be used for any purpose other than water supply for firefighting except by explicit prior permission from American Water. Adequate protective barriers will guard fire hydrants in locations vulnerable to damage from vehicles. Access to fire hydrants and fire department water supply connections will be kept clear at all times.

C. Smoke, Heat, and Carbon Monoxide (CO) Detectors.

1) All detectors will be installed and maintained as per applicable NFPA Codes and Unified Facilities Criteria.

2) These detectors will not be tampered with, and if malfunctioning, will be reported to the appropriate maintenance section to be repaired.

3) At no time will any detector be disabled, disconnected, or disassembled, unless directed by the authorized maintenance personnel or a Fire and Emergency Services representative.

4) Any occupant that tampers with, vandalizes, or destroys any of the listed or installed detectors will be referred to their unit commander or supervisor for appropriate disciplinary action in accordance with the Uniform Code of Military Justice and OPM guidelines.

D. Fire Extinguishers

1) Installation, number, spacing, replacement, and repair of fire extinguishers will be as specified in AR 420-1, Chapter 25, Fire and Emergency Services. Fire extinguishers shall not be removed from their location except for firefighting purposes or for repair or replacement when directed by the Fire Prevention Division or Building Evacuation Coordinator. The Building Evacuation Coordinator will be notified immediately of any extinguishers not in operational readiness. Maintenance and replacement of fire extinguishers is the responsibility of the building units and tenants.

2) All personnel will be familiar with the location and proper use of extinguishers in their areas. The Fire Prevention Division will provide training to personnel when requested.

3) Fire extinguishers will comply with NFPA 10 and UFC 3-600-01. These fire extinguishers will be wall-mounted in unfinished areas and stored in cabinets in finished areas.

Extinguishers shall be mounted so the top is no higher than five (5) feet above and the bottom is no less than four (4) inches from the floor. Fire extinguishers should remain visible and accessible at all times.

4) Any occupant that discharges or tampers with any fire extinguisher for any reason other than fire suppression efforts will be referred to their unit commander or supervisor for appropriate disciplinary action in accordance with the Uniform Code of Military Justice and OPM guidelines.

5) All fires and extinguisher discharges will be reported to the Fire and Emergency Services immediately. This includes fires which have been extinguished or nearly extinguished regardless of size and the amount of damage caused.

6) All fire extinguishers in buildings will be 10 lb. ABC extinguishers, unless otherwise required. Currently installed 5 lb. ABC extinguishers will be grandfathered until the date of their next hydrostatic test, or until they become discharged or unserviceable. The Fire Prevention Division may grant exceptions to this requirement on a case-by-case basis.

7) Facilities with cooking operations shall have at least one class K extinguisher IAW applicable NFPA requirements. This does not apply to individual cooking units.

#### E. Automatic External Defibrillator (AED's)

1) The AED program will be administered in accordance with Chapter 17 of AR 40-3 and FGGM 420-40.

2) AED's installed in garrison buildings are the property of the Fort Meade Department of Fire and Emergency Services. Occupants are not to tamper with the AED's or attempt to use them for anything other than their intended purpose.

3) Any activated boxes or usage of an AED must be reported to the fire department immediately.

#### F. Fire Alarm and Mass Notification Panels

1) All fire alarm control panels will remain locked and inaccessible to occupants at all times. Occupants are not to silence, reset, or otherwise tamper with fire alarm control panels or annunciator panels without the express written permission of the Fire Chief. Trouble signals and "beeping panels" should be reported to the fire department immediately.

2) Mass notification systems shall be accessible to building occupants for use during emergency events. The system is to be used for emergency situations only and shall not be used as a public address system to broadcast routine messages.

3) If the fire alarm panel and mass notification autonomous control unit are in the same unit, the panel will remain locked. A separate local operating console will be provided for occupant use.



## **2-6 HOUSEKEEPING**

- A. Housekeeping, as it pertains to fire prevention, is the responsibility of the organization or agency using the building.
- B. Combustible materials will not be allowed to accumulate excessively in areas not designed for that purpose. The storage of combustible materials will be orderly.
- C. Oil or paint-soaked rags, waste or debris, steel wool, and scrap or salvage materials will neither be allowed to accumulate in, about, or under buildings, nor in storage areas not specifically designated by the Fire Prevention Division as suitable for such storage. The waste materials referred to above will be collected and placed in covered noncombustible containers. These containers will be placed no closer than ten (10) feet to any building or structure.
- D. Do not let weeds or vegetation grow excessively near buildings, fuel storage, or dispensing areas.
- E. Do not let lint, dust, trash, or other combustible debris build up on the interior of buildings. These items add a highly combustible layer to ordinarily noncombustible items causing an undue rise in the building fire load and hazard class.
- F. Authorized maintenance personnel, in the course of routine maintenance and repairs, check for fire and safety hazards. Occupants will cooperate with them in correcting or eliminating any hazards within their capacity. The Fire Prevention Division will be notified of hazards not corrected or unusual conditions requiring technical guidance.
- G. Pump houses, generator buildings, mechanical equipment rooms, electrical rooms, server rooms, telecom rooms, or any other rooms housing building utilities will not be occupied by persons or used for storage. Exception will be made for non-combustible tools and equipment needed to maintain the systems, when granted in writing by the Fire Chief. Obstruction of access to the heating, ventilation, electrical, plumbing, and fire protection equipment is prohibited.

## **2-7 FIRE DOORS, EXIT LIGHTS, EMERGENCY LIGHTS, AND MEANS OF EGRESS**

- A. Doors identified as exits must be capable of being opened from the egress side without the use of a key or special knowledge when the building is occupied. Bars, chains, hasps, and similar locking devices are prohibited.
- B. Fire doors will not be held open except by a means approved by the Fire Prevention Division.
- C. Blocked doors will bear identifying signs on both sides. The sign will have minimum two (2) inch lettering stating "THIS DOOR IS BLOCKED" in contrasting colors. Doors will not be blocked without prior written approval from the Fire Chief.
- D. Illuminated exit signs will be lighted at all times that a building is occupied.
- E. Emergency lighting, when provided, will be checked at least monthly to ensure proper operability. The test button on the unit should be depressed for no less than 30 seconds.

The emergency light should stay illuminated for the duration of the test. Any deficiencies will be reported immediately to the DPW Work Order Desk for corrective action.

## **2-8 DECORATIONS**

A. Decorations shall not be placed in any manner that obstructs or obscures any fire protection system components, fire alarm components, exit signs, emergency lighting, or means of egress components.

B. Draperies, curtains, and other similar loosely hanging furnishings and decorations shall meet flame propagation performance criteria established in NFPA 701. This shall not apply to single family homes, apartments, or fully sprinklered business or mercantile occupancies.

C. The following materials are prohibited:

- 1) Candles or open flames of any type
- 2) Confetti (loose, in large quantities)
- 3) Cotton batting
- 4) Dried organics (vines, palms, straw, hay, cornstalks, or husks.)
- 5) Flammable powders or liquids
- 6) Sawdust (wood shavings, bark, or mulch.)

D. Live holiday trees are prohibited in all areas on post except family housing. This exception does not apply to Family Child Care homes. Artificial trees will bear the label of a recognized testing authority. It is recommended that live trees in family housing be treated with a fire retardant.

E. Electrical decorations will bear the label of a recognized testing authority. No more than three (3) strings of lights shall be connected together.

F. All holiday decorations can be displayed 15 days before the holiday until 15 days after the holiday.

G. Any hanging electrical decorations must be hung on non-metallic hangers.

## **2-9 SMOKING/VAPING**

A. Smoking and vaping is prohibited in all buildings and permitted only in designated outdoor areas.

B. Smoking areas shall be clearly defined and posted. An adequate number of noncombustible receptacles with self-closing or extinguishing covers for discarding smoking materials shall be provided. Housekeeping shall be maintained to the highest standard.

C. Smoking, vaping, striking matches, and the use of mechanical lighters is prohibited within 50 feet of any spray painting, gasoline storage, or dispensing facilities, motor pools, ammunition points, vehicles carrying flammables or explosives, buildings, or similar hazardous loads.

D. Lighted smoking materials will not be placed on or left in contact with combustible surfaces.

E. Vapor-producing devices, to include e-cigarettes, are not permitted to be used or charged in government owned or occupied buildings.

## **2-10 ELECTRICAL CIRCUITS**

A. Electrical power panels, start switches, and fuse boxes shall be kept covered or closed at all times.

B. All electrical equipment shall be properly grounded.

C. All main electrical switches shall be correctly labeled.

D. All circuits in panels shall be accurately labeled.

E. Covers shall be properly installed and secured to junction boxes at all times, unless work is being performed. Upon completion of that work, the covers need to be resecured.

F. All receptacle and light switch boxes shall be properly covered with approved faceplates.

## **2-11 ELECTRICAL INSTALLATIONS**

A. All electrical installations and appliances must strictly comply with all National Electrical Code and NFPA standards.

B. Power strips and surge protectors bearing the label of a recognized testing authority such as Underwriter Laboratories (UL) are authorized for use, subject to the manufacturer's limitations. Such devices will be plugged directly into wall outlets. Hardwired cubicles may have one device per cubicle area. Power strips and surge protectors shall not be plugged into each other. Multiple outlet adapters are not authorized.

C. Any appliance with a wattage greater than or equal to 15 amps must be plugged directly into a wall outlet. Such devices are not authorized to be plugged into surge protectors, power strips, cubicle receptacles, or any other devices.

D. Do not force circuit breakers to remain in the "ON" position by any means.

E. No connection, installation, or alteration will be made to any electrical facility except by qualified persons with the approval DPW and the maintenance contractor.

F. Extension cords will consist of a continuous length, be properly insulated without splices, and have properly connected fittings. Extension cords must bear the label of a recognized testing authority. The extension cord must be of equal or greater size rating (No. 16 AWG or heavier) than the cord to which it is being attached.

G. Extension cords will not be stapled or nailed to any object, run through doorways/windows, nor laid under carpets or rugs. Extension cords will not be used in any manner that may subject the wire to physical damage. Only single socket extension cords are permitted. Where multiple outlets are needed, "power strip" type appliances equipped with a fuse or circuit breaker will be used.

H. Use of temporary type wiring (extension cords) for permanent and semi-permanent applications is prohibited.

I. The use of extension cords, lamps or electrical tools in or near tanks, vessels, or equipment where hydrogen or other flammable gas is present or suspected is forbidden.

J. Report any defective wiring or fixtures to the DPW Work Order Desk for corrective action.

K. Check all electrical equipment before operating. Report any noted defects to your supervisor and DPW or facilities management division. DO NOT operate electrical equipment that is defective.

L. Approved explosion proof electrical equipment shall be installed in all areas where explosive vapors or dust exists.

M. Proper lock-out/tag-out procedures shall be followed by all parties whenever electrical systems or machinery are being repaired, serviced, or otherwise worked on.

## **2-12 ELECTRICAL APPLIANCES**

A. Portable heaters may be used as a temporary supplement to the installed heating system, or for medical purposes with proper documentation. They must be plugged directly into a wall outlet; plugging them into cubicle receptacles, power strips, or extension cords is prohibited. Only self-contained oil filled radiator style heaters, infrared bulb heaters, or ceramic heaters are permitted. No open or exposed elements of any type are permitted. The heater must be UL or FM listed, labeled, and equipped with a tip-over switch for safety. Heaters must never be left unattended and must have a clearance of at least 36 inches from all combustible materials.

B. The use of hot plates (to include candle and coffee warmers), broilers, grills, electric frying pans, or other food preparation appliances is prohibited in all building and facilities not specifically designed for cooking.

C. When cooking in a facility with a kitchen area, individuals must never leave the food unattended during the cooking process.

D. Appliances, such as multi-pot coffee makers and portable heaters, must be unplugged at the end of the workday or whenever they are not in use.

E. With the exception of domestic or noncommercial type microwave ovens, the use of cooking devices in sleeping rooms of barracks is prohibited.

F. Responsible persons must ensure that appliances are installed on noncombustible surfaces (such as metal or Formica-type countertops) and that a twelve (12) inch clearance is kept from all combustibles. These devices shall not be operated in storage rooms, closets, or other out of sight places.

G. The use of improvised paper, cardboard, cloth or straw lampshades on any type of electrical light or appliance is prohibited; only approved lampshades may be used. Combustible material will be kept a minimum of six (6) inches from all light bulbs.

H. Fragrance plug-ins that use a heating element are prohibited (e.g. Air Wick, Glade, and Febreze). Wax warmers that utilize a ceramic plate above a small-wattage light bulb are allowed.

## **2-13 FLAMMABLE AND COMBUSTIBLE LIQUIDS**

A. Storage, handling, and use of flammable liquids will be in accordance with NFPA 30, Flammable and Combustible Liquids Code.

B. All tanks, hoses, and containers will be kept in continuous metallic contact with an approved grounding device whenever product is being poured or transferred.

C. Storage of flammable liquids will be limited to a one-day supply except in designated areas. Flammable liquids will be stored in approved safety cans having an individual capacity that does not exceed five (5) gallons. The use of open containers is prohibited.

D. Bungs, caps, or stoppers will be installed in drums, barrels, or other containers, whether empty or containing product.

1) Flammable liquids such as paints and thinners in excess of 50 gallons will be stored in a separate building located at least 50 feet from adjoining buildings or structures. These buildings will be kept locked, with only authorized persons permitted to enter. Appropriate signs will be posted prohibiting smoking within 50 feet of such buildings.

2) Flammable liquid storage cabinets will be provided for the storage of more than ten (10) gallons of oil, varnishes, lacquers, or other flammable liquids in buildings used for other than storage and processing. No individual container will exceed five (5) gallons capacity. Quantities less than ten (10) gallons, such as spray paints, will be stored in areas free from all ignition sources.

3) All sources of ignition will be prohibited in areas where flammable or explosive materials are stored, handled, or processed.

4) Rubbish, brush, or other combustibles will be kept cleared a distance of at least 25 feet from immediate areas where flammable or explosive materials are stored, handled, or processed.

5) Portable fuel containers for flammable liquids will be removed from vehicles or buildings and placed on the ground for refilling.

6) The disposal of flammable and hazardous liquids will be in accordance with Environmental Protection Agency regulations. Spills involving flammable and hazardous materials will be handled according to the provisions of the Fort George G. Meade Antiterrorism (AT) and the Installation Spill Control Plan.

7) Do not use flammable or combustible liquids for any purposes other than those specified by the manufacturer.

E. Storage of flammable or combustible liquids is prohibited in barracks, and is limited to 64 fluid ounces in places of public assembly.

F. Approved fire extinguishers will be provided within 50 feet travel distance of sites where flammable liquids are dispensed as part of normal operations. This includes motor pools, gasoline stations, and similar sites.

## **2-14 COMPRESSED GASES**

A. The handling, storage, and use of compressed gases will be in accordance with the applicable NFPA Standards.

B. Compressed gas cylinders will be secured at all times by lashing, strapping, chaining, or clamping them in the upright position. All cylinder valves will be protected (either by caps or cylinder design) when not currently in use.

C. Keep oxygen cylinders free from oil and grease at all times.

## **2-15 OPERATION OF GAS AND LIQUID FUEL-FIRED EQUIPMENT AND VEHICLES**

A. Do not park vehicles or store liquid fuel-fired equipment in any building not specifically authorized for that purpose.

B. Vehicles with gas tanks mounted higher than the carburetor must have a fuel shut-off on the tank.

C. The use of liquid fuel-fired equipment will be in accordance with the manufacturer's instructions. Liquid fuel-fired generators, heaters, ranges, or other equipment will not be used inside any building unless permission is specifically granted by the Fire Prevention Division. Powered equipment or vehicles develop smoke and gases from the exhaust that are potentially harmful and may activate smoke detection systems. Liquid fuel-fueled equipment will not be operated inside of structures without proper ventilation. The facility will be monitored for the accumulation of carbon monoxide (CO).

D. The use of fuel other than that designed for the unit is prohibited.

E. No combustible materials will be placed on or within 36 inches of exhaust pipes or heaters.

F. Malfunctions of gas-fired equipment will be reported immediately to the fire department.

## **2-16 REFUELING**

A. Power-generating units will not be refueled while in operation, nor while other units in the immediate area are operating.

B. Do not add fuel to vehicles or powered equipment inside buildings or while they are running.

C. Personnel who live, work, or visit Fort George G. Meade are prohibited from using non-intrinsically safe electronics or communications equipment within 50 feet of all refueling stations and operations.

D. After refueling, and before starting unit, complete ventilation will be accomplished to remove flammable vapors which may have accumulated during the refueling process.

E. Before defueling any gasoline or diesel-powered generating unit, the electrical circuit on the equipment shall be de-energized by disconnecting the battery cables and removing the battery.

F. Equipment of any kind using gasoline for fuel must be permitted sufficient time to cool before refueling. If any part of the unit is too hot to touch by hand, additional cooling time will be required.

## **2-17 OUTDOOR FIRE PITS, FIREPLACES, AND GRILLS**

### **A. Fire Pits and Fireplaces**

1) Fire pits or fireplaces cannot be located within 30 feet of a structure, or under any type of leave, overhang, or trees when it is in use. Exceptions to this rule will be reviewed on an individual basis by the Fire Prevention Division.

2) During times of extreme fire hazard conditions outdoor fire pits or fireplaces may not be used. This includes periods of extreme heat, low humidity, and strong winds.

3) Use only newspaper and kindling wood or fire starter logs to start a fire. Never use flammable liquids (such as gasoline, alcohol, diesel fuel, kerosene, or lighter fluid) to ignite or re-ignite a fire.

4) Burn only dry, seasoned wood. Use artificial logs according to the manufacture's recommendations, and never burn more than one at a time.

5) Outdoor fire pits or fireplaces MUST have screens, which are used to prevent sparks and embers from escaping.

6) Either a fire extinguisher (in addition to the one available in the building or home) or a garden hose must be present and operational whenever any burning is taking place.

7) Fort Meade Fire and Emergency Services personnel may determine at any time, for any reason, that a fire needs to be extinguished.

### **B. Grills**

1) All grills will be at least ten (10) feet away from any structure and not located under any type of eave, overhang, or trees when in use. Any propane tank valves will be closed when the not in use. Lighter fluid will not be added to any grills once lit, and idle cans will be kept a minimum of ten (10) feet from any lit grills.

2) Propane cylinders will not be stored in buildings unless in approved flammable cabinets.

3) Coals shall be disposed into metal containers with lids once cooled.

## **2-18 HOT WORK OPERATIONS**

- A. The Fire Prevention Division must be notified whenever any cutting, grinding, welding, brazing, sweating pipes, or any other heat, spark, or flame producing work is to be performed outside of an established shop. Anyone intending to perform hot work shall call 301-677-3805 to request a permit prior to starting the work. A Fire and Emergency Services representative will ensure, before the operation is approved to start, that all necessary fire prevention precautions are being taken. This includes the presence of at least two (2) properly maintained 10 lb. ABC extinguishers, other than those provided in the building. If the operation is deemed safe, a written Hot-Work Permit (DA Form 5383-R or electronic equivalent), signed by the inspector, will be issued to the operator or supervisor. One copy will be posted at the job site and one copy will be retained at the Fire Prevention office for tracking purposes. Each separate site and operation will require a separate permit. All hot work operations will be performed in accordance with the FGGM Hot Work Permit and all applicable local, state, and federal laws.
- B. Established hot workshops shall be issued a hot work permit on an annual basis.
- C. Any equipment involved in hot work that continues over the course of multiple days must be secured at the end of each work period. This includes disconnecting valves and capping tanks where applicable.
- D. Existing buildings undergoing renovation that have been released to a contractor, or new buildings that have not been accepted from a contractor are exempt from the FGGM permit requirements, but must still adhere to all applicable local, state, and federal laws, as well as national codes and standards.
- E. This section does not apply to non-commercial outdoor cooking operations and the use of Sterno-type heaters used to maintain food temperatures.

## **2-19 COMMERCIAL MOBILE FOOD VENDORS**

- A. Any organization utilizing mobile food vendors for an event must notify the Fire Prevention Division of their intent. All mobile food vendors, whether utilizing a vehicle or trailer, shall be inspected by the Fire Prevention Division prior to operating on the installation.
- B. Food vendors shall comply with the requirements outlined in Appendix C of this regulation. Upon successful completion of the inspection, a vendor permit will be issued.
- C. These requirements apply to any commercial mobile cooking operations. They do not apply to vendors who bring already-prepared food for sale.

## **2-20 TAR POTS AND KETTLES**

- A. Kettles for heating tar, asphalt, and similar materials will be equipped with proper heat controls and means of agitation to assure controlled uniform temperatures throughout the contents to prevent spot heating.
- B. Material will not be heated above the temperature necessary to produce workable fluidity and in no case above its flash point.



C. Tar pots or kettles will not be operated inside, on the roof, or within 25 feet of any building and must be in constant attendance by a competent operator. A minimum of two (2) dry chemical extinguishers with rating of not less than 80B:C will be provided at the tar pot and at the area of application.

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

E. Smoking, open flame devices, and other sources of ignition will be prohibited in or near the area of application.

F. Mops, brushes, or other applicators will be stored in an area approved by the Fire Prevention Division.

## **2-21 SPRAY PAINTING**

A. All spray painting shall be performed in approved spray booths, spray rooms, or outdoors.

B. Ventilating fans in spray rooms and booths shall be kept in continuous operation while spraying is taking place and shall not be stopped until all flammable vapors have been exhausted.

C. Sufficient inlets for fresh air should be provided to permit complete ventilation of the spray booth or room.

D. Exhaust systems shall be designed to maintain sufficient air velocity and circulation, and adequately remove all vapors and residue, thereby preventing the possibility of formation of an explosive mixture.

E. Ducts shall pass directly through the nearest outside wall of the building and preferably should not pass through floors or roofs. These ducts shall be placed to discharge residue in a manner and to a location safe from fire, property damage, and in compliance with applicable environmental regulations.

F. Entire spray booth or room, and exhaust ducts, should be thoroughly cleaned daily or more frequently if necessary. The use of solvents for cleaning shall be restricted to those specific to the material used in painting. Scraping and cleaning will be done with non-sparking tools only. When cleaning is being performed, one individual will be stationed with firefighting equipment at a location where immediate action can be taken in case of fire. At no time will any open flame device be used in the cleaning of spray booths.

G. Pails or receptacles shall not exceed ten (10) gallons capacity for gravity feed or spray guns and shall be covered with tight fitting noncombustible covers

H. All electrical installations within paint booths or rooms and within 20 feet of the face of such locations shall comply with NFPA 70, National Electrical Code, requirements for Class 1 hazardous locations.

I. Powered vehicles shall not be moved into or out of a spray area or operated in a spray area unless the spray application or process is stopped and the ventilation system is operating.

## **2-22 EXPLOSIVE MATERIALS**

A. Handling and storage of ammunition will be in accordance with DA PAM 385-64, DOD 6055.09M, TM 9-1300-206, and all other applicable Ammunition and Explosives Standards.

B. The use of fireworks, i.e. sparklers, snakes, firecrackers, bottle rockets, etc., on Fort Meade is prohibited except for approved displays at the Garrison level conducted by a licensed pyro technician. All displays shall conform to the provisions of NFPA 1123, Code for Fireworks Display.

## **2-23 RADIOACTIVE MATERIALS**

A. The Garrison Safety Office Radiological Safety Officer for Fort Meade shall provide and distribute to those concerned, an up-to-date radioactive material listing. This listing will show the location, principal isotopes, relative hazards and the approximate amount of all significant quantities of such materials on hand.

B. Commanding Officers of tenant commands shall furnish the Radiological Safety Officer at 301-677-6241/4231 an up-to-date list of names and telephone numbers of custodians of radioactive materials within their respective activities. All doors to areas storing such materials will be properly indicated.

C. In the event of a fire involving radioactive material, the Fire and Emergency Services shall notify the Radiological Safety Officer and the custodian of radioactive materials for the activity involved.

## **2-24 INSPECTIONS**

A. Inspections of facilities will be performed annually unless greater frequency is required either by regulation or the Fire Chief.

B. A Violation Notice will be sent to the building manager and evacuation coordinator. They will be given 30 days to correct the violations noted. Corrective actions may include removing the violation themselves, requesting a work order by calling Work Control at 301-677-1661/1662 during regular duty hours, 301-677-1629 after duty hours, or submitting a 4283 to DPW.

C. A follow-up inspection will be held after 30 days. Any repairs and outstanding deficiencies will be noted on a new violation notice, which will be given to the building manager and evacuation coordinator. If the inspector sees that work is being done to correct the deficiencies, he/she may grant the occupants an additional 30 days to finish correcting the violations.

D. After an additional 30 days, the facility will receive a final inspection. At that time, any outstanding deficiencies will be recorded and a notification of non-compliance will be delivered to the senior leadership of the organization from the Garrison Fire Marshal through the Garrison Commander for notification and follow-up.

## **2-25 FIRE DRILLS**

A. Emergency egress and relocation drills shall be conducted by the Fire Prevention Division.

These drills will be held with sufficient frequency to familiarize occupants with proper evacuation procedures and to establish conduct of the drill as a matter of routine (minimum of one per year unless directed by other regulations). Drills shall include suitable procedures to ensure that all persons subject to the drill participate.

B. When conducting drills, emphasis shall be placed on orderly evacuation rather than on speed. However, occupants should strive to be out of the building within three (3) minutes of the evacuation alarm.

C. Drills shall be held at expected and unexpected times and under varying conditions to simulate the unusual conditions that can occur in an actual emergency.

D. All drill participants shall relocate to a predetermined location and remain at such location until a recall or dismissal signal is given by the person in charge. Accountability should be completed at the meeting area to determine if any personnel are unaccounted for. Total accountability should be completed within ten (10) minutes, or as quickly as feasible.

## **2-26 ACTIONS IN CASE OF FIRE**

A. Persons discovering a fire will:

1) **Rescue.** Rescue people from the immediate area if you are trained, so long as you do not place yourself or others in danger of being injured or trapped.

2) **Alert.** Activate the fire alarm. If there is no fire alarm system, yell "Fire" to alert people in the area. Notify the Fire and Emergency Services by dialing 7-2117 or 9-1-1 from a government telephone. When using a cell phone dial 301-677-2117 or 9-1-1.

3) **Contain.** Close all doors to contain the fire and smoke.

4) **Extinguish.** Attempt to extinguish the fire using the PASS method ONLY if by doing so you will not place yourself or others in danger of being injured or trapped. **DO NOT ATTEMPT TO EXTINGUISH LARGE FIRES.** Evacuate the building and area.

a) P – Pull the pin

b) A – Aim the nozzle at the base of the fire

c) S – Squeeze the handle

d) S – Sweep from side to side

5) Provide information to firefighting crews as to the location of the fire.

B. Any person discovering an unwanted fire, regardless of magnitude, shall immediately notify the fire department. This also applies to unwanted fires that appear to be extinguished.

## **2-27 CONSTRUCTION REVIEW AND ACCEPTANCE REQUIREMENTS**

- A. The Fire Prevention Division is required to review plans for all new construction, renovations, building or layout modifications, or rehabilitation projects on the installation. In order to perform a proper review, the Fire Prevention Division requires ten (10) business days from the time it receives plans to return comments. A full-size hard copy set of plans is required to perform a proper review.
- B. Fire alarm and sprinkler installers shall be state licensed to install their respective systems. Any personnel performing work shall be certified to the appropriate NICET certification level. Documentation shall be presented to the Fire Prevention Division prior to the start of work.
- C. The Fire Chief is authorized to stop work on any construction projects that have not been reviewed for life safety issues by the Fire Prevention Division prior to the start of the project. This work stoppage will be at no cost to the government.
- D. The Fire Prevention Division requires notice of at least three (3) working days for any acceptance tests that they are required to attend. This includes tests on fire protection and life safety systems.

## **2-28 CONFLICT OF STANDARDS**

In case of conflict between standards contained in this regulation and policy, doctrine, or standards contained in other publications, the requirements of the more stringent standard will apply as far as fire prevention and protection are concerned.

## **APPENDIX A PLACES OF ASSEMBLY**

### **A-1 GENERAL**

A. Places of assembly are occupancies which include all buildings or portions of buildings used for gathering together 50 or more persons for such purposes as deliberation, worship, entertainment, eating, drinking, amusement, or awaiting transportation.

B. Graphic fire evacuation plans shall be posted by every exit, in common areas such as hallways and large meeting rooms, and in other locations deemed appropriate by the Fire Prevention Division. Buildings with confusing layouts may require additional graphic evacuation plans to be posted.

C. Occupancy loads will be posted in all assembly occupancies. These limits will not be exceeded without express written permission from the Fire Chief.

### **A-2 RESPONSIBILITIES**

Commanders or directors will designate a responsible person to perform an inspection of any public assembly occupancy before, during, and after operating hours. This inspection will consist of the following:

A. Prior to operating hours, ensures that all exits are properly marked, unlocked, and unobstructed.

B. During hours of operation:

1) Ensures that exits remain free and unobstructed at all times.

2) Never allows more persons into the area at one time than is permitted by the maximum occupant load allowed, as calculated by the Fire Chief or his authorized representative.

C. After closing:

1) Ensures the contents of all trash containers are emptied and all rubbish is disposed in a safe location outside the building.

2) Ensures that all electrical appliances, except for those designed for continuous operation such as refrigerators and water coolers, are turned off and, if possible, unplugged.

### **A-3 DRAPERIES AND DECORATIONS**

Fabrics and films used for decorative purposes, all draperies and curtains, and similar furnishings shall be flame resistant as demonstrated by complying with NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.

#### **A-4 FIRE EXIT DRILLS AND EVACUATION OF PREMISES IN CASE OF FIRE**

Persons responsible for operating places of public assembly will ensure that the following measures are carried out:

A. In buildings where the population is of a changing character, no regularly organized fire exit drill is advisable during operating hours. Therefore, the fire exit drills will be conducted for employees before or after operating hours, under varying conditions to simulate the unusual conditions of a fire.

B. Specific instructions to employees and permanent occupants of buildings pertaining to fire exit drills shall be included in the evacuation plans of that facility and shall include detailed instructions as to their duties and responsibilities in assisting and guiding patrons safely to proper exits. Employees will evacuate patrons prior to leaving the building themselves.

C. Personnel who are to assist patrons should be trained to act in an orderly manner. Undue haste should be avoided. The calm actions of these employees may be the reassurance needed to prevent panic during an emergency. At least one trained crowd control manager must be present during an event for every 250 persons attending the event.

#### **A-5 SPECIAL INSTRUCTIONS FOR THEATERS**

##### **A. Special Fire Prevention Regulations**

1) Before performances, all exits will be examined for proper lighting, satisfactory operation, and to ensure that they are unlocked and unobstructed.

2) During performances, exits will be kept clear of standees or obstacles.

3) Covered metal cans will be provided for scrap paper and rubbish. Cans will be emptied at least daily.

4) All theater employees will be thoroughly familiar with the evacuation procedures and the location of fire alarms and installed firefighting equipment.

##### **B. Fire and Emergency Procedures**

1) In the event of fire in a theater, the person in charge will ensure that the Fire and Emergency Services is notified, announce to the theater patrons that there is a fire, sound the alarm, and direct the clearing of the theater in a calm and orderly manner. Extreme care will be exercised to avoid disorder or panic. Patrons should be advised to use the nearest exit and be assured that the theater can be cleared in a short time with their cooperation. After clearing the theater, the person in charge will report to the front of the building and await the fire department arrival.

2) Theater employees will be assigned specific exits to assist evacuating patrons.

3) Projectionist will stop the show, turn up the house lights, secure the projection room, and assist with evacuation.

## **APPENDIX B SPECIAL EVENTS**

### **B-1 GENERAL**

Special events are those occasional activities, recurring and non-recurring, indoor or outdoor, which involve a large number of people gathered for a common purpose. Such events include, but are not limited to, fairs, carnivals, haunted houses, rodeos, concerts, stage shows, exhibits, markets, rallies, and other such gatherings. Not included in this category are the recurring events, which are part of the regular installation activities, such as retirement or change of command ceremonies, regularly scheduled religious services, normal theater usage, organization picnics, and other such events.

### **B-2 RESPONSIBILITIES**

A. Organizations conducting any special event shall notify the Fire Prevention Division at least 15 days prior to the date of the event. The organization will provide the name and phone number of the point of contact (POC) for the event.

B. At that time, the organization shall submit a general plan for the event, including floor plans, location of booths, tables, grandstands, seating, aisles, exits, tents, electrical hookups, methods of emergency communication, and other pertinent information.

1) All facilities shall conform to the general provisions of NFPA 101, Life Safety Code, especially, Section 13.7.5, Special Provisions for Exposition Facilities.

2) Outdoor events shall further conform to the provisions of NFPA 102, Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures.

3) Haunted houses, fun houses, mazes, and other like facilities shall further conform to provisions of NFPA 101, Life Safety Code, and Section 13.4.7 Special Amusement Buildings.

C. The Fire Prevention Division will conduct an inspection of the site prior to the opening of the event, to ensure all regulations are being followed and the site is safe for the event. Unsafe conditions will be corrected before the event will proceed.

D. During long-term events, inspections will be conducted to ensure compliance throughout the event by the Fire Prevention Division. Unsafe conditions are cause for the event to be suspended or terminated.

## **APPENDIX C COMMERCIAL MOBILE FOOD VENDOR REQUIREMENTS**

### **C-1 GENERAL REQUIREMENTS**

A. Every food vendor / concessionaire that will be cooking onsite must have two (2) 10 lb. ABC fire extinguishers (minimum rating 4: A 60: BC).

1) If the cooking process involves cooking oils, grease, or deep frying, a Class K extinguisher must be present (may replace one of the ABC extinguishers).

2) All extinguishers must be serviceable with an annual inspection date within one year by a certified individual / contractor.

3) All employees and staff must be familiar with the operations of fire extinguishers.

B. Installed hood exhaust systems must be free of excessive grease build-up.

C. Installed hood extinguishing systems must be fully serviceable.

1) Systems have been inspected by a certified individual or contractor within six (6) months.

2) Manual activation stations are accessible.

D. Unattended cooking is not allowed. One representative must be present at all times.

E. Cooking fuel cylinders (propane, LP, etc.) must be secured to ensure they will not tip over.

F. Coal and embers must be disposed of properly. A metal bucket may be used to store spent coal and ash. Do not throw away hot embers, coal, or ash in dumpsters or trash cans.

G. Cooking operations must be at least ten (10) feet from any building and 25 feet from any egresses.

H. Spare gas for generators shall be kept in approved safety cans.

I. Electrical safety requirements include:

1) Drop cords and extension cords are for temporary use only (less than 90 days). If vendor/concessionaire will be onsite for multiple days, these cords will be unplugged from their power source at the close of business.

2) Electrical equipment must be serviceable and in good repair (i.e. no frays, splices, etc.).

3) Multiplug adaptors are not permitted.

4) Household extension cords are not permitted.



5) If large food service equipment is being used (freezers, refrigerators, etc.) ensure a properly rated UL (Underwriters Laboratory) listed drop cord and surge protector are being used.

## **C-2 INSPECTIONS**

A. A fire department vendor permit must be issued prior to the opening/serving to the public. Call the Fire and Emergency Services' non-emergency line at 301-677-3805 to schedule an inspection.

B. An inspection by FGGM Preventive Medicine must be completed as well before opening/serving to the public. Please call 301-677-8106 to schedule an appointment.

## **APPENDIX D CORVIAS MILITARY LIVING HOUSING**

### **D-1 GENERAL**

Fort George G. Meade (FGGM) Family Housing administration and maintenance fall under the control of a private contractor, Corvias Military Living. Corvias retains the responsibility of inspecting all occupancies and enforcing fire prevention and other safety practices, while FGGM Fire and Emergency Services retains the responsibility to provide emergency response to fires, rescues, hazardous materials releases, and emergency medical service (Basic Life Support), and fire prevention services when requested. Upon request by Corvias officials, Garrison or mission leadership, or the occupant, inspectors from the Fire Prevention Division will perform a fire safety inspection of any quarters.

### **D-2 RESPONSIBILITIES**

A. Occupants: It is the responsibility of every Corvias Military Living occupant to maintain their residence in a fire safe manner. Good housekeeping practices prevent home fires. Additionally, since unattended cooking is the most frequent cause of house fires, occupants need to turn off their stovetops whenever they leave their cooking activities. Multi-plug extension cords will not be utilized unless they are the surge protector type. Flammables will be limited to no more than 5 gallons if properly stored in safety cans in a garage. At no time will flammable liquids be stored in basements or living areas of a home. In homes that do not have garages, flammable liquids may be stored in unattached sheds. Propane tanks will not be stored inside any residential structures, to include attached garages.

B. Corvias Military Living:

1) Employees will perform periodic fire safety inspections of all family housing units.

2) Upon housing unit acceptance, the Corvias Residential Service Specialist will provide a briefing on fire safety responsibilities. Then during the acceptance inspection of the unit, these specialists will provide another briefing that will include an understanding of the smoke detectors, CO detectors, and sprinkler systems, if installed. This briefing will be documented on the acceptance inspection checklist.

3) During all service order calls, Corvias Military Living maintenance technicians are encouraged to inspect all smoke detectors to ensure their function and reliability. They are encouraged to report any suspected tampering to their office, who may report said violations to the Prevention Division of the Fire and Emergency Services, and request any expertise related to the matter.

### **D-3 SMOKE, HEAT, AND CARBON MONOXIDE (CO) DETECTORS**

A. All detectors will be installed and maintained as per applicable NFPA and UFC criteria.

B. Detectors will not be tampered with. Malfunctioning equipment will be reported to appropriate maintenance sections. Detectors will not be disabled, disconnected, or disassembled unless directed by the authorized personnel.

## **APPENDIX E WAREHOUSES**

### **E-1 GENERAL**

- A. All storage or warehousing will be done IAW applicable OSHA and NFPA codes and directives.
- B. Height of bins or stacks, below automatic sprinkler heads is limited as follows:
  - 1) When heights do not exceed 15 feet, maintain 18 inches of clearance.
  - 2) When heights exceed 15 feet, maintain 36 inches of clearance.
- C. Slating of decks and walkways in mezzanine storage areas is not acceptable in areas equipped with sprinklers unless sprinklers are also provided underneath the mezzanine.
- D. Maintain 18 inches of clearance on all sides of light fixtures. Maintain 36 inch clearance from all fuse boxes, circuit breaker panels, and any other equipment, which may require access for maintenance.
- E. Do not block fire doors. Always keep the immediate area clear of obstructions.

## **APPENDIX F CONSTRUCTION DESIGN CRITERIA**

### **F-1 GENERAL REQUIREMENTS**

A. The plans for all military construction projects, facility modernization, rehabilitation programs, or self-help projects shall be reviewed by a certified fire inspector to ensure that all construction contains the fire protection and life safety features required by UFC 3-600-01 and applicable NFPA codes. Therefore, all design submittals must be reviewed by the Fire Prevention Division prior to approval. The review period will be no less than ten (10) business days. The Fire Prevention Division requires one full size set of plans per submittal in order to calculate occupancy loads and verify travel distances.

B. The Fire Prevention Division shall assign an inspector to each project. It is the responsibility of the project manager to insure they are invited to all design and construction reviews, as well as progress meetings. Use and occupancy permits shall not be issued by DPW until successful completion of all fire and life safety requirements as determined by the Fire Prevention officer.

C. A fire protection design analysis and life safety plans must be provided for all major projects (as defined in UFC 3-600-01) and must address the fire protection requirements of the project as required by UFC 3-600-01, Section 1-7.2. The fire protection design analysis and life safety plans must be submitted with the initial design submission, separate from other disciplines. The final design analysis and life safety plans must be signed and sealed by the QFPE.

### **F-2 FIRE SUPPRESSION SYSTEMS**

A. Fire suppression systems will be designed and installed in accordance with UFC 3-600-01 and applicable NFPA codes. Shop drawings and submittals will be reviewed and stamped by a qualified fire protection engineer prior to submission to the government for review.

B. The designer of record will perform or contract for fire hydrant flow tests. Such tests will be coordinated with American Water and the installation fire department. Results will be placed on the project drawings.

C. Fire suppression systems will be installed where required by UFC 3-600-01 and NFPA.

D. Sprinkler piping shall be marked in accordance with UFC 3-600-01. Such markings shall be located within 5 feet of any wall penetrations and at intervals not to exceed 20 feet. Sprinkler pipe should be labeled "Sprinkler System" and have arrows indicating the direction of water flow in the event of an activation.

E. For buildings requiring fire pumps, the pump rooms shall be fire rated and shall have direct access to the exterior, in accordance with UFC 3-600-01. All test headers shall be located so the bottom is no closer than 36 inches above ground level.

F. All fire department connections to standpipes, automatic sprinkler systems, fire suppression water supplies, and other fire protection equipment shall be marked in accordance with NFPA 170, Standard for Fire Safety Symbols.

G. All hydrants shall have National Standard threads. Baltimore threads or Anne Arundel threads are not acceptable. At least one hydrant shall be located within 150 feet of the building's fire department connection.

### **F-3 FIRE DETECTION/ALARM MASS NOTIFICATION SYSTEMS (FA/MNS)**

A. Fire alarm systems shall be non-proprietary, open architecture systems and must be fully field-programmable by hand or laptop. Acceptable systems shall not require specialized training by the manufacturer or parent company prior to accessing the programming for the systems. The system also must be fully addressable.

B. All new systems shall have an annunciator panel or main fire alarm panel located near the main entrance. If an annunciator panel is installed, the main panel of all new systems shall be located in the conditioned mechanical room or electrical room with exterior access, if available. The annunciator panel shall indicate the location of the alerting device and shall be capable of silencing and resetting the system.

C. The activation of a duct detector will initiate an alarm response at the fire alarm control panel. A running fire pump will initiate a supervisory signal. The activation of the fire alarm's "Silence" feature will silence the audible notification devices, but will not reset the visual notification devices.

D. The system shall have a wireless transmitter compatible with the current system monitored by the installation fire department. The Department of Public Works can provide additional information regarding the wireless transmitter.

E. Fire alarms shall be programmed to the D-21 Monaco transmitter so that each device type that produces an alarm condition will report uniquely to the fire department (e.g. water flow switch, smoke detector, manual pull station). Supervisory and trouble conditions shall send general signals, regardless of device type. Mass notification activation, carbon monoxide alarms, fire pump activation, and liquid carbon dioxide alarms shall also send general identifying signals to the fire department.

F. All fire alarm and mass notification detection and indicating devices shall be labeled for ease of maintenance. All input devices shall be marked with their respective addresses; all notification devices shall be marked with the corresponding NAC and signaling circuit.

G. Electrical and mechanical rooms shall have visual FA/MNS devices and audible MNS devices.

H. Fire alarm conduit shall be painted in accordance with the requirements of UFC 3-600-01. Mass notification wiring, if installed separately from the fire alarm system, shall be run in blue conduit.

I. Mass notification devices shall be installed in accordance with UFC 4-021-01 and local A/T requirements. This system shall be capable of interfacing with the FGGM wide area mass notification system utilizing the common transceiver (Monaco BTX-M) and same antenna on fire alarm system. Exterior speakers will be equipped with white strobes tied to the fire alarm system.

Mass notification panels and local operating consoles shall be secured with a thumb latch or similar means, unless they are located in the same cabinet as the fire alarm control panel. The use of a key to access stand-alone mass notification panels is prohibited.

J. All necessary documentation, configuration information, configuration tools, programs, drivers, and other software shall be licensed to and otherwise remain with the government such that the government or their agents are able to perform repair, replacement, upgrades, and expansions of the system without subsequent or future dependence on the contractor or the manufacturer.

K. Technical data and computer software (meaning technical data which relates to computer software) which is specifically identified in this project, and which may be defined/required in other specifications, shall be delivered, strictly in accordance with the contract clauses, and in accordance with the Contract Data Requirements List, DD form 1423.

L. Data delivered shall be identified by reference to the particular specification paragraph against which it is furnished. Data to be submitted shall include complete system, equipment, and software descriptions. Description shall show how the equipment will operate as a system to meet performance requirements of this contract. The data package shall also include the following:

- 1) Identification of programmable portions of system equipment and capabilities.
- 2) Description of system revision and expansion capabilities and methods of implementation detailing both equipment and software requirements.
- 3) Provision of operational software data on all modes of programmable portions of the fire alarm and detection system.
- 4) Description of fire alarm control panel equipment operation.
- 5) Description of auxiliary and remote equipment operations.
- 6) Library of application software.
- 7) Operation and maintenance manuals as specified.

M. Software (to include any passwords required for access), connecting cables and proprietary equipment, necessary for the maintenance, testing, modification, and reprogramming of the equipment shall be furnished to the contracting officer.

N. Training course shall be conducted for the operations and maintenance staff. The contractor shall provide a training plan for approval. In addition to operation and maintenance training, training shall be provided on performance of expansions or modifications to the FA/MNS. The training period shall start after system is certified.

#### **F-4 FIRE-LIFE SAFETY**

- A. The installation of Knox Boxes specified by the Fort Meade Fire and Emergency Services is required. Order forms with the fire department access code preprinted on them are available. Exception to this requirement may be granted if the occupant provides reliable on-site security with key access 24/7.
- B. The floor containing the main front entrance of a building will be designated as the first floor. If labeled, rooms on that floor will start with a "1". Any floors below that level will be denoted appropriately, and rooms will be labeled with numbers approved by the fire department, such as "0", "B", "LL", etc.
- C. Exterior doors to fire alarm rooms, sprinkler rooms, fire pump rooms, electrical rooms, and mechanical rooms shall be stenciled or otherwise marked to provide easy identification to Fire and Emergency Services personnel. In addition, interior doors to rooms housing this equipment will be signed accordingly.
- D. Elevator emergency phones shall be programmed to dial 301-677-2117 in the event of an emergency and shall contain instructions for direct communications between the occupant and the dispatcher. In addition, any prerecorded message will include the building number and elevator number, if applicable.
- E. Emergency and exit lights shall be installed on their own dedicated circuits, separate from any other lighting equipment in order to facilitate required testing without interrupting normal operations.
- F. Fire extinguishers in finished areas shall be installed in recessed or semi recessed cabinets. Fire extinguishers in unfinished areas may be mounted on brackets.

#### **F-5 REQUIREMENTS DURING CONSTRUCTION**

- A. The Fire Prevention Division shall approve the location of any construction trailers, fuel storage facilities, or other temporary structures required during the construction period prior to their placement on site.
- B. The fire department shall be notified of any changes to the work site entrance and access to the building.
- C. Operations during construction shall follow the requirements of NFPA 241, Standard for Safeguarding Construction, Alteration, and Demolition Operations and this office.
- D. Any confined space entries shall be reported to the fire department by calling (301) 677-3805.
- E. Any hot work performed outside of an established shop must have a permit prior to starting. Permits may be obtained through the fire department by calling 301-677-3805. Personnel performing the hot work will be required to have two (2) 10 lb. ABC extinguishers on hand prior to starting the work.

The building's extinguishers shall not be used. Each separate site and operation will require its own permit. Existing buildings undergoing renovation that have been released to a contractor, or new buildings that have not been accepted from a contractor, are exempt from this permit requirement.

F. The Fire Prevention Division will participate in all testing and inspections of fire and life safety construction features, systems, and devices. These items include, but are not limited to, inspections of fire service mains, fire walls, shafts, and sprinkler installation, and acceptance testing of fire alarm systems, mass notification systems, sprinkler systems, fire pumps, elevators, and special systems. It is in the contractor's best interest to coordinate these inspections with the Fire Prevention Division early in the construction process to eliminate the need for destructive testing. The contractor shall provide a minimum of three (3) working days advanced notice of any acceptance testing or inspections of testing of fire alarms, sprinklers or fire pump and related devices. Tests must begin within ten (10) minutes of the scheduled start time.



## **APPENDIX G FIRE PROTECTION SYSTEM IMPAIRMENT**

### **G-1 GENERAL**

Fire protection systems are designed to detect possible fire emergencies, notify facility occupants and first responders, and in some cases, activate suppression systems. Fire protection systems include, but are not limited to, the facility fire alarm control panel, audible and visual notification devices, smoke and heat detectors, and sprinkler systems. These systems are a critical component of life safety and conservation of personal and government property. When a facility fire protection system is nonfunctional due to malfunction, repair, or maintenance for periods greater than one hour, a facility fire watch shall be established until the affected fire protection system is brought back in service.

### **G-2 RESPONSIBILITIES**

A. Commanders or Directors will designate an Impairment Coordinator for all scheduled and unscheduled fire protection system impairment.

B. Impairment Coordinators shall be responsible for verifying that the following procedures have been implemented when a fire protection system impairment is expected to last for more than one hour:

- 1) Notify the Fire Prevention Division.
  - a) Contact prior to system impairment, and once the system is fully functional again.
  - b) Explain which portions of the fire protection systems will be nonfunctional, and for how long, if known.
- 2) Establish at least one approved method to contact the fire department in case of fire emergency.
- 3) Establish at least one approved method to notify facility occupants of a fire emergency.
- 4) Post Life Safety Notices on exterior doors and entrances to affected area(s).
- 5) Activate facility fire watch procedures consisting of the following:
  - a) Continuously monitor affected area(s) for evidence of fire.
  - b) Annotate hourly facility walkthroughs on a fire watch log.
  - c) Ensure egress routes are clear and accessible at all times.
  - d) Notify facility occupants when the fire watch is terminated.
  - e) Send the completed Fire watch log to the Fire Prevention Division.

## REFERENCES

- A. DoDI 6055 06 – DoD Fire & Emergency Services Program
- B. AR 420-1 –Army Facilities Management
- C. UFC 1-200-01 – DoD Building Code
- D. UFC 3-600-01 – Fire Protection Engineering for Facilities
- E. UFC 3-600-02 – Operations and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems
- F. UFC 4-010-01 – DoD Minimum Antiterrorism Standards for Buildings
- G. UFC 4-021-01 – Design and O&M: Mass Notification Systems
- H. NFPA 1 – Fire Code
- I. NFPA 101 – Life Safety Code