

MARINE CORPS EXCHANGE 0131
Marine Corps Base
Camp Lejeune, North Carolina 28542

ExO 11320.2F
MCEX/EDK/wh
24 May 1979

EXCHANGE ORDER 11320.2F

From: Marine Corps Exchange Officer
To: Distribution List

Subj: Fire Regulations

Ref: (a) BO 11320.1_

Encl: (1) Exchange Activity Fire/Evacuation Bill
(2) Security and Fire Hazard Check-Off List

1. Purpose. To ensure all Exchange personnel know what to do in case of fire and that fire prevention requirements are accomplished.

2. Cancellation. ExO 11320.2E

3. General. Reference (a) requires certain actions to prevent fires and procedures to follow when fires occur. In conformance with these requirements each Exchange activity will have a Fire/Evacuation Bill (Enclosure (1)) posted on the activity bulletin board. In addition, each activity manager/supervisor will ensure the check-off list contained in Enclosure (2) is completed daily at the end of working hours.

a. Fire/Evacuation Bill. Enclosure (1) will be completed by activity manager/supervisors and then posted as the activity Fire/Evacuation Bill. Managers/supervisors will:

(1) Keep enclosure (1) current.

(2) Ensure employees understand what to do in the event of fire and points of exit in the event of evacuation.

(3) Ensure those employees designated to man fire-fighting equipment know how to operate the equipment. In this respect, direct liaison with the Base/MCAS (H) Fire Department is authorized for instructions on the operation of fire-fighting equipment.

b. Fighting Fires. Fight fires with any means at hand. Remember:

(1) Use water on any combustibles.

(2) Use CO-2 or Dry Powder extinguishers on oil, grease, gasoline or other flammable liquids.

(3) Use CO-2 or Dry Powder extinguishers on electrical fires.

Never use water on electrical fires.

c. Preventing Fires. Always be alert to ways to prevent fires.

Remember:

- (1) When handling and storing chemicals comply with the manufacturers instructions and/or warning labels.
- (2) Flammable liquids such as paints, oils, kerosene and gasoline will be stored only in those storage places approved by the Base/MCAS (H) Fire Department.
- (3) All used oil and paint rags will be kept in metal waste containers.
- (4) Spaces under and around buildings must be kept clean of debris.
- (5) The use of gasoline for any purpose other than motor fuel is prohibited.
- (6) Repairs to electrical wiring will be accomplished by authorized maintenance personnel.
- (7) Electric coffee makers and hot plates will be installed on asbestos or other nonflammable surfaces and will be inspected and approved by a representative of the Base/MCAS (H) Fire Department prior to use of the coffee maker/hot plate. The signed notice of approval will be posted by the coffee maker/hot plate.
- (8) Smoking in the vicinity of gasoline pumps and in warehouses is prohibited except in designated areas.
- (9) Smoking in storerooms and sales floors is prohibited.
- (10) Ensure passageways and exits are clear and that exit lights are always turned on.

d. Reporting of Fires. All fires, however minor, must be reported to the Base, MCAS (H) Fire Department and the Exchange Operations Director.

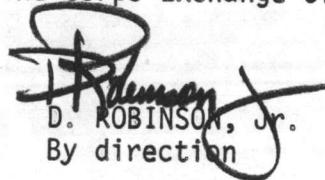
e. Security and Fire Hazard Check-Off List. All Exchange activities will complete Enclosure (2) in duplicate. Both copies will be forwarded weekly via the Cash Courier for delivery to the Exchange Operations Chief. The Operations Chief will in turn forward a copy of Enclosure (2) on all food activities to the Base Chief Fire Inspector.

4. In accordance with paragraph 4b of reference (a), Exchange Operations Person/Inspectors are designated Deputy Fire Marshals.

5. Action

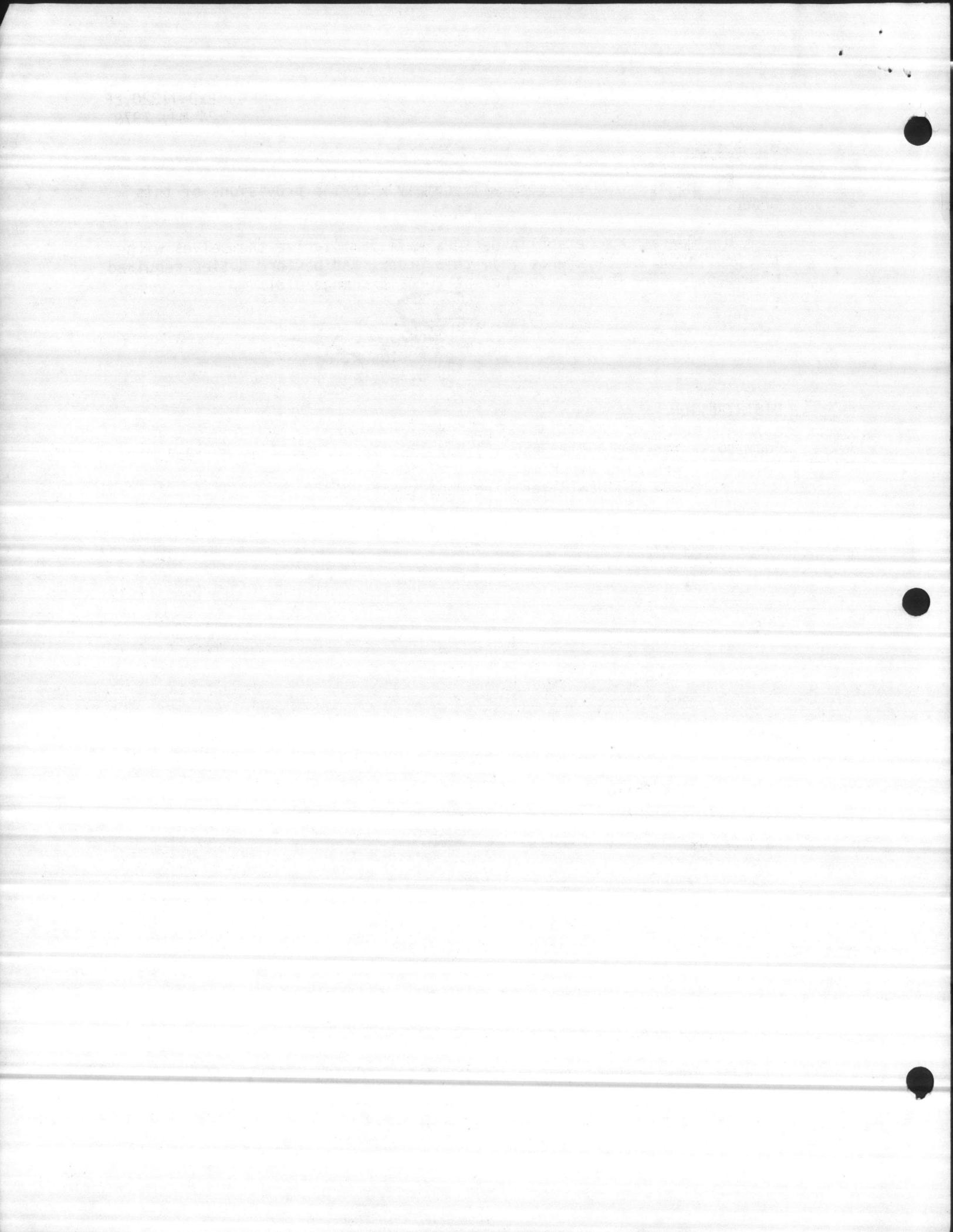
a. Managers/supervisors will comply with the provisions of this Order.

b. Operations Person/Inspectors will familiarize themselves with the provisions of reference (a), this Order, and perform duties required of a Deputy Fire Marshal for Marine Corps Exchange 0131.


D. ROBINSON, Jr.
By direction

DISTRIBUTION: "A"

Copy to: Internal Audit Team #2, Box 136, Tarawa Terrace, NC 28543
Base Fire Department
MCAS (H) New River Fire Department



MCEF-96 (Rev. 5/79)

THIS IS THE FIRE/EVACUATION BILL FOR: _____

(NAME OF EXCHANGE ACTIVITY AND BUILDING NUMBER)

1. In case of fire in this building, the following procedures will be carried out:

a. The person discovering the fire will give the alarm verbally and then immediately call the Base Fire Department, 3333 or the MCAS (H) Fire Department, 455-6333, as applicable, and give his/her name, the building number, location and type of fire.

b. The manager/supervisor will cause customers/employees to depart the building by the most expeditious means, and designate someone to direct the Fire Department to the scene of the fire.

c. Fight the fire with any means at hand.

(1) Use water on ordinary combustibles (trash, paper, wood, etc.)

(2) Use CO-2, or Dry Powder extinguishers on grease, oil gaso-
line or other flammable liquids.

(3) Use CO-2, or Dry Powder extinguishers on electrical fires.
DO NOT USE WATER ON ELECTRICAL FIRES.

d. If the fire is minor the manager/supervisor should make a respon-
sible effort to lock all money in the safe. If the fire is of a major
proportion the manager/supervisor will make an effort to remove all money
from the building without endangering their safety or the safety of others.
After the money is removed ensure that it is safeguarded.

e. Close all windows and doors.

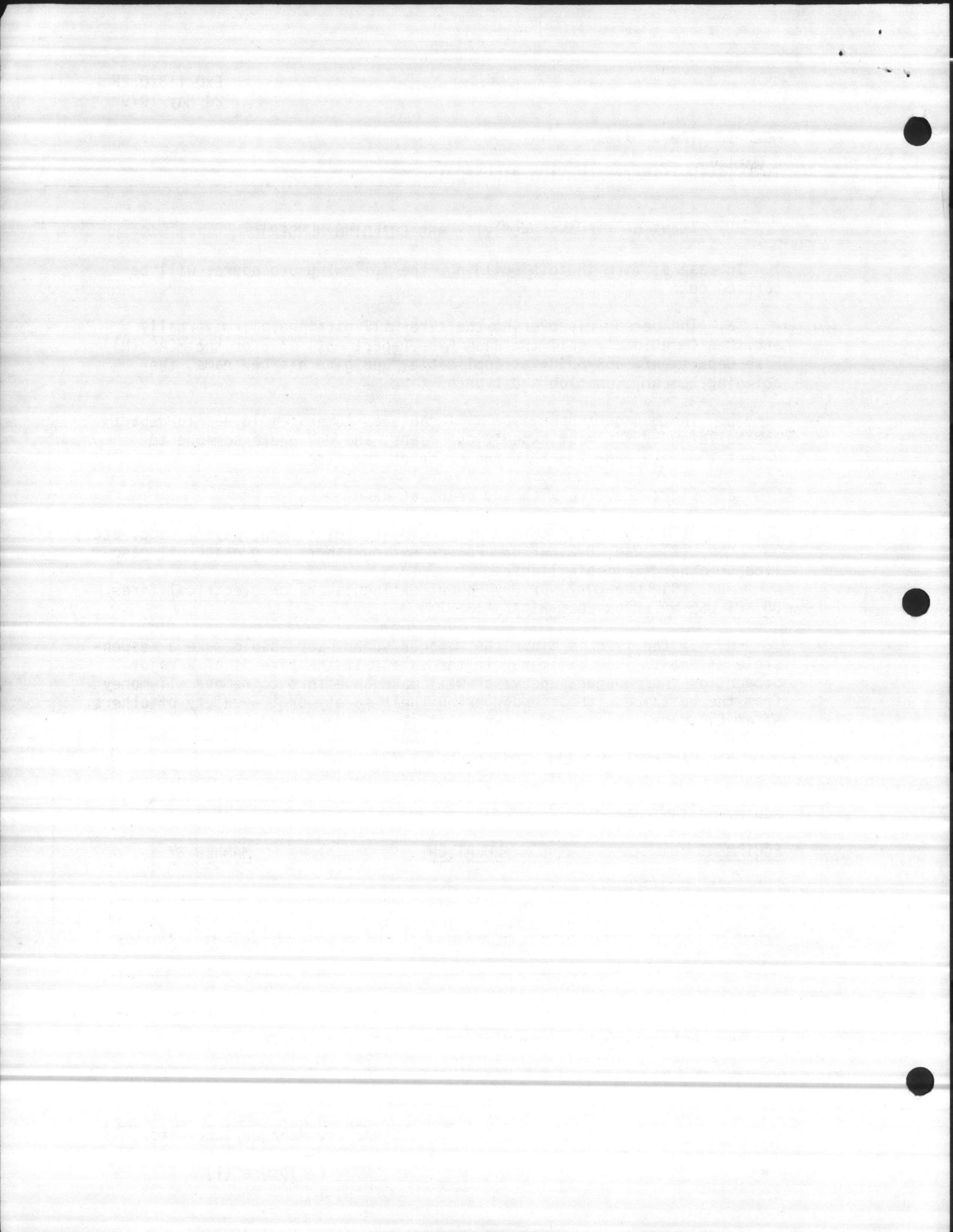
f. The following personnel will man and operate the fire-fighting
equipment indicated:

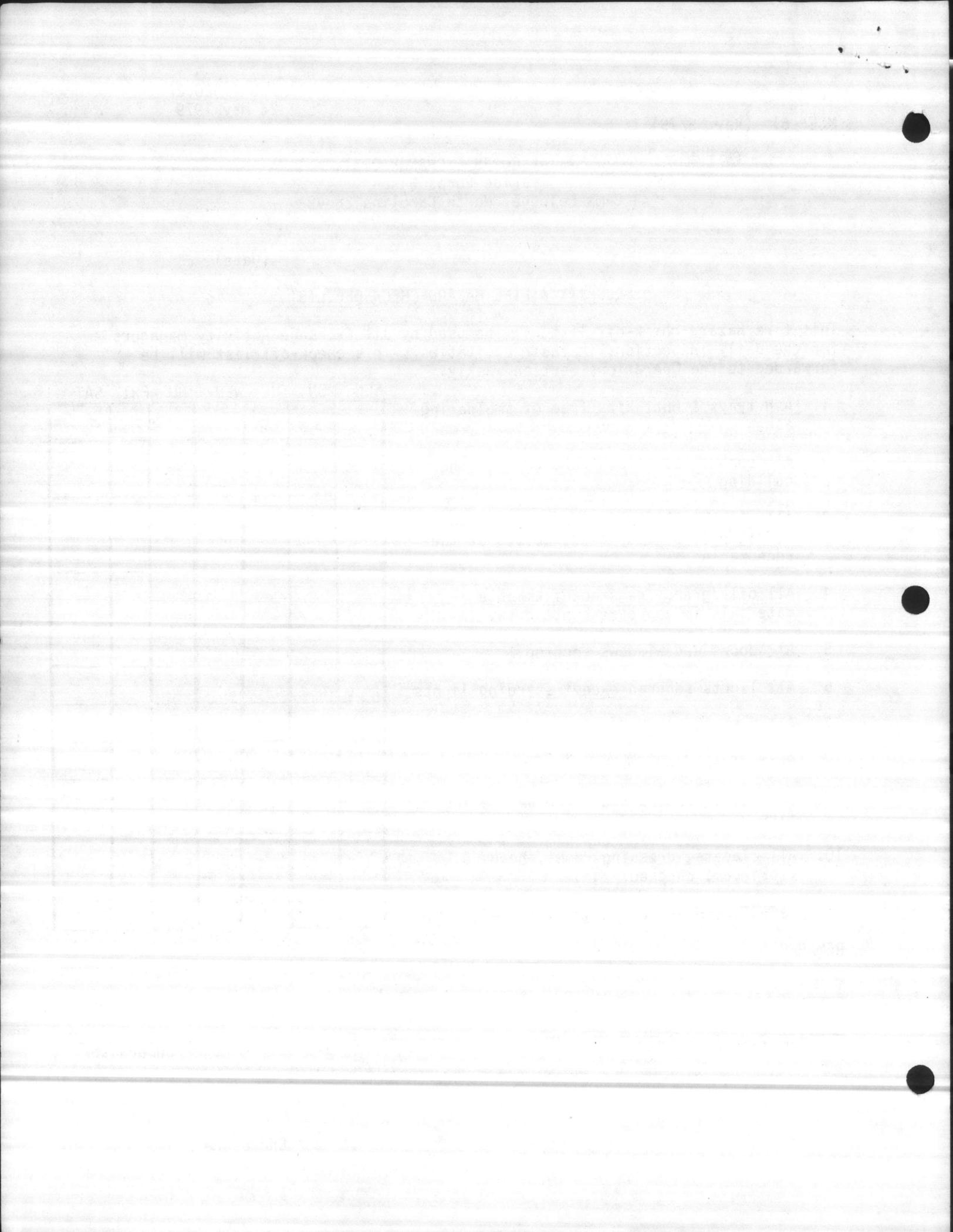
<u>EQUIPMENT</u>	<u>LOCATION</u>	<u>MANNED BY</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

g. Notify the Exchange Officer as soon as possible.

(Signature Manager/Supervisor)

Enclosure (1)





"SECURITY & FIRE HAZARD CHECK-OFF LISTS"

Roster being sent to Fire Chief:

Bldg. #	ACTIVITY NAME
403	Area #4 Snack Bar
4	Bldg. #4 Snack Bar
89	Bowling Center Snack Bar
235	Bus Station Snack Bar
25	Cafeteria/Restaurant Industrial Area
19	Camp Theater Snack Bar
BB-210	Courthouse Bay Snack Bar
BB-2	Courthouse Bay Theater Snack Bar
660	Drive-In Snack Bar
84	Fast Foods
1006	Food Service Warehouse (Food Prep. & Issue)
FC-317	French Creek Theater Snack Bar
9-910	Geiger Exchange Snack Bar
TC-900	Geiger Theater Snack Bar
1915	Golf Course Snack Bar
M-19	Camp Johnson Exchange Snack Bar
SM-175	Camp Johnson Theater Snack Bar
4126	MAG-29 Snack Bar
205	MCAS Bowling Center Snack Bar
240	MCAS Theater Snack Bar
4014	Midway Park Snack Bar
H-1	NRMC Snack Bar (Naval Regional Medical Center)
RR-10	Rifle Range Snack Bar
2465	Tarawa Terrace Snack Bar
730	Teen Club
1202	1202 Snack Bar

MAG-26 SNACK BAR

