

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

ExO 11320.2E
MCEX/EDK/lg
17 Feb 1978

EXCHANGE ORDER 11320.2E

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
(3) MCBCCL Form 11320/4

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 11320.2D

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. Security and Fire Hazard Check-Off List. Enclosure (2) will be completed by each activity manager or supervisor at the end of each days work and forwarded to the Operations Chief at the end of each week.

c. 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.

d. 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.
- e. Reporting of Fires. All fires, however minor, must be reported to the Base/MCAS (H) Fire Department and the Exchange Operations Director.
- f. Nightly Inspection by Fire Department. Reference (a) requires the Base Fire Department to inspect the following activities at closing time:
- (1) French Creek Snack Bar
 - (2) Onslow Beach Snack Bar
 - (3) Center Hospital Snack Bar/Club Annex
 - (4) Enlisted Service Clubs (CCMS controls all after 17 Jun 78)

In the event a representative of the Base Fire Department does not arrive for the nightly inspection, the manager concerned will call 3004.

g. Nightly Inspection by Activity Managers/Supervisors. In addition to completing enclosure (2), the below listed activities will complete enclosure (3):

- (1) Bus Station Snack Bar
- (2) Bowling Center Snack Bar, Camp Lejeune
- (3) Cafeteria/Steak House
- (4) Building 4 Snack Bar
- (5) Fast Food, Bldg #84
- (6) Bowling Center Snack Bar, MCAS (H)
- (7) Camp Theater Snack Bar
- (8) Camp Geiger Theater Snack Bar

Enclosure (3) will be forwarded daily with the Cash Courier for delivery to the Exchange Operations Chief. The Operations Chief will in turn forward enclosure (3) 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.

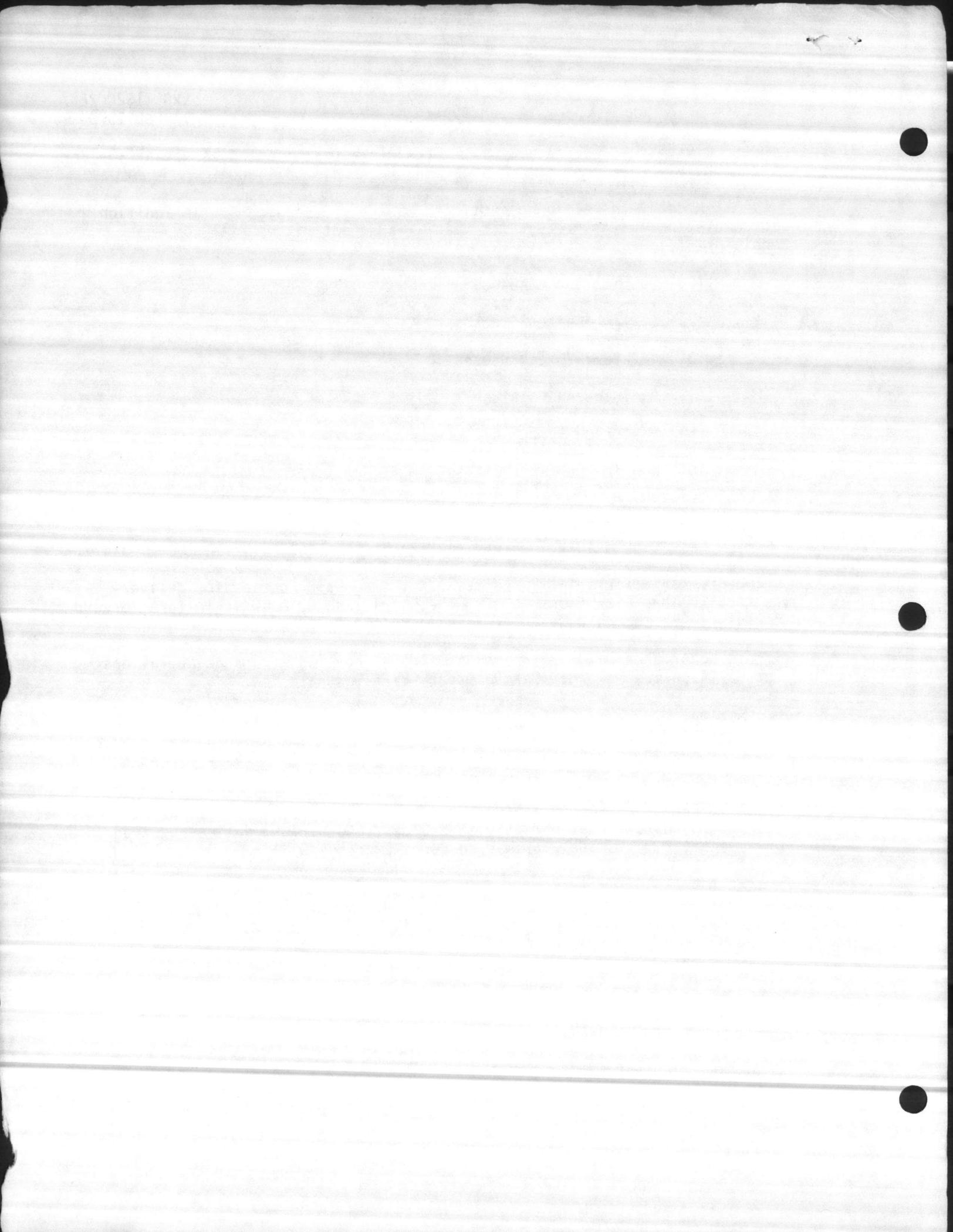
a. Managers/supervisors will comply with the provisions of this Order.

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.

Mary L. Hicks
for E. M. GLASS

DISTRIBUTION "A"

Copy to: Base Fire Department
MCAS (H) New River Fire Department



MCEF-96 (Rev. 2/78)

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, gasoline 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 will lock all money in the safe. If the fire is of major proportion, the Manager will remove all money from the building and ensure it is safeguarded.

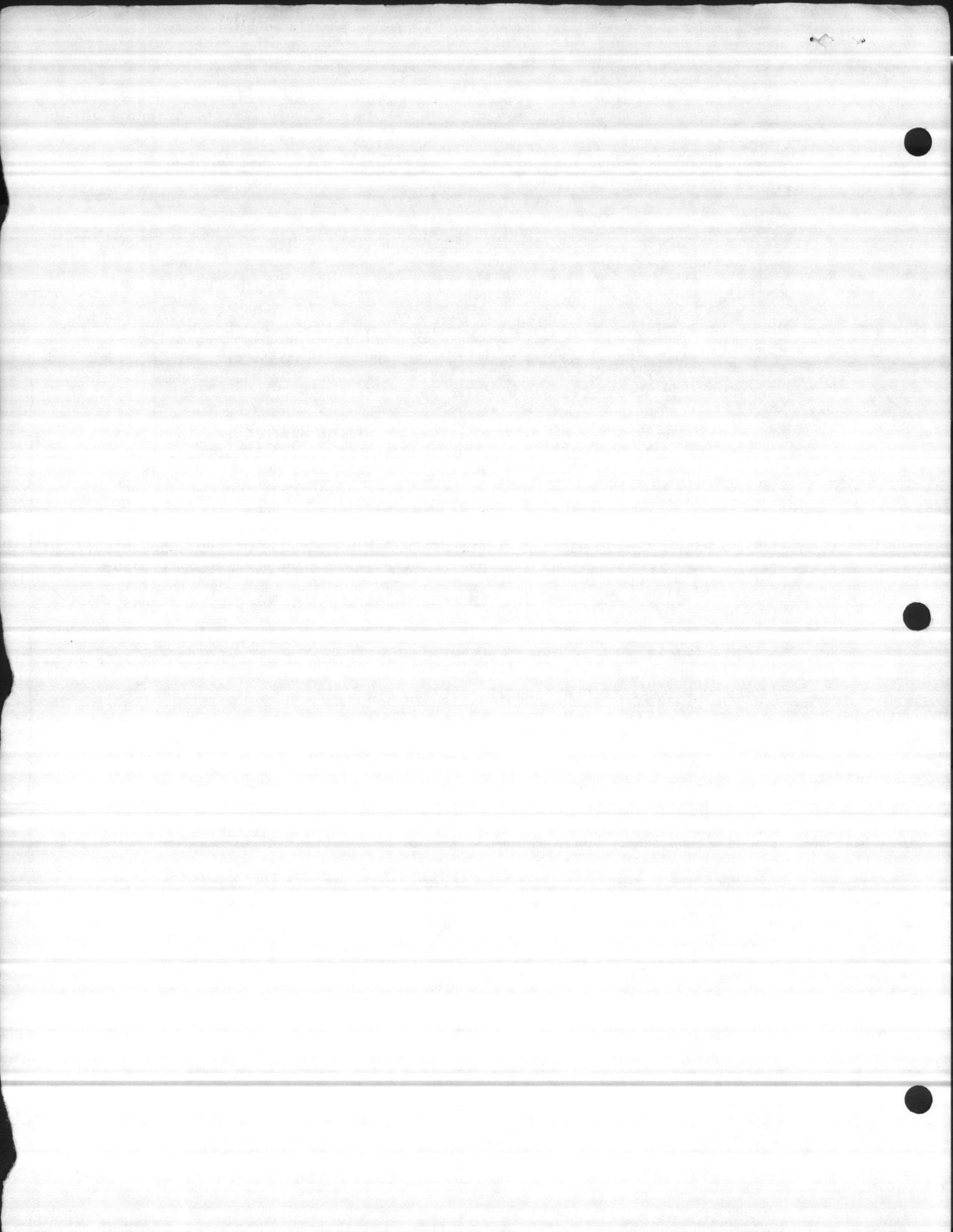
e. Close all windows and doors.

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)



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

_____ Date

SECURITY & FIRE HAZARD CHECK-OFF LIST

This fire hazard check-off list will be used by all Exchange Activity Managers for the daily inspections in their activities. This check-off list will be forwarded to the Operations Section weekly.

	SUN	MON	TUE	WED	THUR	FRI	SAT
1. Ash trays & butt kits free of smoldering ashes.							
2. All combustible trash removed from the building.							
3. All electrical appliances (except clocks, refrigerators, etc) disconnected at the receptable.							
4. All oily/greasy rags and flammable materials in approved containers.							
5. All doors and windows secured.							
6. All lights secured except standing lights.							
7. All vehicles locked.							
8. Exits free from obstruction.							
9. Dempsey dumpsters free from smoldering fire.							
10. All closets, dressing rooms, heads & storerooms checked.							
11. Safe locked and all money verified.							

REMARKS: _____

_____ Exchange Activity Number Signature of Manager/Supervisor

111 2024
1011
1011
1011
1011

MCBCL 11320/4

BUILDING NIGHTLY FIRE SECURITY CHECK LIST

INSTRUCTIONS: All questions below must be completed. Discrepancies will be checked and listed under remarks. Place completed copy in proper building fire jacket.

BUILDING INSPECTED	DATE INSPECTED	TIME BUILDING SECURED		
ITEMS TO BE CHECKED			YES	*NO
1. All upholstered furniture has been THOROUGHLY checked.				
2. All electrical appliances (other than equipment, refrigerators, clocks, etc) such as hot plates, grills, coffee makers, fans, lights, etc have been turned off.				
3. All combustible trash has been removed to the proper container outside.				
4. Cigarette butts and ash trays have been emptied into containers for combustible trash.				
5. All closets, coatrooms, storerooms, heads and other similar places have been checked.				
6. All doors and windows have been secured.				

REMARKS: *(If NO, explain)

SIGNATURE (Fire inspector)

SIGNATURE (Person in charge)

ENCLOSURE (3)

