



**MARINE CORPS EXCHANGE 0131**  
MARINE CORPS BASE  
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO:  
ExO 11320.2H  
MCEX/EDK/mcst  
6 Mar 1984

EXCHANGE ORDER 11320.2H

From: Marine Corps Exchange Officer  
To: Distribution List

Subj: Fire Regulations

Ref: (a) B0 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 11320.2G

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 the activity manager/supervisor and then posted as the activity Fire/Evacuation Bill. Managers/supervisors will:

(1) Keep enclosure (1) current.

(2) Ensure employees understand what their responsibilities are in the event of a fire and where they will muster outside the activity 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 CO2 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 Section.

e. Security and Fire Hazard Check-Off List. All Exchange activities will complete Enclosure (2) in duplicate. Only Food Activities will forward a copy weekly via the Cash Courier for delivery to the Operations Department. In compliance with the reference the Operations Department will in turn forward a copy of Enclosure (2) on all Food Activities to the Base Inspector. All Activities will keep a copy of Enclosure (2) on file in the activities for a period of (1) year.

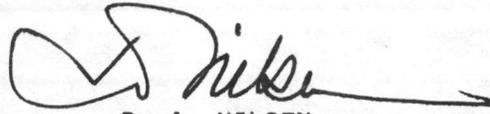
4. In accordance with paragraph 4. b. of reference (a), Exchange Inspectors are designated Deputy Fire Marshals.

5. Action

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

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b. 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. A. NILSEN  
By direction

DISTRIBUTION: "A"

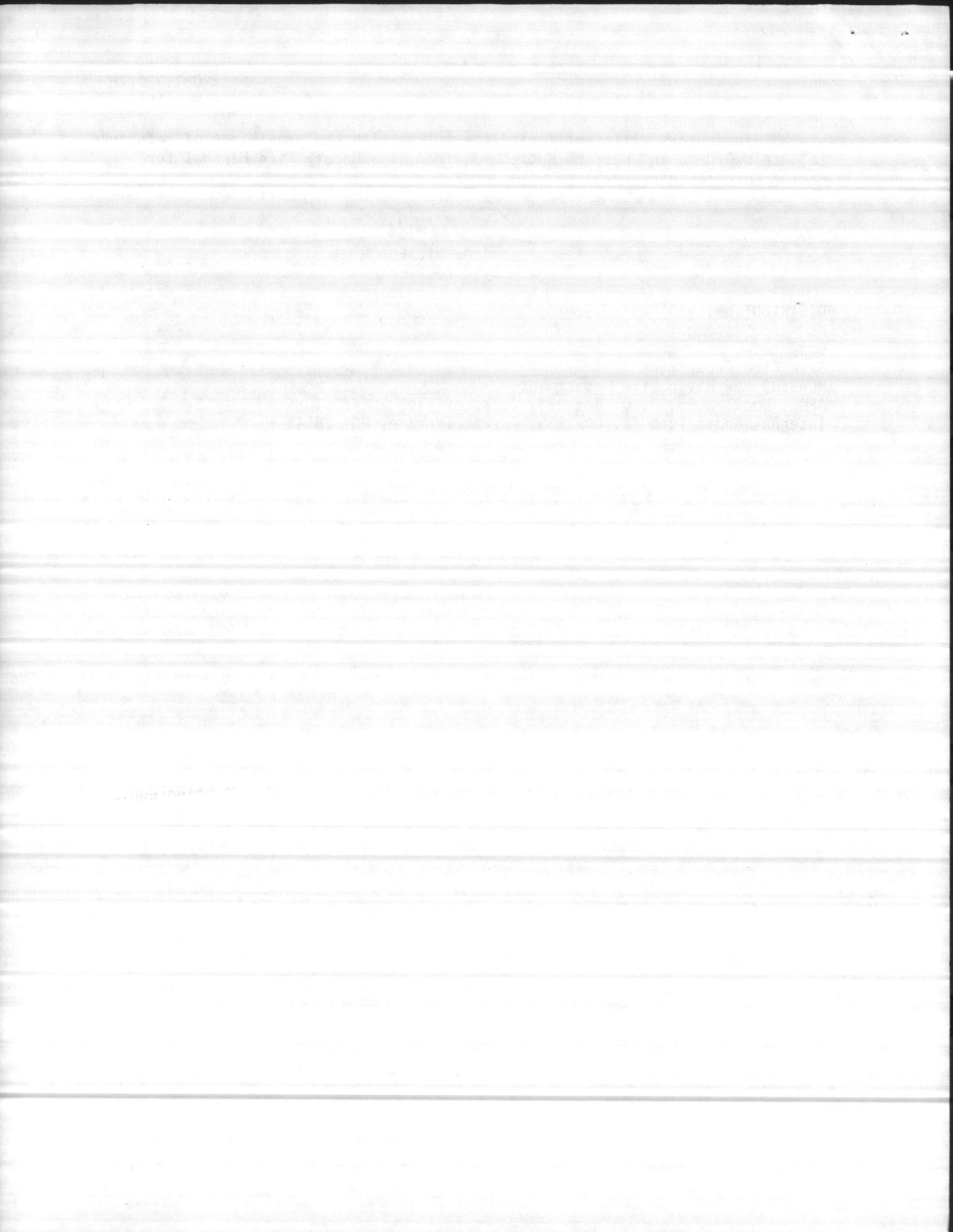
Copy to:

Base Fire Department

MCAS(H) New River Fire Department

AFGE, Local 2065, P. O. Box 251, Jacksonville, NC 28540

Internal Audit Team #2, Box 136, Tarawa Terrace, NC 28543



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/supervisor should make a responsible 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. All employees will muster at \_\_\_\_\_  
(LOCATION)

g. 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. Food activities only will forward this check off list to the Operations Section weekly.

	SUN	MON	TUE	WED	THU	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 receptacle.							
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 and storerooms checked.							
11. Safe locked and all money verified.							

REMARKS: \_\_\_\_\_

\_\_\_\_\_

Exchange Activity Number \_\_\_\_\_ Signature of Manager/Supervisor \_\_\_\_\_

