

UNITED STATES MARINE CORPS
Camp Johnson, Montford Point
Camp Lejeune, North Carolina 28542

Area0 11320.11
4/WFJ/ghm

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AREA ORDER 11320.11

From: Area Commander
To: Distribution List

Subj: Area Fire Protection Plan

Ref: (a) BO 11320.1F
(b) BO 11320.5B
(c) AreaBul 11100 dtd 1Jul75 (Area Commander's Inspection Program
for Buildings and Grounds)
(d) Area0 11300.1B

Encl: (1) NAVFAC Form 3-11320/9 (Fire Bill)
(2) Building/Area Fire Fighting Plan (Paragraph 5 to Fire Bill)
(Sample)
* (3) Fire Regulations
(4) Fire Safety Rules for Operation of Oil Burning Stoves/Heaters
* (5) Procedure for Reporting a Fire and Immediate Action
(6) Monthly Fire Drill Report (Format)

Reports Required: I. Fire Drill Report (para 6.b.)
II. Fire Report (para 8.a.)
III. Investigation Report of Fire Damage (paras 8.b.
and 8.c.)

1. Purpose. To publish the Fire Protection Plan for the Camp Johnson,
Montford Point Area.

2. Cancellation. Area Order 11320.1H.

3. Change Notation. Significant changes contained in this revision are
denoted by asterisks (*) shown in the outer left margin.

4. Information

a. Reference (a) contains the Fire Protection Plan for Marine Corps
Base, Camp Lejeune, North Carolina; responsibilities of the Area Commander,
Camp Johnson, Montford Point; and regulations applicable to all hands con-
cerning fire equipment and installations, fire prevention, and fire
reports. Reference (b) outlines procedures for servicing of organic and
inorganic fire extinguishers.

b. Station #8 of the Base Fire Department is located in Building
M-303 at Montford Point. Mobile fire fighting equipment from this station

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will respond to all fire calls from this area through the fire call telephone number, 3333.

* 5. Responsibilities

a. Area Deputy Fire Marshal. A Deputy Fire Marshal for the Camp Johnson, Montford Point Area will be appointed, in writing, by the Area Commander. Responsibilities of the Deputy Fire Marshal will include:

(1) Serving as the overall Area coordinator in all matters pertaining to fire protection.

(2) Ensuring that all weekly inspections of buildings and grounds held in accordance with the current edition of reference (c) include a thorough check of fire safety procedures.

(3) Assisting commanding officers/officers-in-charge/NCOICs of Area units/sections in establishing effective fire protection programs and in resolving any problem areas relative to fire protection.

(4) Coordinating and monitoring the submission of all reports and/or investigations relative to local fires and related damage, monthly fire drills, and organization of fire fighting details.

(5) Notifying the Base Fire Department immediately of any change in storage, occupancy or other conditions within buildings/structures which might necessitate a change in type or location of auxiliary fire fighting equipment.

b. Commanding Officers/Officers-in-Charge/NCOICs/CPOICs/Managers of Area Units/Sections will:

(1) Post the Base Fire Bill (enclosure (1)) on all Bulletin Boards and/or in some other conspicuous location in each building/working space for which they are responsible. Additionally, a copy of the Base Fire Bill will be posted in close proximity to every telephone.

(2) Prepare a Building/Area Fire Fighting Plan (paragraph 5 to the Fire Bill) to outline specific operations to be taken in a particular building or area and post a copy of this plan with each Base Fire Bill. The instructions contained in these fire fighting plans for individual locations/buildings will include:

(a) The action required for individual personnel in the particular shop, department or building upon alarm of fire.

(b) The location of first-aid equipment, fire extinguishing equipment, and, if not obvious, the nearest telephone.

(c) The fire prevention measures required in a particular area.

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(See enclosure (2) for a sample of a Building/Area Fire Fighting Plan.) These plans will be reviewed at least once per month to ensure that all data thereon is up to date.

(3) Ensure that all individuals assigned to fire fighting details in a specific building or area are trained to handle the fire fighting equipment in that building or area. Technical assistance for such training may be obtained through the Base Fire Department, extension 3004. In the event of a fire, these local details will utilize available fire fighting equipment to prevent the spread of the fire and to assist the Base Fire Department upon its arrival.

(4) In conjunction with the utilities conservation measures outlined in reference (d) and in order to preclude the possibility of the freezing of fire fighting equipment/extinguishers, ensure that all windows and exterior doors remain closed whenever the possibility of freezing temperatures exists.

(5) Maintain programs of fire prevention through instruction of personnel and inspection for and elimination of fire hazards. Specifically, all offices, classrooms, storerooms, warehouses, recreation rooms, and clubs will be thoroughly inspected when the activity/working space is secured each day to ensure all potential fire hazards have been eliminated (e.g., removal of trash, disconnection of coffee pots and/or fans, and turning off of space heaters.

(6) Ensure that all personnel are familiar with enclosures (3), (4), and (5).

(7) Comply with guidance contained in paragraphs 6, 7, 8, and 9 below relative to fire drills, maintenance of fire fighting details, fire reporting, and maintenance of fire extinguishers, respectively.

(8) Ensure that immediately prior to gatherings at places of indoor public assembly all exit doors, windows, aisles and passageways function properly and/or are clear. While such buildings are occupied, all such exits and passageways must be kept clear of obstructions and unlocked. Exit doors must be in proper mechanical order and lighted where necessary. Immediately after such occupancy, and before securing, the individual in charge of those buildings listed below shall contact the Fire Dispatcher (telephone extension 3004) for an inspection by the Base Fire Department. Additionally, individuals in charge of the following buildings will ensure that the aforementioned requirement relative to calling the Fire Department for inspection prior to securing is included in the Building/Area Fire Fighting Plan prepared and conspicuously posted in accordance with paragraph 5.b(2) above.

BLDG NO.BUILDING USE

M-100

Camp Johnson, Montford Point NCO Club

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BLDG NO.

BUILDING USE

M-104
M-134
M-231
M-240
M-321

Area Indoor Theater
Enlisted Service Club
COM (Open) Annex
Staff NCO Club
Library

Unless otherwise authorized in writing by the Base Fire Chief, all curtains, drapes, etc. in such places of assembly shall be properly flameproofed.

c. S-3, MCSSS/Area Officer of the Day. Be prepared to call out and dispatch the Camp Johnson, Montford Point Area Fire Fighting Detail(s) in accordance with paragraph 7 below.

d. Personnel on duty in buildings shall familiarize themselves with all fire bills. They shall know how to report a fire properly and shall know the location and understand the use of first-aid and fire fighting equipment.

e. Civilian employees are required to exercise the same precautions for the prevention of fires as military personnel, and are required to man such fire stations and perform such duties in connection with fire fighting equipment as the responsible head of the activity may designate.

* 6. Fire Drills

a. Commanding officers/OICs/NCOICs of area units/sections will ensure that fire drills are conducted within their organization at least once each month. The days and hours on which such drills are held should vary. During drills, personnel should perform their assigned duties as outlined in the local fire instructions. Additionally, the following individuals/activities will be contacted prior to holding each fire drill:

(1) The Camp Johnson, Montford Point Area Fire Inspector will be notified (extension 3004) and requested to observe the fire drill, if possible.

(2) Fire Station #8, Camp Johnson, Montford Point (extension 3333) will be notified prior to each fire drill to preclude a false alarm being turned in.

b. A monthly report of fire drills conducted will be made to this Headquarters (Attention: Area Fire Marshal). This report will be submitted within three working days following the end of each month and will indicate date(s) of fire drill(s), building number(s), time to evacuate and any problems discovered.

* 7. Fire Fighting Details

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a. The below listed units will maintain fire fighting details in accordance with the schedule listed below. These details will consist of 20 men, including not less than four noncommissioned officers, who will be available at all times. During normal working hours, the Base Fire Chief (Fire Dispatcher) will request these details from the S-3 of MCSSS if required. After normal working hours, the Montford Point Area Officer of the Day will receive the request from the Base Staff Duty Officer. (A second detail will be requested to stand by upon dispatching the first detail.)

Jan-Apr annually
 May-Aug annually
 Sep-Dec annually

Motor Transport School Company
 Food Service School Company
 Supply School Company

b. A roster of personnel assigned to the Fire Fighting Detail will be maintained in the company office of the applicable MCSSS company throughout the period of responsibility. This roster will be kept current at all times.

c. Upon notification that the Fire Fighting Detail is required, the Officer of the Day or the S-3 will ensure that the following is accomplished as expeditiously as possible:

(1) A pick up area for the detail will be designated and the Motor Transport School Company dispatcher (phone 6124) will be notified of its location and requested to furnish transportation.

(2) Personnel of the detail will be advised to wear utility clothes, field shoes or boots and will be equipped with web belt, canteen cup, filled canteen, and jackets, ponchos or winter type clothing, if appropriate.

(3) The officer or NCO in charge of the detail will assemble his men in the designated pick up area and will board assigned transportation provided by the Motor Transport School Company.

(4) When the detail arrives at the control point, the Officer or Noncommissioned Officer-in-Charge will furnish a list of his personnel to the Fire Department Officer-in-Charge so that the detail can be issued equipment and assigned duties. These names will be logged at the control point and the log will show specific areas to which the detail has been sent.

8. Fire Reports

a. All fires, however minor, must be immediately reported to the Base Fire Department, even if already extinguished. For those fires occurring at Camp Johnson, Montford Point, the reporting of such, even though the fire was extinguished without calling the Fire Department, will be made to the Base Fire Marshal's Representative at the Main Fire

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Department switchboard, phone number 3004. When the Montford Point Fire Station responds to a fire call, they automatically accomplish a report of the fire. When they receive a call regarding an extinguished fire, they will send a representative to the site of the extinguished fire and accomplish this report from their findings. In addition to the foregoing, all fires will be reported to the Area Officer of the Day (Telephone 6230 or 0688) at the time of occurrence. The Officer of the Day will enter such information in his log and upon his relief, this information will further be relayed to the Area Fire Marshal.

- * b. The Area Commander will cause an investigation to be made of every fire occurring within the Camp Johnson, Montford Point Area. Copies of each such investigation will be forwarded to both the Commanding General, Marine Corps Base (Attention: Assistant Chief of Staff, Facilities) and the Base Fire Chief.
- * c. All investigations into the loss or damage of government property by fire will be forwarded to the Commanding General, Marine Corps Base (Attention: Assistant Chief of Staff, Facilities).

9. Fire Extinguishers. Improper operation, expenditure, and maintenance of fire extinguishers results in loss of fire fighting efficiency and creates a hazard which is dangerous to life and property. In addition, careless practices of this nature cause a needless waste of money for replacement and repair of extinguishers. The following procedures will be followed relative to extinguishers:

- a. No extinguisher or other fire fighting equipment will be removed from its assigned place, except for maintenance or to fight fires.
- b. No fire extinguisher will be expended for any purpose other than to fight fires.
- c. Fire extinguishers other than those mounted on vehicles and those organic to an organization will be inspected at least every three months by the Base Fire Inspector.
- d. Vehicle extinguishers will be installed in accordance with BO P4600.1C and will be inspected by the using organization. Assistance in the inspection of vehicular/organic extinguishers may be obtained by contacting the Base Fire Department.
- * e. Extinguishers will neither be utilized nor expended for any purpose other than to fight fires. In the event an extinguisher, other than organic, is expended and no fire occurred, the Base Fire Department will be notified, by telephone, as soon as practicable. Additionally, the responsible Commanding Officer/Officer in Charge/NCOIC will report the circumstances, in writing and via the Area Fire Marshal, to the Base Fire Chief. Organizational fire bills should include instructions prohibiting

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the utilization and/or expenditure of organic fire extinguishers for any purpose other than to fight fires.

f. Fire extinguishers and water pump cans requiring survey will be delivered to the Area Firehouse, Building M-303.

g. Water pump cans will be kept filled with water by using organizations or activity.

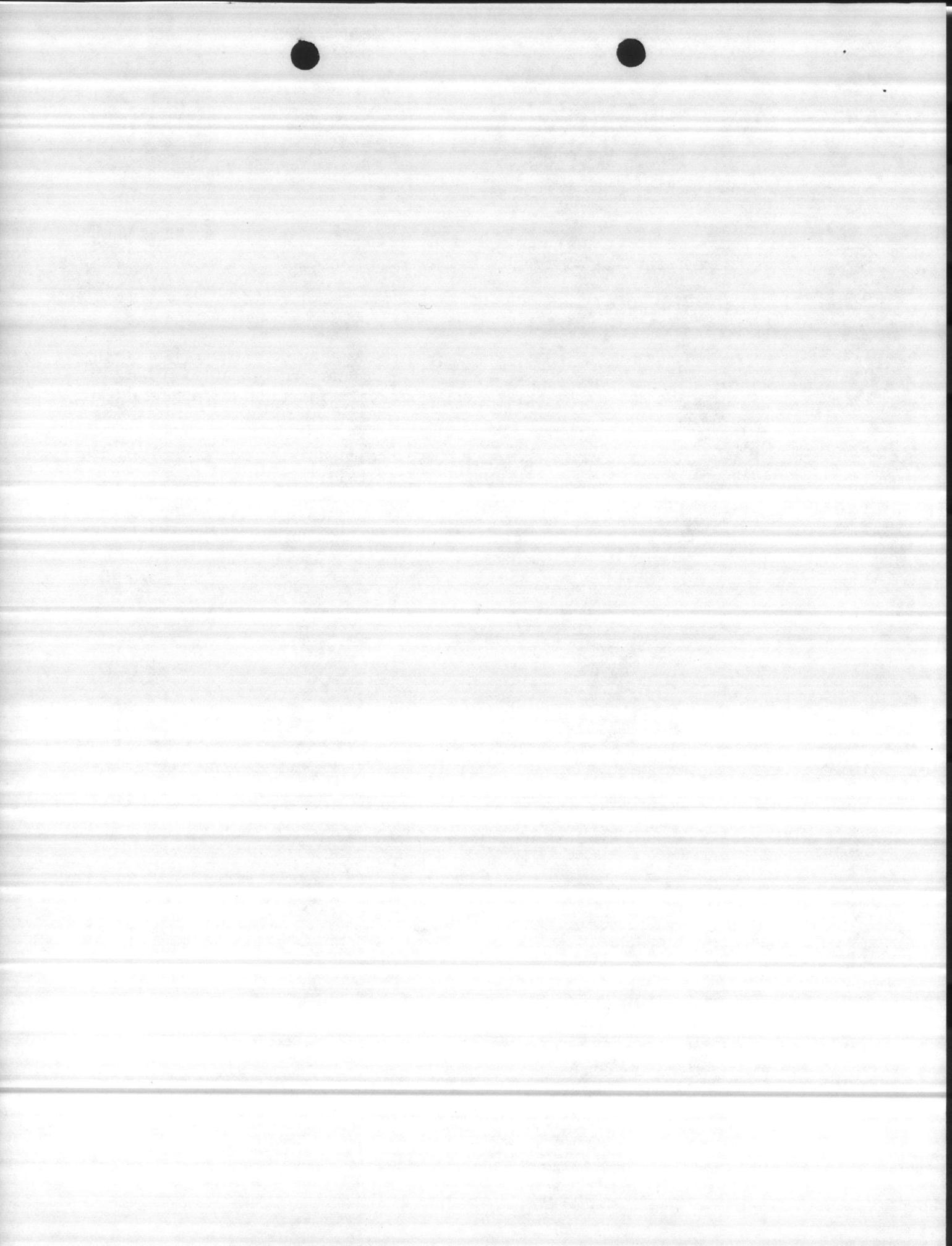
h. It is the responsibility of each Company Commander/Officer-in-Charge/NCOIC to ensure that fire extinguishers are properly maintained and used for the purpose intended. Adequate and timely inspections will be made to this end.

- * 10. Fire Prevention Inspections. As specified in reference (a), monthly fire prevention inspections of all major buildings in the Camp Johnson, Montford Point Area will be conducted by personnel of the Base Fire Department. When it is not feasible on a monthly basis, frequencies will be determined locally considering the purpose for which the facilities are used.



D. L. GAUT

DISTRIBUTION: "A" plus
Base Fire Marshal
Base Fire Station #8
Area Officer of the Day
Area Fire Marshal



FIRE BILL

BUILDING NO. _____

IN CASE OF FIRE

1. USE NEAREST FIRE ALARM BOX OR TELEPHONE EXT. _____

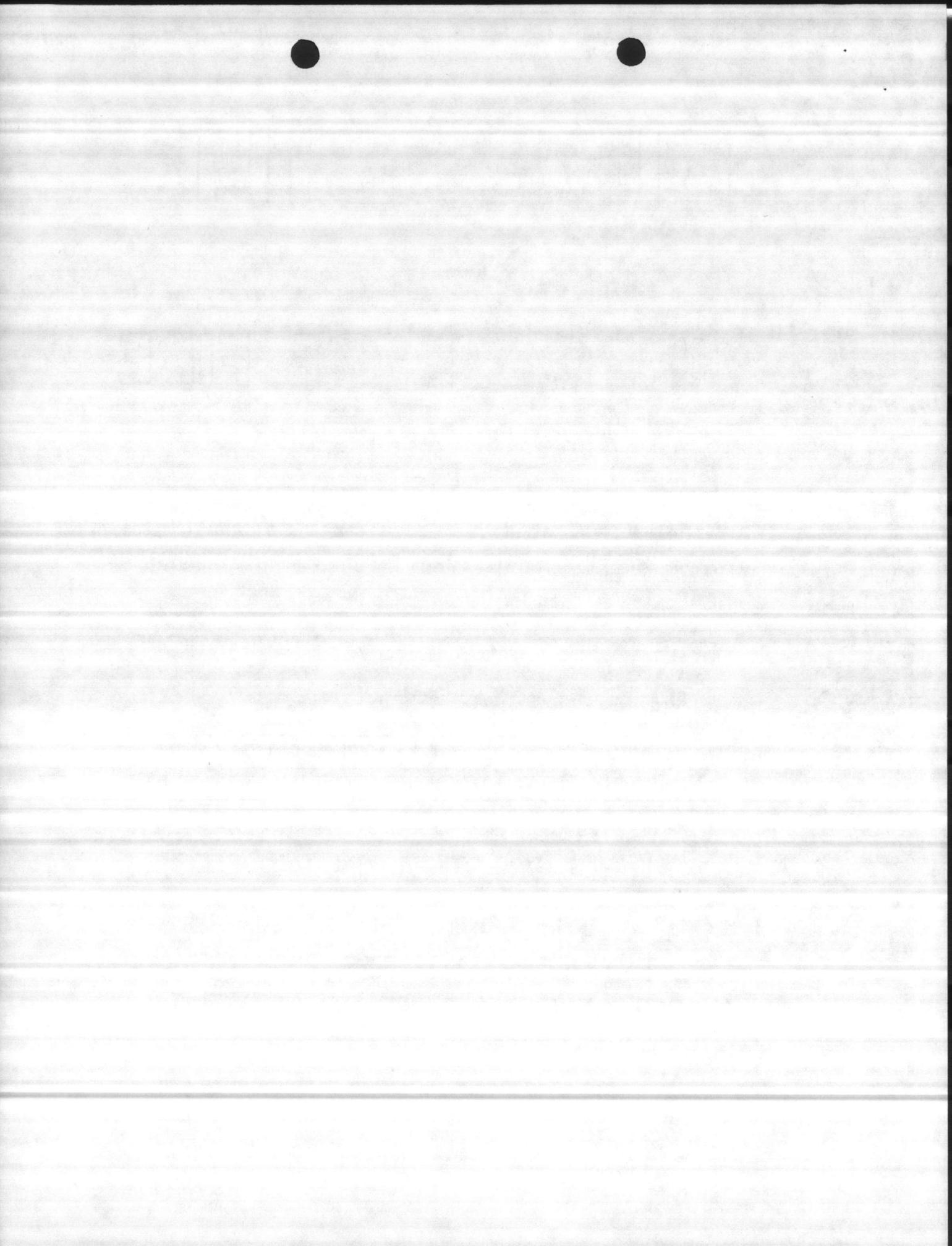
Know the location of the nearest alarm box and the nearest telephone in your area. When using telephone, REPORT BUILDING NUMBER. Upon arrival direct Fire Department to the scene of fire.

2. SPREAD THE ALARM—PASS THE WORD.

All personnel except fire parties clear the area.

3. IF TIME PERMITS, CLOSE DOORS AND WINDOWS TO CONFINE THE FIRE AND PREVENT DRAFTS. DO NOT ENDANGER YOURSELF OR OTHERS IN THIS EFFORT.

4. USE PROPER EQUIPMENT AT HAND TO EXTINGUISH THE FIRE, PENDING ARRIVAL OF THE FIRE DEPARTMENT.



BUILDING/AREA FIRE FIGHTING PLAN
(PARAGRAPH 5 TO BASE FIRE BILL) (SAMPLE)

NOTIFY

AREA OFFICER OF THE DAY - TELEPHONE (220 or 0688)

FIRE FIGHTING PLAN FOR BLDG M-131. KNOW YOUR ASSIGNMENT. 1 APRIL 1975

FIRE EXTINGUISHER.....PFC MARSHALL
LOCATED ON WALL OUTSIDE S-1 OFFICE

FIRE EXTINGUISHER.....PFC WETZEL
LOCATED ON WALL OPPOSITE CONFERENCE ROOM

FIRE EXTINGUISHER.....PFC CARR
LOCATED ON WALL NEXT TO S-4

CLOSE WINDOWS AND DOORS:

S-1 (CO's and XO's).....PFC FORESTER
S-2.....MSGT ANDREWS
S-3.....GYSGT WALKER
LEGAL.....GYSGT VANDERVENTER
CONFERENCE ROOM & SGTMAJ's OFFICE.....PFC KIRKLAND

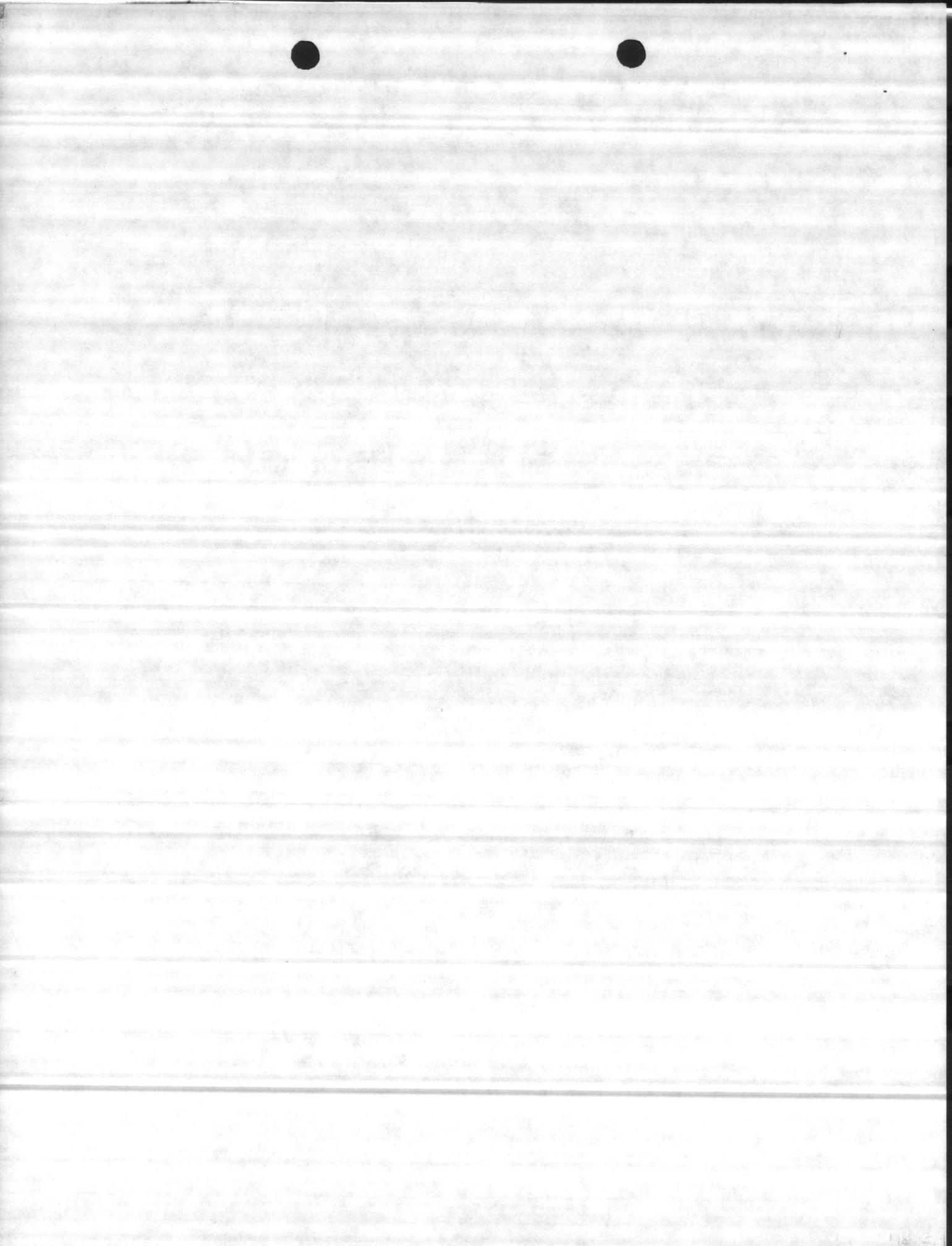
THE OFFICERS PRESENT IN EACH SECTION WILL PULL ELECTRIC SWITCHES AND REMOVE ALL RECORDS. THE ADJUTANT WILL BE RESPONSIBLE FOR TELEPHONE NOTIFICATION OF THE FIRE STATION (TELEPHONE 3333).

PERSONNEL NOT ASSIGNED A SPECIFIC DETAIL WILL MUSTER AT THE END OF THE PARKING LOT ON THE SIDE OF BLDG 131.

ALL ASSIGNMENTS ARE TENTATIVE. IF SOMEONE IS ON LEAVE, THE SENIOR OFFICER OR SNCO PRESENT IN ALL SECTIONS WILL HANDLE THE ASSIGNMENT OF PERSONNEL IN THE BEST INTEREST OF SAFETY AND EFFICIENCY TO PUT THE FIRE OUT.

GYSGT VANDERVENTER WILL REMOVE THE RECORDS FROM THE LEGAL OFFICE. MRS. MITCHELL WILL REMOVE THE RECORDS FROM THE CO's, XO's AND ADJUTANT's OFFICE AND MRS. CONNERS WILL REMOVE THE RECORDS FROM CENTRAL FILES.


W. F. JOHNSON
CAPT USMC
AREA FIRE MARSHAL



* FIRE REGULATIONS

1. General

- a. Fire prevention is the joint responsibility of the Base Fire Department and all organizations/activities. All personnel will be indoctrinated in order to be thoroughly fire conscious and aware of the serious loss of life and property which may result from a fire.
- b. All units/sections shall guard against the creation of fire hazards and shall promptly report to the Base Fire Department any hazardous conditions which exist.
- c. The disposal of gasoline, kerosene, oil, paint, thinner, solvent, or other flammable liquids through any drainage system, either surface or subterranean, is prohibited. Disposal instructions shall be requested from the Base Fire Department.
- d. Where fire doors are installed in buildings, only those through which normal traffic must pass may be kept open during working hours. Manually operated fire doors will be kept closed when a building is not occupied and at all times when they are not required as an entrance/exit. Care will be exercised that fire doors are not damaged by forklifts or other equipment. Defective fire doors will be reported to the Base Maintenance Officer for immediate repairs in accordance with instructions contained in Area Order P11014.11.
- e. Fire lanes in storage warehouses shall be maintained as prescribed by NAVMC-1101 (Storage and Materials Handling Manual).
- f. All ventilators, skylights, windows and doors in warehouses will be closed at the end of the working day.
- g. Sufficient clearance must be maintained between combustible material and steam pipes, stoves, and other heat sources.
- h. The use of plywood, hardboard and other type combustible materials in the construction of partitions and as a surface finishing material on walls and ceilings is normally prohibited. Exceptions to this policy must be approved in writing by the Base Maintenance Officer. Additionally, the Base Fire Department shall be contacted before work of this type is initiated to ensure compliance.
- i. The Fire Department will be notified prior to fumigating any building at Camp Johnson, Montford Point so proper precautionary instructions can be given.
- j. Only safety matches are authorized for use.

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k. The sale, storage or use of fireworks of any kind is prohibited, unless authorized by the Commanding General, Marine Corps Base.

1. Each building exit (i.e., exterior door) will be clearly marked as a "Fire Exit," utilizing either NAVDOCKS Form 2075(7-54), NSN 0105-011-8000 (available at the Self-Service Center) or a "Fire Exit" stencil and red paint.

2. Storage

a. Flammable liquids, such as paints, oils, kerosene and gasoline, will be stored only in those storage places approved by the Base Fire Department or as provided herein.

(1) Small amounts of paint and other flammable liquids may be stored in outside lockers provided that such lockers meet the following criteria:

(a) Located a minimum of 25 feet from any building.

(b) Of metal construction.

(c) Painted bright yellow.

(d) Have lettered on the exterior, in black letters three inches high, "FLAMMABLE LIQUIDS, NO SMOKING WITHIN 25 FEET."

(2) Paint, not to exceed 20 gallons, may be stored in regular storage buildings or shelters (other than barracks or troop living spaces) provided it is in sealed cans, stored separately and not immediately adjacent to other combustible materials or supplies.

b. In shops and other places where waste and rags are used, self-closing metal waste cans will be provided. All used oil, paint, rags, and waste will be kept therein until disposed of at the end of the working day or before securing shops or offices. Spaces under and around buildings will be kept clear of lumber, boxes, rubbish, paper, dry grass and leaves.

c. The following materials are particularly subject to spontaneous combustion and will be inspected frequently by the storing organization to determine if excessive heat exists: used steel wool, excelsior and straw materials, sand bags, jute and hemp products, unslaked lime, damp or oil soaked rags, waste, felt and cotton pads or protectors.

d. Steel wool, excelsior and straw packing materials will be stored in a noncombustible or metal-lined room. Small quantities of these materials may be stored in other areas in a metal can or bin with a tight fitting cover.

ENCLOSURE (3)

e. In areas employed for storage purposes, no combustible material will be stowed within 18 inches of any electric lamp.

f. Storage of combustibles is prohibited in equipment rooms, air conditioning equipment rooms, boiler rooms, exit corridors, and on or under stairways built, in whole or in part, of combustible materials.

g. Materials stored in buildings shall be arranged to provide maximum accessibility for applying water from sprinklers and hose. In storerooms and general storage areas, mattresses shall be stacked no closer than 12 inches to another stack, and rows of such stacks shall be at least six inches from the deck on pallets. No moist or oily mattresses will be placed in inside storage.

h. Materials shall not be piled in any manner which will prevent access of fire apparatus into any building, or to obstruct hydrants, sprinkler siamese, or roadways.

i. In the event any of these storage requirements cannot be met due to shortage of suitable space, request for modification will be addressed to the Base Fire Department.

j. Storage and parking of automotive equipment. The parking or storing of automotive equipment in buildings other than garages, or buildings specially designated for such parking or storage, is prohibited.

3. Flammable Liquids

a. The use of gasoline for any purpose other than a motor fuel is prohibited. Additionally, the use of benzine, naphtha, kerosene, paint thinner, alcohol, paint remover, or other flammable solvents with a flash point of less than 100 degrees fahrenheit for cleaning ordnance equipment, automotive parts and floors of buildings is prohibited unless prior written approval is obtained from the Base Fire Department. Appropriate first-aid supplies and fire extinguishers will always be immediately available when such work is being conducted. Solvents with flash points below 200 degrees fahrenheit used inside buildings will be kept in containers equipped with self-closing or automatic covers.

b. Dispensing Flammable Liquids

(1) Flammable liquids having flash points below 100 degrees fahrenheit shall not be drawn from or dispensed into tanks or containers within a building except with the drum in an upright position, using approved type manually operated barrel pumps, and in locations approved by the Fire Department. Containers, other than approved safety cans from which flammable liquids having flash points above 100 degrees fahrenheit are dispensed, shall be equipped with approved self-closing valves.

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(2) Gravity discharge of flammable liquids having flash points below 100 degrees fahrenheit is specifically prohibited within a building.

c. Spray painting inside of any building is strictly prohibited unless performed in an approved paint spray shop.

4. Hot Work Permits. Welding and cutting will be conducted only in approved and specially equipped shops. When such operations must be undertaken outside of approved shops, the following procedure will be carried out:

a. Secure a Hot Work Permit from the Base Fire Department prior to the start of operations.

b. Remove all combustible materials to a safe distance or use flame-proof covers to cover combustibles.

c. Cover any surrounding wooden decks with asbestos blankets.

d. Ascertain that appropriate first-aid supplies and fire extinguishers are on hand and that a fire watch is posted.

e. Any person using electric/acetylene welding or cutting equipment on any vehicle/equipment containing flammable liquids will first ensure that there is no other person aboard such vehicle/equipment. Operations will not be started until such person or persons are clear of the vehicle/equipment.

5. Electric Appliances and Circuits

a. Any change in electric wiring or fittings must be performed by Base Maintenance or qualified contractor personnel.

b. Only electrical appliances approved by the Underwriter's Laboratories will be used. All wiring will conform with the National Electric Code.

c. Electric coffee makers, water heating units, and hot plates will be installed on asbestos or other nonflammable surfaces inspected and approved by the Base Fire Department. They will not be used inside closets or gear lockers, and frayed or damaged electric cords will not be used. Equipment for "hot lockers" and the installation thereof must be approved by the Base Fire Department.

d. Coffee messes will be inspected and approved by the Base Fire Department prior to being placed in use. The signed notice of approval will be posted at or near all coffee messes. Commanding Officers/Officers in Charge/NCOICs/Supervisors will make frequent inspections of coffee messes to ensure compliance with regulations.

ENCLOSURE (3)

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e. Hot plates, coffee makers and like equipment are prohibited in private rooms of BOQs and similar quarters.

f. Radios, stereos, tape players, television sets, etc. should not be installed in wall lockers or other like enclosures. Installations, where approved, shall conform with National Electric Code.

g. Fluorescent lights will not be used for standing lights, nor will they be left on during nonworking hours when unattended. Fluorescent lights shall be installed to conform with the National Electric Code.

6. Smoking Restrictions

a. Smoking is prohibited in the following areas:

(1) While lying on bunks or beds.

(2) In any warehouse or building used for general storage, except in office and designated areas.

(3) In secured structures, battery charging rooms, joiner shops, photographic processing rooms, paint shops and sheds, and in carpenter shops.

(4) Within 10 feet of a duplicating machine while it is in operation or is being refilled. Such a directive shall be posted on or in close proximity to all duplicating machines.

(5) In the vicinity of any storage or distribution area of gasoline, J.P. fuels, oil, ammunition and other highly flammable materials, or any place where flammable liquids are handled or explosive vapors may be present. "No Smoking" signs shall be posted in all such areas/locations.

(6) In places of indoor public assembly, except in designated areas approved by the Base Fire Department.

b. Cigars, cigarettes and matches must be put out before being discarded. They will not be discarded in trash receptacles, on floors, in bushes, or thrown out of cars or buildings.

7. BOQs/BSQs/Barracks. Although fire prevention regulations, as outlined in this Order, apply to all personnel at Camp Johnson, Montford Point, the following restrictions apply specifically to those personnel residing in BOQs, BSQs, and barracks:

a. The use of charcoal grills in enclosed areas is prohibited. After use and before storing grills, be sure no coals or embers remain in the grill. The safest method of disposing of live coals or ashes is to drop them into a bucket of water.

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- b. The stringing of decorative or other electrical lights on Area buildings is prohibited except during the Christmas holidays, at which time only Underwriter's Laboratory approved fixtures will be used.
- c. Extension cords shall not be placed under rugs or in areas where they may be subject to wear.
- d. Worn or frayed cords on electrical appliances shall be replaced by cords bearing the Underwriter's Laboratory label before using such appliances.
- e. Electrical circuits will not be overloaded.
- f. Butts will be extinguished prior to emptying ash trays into waste baskets, and waste baskets will not be used for ash trays.
- g. Furnace rooms and other heating enclosures will not be used to dry clothes or for storage.

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FIRE SAFETY RULES FOR THE OPERATION OF OIL BURNING STOVES/HEATERS

1. Personnel detailed the responsibility of operating heaters will be thoroughly instructed/supervised in the proper operating procedures.
2. A Fire Bill, a Building/Area Fire Fighting Plan and a copy of this enclosure will be conspicuously posted in the vicinity of each heater.
3. Proper type fire extinguishers are to be on hand, in serviceable condition and positioned in a readily accessible place in case of a stove fire.
4. Whenever heating stoves are installed or moved, they will be inspected and their location/installation will be approved by the Base Fire Department before being put into operation unless such stoves have been installed or moved by Base Maintenance personnel. In either case, ensure that the stove is positioned more than 18" from any combustible wall, and keep all combustible materials a safe distance away at all times.
5. Portable kerosene-type heaters, or the fuel tanks thereof, will be removed from buildings for the purpose of filling and will be filled only at some safe location outside of the building. Do not attempt to fill the oil reservoir (if of the type attached to the back of the stove) while the stove is in operation.
6. All space heaters in working areas will be turned off 15 minutes prior to securing the building concerned.
7. An individual will be designated to inspect all heaters once each week and the stove pipes once each month, or at more frequent intervals if necessary or desired. Space heaters operating at a low setting allow soot to form within the heater and stove pipes, hindering the proper functioning of the stove, thereby creating a fire hazard. All units utilizing space heaters are responsible for the cleaning of these heaters and stove pipes at frequent intervals.
8. Have oil burning stoves inspected by an authorized mechanic several times during the heating season.
9. Only authorized maintenance personnel will be permitted to repair defective stoves.
10. Oil stoves that are installed on wooden decks must have a sheet metal pan with edges turned up to hold any spilled oil. Sand boxes will not be used in conjunction with oil heaters.
11. Clean oil drippings from the metal pan underneath stove. Be sure to check stove periodically for any leaks.

ENCLOSURE (4)

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12. Don't tamper with control valves or carburetor if stove does not operate properly. Request the services of a qualified oil stove mechanic for corrections.
13. Don't toss paper, candy wrappers, cigarette butts, etc., between the inner and outer jackets of the stove, or in check draft in stovepipe.
14. Don't burn paper, trash, or scrap wood in oil stoves.
15. Don't attempt to "burn-off" fire pots which have become flooded with oil. (Remove oil by other means)
16. Don't turn oil into stove after it has gone out and is still hot. Wait until it has cooled off before turning on the oil and lighting.
17. Don't allow the stove to burn unattended while building is unoccupied.
18. If the stove should become soot-clogged, causing smoke to be forced out into the room, shut off the fuel supply and notify the proper authorities. Do not open the door!
19. Don't dry clothing on, or in close proximity to, the stove.
20. Know the location of the proper type fire extinguisher and how to use it.
21. Don't allow "horse play" in the vicinity of heaters.
22. For further information, call 3004 (Base Fire Inspector).
23. NOTIFY THE FIRE DEPARTMENT (3333) IMMEDIATELY IN EVENT OF FIRE.

* PROCEDURE FOR REPORTING A FIRE AND IMMEDIATE ACTION

1. In case of a fire, the person discovering the fire will immediately notify the Base Fire Department by telephone (3333). Notification will include the caller's name, location (building number) and type of fire. The caller will then:
 - a. Alert personnel who may be endangered.
 - b. Go or send someone to direct the Fire Department to the scene of the fire.
 - c. Fight 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.
 - (4) Carry out instructions on local Fire Bills.
2. All fires must be reported, even if already extinguished.
3. Persons apprehended for turning in false alarms will be prosecuted.



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MONTHLY FIRE DRILL REPORT

(date)

(Company)

Marine Corps Service Support Schools
Marine Corps Base
Camp Lejeune, North Carolina 28542

From: Company Fire and Safety Officer
To: Area Fire Marshal

Subj: Monthly Fire Drill Report

Rep: (a) Area0 11320.11

1. In accordance with reference (a), the following information is provided:

<u>BLDG NO.</u>	<u>FIRE DRILL DATE</u>	<u>TIME TO CLEAR BLDG</u>
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2. Fire Station #8 was alerted prior to the aforementioned fire drills, and the Area Fire Inspector did/did not observe the drills.

(SIGNATURE)

ENCLOSURE (6)

