



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-5190

PERSUPPACTSANDIEGOINST 11320.1B
Code N005
20 December 1996

PERSUPPACT SAN DIEGO INSTRUCTION 11320.1B

Subj: FIRE PREVENTION AND PROTECTION

Ref: (a) OPNAVINST 11320.23E

Encl: (1) Policies and Procedures

1. Purpose. To adopt and implement the applicable responsibilities and procedures for fire protection and fire programs for Personnel Support Activity, San Diego and its detachments.
2. Cancellation. PERSUPPACTSANDIEGOINST 11320.1A
3. Background. Reference (a) establishes the fire prevention program for shore activities.
4. Policy
 - a. Fire protection, consistent with risk, is an inherent responsibility of the command and shall be implemented within command responsibilities and authority.
 - b. Detachments shall adopt enclosure (1) and all procedures applicable in the development and implementation of a fire prevention program.
 - c. Where local host programs conflict, the more restrictive procedures and policies will take precedence unless a waiver is requested in writing and granted by the host command and approved by the Commanding Officer, Personnel Support Activity, San Diego.
5. Responsibilities
 - a. Detachment Officers in Charge are responsible for the implementation of this program.
 - b. A fire prevention program manager shall be designated in writing. The detachment safety coordinator will normally be assigned this position.


J. H. GAZE

Distribution:
PERSUPPACTSANDIEGOINST 5216.1H, List II

POLICIES AND PROCEDURES

1. Fire Protection

a. In case of fire, all fire and life emergencies shall be communicated to the Fire Department by one of the following means:

(1) Pull or operate nearest fire alarm box or existing internal alarm system to alert all personnel in the structure, **then evacuate the building**.

(2) Use the landline telephone number to report the fire, if there is no direct fire alarm box available.

(3) Attempt to combat the fire; if one fire extinguisher doesn't put it out, leave the building.

b. The senior Fire Department officer present shall have general supervision at the scene of a fire.

c. Information concerning fires or emergencies shall be given to the public only by the Commanding Officer, Executive Officer, Command Duty Officer, Officer in Charge, Public Affairs Officer or as directed by the host command.

2. Fire Prevention Policies

a. Good housekeeping, maintenance and cleanliness are basic factors in maintaining an adequate fire prevention program for Personnel Support Activity facilities. Such action is accomplished by disposal, limitations, or segregation of combustibles to reduce the danger of fire. The following general rules shall be adhered to:

(1) Rags and waste material contaminated with oil, oil base paints, thinner, wax, furniture polish or other liquids which may cause spontaneous ignition shall be kept in NAVOSH approved safety containers when not in use.

(2) Sweeping compounds shall be of the non-combustible type.

(3) The storage of combustibles is prohibited.

b. Smoking is prohibited except in designated areas.

3. Fire Regulations. Locally prepared fire regulations of Personnel Support Activity, San Diego should include, but not be limited to:

a. General Instructions. The need for fire regulations, the Fire Department organization, location of fire stations and instruction to occupants in the event of a fire.

b. Fire Alarm and Signals. The methods of reporting fires, operation of the alarm boxes, and evacuation alarm signals.

- c. Fire Equipment. The locations of available fire extinguishing equipment.
- d. Duties of Personnel. Knowing the nearest alarm location, the phone number for the Fire Department, and plans for orderly evacuation of the building.
- e. Fire Prevention. The necessary precautions in handling flammable liquids, electrical equipment, hot plates, rubbish, oily rags, and other hazards.
- f. Training. The familiarization of new personnel with regulations and other fire emergency procedures.
- g. Fire Bill. The posting of a standard size "Fire Bill" (current edition of NAVFAC 3-11320/9), shall be utilized by all activities as an integral part of the overall Fire Evacuation Plan.
- h. Fire Alarm Systems
 - (1) Responsibility for the interior installation, testing, maintenance and repairing of fire alarm/sprinkler systems shall be that of the Host Fire Department and Public Works Center.
 - (2) The Fire Department shall be informed before repairs are made to any fire alarm/sprinkler system.

4. Fire Drills

- a. Fire drills shall be held at least twice a year, based on the recommendations of the Fire Chief or a Fire Prevention Officer; the hours at which such drills are held should vary. The Fire Chief or a Fire Prevention Officer shall normally be present at fire drills; otherwise, a designated representative who is considered competent and qualified to exercise leadership will be present.
- b. Trial run fire drills involving the response of motorized fire apparatus are not authorized unless prior warning is given to all responsible personnel and activities involved. Such practices for testing the alertness of firefighting personnel without prior warning are considered both an unwarranted risk to personnel and unnecessary exposure of government property to damage. Personnel Support Activity and its detachments will not initiate requests for this type of drill, but will cooperate with Fire Department joint drills.

5. Special Fire Prevention Measures

- a. Before the installation of temporary or permanent decorations (i.e., curtains, draperies, streamers, paneling, and vegetation used for decorative effect) a certificate of fire proofing shall be submitted for approval. If approval is given it will require that annual test of flame-proofing be initiated by the owner for certain articles installed.
- b. No furnishings, decorations, draperies, hangings, style or theme enclosure, etc., shall be placed as to obstruct travel, operations, exits or fire alarm systems.

6. Special Heat Producing Appliances. All special heat producing appliances including coffee makers, hot plates, portable heaters and soldering irons shall be listed by Underwriters Laboratories Inc. Such devices shall not be installed in closets, store rooms, lockers, or out-of-sight locations.

a. Authorization for use of an electrical appliance shall not relieve the user of the responsibility for any damage that may occur as a result of fire caused by his/her careless or faulty use of the appliance.

b. The use of automatic timers to control any heat producing appliance is not authorized.