

FGGM Regulation 420-7

Installation

**DIRECTORATE OF EMERGENCY SERVICES
INSTALLATION FIRE REGULATION**

Headquarters
U.S. Army Garrison
Fort George G. Meade, MD
1 June 2015

DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON, FORT GEORGE G. MEADE
FORT GEORGE G. MEADE, MARYLAND 20755-5045

1 June 2015

DIRECTORATE OF EMERGENCY SERVICES
INSTALLATION FIRE REGULATIONS

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History: This regulation contains revised policies and procedures regarding fire and life safety at Fort George G. Meade.

Summary: This regulation supersedes FGGM Regulation 420-7 dated 1 June 2010. It updates and revises the regulations intended to foster fire and life safety.

Applicability: This regulation applies to all activities and organizations for which the Commander, Fort George G. Meade, has responsibility, and tenant units located at Fort Meade where DA maintains real property accountability and control.

Suggested Improvements: The proponent of this regulation is the Directorate of Emergency Services. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommend changes to Publications and Blank Forms) to Director, Emergency Services, 6619 Mapes Road, Fort George G. Meade, MD 20755-5045.

Distribution: This regulation is available in electronic media at the Fort Meade intranet site.

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REFERENCES

- A. AR 420-1 Chapter 25 Army Facilities Management
- B. UFC 3-600-01 Fire Protection Engineering for Facilities
- C. UFC 3-600-02 Inspection Testing and Maintenance of Fire Protection Systems
- D. UFC 1-200-01 General Building Requirements
- E. UFC 3-600-10n Fire Protection Engineering
- F. UFC 4-010-01, DOD Minimum Antiterrorism Standards for Buildings
- G. UFC 4-021-01, Design and O&M: Mass Notification Systems
- H. UFC 1-200-02, High Performance and Sustainable Building Requirements
- I. National Fire Protection Association Codes
- J. Joint Commission Regulations and Requirements
- K. Occupational Safety and Health Act

CHAPTER 1 GENERAL

1-1 PURPOSE

This regulation defines policies, responsibilities, and establishes uniform procedures for instituting sound fire prevention, fire protection, and fire fighting for all elements at Fort George G. Meade.

1-2 APPLICABILITY

The provisions of this regulation apply to all activities and organizations for which the Garrison Commander, Fort George G. Meade, has responsibility, and tenant units located at Fort George G. Meade where Department of the Army (DA) maintains real property accountability and control. When guidance on certain conditions is not specifically covered in existing DA or Fort George G. Meade publications, the current National Fire Protection Association (NFPA) Codes and Standards shall be followed. Any exceptions to this regulation must be submitted in writing to the Fire Chief for approval.

1-3 RESPONSIBILITIES

Responsibilities as outlined in AR 420-1, Chapter 25, Fire and Emergency Services, with changes, shall apply. The following clarifications are published for guidance and information to all concerned.

A. The Garrison Fire Marshal is the Director of Emergency Services (DES) and shall:

- (1) Exercise staff supervision for the activities of the Fire and Emergency Services Division.
- (2) Exercise administrative supervision for the activities of the Fire and Emergency Services Division.

B. Chief, Fire and Emergency Services Division (FES), is responsible directly to the Garrison Fire Marshal for the direction of the Fire and Emergency Services Division and shall:

- (1) Review and be the final approving authority on all fire and emergency services matters including, but not limited to:
 - (a) All plans and drawings for construction, additions, modifications, or alterations of buildings, structures, and areas, pertinent to fire regulations, to ensure the incorporation of appropriate features for adequate fire protection.
 - (b) Requests for storage of any type, in buildings, structures, or areas not designated for storage, including attic spaces, in order to ensure adequate fire protection.

(c) Requests for any type of "Hot-Work" or open flame operations unless specifically authorized herein.

(d) Decorations in places of public assembly.

(2) Coordinate with the Installation Safety Director on matters of mutual concern.

(3) Conduct technical investigations and finalize reports of fire incidents.

C. Commanders and directors of units, activities, and tenant organizations are responsible to designate the position of Building Evacuation Coordinators within their area of responsibility. Any changes to the Building Evacuation Coordinator will be provided to the Fort Meade Fire Department in writing within 30 days. One copy of the Additional Duty Orders will be forwarded to the Fire Prevention Office. The orders will include the contact phone number and e-mail of the Evacuation Coordinator. Designated Evacuation Coordinators shall be responsible to the Garrison Fire Marshal for the following:

(1) Attend Building Evacuation Coordinator initial training and subsequent meetings as announced by the Fire Prevention Office.

(2) Conduct monthly inspections of assigned areas and maintain a file of the findings using FGGM Form 40-R-E, Monthly Fire Prevention Inspection Checklist and Report or equivalent. Include deficiencies found and corrective action taken. Report serious deficiencies warranting immediate attention to the Fire Prevention Office.

(3) Enforce the Installation Fire Regulation, FGGM Regulation 420-7.

(4) Coordinate and post emergency plans for, but not limited to, evacuation of personnel, fire reporting, protection of sensitive materials, and salvage of property.

(5) Request for the Fire Prevention Office to conduct fire evacuation drills as often as deemed necessary (minimum of one (1) per yr) to ensure that personnel are aware of exit procedures. Drills will be conducted for training purposes only.

(6) Ensure that building personnel receive training on procedures to report a fire, proper use of fire extinguishers, and fire safety practices for the home and workplace.

(7) Coordinate all fire safety related problems or situations with the Fire Prevention Office.

1-4 FIRE AND EVACUATION PLANS

A. Fire evacuation plans will be permanently posted on the main bulletin board, or near the main entrance, of each building occupied by ten or more persons. The plan will include:

(1) Instructions for awakening or evacuating personnel from the danger area.

(2) Procedures for reporting the fire or emergency.

(3) Instructions for the preservation and protection of sensitive materials.

(4) The meeting location for building occupants (minimum 50 ft. from the building) as well as accountability procedures.

B. Graphic fire evacuation plans are required in all multi-story or multi-room structures with transient populations, childcare facilities, and places of public assembly.

C. Fire drills will be conducted at least annually. Greater frequencies may be required by other directives, or as often as deemed necessary by the particular organization in order to ensure that all personnel are aware of their responsibilities and evacuation procedures.

1-5 EMERGENCY EQUIPMENT

A. All emergency equipment will be used only for their intended purpose.

B. Fire hydrants will not be used for any purpose other than water supply for firefighting except by explicit prior permission of American Water. Adequate protective barriers will guard fire hydrants in locations vulnerable to damage from vehicles. Access to fire hydrants and fire department water supply connections will be kept clear at all times.

C. Smoke, Heat, and Carbon Monoxide (CO) Detectors

(1) All detectors will be installed and maintained as per applicable National Fire Protection Association (NFPA) Codes and Uniform Facilities Criteria.

(2) These detectors will not be tampered with, and if malfunctioning, will be reported to the appropriate maintenance section to be repaired.

(3) At no time will any detector be disabled, disconnected, or disassembled, unless directed by the authorized maintenance personnel, or a Fire & Emergency Services representative.

(4) Any occupant that tampers with, vandalizes, or destroys any of the listed or installed detectors will be referred to their unit commander for appropriate disciplinary action in accordance with the Uniform Code of Military Justice.

D. Fire Extinguishers

(1) Installation, number, spacing, replacement, and repair of fire extinguishers will be as specified in AR 420-1, Chapter 25, Fire and Emergency Services. Fire extinguishers are considered installed fixtures and shall not be removed from their location except for firefighting purposes or for repair or replacement when directed by the Fire Prevention Office or Building Evacuation Coordinator. The Building Evacuation Coordinator will be notified immediately of

any extinguishers not in operational readiness according to the criteria set forth below. Replacement of fire extinguishers is the responsibility of the building units and tenants.

(2) All personnel will be familiar with the location and proper use of extinguishers in their areas. The Fire Prevention Division will provide training to personnel when requested.

(3) Fire extinguishers will comply with NFPA 10 and UFC 3-600-01. These fire extinguishers will be either hung on the wall or stored in a cabinet. When fire extinguishers are mounted, they will be no higher than five feet from and no less than 4 inches from the floor. Fire extinguishers should remain visible and accessible at all times.

(4) Any occupant that discharges or tampers with any fire extinguisher for any reason other than fire suppression efforts will be referred to their unit commander for appropriate disciplinary action in accordance with the Uniform Code of Military Justice.

(5) ALL fires and extinguisher discharges will be reported to the Fire Department immediately. This includes fires, which have been extinguished or nearly extinguished regardless of size, and the amount of damage caused.

(6) All fire extinguishers in buildings will be at least a 10 lb. ABC, unless otherwise required. Currently installed 5 lb. ABC extinguishers will be grandfathered until the date of their next hydrostatic test, or until they become discharged or unserviceable. The Fire Prevention Division may grant exceptions to this requirement on a case-by-case basis.

E. Automatic External Defibrillator (AED's)

AED's installed in garrison buildings are the property of the Fort Meade Department of Fire and Emergency Services. Occupants are not to tamper with the AED's or attempt to use them for anything other than their intended purpose. Any activated boxes or usage of an AED must be reported to the fire department immediately.

F. Fire Alarm and Mass Notification Panels

All fire alarm control panels will remain locked and inaccessible to occupants at all times. Occupants are not to silence, reset, or otherwise tamper with fire alarm control panels or annunciator panels without the express written permission of the fire chief.

Mass notification systems shall be accessible to building occupants for use during emergency events. The system is to be used for emergency situations only and shall not be used as a public address system to broadcast routine messages.

If the fire alarm panel and mass notification autonomous control unit are in the same unit, the panel will remain locked. A separate local operating console will be provided for occupant use.

1-6 FIRE ALARM KEYS

Fire alarm control panels and annunciator panels and will be keyed for a CAT45, 17003, 17021, PK625, or C415A. Pull stations can use a Hex Key, CAT45, 17003, 17021, PK625, or C415A key. Although currently installed fire alarm systems are grandfathered from this requirement, any replacement devices must meet these new criteria.

1-7 FIRE DRILLS

Emergency egress and relocation drills, where required by NFPA 1 or the AHJ, shall be held with sufficient frequency to familiarize occupants with the drill procedure and to establish conduct of the drill as a matter of routine. Drills shall include suitable procedures to ensure that all persons subject to the drill participate.

When conducting drills, emphasis shall be placed on orderly evacuation rather than on speed. However, occupants should strive to be out of the building within three minutes of the evacuation alarm.

Drills shall be held at expected and unexpected times and under varying conditions to simulate the unusual conditions that can occur in an actual emergency.

All drill participants shall relocate to a predetermined location and remain at such location until a recall or dismissal signal is given by the person in charge. Accountability should be completed at the meeting area to determine if any personnel are unaccounted for. Total accountability should be completed within 10 minutes, or as quickly as feasible.

A written record of each drill shall be completed by the person responsible for conducting the drill and shall be maintained in an approved manner.

CHAPTER 2
POLICIES AND PROCEDURES

2-1 ACTIONS IN CASE OF FIRE

A. Persons discovering a fire will:

(1) **Rescue.** Rescue people from the immediate area if you are trained, so long as you do not place yourself or others in danger of being injured or trapped.

(2) **Alert.** Spread the alarm; activate the fire alarm. Notify the Fire and Emergency Services by dialing 7-2117 or 9-1-1 from a government telephone. When using a cell phone dial 301-677-2117.

(3) **Contain.** Close all doors to contain the fire and smoke.

(4) **Extinguish.** Attempt to extinguish the fire using the PASS method ONLY if by doing so you will not place yourself or others in danger of being injured or trapped. DO NOT ATTEMPT TO EXTINGUISH LARGE FIRES. Evacuate the building and area.

P – Pull the pin

A – Aim the nozzle at the base of the fire

S – Squeeze the handle

S – Sweep from side to side

(5) Lend all assistance as possible and practical to guide firefighting equipment to the location of the fire.

2-2 HOUSEKEEPING

A. Housekeeping, as it pertains to fire prevention, is the responsibility of the organization or agency using the building.

B. Combustible materials will not be allowed to accumulate excessively in areas not designed for that purpose. The storage of combustible materials will be orderly.

C. Oil or paint soaked rags, waste or debris, steel wool, and scrap or salvage materials will neither be allowed to accumulate in, about, or under buildings, nor in storage areas not specifically designated by the Fire Prevention Office as suitable for such storage. The waste materials referred to above will be collected and placed in covered noncombustible containers. These containers will be placed not closer than ten feet to any building or structure.

D. Do not let weeds or vegetation grow excessively near buildings, fuel storage, or dispensing areas.

E. Do not let lint, dust, trash, or other combustible debris build up on the interior of buildings. These items add a highly combustible layer to ordinarily noncombustible items causing an undue rise in the building fire load and hazard class.

F. Authorized Maintenance Personnel, in the course of routine maintenance and repairs, check for fire and safety hazards. Occupants will cooperate with them in correcting or eliminating any hazards within their capacity. The Fire Prevention Office will be notified of hazards not corrected or unusual conditions requiring technical guidance.

G. Pump houses, generator buildings, mechanical equipment rooms, electrical rooms, server rooms, telecom rooms, or any other rooms housing building utilities will not be occupied by persons or used for storage. Exception will be made for non-combustible tools and equipment needed to maintain the systems, when granted in writing by the Fire Chief. Obstruction of access to the heating, ventilation, electrical, plumbing, and fire alarm equipment is prohibited.

2-3 SMOKING

A. Smoking is prohibited in all buildings and permitted only in designated outdoor areas.

B. Smoking areas shall be clearly defined and posted. An adequate number of noncombustible receptacles with self-closing or extinguishing covers for discarding smoking materials shall be provided. Housekeeping shall be maintained to the highest standard.

C. Smoking, striking matches, and the use of mechanical lighters is prohibited within fifty (50) feet of any spray painting, gasoline storage, or dispensing facilities, motor pools, ammunition points, vehicles carrying flammables or explosives, buildings, or similar hazardous loads.

D. Lighted smoking materials will not be placed on or left in contact with combustible surfaces.

E. Electronic cigarettes are not permitted to be used or charged in government owned or occupied buildings.

2-4 ELECTRICAL APPLIANCES

A. Prior to any portable electric heaters being used in a building, an electrical survey must be conducted by DPW to determine that the installed electrical system will safely meet the demand of the additional load.

B. Portable heaters may be used as a temporary supplement to the installed heating system, or for medical purposes with proper documentation. Only self-contained oil filled radiator style heaters, infrared bulb heaters, or ceramic heaters are permitted. No open or exposed elements of any type are permitted. The heater must be UL or FM listed, labeled, and equipped with a tip-

over switch for safety. Heaters must never be left unattended and must have a clearance of at least 36 inches from all combustible materials.

C. The use of hot plates (to include candle and coffee warmers), broilers, grills, electric frying pans, or other food preparation appliances is prohibited in all building and facilities. Exception will be made for facilities designed for cooking.

D. When cooking in a facility with a kitchen area, individuals must never leave the food unattended during the cooking process.

E. Appliances, such as multi-pot coffee makers and portable heaters, must be unplugged at the end of the workday or whenever they are not in use.

F. With the exception of domestic or noncommercial type microwave ovens, the use of cooking devices in sleeping rooms of barracks is prohibited.

G. Responsible persons must ensure that appliances are installed on noncombustible surfaces and that a twelve (12) inch clearance is kept from all combustibles. These devices shall not be operated in storage rooms, closets, or other out of sight places.

2-5 ELECTRICAL INSTALLATIONS

A. All electrical installations and appliances must strictly comply with all National Fire Code and NFPA standards.

B. Power strips and surge protectors bearing the label of a recognized testing authority such as Underwriter Laboratories (UL) are authorized for use, subject to the manufacturer's limitations. Such devices will be plugged directly into wall outlets. Hardwired cubicles may have one device per cubicle area. Power strips and surge protectors shall not be plugged into each other. Multiple outlet adapters are not authorized.

C. Any appliance with a wattage greater than or equal to 15 amps must be plugged directly into a wall outlet. Such devices are not authorized to be plugged into surge protectors, power strips, cubicle receptacles, or any other devices.

D. Do not force circuit breakers to remain in the "ON" position by any means.

E. No connection, installation, or alteration will be made to any electrical facility except by qualified persons with the approval of Directorate of Public Works (DPW) and Maintenance Contractor.

F. Extension cords will consist of a continuous length, be properly insulated without splices, and have properly connected fittings. Extension cords must bear the label of a recognized testing authority. The extension cord assembly must be of equal or greater size rating (No. 16 AWG or heavier) than the cord to which it is being attached.

G. Extension cords will not be stapled nor nailed to any object, run through doorways/windows, nor laid under carpets or rugs. Extension cords will not be used in any manner that may subject the wire to physical damage. Only single socket extension cords are permitted. Where multiple outlets are needed, "power strip" type fixtures equipped with a fuse or circuit breaker will be used.

H. Use of temporary type wiring (extension cords) for permanent and semi-permanent applications is prohibited.

I. The use of extension cords, lamps or electrical tools in or near tanks, vessels, or equipment where hydrogen or other flammable gas is present or suspected is forbidden.

J. Defective wiring or fixtures will be reported immediately to Work Control at 301-677-1661/1662 during regular duty hours, 301-677-1629 after duty hours.

K. Check all electrical equipment before operating. Report any noted defects to your supervisor and the Department of Public Works or Facilities Management Division. DO NOT operate electrical equipment that is defective.

L. Approved explosion proof electrical equipment shall be installed in all areas where explosive vapors or dust exists.

M. The use of improvised paper, cardboard, cloth or straw lampshades on any type of electrical light or appliance is prohibited; only approved lampshades may be used. Combustible material will be kept a minimum of six inches from all light bulbs.

N. Proper lock-out/tag-out procedures shall be followed by all parties whenever electrical systems or machinery are being repaired, serviced, or otherwise worked on.

2-6 ELECTRICAL CIRCUITS

A. Electrical power panels start switches, and fuse boxes shall be kept covered or closed at all times.

B. All electrical equipment shall be properly grounded.

C. All electrical switches shall be correctly labeled.

D. All circuits in panels shall be accurately labeled.

E. Covers shall be properly installed and secured to junction boxes at all times, unless work is being performed. Upon completion of that work, the covers need to be resecured.

2-7 FLAMMABLE LIQUIDS

A. Storage, handling, and use of flammable liquids will be in accordance with NFPA 30, Flammable and Combustible Liquids Code.

B. All tanks, hoses, and containers will be kept in continuous metallic contact with an approved grounding device whenever product is being poured or transferred.

C. Storage of flammable liquids will be limited to a one-day supply except in designated areas. Flammable liquids will be stored in safety cans having an individual capacity that does not exceed five (5) gallons.

D. Bungs, caps, or stoppers will not be left out of drums, barrels, or other containers, whether empty or containing product.

E. Only approved safety cans or "Quartermaster" five-gallon cans will be used for the storage of limited quantities of flammable liquids. The use of open containers is prohibited.

F. Flammable liquids such as paints and thinners in excess of fifty gallons will be stored in a separate building located at least fifty feet from adjoining buildings or structures. These buildings will be kept locked, with only authorized persons permitted to enter. Appropriate signs will be posted prohibiting smoking within fifty feet of such buildings.

G. Flammable liquid storage cabinets will be provided for the storage of more than ten gallons of oil, varnishes, lacquers, or other flammable liquids in buildings used for other than storage and processing. No individual container will exceed five gallons capacity. Quantities less than ten gallons, such as spray paints, will be stored in areas free from all ignition sources.

H. All sources of ignition will be prohibited in areas where flammable or explosive materials are stored, handled, or processed.

I. Rubbish, brush, or other combustibles will be kept cleared a distance of at least twenty-five feet from immediate areas where flammable or explosive materials are stored, handled, or processed.

J. Portable fuel containers for flammable liquids will be removed from vehicles or buildings and placed on the ground for refilling.

K. The disposal of flammable and hazardous liquids will be in accordance with Environmental Protection Agency regulations. Spills involving flammable and hazardous materials will be handled according to the provisions of the Fort George G. Meade Antiterrorism (AT) and the Installation Spill Control Plan.

L. Do not use flammable or combustible liquids for any purposes unless the manufacturer specifically designed them for such use.

M. Storage of flammable or combustible liquids and gases is prohibited in places of public assembly and barracks.

N. Approved fire extinguishers will be provided within 50 feet travel distance of sites where flammable liquids are dispensed as part of normal operations. This includes motor pools, gasoline stations, and similar sites.

O. The use of generators, stoves, ranges, ovens, and other field equipment will be in accordance with the manufacture's data. Gasoline-fueled generators, ranges, or stoves will not be used inside any building. Liquid-fueled equipment will not be operated inside of structures without proper ventilation. Consideration will be given to the accumulation of carbon monoxide (CO) inside the facility. Powered equipment or vehicles develop smoke and gases from the exhaust that are potentially harmful and may activate smoke detection systems. Care must be taken when operating equipment inside structures as well as at loading docks.

2-8 COMPRESSED GASES

A. The handling, storage, and use of compressed gases will be in accordance with the applicable NFPA Standards.

B. Oxygen, acetylene, Liquefied Petroleum Gas (LPG), and other fuel gases will be handled carefully and cylinders will be secured by lashing, strapping, chaining, or clamping them in the upright position.

C. Keep oxygen cylinders free from oil and grease at all times. A high-pressure leak from an oxygen cylinder may cause rapid oxidation of gasoline, oil, grease, alcohol, or organic material, resulting in fire or explosion.

2-9 EXPLOSIVE MATERIALS

A. Handling and storage of ammunition will be in accordance with DA PAM 385-64, DOD 6055.9 STD, TM 9-1300-206, and all other applicable Ammunition and Explosives Standards.

B. The use of fireworks, i.e. sparklers, snakes, firecrackers, bottle rockets, etc., on Fort Meade is prohibited except for approved displays at the Garrison level conducted by a licensed pyrotechnician. All displays shall conform to the provisions of NFPA 1123, Code for Fireworks Display.

2-10 RADIOACTIVE MATERIALS

A. The Installation Safety Office, Radiological Safety Officer, for Fort Meade shall provide and distribute to those concerned, an up-to-date radioactive material listing. This listing will show the location, principal isotopes, relative hazards and the approximate amount of all significant quantities of such materials on hand.

B. Commanding Officers of tenant commands shall furnish the FGGM Radiological

Safety Officer at 301-677-6241/4231 an up-to-date list of names and telephone numbers of custodians of radioactive materials within their respective activities. All doors to areas storing such materials will be properly indicated.

C. In the event of a fire involving radioactive material, the FGGM Fire Department shall notify the Radiological Safety Officer and the custodian of radioactive materials for the activity involved. The Radiological Safety Officer will coordinate the efforts with appropriate personnel or organization to minimize contamination and handle accordingly.

2-11 OPERATION OF GAS AND LIQUID FUEL-FIRED HEATERS AND VEHICLES

A. Do not park vehicles or store liquid fuel powered equipment in any building not specifically authorized for that purpose.

B. Vehicles with gas tanks mounted higher than the carburetor must have a fuel shut-off on the tank.

C. The use of liquid fuel (gasoline, kerosene, or other flammable liquids) fired space heaters in any building or structure is prohibited. Exceptions may be granted on a case-by-case basis by the Fire Prevention Division. Such exceptions shall require additional fire protection and constant monitoring.

D. The use of fuel other than that designed for the unit is prohibited.

E. No combustible materials will be placed on or within thirty-six (36) inch of exhaust pipes or heaters.

F. Leaks or deficiencies to gas-fired furnaces or water heaters will be reported immediately to Work Control at 301-677-1661/1662 during regular duty hours, 301-677-1629 after duty hours.

2-12 REFUELING

A. Power-generating units will not be refueled while in operation, nor while other units in the immediate area are operating.

B. Do not add fuel to vehicles or powered equipment inside buildings or while they are running.

C. Personnel who live, work, or visit Fort George G. Meade are prohibited from using non-intrinsically safe electronics or communications equipment within fifty (50) feet of all refueling stations and operations.

D. After refueling, and before starting unit, complete ventilation will be accomplished to remove flammable vapors, which may have accumulated during the refueling process.

E. Before defueling any gasoline or diesel-powered generating unit, the electrical circuit on the equipment shall be de-energized by disconnecting the battery cables and removing the battery.

F. Equipment of any kind using gasoline for fuel must be permitted sufficient time to cool before refueling. If any part of the unit is too hot to touch by hand, additional cooling time will be required.

2-13 OUTDOOR FIRE PITS OR FIREPLACES OR GRILLS

A. Fire pits or fireplaces cannot be located within thirty (30) feet of a structure, under any type of eave, overhang, or under trees when it is in use. Exceptions to this rule will be reviewed on an individual basis by the Fort Meade Fire and Emergency Services Fire Prevention Office.

B. During times of extreme fire hazard conditions (dry, windy) outdoor fire pits or fireplaces may not be used.

C. Use only newspaper and kindling wood or fire starter logs to start a fire. Never use flammable liquids (such as gasoline, alcohol, diesel fuel, kerosene, or lighter fluid) to ignite or re-ignite a fire.

D. Burn only dry, seasoned wood. Use artificial logs according to the manufacture's recommendations, and never burn more than one at a time.

E. Outdoor fire pits or fireplaces MUST have screens, which are used to prevent sparks and embers from escaping.

F. Either a fire extinguisher (in addition to the one available in the building or home) or a garden hose must be available and operational whenever any burning is taking place.

G. Fort Meade Fire and Emergency Services personnel may determine at any time, for any reason, that a fire needs to be extinguished.

H. All grills will be at least 10 feet from any structure when in use. Any propane tank valves will be closed when the not in use. Lighter fluid will not be added to any grills once lit, and idle cans will be kept a minimum of 10 feet from any lit grills.

I. Charcoal, propane, and lighter fluid will not be stored in buildings unless in approved flammable cabinets.

2-14 HOT WORK OPERATIONS

A. The Fire Prevention Office must be notified whenever any cutting, grinding, welding, brazing, sweating pipes, or any other heat, spark, or flame producing work is to be performed outside of an established shop. A qualified Code Enforcement representative will ensure, before the operation is approved to start, that all necessary fire prevention precautions are being taken.

This includes the presence of at least (2) properly maintained 10 lb. ABC extinguishers, other than those provided in the building. If the operation is deemed safe, a written Hot-Work Permit (DA Form 5383-R or electronic equivalent), signed by the inspector, will be issued to the operator or supervisor. One copy will be posted at the job site and one copy will be retained at the Fire Prevention Office for tracking purposes. Each separate site and operation will require a separate permit. All Hot Work operations will be performed in accordance with the FGGM Hot Work Permit and all applicable local, state, and federal laws.

B. Established hot work shops shall be issued a hot work permit on an annual basis.

C. Any equipment involved in hot work that continues over the course of multiple days must be secured at the end of each work period. This includes disconnecting valves and capping tanks where applicable.

D. Existing buildings undergoing renovation that have been released to a contractor, or new buildings that have not been accepted from a contractor are exempt from the FGGM permit requirements, but must still adhere to all applicable local, state, and federal laws.

E. This section does not apply to exterior grilling operations and the use of Sterno-type heaters used to maintain food temperatures.

2-15 TAR POTS AND KETTLES

A. Kettles for heating tar, asphalt, and similar materials will be equipped with proper heat controls and means of agitation to assure controlled uniform temperatures throughout the contents to prevent spot heating.

B. Material will not be heated above the temperature necessary to produce workable fluidity and in no case above its flash point.

C. Tar pots or kettles will not be operated inside, on the roof, or within 25 feet of any building and must be in constant attendance by a competent operator. A minimum of two dry chemical extinguishers with rating of not less than 80B:C will be provided at the tar pot and at the area of application.

D. When the material is applied within buildings or enclosed areas, the atmosphere must be free of dust, and adequate ventilation must be provided to completely remove all smoke and fumes.

E. Smoking, open flame devices, and other sources of ignition will be prohibited in or near the area of application.

F. Mops, brushes, or other applicators will be stored in an area approved by the Fire Prevention Office.

2-16 SPRAY PAINTING

- A. All spray painting shall be performed in approved spray booths, spray rooms, or outdoors.
- B. Ventilating fans in spray rooms and booths shall be kept in continuous operation while spraying is taking place and shall not be stopped until all flammable vapors have been exhausted.
- C. Sufficient inlets for fresh air (air to be heated, if necessary) should be provided to permit complete ventilation of the spray booth or room.
- D. Exhaust systems shall be designed to maintain sufficient air velocity and circulation, and adequately remove all vapors and residue, thereby preventing the possibility of formation of an explosive mixture.
- E. Ducts shall pass directly through the nearest outside wall of the building and preferably should not pass through floors or roofs. These ducts shall be placed to discharge residue in a manner and to a location safe from fire, property damage, and in compliance with applicable environmental regulations.
- F. Entire spray booth or room, and exhaust ducts, should be thoroughly cleaned daily or more frequently if necessary. The use of solvents for cleaning shall be restricted to those specific to the material used in painting. Scraping and cleaning will be done with non-sparking tools only. When cleaning is being performed, one individual will be stationed with firefighting equipment at a location where immediate action can be taken in case of fire. At no time will any open flame device be used in the cleaning of spray booths.
- G. Pails or receptacles shall not exceed ten gallons capacity for gravity feed or spray guns and shall be covered with tight fitting noncombustible covers
- H. All electrical installations within paint booths or rooms and within twenty (20) feet of the face of such locations shall comply with NFPA #70, National Electrical Code, requirements for Class 1 hazardous locations.
- I. Powered vehicles shall not be moved into or out of a spray area or operated in a spray area unless the spray application or process is stopped and the ventilation system is operating.

2-17 UTILIZATION OF BUILDINGS

- A. Any organization that intends to utilize a building, structure, or area that is not used on a regular basis must inform the Fire Chief in writing of the timeline and nature of that utilization. Buildings are to be utilized only for the purpose with which they were constructed. Any change to the occupancy or utilization of a building must be approved by DPW and the Fire Chief.
- B. The use of facilities other than barracks for sleeping is generally prohibited. Requests for exception to this policy must be submitted to the Fire Chief for prior approval. Such facilities

must comply with NFPA #101, Life Safety Code, for hotels or dormitories. Fire Prevention Personnel will inspect the facility to ensure compliance before it is utilized for sleeping.

C. The use of attic spaces in buildings without written approval of the Fire Chief is prohibited.

D. Space underneath buildings will be kept free of trash, debris, equipment, and storage at all times.

E. Building exits, aisles, corridors, and fire escapes will not be obstructed at any time when the building is occupied. No doors that are part of the means of egress from the building will be locked, barred, or in any other manner equipped to impede or prevent egress.

F. Do not store combustibles beneath or in stairwells used for exits. Storage beneath combustible stairways is prohibited.

G. The fire prevention measures taken to protect life and property will be consistent with the type of building and its utilization.

H. The name, address, and phone number of the primary, and alternate, persons responsible for the building will be provided to the fire department and updated and/or verified annually.

I. Only Fire and Emergency Services personnel, maintenance personnel, and other designated personnel are authorized to enter furnace or boiler rooms for any purpose.

J. No one except authorized DPW or contractor personnel will adjust or alter any part of the furnaces controls, except to adjust standard thermostats to regulate heat.

2-18 VEHICLE PARKING AND DRIVING

A. Upon the approach, from any direction, of fire, rescue, or emergency apparatus using flashing lights or siren, all vehicles will yield the right of way, pull to the right shoulder of the road, and stop until the fire, rescue, or emergency apparatus has passed.

B. Vehicles (other than fire department apparatus) will neither be parked within fifteen (15) feet of fire hydrants, fire department sprinkler, or standpipe connections. Nor will they be parked in fire department access lanes, in front of building main entrances, or in any manner that would otherwise obstruct free access by fire department equipment to the front and rear doors of a building.

C. Vehicles are prohibited from driving over fire hoses, charged or uncharged, at the scene of an emergency unless directed to do so by Fire and Emergency Services Personnel.

2-19 DECORATIONS

A. Decorations shall not be placed in any manner that obstructs or obscures any fire protection system components, fire alarm components, exit signs, emergency lighting, or means of egress components.

B. Decorations will be constructed of fire resistive and retardant materials, and bear the label of a recognized testing authority, such as UL, FM Global, or NSF. The following materials are prohibited:

- (1) Candles or open flames of any type
- (2) Confetti (loose, in large quantities)
- (3) Cotton batting
- (4) Dried organics (vines, palms, straw, hay, cornstalks, or husks.)
- (5) Flammable powders or liquids
- (6) Sawdust (wood shavings, bark, or mulch.)
- (7) Fragrance plug-ins

C. Live holiday trees are prohibited in all areas on post except family housing. This exception does not apply to FCC homes. Artificial trees will bear the label of a recognized testing authority. It is recommended that live trees in family housing be treated with a fire retardant.

D. Holiday lights will bear the label of a recognized testing authority. No more than three (3) strings of lights shall be connected together.

E. All holiday decorations can be displayed 15 days before the holiday until 15 days after the holiday.

F. Any hanging electrical decorations must be hung on non-metallic hangers.

2-20 FIRE DOORS, EXIT LIGHTS, EMERGENCY LIGHTS, AND MEANS OF EGRESS

A. Doors identified as exits must be capable of being opened from the inside without the use of a key when the building is occupied. Bars, chains, hasps, and similar locking devices are prohibited.

B. Fire doors will not be blocked open.

C. Blocked doors will bear identifying signs on both sides. The sign will have minimum two (2) inch lettering stating "THIS DOOR IS BLOCKED" in contrasting colors. Doors will not be blocked without prior written approval from the Fire Chief.

D. Illuminated exit signs will be lighted at all times that a building is occupied.

E. Emergency lighting, when provided, will be checked at least monthly to ensure proper

operability, the test button on the unit should be depressed for no less than 30 seconds. The emergency light should stay illuminated for the duration of the test. Any deficiencies will be reported immediately to the DPW Service Order Desk, for corrective action.

2-21 KNOX BOXES

A. All new construction projects on Fort Meade will be required to have a 4100 Series Dual Lock Knox Box installed. The Knox Box will be installed on the building or pedestal close to the entrance to the facility. This applies to all construction projects that fall under the category of new construction in the UFC 3-600-01, Section 1-3 CRITERIA

B. The building/construction representative may obtain an Authorization Order Form from the Fort Meade Fire Department Deputy Fire Chief, Prevention Chief, or Prevention Division.

C. The form will be completed by the building/construction representative and forwarded along with a payment made payable to the "Knox Company" to Knox Company, 1601 W. Deer Valley Road, Phoenix AZ 85027.

D. Upon receipt of the Knox box, the building/construction representative is to call Fort Meade Fire Department representative. Fort Meade Fire Department representative will in turn arrange a meeting with the building/construction representative to decide where the box will be located. Knox boxes shall be installed preferably at the main entrance, and at a location and height that allow them to be readily accessible. Circumstances such as the size of the property, nature of any hazards, etc., may warrant the need for additional boxes to be located on the same property.

E. It will be necessary for a fire department representative to be present any time access is needed.

F. When a Knox box entry is necessary, the representative from Fort Meade Fire Department will respond. Fort Meade Fire department personnel will be responsible for checking the condition of the Knox box and keys any time a response is made to a property with an installed box (i.e. alarms, tours,) etc.

G. The number of sets of keys shall be determined based on the following criteria:

- 1 story buildings: 1 set
- 2-3 story buildings: 2 sets
- 4-6 story buildings: 3 sets
- High-rise and large assembly buildings: 5 sets

H. A "set" of keys could be one master key to all entrance doors and interior rooms. If no master key is available, then each set should include building entrance key(s), keys to special use rooms such as electrical/mechanical rooms, fire alarm control panel room, fire sprinkler riser room, elevator equipment room, rooms that may contain hazardous material storage, etc. If the building has an elevator, each set should also include an elevator key.

2-22 INSPECTIONS

- A. Inspections of facilities will be performed annually or as otherwise required.
- B. A Violation Notice will be sent to the building manager and evacuation coordinator. They will be given 30 days to correct the violations noted.
- C. A follow-up inspection will be held after 30 days. Any repairs and outstanding deficiencies will be noted on a new violation notice, which will be given to the building manager and evacuation coordinator. If the inspector sees that work is being done to correct the deficiencies, he may grant the occupants an additional 30 days to finish correcting the violations.
- D. After an additional 30 days, the facility will receive a final inspection. At that time, any outstanding deficiencies will be recorded and a notification of non-compliance will be delivered to the building manager from the Garrison Fire Marshal through the Garrison Commander for action.

2-23 CONSTRUCTION REVIEW AND ACCEPTANCE REQUIREMENTS

- A. The Fire Prevention Division is required to review plans for any new construction, renovations, building or layout modifications, or rehabilitation projects on the installation. In order to perform a proper review, the Prevention Office requires 10 business days from the time it receives plans until it has to return comments.
- B. Fire alarm and sprinkler installers shall be state licensed to install their respective systems. Documentation shall be presented to the Fire Prevention Division prior to the start of work.
- C. The Fire Chief is authorized to stop work on any construction projects that have not been reviewed for life safety issues by the Fire Prevention Division prior to the start of the project. This work stoppage will be at no cost to the government.
- D. The Fire Prevention Division requires notice of at least three working days for any acceptance tests that they are required to attend. This includes tests on sprinkler systems, fire alarm systems, and other life safety equipment.

2-24 CONFLICT OF STANDARDS

In case of conflict between standards contained in this regulation and policy, doctrine, or standards contained in other publications, the requirements of the more stringent standard will apply as far as fire prevention and protection are concerned.

APPENDIX A

PLACES OF ASSEMBLY

A-1 GENERAL

Places of assembly are occupancies, which include, but are not limited to, all buildings or portions of buildings used for gathering together fifty or more persons for such purposes as deliberation, worship, entertainment, eating, drinking, amusement, or awaiting transportation.

A-2 RESPONSIBILITIES

Commanders or directors will designate a responsible person to perform a complete inspection of any public assembly occupancy before, during, and after operating hours. This person will ensure compliance with all fire regulations, especially the provisions of NFPA #101, Life Safety Code, with particular attention to the following:

A. Prior to operating hours, ensures that all exits are properly marked, unlocked, and unobstructed.

B. During hours of operation:

(1) Ensures that exits remain free and unobstructed at all times.

(2) Never allows more persons into the area at one time than is permitted by the maximum occupant load allowed, as calculated by the Fire Chief or his authorized representative.

C. After closing:

(1) Empties the contents of all trash containers and dispose of all rubbish in a safe location outside the building.

(2) Ensures that all electrical appliances, except for those designed for continuous operation such as refrigerators and water coolers, are turned off and, if possible, unplugged.

A-3 DRAPERIES AND DECORATIONS

Fabrics and films used for decorative purposes, all draperies and curtains, and similar furnishings shall be flame resistant as demonstrated by complying with NFPA #701, Standard Methods of Fire Tests for Flame-Resistant Textiles and Films.

A-4 FIRE EXIT DRILLS AND EVACUATION OF PREMISES IN CASE OF FIRE

Persons responsible for operating places of public assembly will ensure that the following measures are carried out:

A. In buildings where the population is of a changing character, no regularly organized fire exit drill is advisable during operating hours. Therefore, the fire exit drills will be conducted for employees before or after operating hours, under varying conditions to simulate the unusual conditions of a fire.

B. Specific instructions to employees and permanent occupants of buildings pertaining to fire exit drills shall be included in the evacuation plans of that facility and shall include detailed instructions as to their duties and responsibilities in assisting and guiding patrons safely to proper exits. Employees will evacuate patrons prior to leaving the building themselves.

C. Personnel who are to assist patrons should be trained to act in an orderly manner. Undue haste should be avoided. The calm actions of these employees may be reassuring to prevent panic during an actual fire. At least one trained crowd control manager must be present during an event for every 250 persons attending the event.

APPENDIX B

SPECIAL INSTRUCTIONS FOR THEATERS

B-1 FIRE EMERGENCY PROCEDURES FOR THEATERS

A. In the event of fire in a theater, the person in charge will ensure that the Fire and Emergency Services is notified, announce to the theater patrons that there is a fire, sound the alarm, and direct the clearing of the theater in a quiet and orderly manner. Extreme care will be exercised to avoid disorder or panic. Patrons should be advised to use the nearest exit and be assured that the theater can be cleared in a short time with their cooperation. After clearing the theater, the person in charge will supervise fire fighting, if appropriate, until the arrival of the fire department.

B. Theater employees will be assigned specific exits to assist evacuating patrons.

C. Projectionist will stop the show, turn up the house lights, secure the projection room, and assist with evacuation.

B-2 SPECIAL FIRE PREVENTION REGULATIONS FOR THEATERS

A. Before performances, all exits will be examined for proper lighting, satisfactory operation, and to ensure that they are unlocked and unobstructed.

B. During performances, exits will be kept clear of standees or obstacles.

C. Covered metal cans will be provided for scrap paper and rubbish. Cans will be emptied at least daily.

D. All theater employees will be thoroughly familiar with the evacuation procedures and the location of fire alarms and installed firefighting equipment.

APPENDIX C

SPECIAL EVENTS

C-1 GENERAL

Special events are those occasional activities, recurring and non-recurring, indoor or outdoor, which involve a large numbers of people gathered for a common purpose. Such events include, but are not limited to, fairs, carnivals, haunted houses, rodeos, concerts, stage shows, exhibits, markets, rallies, and other such gatherings. Not included in this category are the recurring events, which are part of the regular installation activities, such as retirement or change of command ceremonies, regularly scheduled religious services, normal theater usage, organization picnics, and other such events.

C-2 RESPONSIBILITIES

A. Organizations conducting any special event shall notify the Fire Prevention Office at least 15 days prior to the date of the event. The organization will provide the name and phone number of the point of contact (POC) for the event.

B. At that time, the organization shall submit a general plan for the event, including floor plans, location of booths, tables, grandstands, seating, aisles, exits, tents, electrical hookups, methods of emergency communication, and other pertinent information.

(1) All facilities shall conform to the general provisions of NFPA #101, Life Safety Code, especially, Section 13.7.5, Special Provisions for Exposition Facilities.

(2) Outdoor events shall further conform to the provisions of NFPA #102, Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures.

(3) Haunted houses, fun houses, mazes, and other like facilities shall further conform to provisions of NFPA #101, Life Safety Code, and Section 13.4.7 Special Amusement Buildings.

C. The Fire Prevention Office will conduct an inspection of the site, prior to the opening of the event, to ensure all regulations are being followed and the site is safe for the event. Unsafe conditions will be corrected before the event will proceed.

D. During long-term events, inspections will be conducted to ensure compliance throughout the event by the Fire Prevention Office. Unsafe conditions are cause for the event to be suspended or terminated.

C-3 COORDINATION:

The Fire Prevention Office will coordinate its activities, in respect to special events with all other agencies involved with the event

APPENDIX D

CORVIAS MILITARY LIVING HOUSING

D-1 GENERAL

Fort George G. Meade (FGGM) Family Housing administration and maintenance fall under the control of a private contractor, Corvias Military Living. Corvias retains the responsibility of inspecting all occupancies, and enforcing fire prevention and other safety practices, while FGGM Fire and Emergency Services (FES) retains the responsibility to provide emergency response to fires, rescues, hazardous materials releases, and emergency medical service (Basic Life Support), and fire prevention services when requested. Upon request by Corvias officials, Garrison or mission leadership, or the occupant, inspectors from the Fire Prevention Office will perform a fire safety inspection of any quarters.

D-2 RESPONSIBILITIES

A. Occupants: It is the responsibility of every Corvias Military Living occupant to maintain their residence in a fire safe manner. Good housekeeping practices prevent home fires. Additionally, since unattended cooking is the most frequent cause of house fires, occupants need to turn off their stovetops whenever they leave their cooking activities. Multi-plug extension cords will not be utilized unless they are the surge protector type. Flammables will be limited to no more than 5 gallons if properly stored in safety cans in a garage. At no time will flammable liquids be stored in basements or living areas of a home. In homes that do not have garages, flammable liquids may be stored in unattached sheds.

B. Corvias Military Living:

(1) Employees will perform periodic fire safety inspections on all of the family housing units.

(2) Upon housing unit acceptance, the Corvias Residential Service Specialist will provide a briefing on fire safety responsibilities. Then during the acceptance inspection of the unit, these specialists will provide another briefing and smoke detector demonstration, which will be documented on the acceptance inspection checklist.

(3) During all service order calls, Corvias Military Living maintenance technicians are encouraged to inspect all smoke detectors to ensure their function and reliability. They are encouraged to report to their office any tampering suspected, who may report said violations to the Prevention Office of the Fire and Emergency Services Division, and request any expertise related to the matter.

C. Smoke, Heat and Carbon Monoxide (CO) Detectors

(1) All detectors will be installed and maintained as per applicable National Fire Protection Association (NFPA) and Uniform Facility Code (UFC) directives.

(2) These detectors will not be tampered with, and if malfunctioning, will be reported to the appropriate maintenance section to be repaired. At no time will any detector be disabled, disconnected, or disassembled, unless directed by the authorized maintenance personnel, or a Fire and Emergency Services representative.

(3) The Corvias Residential Service Specialist will brief all newly assigned housing occupants about the detectors in their residences. This briefing will include changing batteries twice a year, as well as the procedures when they malfunction.

(4) At no time are occupants allowed to disconnect their smoke detector. Only Corvias maintenance personnel are permitted to perform any maintenance on these detectors beyond changing batteries. Any occupant that tampers with any of these listed detectors will be subjected to appropriate actions in accordance with their leasing agreement.

APPENDIX E
WAREHOUSES

E-1 GENERAL

A. All storage or warehousing will be done IAW applicable OSHA and NFPA codes and directives.

B. Height of bins or stacks, below automatic sprinkler heads is limited as follows:

(1) When heights do not exceed fifteen (15) feet, maintain eighteen (18) inches of clearance.

(2) When heights exceed fifteen (15) feet, maintain thirty-six (36) inches of clearance.

C. Slating of decks and walkways in mezzanine storage areas is not acceptable in areas equipped with sprinklers unless sprinklers are also provided underneath the mezzanine.

D. Maintain eighteen (18) inches of clearance on all sides of light fixtures. Maintain thirty-six (36) inch clearance from all fuse boxes, circuit breaker panels, and any other equipment, which may require access for maintenance.

E. Do not block fire doors. Always keep the immediate area clear of obstructions.

APPENDIX F

CONSTRUCTION DESIGN CRITERIA

F-1 DESIGN SUBMISSION AND REVIEW

A. In accordance with DoDI 6055.06, "The plans for all military construction projects, facility modernization, rehabilitation programs, or self-help projects shall be reviewed by a certified fire inspector to ensure that all construction contains the fire protection and life safety features required by Reference (f) [Unified Facilities Criteria] and applicable NFPA codes." Therefore, all design submittals must be reviewed by this office prior to approval. The Directorate of Public Works will be the coordinating entity for all projects; therefore, plans shall be submitted to DPW for distribution and all comments from this office will be returned to DPW. The Prevention Division requires one full size set of plans per submittal in order to calculate occupancy loads and verify travel distances.

B. All design plans shall conform to relevant UFC and NFPA standards, to include UFC 3-600-01 and NFPA 101.

C. A fire protection design analysis shall be included with the initial design submission, which summarizes the following provisions (where applicable):

- (1) Building code analysis (construction type, height and area limitations, and building separation or exposure protection);
- (2) Classification of occupancy;
- (3) Compliance with UFC 3-600-01 and National Fire Codes;
- (4) Requirements for fire-rated walls, fire-rated doors, fire dampers with their fire-resistive ratings, smoke compartmentation, and smoke barriers;
- (5) NFPA 101, Life Safety Code;
- (6) Analysis of automatic sprinkler systems and suppression systems and protected areas, including hydraulic analysis of required water demand and location of fire department connection;
- (7) Water supplies, water distribution, and location of hydrants;
- (8) Smoke control methods and smoke control systems;
- (9) Fire alarm system (the type of alarm system and location of the fire alarm equipment);
- (10) Fire detection system (the type of detection system and location of detectors);
- (11) Standpipe system and fire extinguishers;
- (12) Interior finish rating;
- (13) Connection to and description of base fire alarm reporting system;
- (14) Identify the various occupancies and hazardous areas associated with the facility;
- (15) Coordination with security and antiterrorism requirements; and
- (16) Fire department access

D. The following installation-specific requirements shall be addressed in the design criteria and specifications:

- (1) All hydrants shall have National Standard threads. Baltimore threads or Anne Arundel threads are not acceptable. At least one hydrant shall be located within 150 feet

of the building's fire department connection. The fire department connection shall consist of one 4-inch Storz fitting with cap.

(2) Fire alarm systems shall be non-proprietary, open architecture systems and fully field-programmable by hand or laptop. The system also must be fully addressable. All new systems shall have an annunciator panel or main fire alarm panel located near the main entrance. If an annunciator panel is installed, the main panel of all new systems shall be located in the mechanical room or electrical room with exterior access, if available. The annunciator panel shall indicate the location of the alerting device and shall be capable of silencing and resetting the system. The system shall have a wireless transmitter compatible with the current system monitored by the installation fire department. The Department of Public Works can provide additional information regarding the wireless transmitter. All keys for the fire alarm system, to include the main fire alarm panel, annunciator panel, and pull stations will be keyed with a CAT45, 17003, 17021, PK625, or C415A key.

(3) Conduit for fire alarm components shall be red or red-banded. Conduit for the mass notification system components shall be blue with red bands or blue-banded. Sprinkler piping shall be marked in accordance with UFC 3-600-01.

(4) Fire alarms shall be programmed to the D-21 Monaco transmitter so that Zone 1 is utilized for general fire alarm signals, Zone 2 is used for supervisory codes, Zone 3 is for trouble codes, and Zone 4 is for the mass notification system. Buildings with carbon monoxide detectors shall have them programmed into Zone 5 and buildings with liquid carbon dioxide systems shall have the alarms for such systems programmed into Zone 6.

(5) The activation of a duct detector will send a fire alarm signal to the fire department. A running fire pump will send a supervisory signal to the fire department. The activation of the fire alarm's "Silence" feature will silence the audible notification devices, but will not reset the visual notification devices.

(6) Elevator emergency phones shall be programmed to dial 301-677-2117 in the event of an emergency and shall contain instructions for direct communications between the occupant and the dispatcher. In addition, any prerecorded message will include the building number and elevator number, if applicable.

(7) Emergency lights shall be of such a design that the test button and indicator light will be visible and accessible without opening the fixture or entering the ceiling space.

(8) The installation of Knox Boxes specified by the Fort Meade Fire Department is required. Order forms with the fire department access code preprinted on them are available. Exception to this requirement may be granted if the occupant provides reliable on-site security with key access 24/7.

(9) Sprinkler calculations for storage facilities shall be designed using the area/density method of NFPA 13. Non-storage facilities shall be designed in accordance with the

requirements specified in FM Global Loss Prevention Data Sheet 3-26, Fire Protection Water Demand for Non-Storage Sprinklered Properties Tables 1 through 4, including the revised Table 2 in FM Engineering Bulletin 04-12. A safety factor will be included in the sprinkler design based on a current water supply flow test. If the static pressure is greater than or equal to 90 psi, a parallel curve will be used with the static pressure at 80 psi. If the static pressure is below 90 psi, a parallel curve will be used with the static pressure at 10 psi lower than the static pressure recorded during the test.

(10) For buildings requiring fire pumps, the pump rooms shall be fire rated and shall have direct access to the exterior, in accordance with UFC 3-600-01. In addition, the valves for the test header shall be located inside the building.

(11) The floor containing the main front entrance of a building will be designated as the first floor. If labeled, rooms on that floor will start with a "1". Any floors below that level will be denoted appropriately, and rooms will be labeled with numbers approved by the fire department, such as "0", "B", "LL", etc.

(12) All figures on submitted drawing denoting equipment and components related to fire alarm systems, fire suppression systems, and life safety requirements shall be consistent with the symbols specified in NFPA 170, Standard for Fire Safety and Emergency Symbols, latest edition.

(13) Exterior doors to fire alarm rooms, sprinkler rooms, fire pump rooms, electrical rooms, and mechanical rooms shall be stenciled or otherwise marked to provide easy identification to fire department personnel. In addition, interior doors to rooms housing this equipment will be signed accordingly.

(14) All physical fire department connections to standpipes, automatic sprinkler systems, fire suppression water supplies, and other fire protection equipment shall be marked in accordance with NFPA 170, Standard for Fire Safety and Emergency Symbols, latest edition, in such a manner that the signs or other approved markings are readily visible by approaching fire apparatus.

(15) Mass notification devices shall be installed in accordance with UFC 4-021-01 and local A/T requirements. This system shall be capable of interfacing with the FGGM wide area mass notification system. Exterior speakers will be equipped with white strobes tied to the fire alarm system. **Local operating consoles for the mass notification system shall be keyed differently than the fire alarm system.**

E. The 100% design submission shall be reviewed by a certified Fire Protection Engineer, who shall certify in writing that the design is in compliance with UFC 3-600-01 and all applicable criteria. This certification letter shall be submitted with the 100% design submission.

F-2 CONSTRUCTION

During the construction phase, the following provisions shall apply:

A. The Fire Prevention Division shall approve the location of any construction trailers, fuel storage facilities, or other temporary structures required during the construction period prior to their placement on site.

B. The fire department shall be notified of any changes to the work site entrance and access to the building.

C. Operations during construction shall follow the requirements of NFPA 241, Standard for Safeguarding Construction, Alteration, and Demolition Operations and this office.

D. Any confined space entries shall be reported to the fire department by calling (301) 677-3805.

E. No testing will be scheduled without this office conducting a comprehensive review of the plans at a minimum of 14 days prior. This includes fire alarms, sprinklers, fire pumps and all life safety systems.

F. This office must receive a minimum of 72 hours advanced notice of any testing of fire alarms, sprinklers or fire pump and related devices. Tests must begin within 10 minutes of the scheduled start time.

G. Any hot work performed outside of an established shop must have a permit prior to starting. Permits may be obtained through the fire department by calling 301-677-3805. Personnel performing the hot work will be required to have two (2) 10-pound ABC extinguishers maintained according to NFPA 10, on hand prior to starting the work. The building's extinguishers shall not be used. Each separate site and operation will require its own permit. Existing buildings undergoing renovation that have been released to a contractor, or new buildings that have not been accepted from a contractor, are exempt from this permit requirement.