

MCAS Yuma Fire Warden Program



Why are Fire Wardens required?

- ▶ MCO 11000.11A, dated 16 August 2017 and Station Order 11320.1 dated 14 January 2019, requires that each installation department/unit designate a Fire Warden to help execute the fire prevention program. The department/unit may assign additional Fire Wardens if necessary.
- ▶ The objective of the Fire Warden Program is to provide a trained observer within the department/unit to identify hazards and report them to the appropriate authority for corrective action.
- ▶ The ultimate goal of the Fire Warden program is to provide a fire safe working and living environment!

Fire Warden Designations

- ▶ Fire Warden designations are made by the organization's Commanding Officer/Department Head or by another delegating authority.
- ▶ In the event that you, the Fire Warden, is reassigned or transferred, the Fire Prevention Office shall be notified by memorandum (or email) thus ensuring a new activity Fire Warden is designated and trained.

Duties of the Fire Warden

- ▶ Fire Wardens do not conduct official fire prevention inspections. Fire Prevention Inspections are conducted on either a monthly, quarterly, semi-annual or annual basis depending upon the hazard level of the building. therefore, Fire Wardens are tasked with the following responsibilities:

Duties of the Fire Warden

30-Day inspection of Fire Extinguishers

This means that every 30-days you are required to visually inspect and sign (initial) all fire extinguishers assigned to your area (s) of responsibility.

Maintaining Fire Exits

This means that you are responsible for maintaining a clear passage to and out of all exit doors (means of egress). **Note:** Maintaining a fire safe workplace is everyone's responsibility!

Maintaining/Testing Exit Signs and Egress lights

This means that every 30-days you are required to visually inspect, test all exit and emergency lighting in your area (s) of responsibility.

Duties of the Fire Warden

Inspection of Electrical System

This means that you inspect receptacles, appliances and extension cords to ensure they are being maintained and used for their intended purpose. .

Developing & Maintaining Emergency Action Plans

This means that you are responsible for maintaining Emergency Action Plans (EAP) and placing them where required. Most buildings already have EAP's in place

Coordinating Fire Evacuation Drills with Fire Prevention Inspectors

This means that you will assist with organizing required fire drills and assist with the evaluation process.

Duties of the Fire Warden

Notify the Fire Department/Fire Preventions

This means that you notify the Fire Department/Prevention Office when any deficiency is discovered which may or has potential to cause personal injury or damage to person or government property.

Fire Watch

This means that you are responsible to establish an in-place Fire Watch when the building's fire alarm or fire suppression system is taken out of service for any period exceeding eight (8) hours in a 24-hour period.

Closer look of the Duties of a Fire Warden

30-Day Inspection of Fire Extinguishers

► **Fire extinguishers are located throughout all work areas.**

Fire Wardens should have a thorough knowledge of fire extinguishers in their area. This knowledge should include:

- Type of fire extinguisher
- Location of all fire extinguishers
- Class or classes of fire the extinguisher is effective on



Fire Extinguisher Types

➡ There are several types of fire extinguishers; some of the more common types include:

Extinguisher	Class of Fire	Examples
 Multipurpose Dry Chemical (ABC) (Most Popular)	Class A, B, and C fires	Wood, paper, electrical fires, flammable/ combustible liquids
 Carbon Dioxide (CO2)	Class B and C fires	Flammable/ combustible liquids and electrical fires
 Wet Chemical – Potassium Acetate (In Commercial Cooking Operations Only)	Class K fires	Fires involving cooking oils

Fire Extinguisher Types

▶ Types of Fire Extinguishers (cont.)

Extinguisher	Class of Fire	Examples
 2-1/2 gallon water fire extinguishers	Class A fire only! <u>Never use this fire extinguisher (Water) on a grease fire or electrical fire!</u>	Wood, paper, some plastics
 150-lb Halon Fire Extinguishers (On the flight line only)	Class B and C fires	Flammable and combustible liquids Electrical fires

30-Day Inspection of Fire Extinguishers

- 🔊 Fire Wardens shall conduct a 30-day inspection of all fire extinguishers in their assigned areas. This inspection includes:
- 🔴 Check that the fire extinguisher(s) are in their designated place. Fire extinguishers are already mounted and Fire Wardens do not need to move or relocate them.



- 🔴 Check the fire extinguisher for physical or visible obstructions.

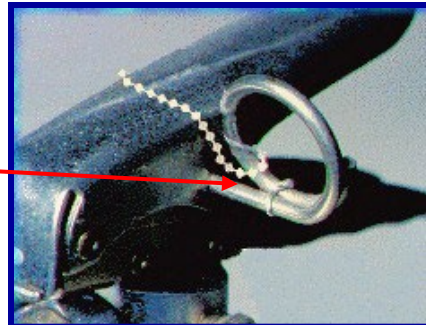


30-Day Inspection of Fire Extinguishers

- Make sure that the operating instructions on the nameplate are legible and facing outward.



- Check that the tamper seal and locking pin are not broken or missing.



30-Day Inspection of Fire Extinguishers

- Examine the fire extinguisher for physical damage, corrosion, leakage, or clogged nozzles.
- Verify that the pressure gauge reading, or indicator is in the operable range. The arrow should point to the green area when the fire extinguisher is properly charged.



Undercharged (Replace)

(Call The Fire Prevention office; the fire extinguisher needs to be replaced.)



GOOD!

(Take no action)



Overcharged (Replace)

(Call The Fire Prevention office; the fire extinguisher needs to be replaced.)

Note: Occasionally a fire extinguisher may be exposed to cold temperatures and the arrow on the gauge may be “on the line” that is, not in the green but on the edge of the green. Allow the extinguisher to warm-up to at least 70-degrees. This will provide a more accurate indication of the pressure. **CO2 extinguishers do not have gauges and must be weighed every six months in accordance with label instructions.**

Extinguisher Inspection Card

Date and Initial Monthly

[illegible]

Maintaining Exits and Egress



Maintaining Exits and Egress

▶ All Fire Wardens shall ensure that exit doors and access to exit doors remain unobstructed. This may be accomplished by:

■ Ensuring all exits are continuous and unobstructed from any point in the building or structure to a public way (exterior of the building).

■ All exit doors shall be easily opened from the egress side. There shall be no locking devices installed on **exit doors**. No person shall be locked in a building or structure against their egress unless that facility is designed for that purpose.



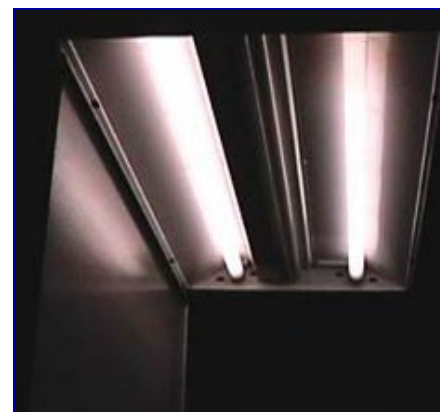
Maintaining Exits and Egress

- ❖ Panic hardware and fire exit hardware that is damaged shall be reported immediately to the Fire Prevention Division and all occupants shall be notified.



- ❖ Exit doors shall not be covered by decorations or other items that may hide the door.

Maintaining Exit and Egress Lights



Maintaining Exit Signs and Egress Lights

▶ All Fire Wardens shall ensure that exit signs and egress lights are always maintained the building when occupied. This may be accomplished by:

- Ensuring that exit signs and egress lights are operable in normal mode and emergency mode (battery mode). Any inoperable exit sign or egress light shall be reported to the appropriate authorities having repair responsibility (FMB for most facilities) to submit a Service Request in MAXIMO or your fire inspector.
- Exit signs that are broken or signs that are not legible must be replaced.



Maintaining Exit Signs and Egress Lights

▶ How do you determine if an exit sign or egress light is working properly?

■ All Fire Wardens shall inspect and test exit signs and egress light every 30-days.

▶ Inspection and Testing exit and Egress lights (How to):

■ There are several types of exit signs and egress lights used on station; however most if not all have the same testing procedures.

■ Is the exit sign working in normal mode: Simply look at the exit light; the exit sign should be illuminated, if not it is not working in normal mode.

Maintaining Exit Signs and Egress Lights

🔊 Is the exit light working in battery mode: This test may be carried out in two ways.

- 🔴 Each sign or light will have a test button.
- 🔴 Press the test button and observe. The exit light should flicker, or flash - this is an indication that the light has switched to battery mode. If the button is pressed and the lights go off – this is an indication that the sign is not working in battery mode.
- 🔴 Egress lights and emergency lights are tested in the same manner except egress lights are normally off and should come on when the test button is pressed (or power is lost). Releasing the test button will return the sign or light to normal mode.

Maintaining Exit Signs and Egress Lights

For Example:



1. The exit sign appears to be working in normal mode.



2. Locate the test button.



3. Press the test button; the lights may flicker or flash, but they will remain on if the light is working in battery mode

Test Button



Egress Lights

Note: If you can not reach the exit signs or egress lights use a stick to reach and press the test button.

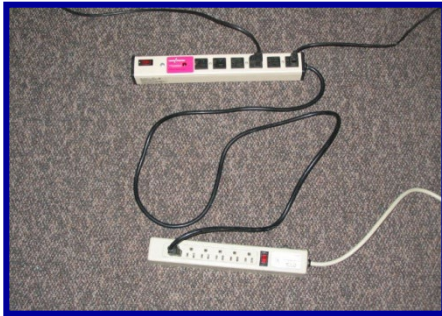
Inspection of Electrical System



Inspection of Electrical System

❖ Daisy-chained Surge Protection Devices and Extension Cord Use

Surge protection device shall not be daisy-chained. If a longer surge protection device is required, consider purchasing devices designed for that purpose.



Problem



Aftermath



Solution

- ❖ Extension cords are allowed for temporary use only. An example of temporary use: An extension cord is used to operate a piece of equipment that is equal to or less than the extension cord's rating. After use the cord is removed!
- ❖ Extension cords when used must be in plain sight and not run through walls or hidden under carpets.

Inspection of Electrical System

❖ Broken Receptacles and Light Switches

All receptacles and light switches shall have serviceable faceplates, secured in place and not damaged.



- ❖ Prevents a hazardous condition not only to yourself but others and prevents a potential fire. Report it to your Safety Manager and ensure a Service Request is submitted to correct the violation.

Inspection of Electrical System

❖ Frayed or damaged cords

All electrical and device cords shall be serviceable and not damaged.



- ❖ Prevents electrical shock due to exposed wiring and prevents a potential fire. Report it to your Safety Manager and ensure the damaged electrical cords are taken out of service and disposed of. .

Emergency Action Plan

Document

Evacuation Plan

Emergency Action Plans (EAP)

- ▶ Required by OSHA & NFPA Fire Code
- ▶ EAP is to direct building occupants of actions to take in the event an emergency occurs such as fire, earthquake or a hazardous material spill.
- ▶ Must be in writing, kept in the workplace and available to employees for review. Less than 10 employees can be kept in a binder, more than 10 employees it must be posted.
- ▶ Information must be kept current

Evacuation Plans

- ▶ All Fire Wardens shall ensure that evacuation plans are developed and updated, posted and maintained. This may be accomplished by:
 - Building evacuation plans shall be developed by department heads or their representative (Fire Wardens) and posted for all buildings occupied by personnel.
 - The evacuation plan shall consist of a schematic diagram of the building clearly showing all exits, escape routes, and location of fire fighting equipment and evacuation alarms.
 - Plans shall be at least 8" x 10" in size and be prominently posted at eye level, on official bulletin boards and/or in conspicuous locations.

Evacuation Plans

▶ Evacuation plans may be hand drawn or computer generated (preferred). Each evacuation plan shall feature the following.

← All Egress routes from the building or area – This route shall be shown in red with (arrows are optional).

EXIT The location of exit doors – Exit doors shall be indicated by the word “Exit” in red.

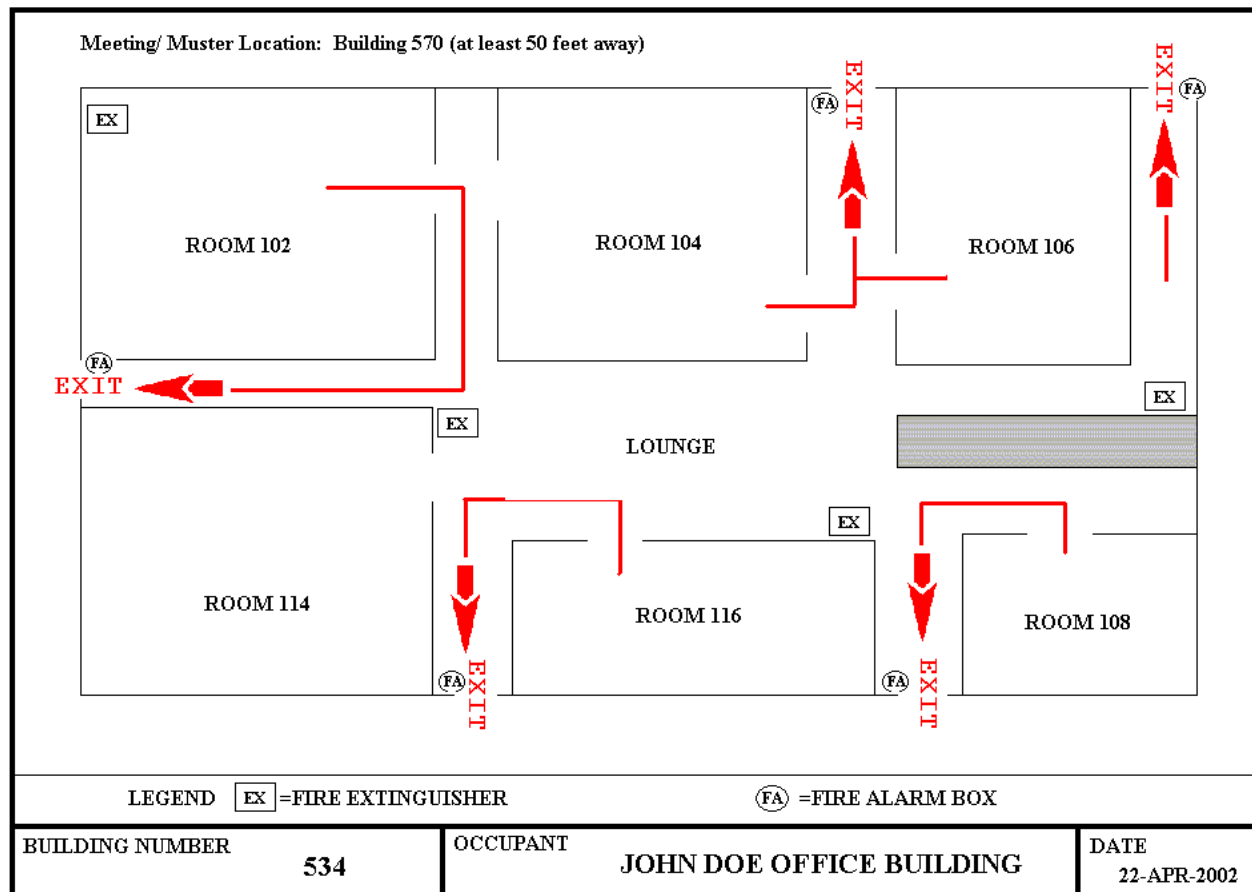
EX Location of Fire Extinguishers – These locations shall be indicated by a square with the letters EX in the box, other symbols are OK as long as they are defined in the legend and matches the plan.

FA Location of manual fire alarm boxes - These locations shall be indicated by a circle with the letters FA in the box, other symbols are OK as long as they are defined in the legend and matches the plan.

The evacuation plan shall also feature the building number, name, date the plan was created or revised and a muster location or meeting point outside the building.

Evacuation Plans

SAMPLE PLAN



Fire Evacuation Drills

The goal of workplace fire drills is **to familiarize employees with emergency procedures and the location of means of egress components provided within the facility**. The fire drill is a tool that is used to ensure that occupants react properly in the event of an actual emergency within a facility.

Fire Evacuation Drills

- ▶ All occupied facilities are required to complete one fire drill annually
- ▶ Activity Fire Warden(s) sharing building(s) with other commands or groups are responsible for assuring that all are notified of the scheduled evacuation drill.
- ▶ Only Department Heads and Commanding Officers shall be notified in advance of scheduled fire drills. The Fire Prevention Inspector shall schedule and conduct the fire evacuation drill with the Fire Warden's assistance.
- ▶ **It's the Fire Warden(s) responsibility to schedule the evacuation drill with the Fire Prevention Inspector.**

Fire Evacuation Drills

▶ The purpose of the Fire Evacuation Drill is to ensure the following:

1. Ensure all Fire Alarm Notification Devices are working properly.
2. Ensure the Fire Alarm Control Panel (FACP) is transmitting a signal to the Emergency Dispatch Center.
3. Do occupants respond properly: (passing the word, closing doors, do all tenants evacuate, did everyone go to the designated meeting point and on their way out calling 911).

Other Additional Duties

Notify the Fire Department

This means that you notify the Fire Department/Prevention Office when any deficiency is discovered which may or has potential to cause personal injury or damage to person or government property.

Fire Watch

This means that you are responsible to establish an in-place Fire Watch when the building's fire alarm or fire suppression system is taken out of service for any period exceeding eight (8) hours in a 24-hour period.

Other Additional Duties

Storage Under Stair Wells

This means that you are responsible for ensuring items are not being stored under stairwells and keeping a clearance of 10 feet around the stairs to prevent unnecessary cluttering and unsafe exit for personnel upstairs.

Understand, the stairs is the exit point and egress of personnel upstairs.

Propane Tanks

This means that you are responsible for ensuring that no propane tanks are stored inside the building. Once the grilling is completed, clean your area and take the propane tanks back home.

Fire Alarm Control Panels (FACP)

- ▶ Nearly all buildings have FACP's.
- ▶ Location is usually in an accessible area.
- ▶ Cabinet should be locked.
- ▶ Check the status (digital message).
- ▶ Status should read "Normal".
- ▶ If status reads "Trouble, Supervisory, or any type of failure message", system will require a MAXIMO Service Request submission. This usually accompanied by an audible beeping signal.

Fire Suppression Systems

- ❖ **Misuse and tampering with fire suppression equipment**
- ❖ Never allow occupants to hang anything from fire sprinkler heads.
- ❖ Tampering with fire protection equipment is very serious and shall be reported to the Fire Department immediately.



- ❖ **Blocked Fire Protection Equipment**
- ❖ All fire protection equipment shall be kept clear at all times; this includes, Fire Sprinkler Risers and all associated test/ drain valves, fire alarm panels, smoke detectors, pull boxes, etc.

Other problems to watch for...

Please keep a sharp eye for these other problems



Fire Sprinkler

Missing ceiling tiles allow heat to escape above the ceiling. Fire sprinkler never activates, fire spreads throughout the facility



Smoke Detector

Missing ceiling tiles allow smoke to escape above the ceiling. Smoke never reaches the smoke detector...

FIRE, BUT NO ALARM!

Heat Producing Appliances

🔊 **MCO P11000.9C** Real Property Facilities Manual, Volume VI, Energy and Utilities Management

Page 4-14, 4206 Real Property Facilities Manual, Volume VI

“Prohibit the operation of portable electric heater blowers, portable electric space heaters (except in those cases where this is the only source of heat available), and electric threshold heaters in Government-owned or leased spaces.”

🔊 **StaO 11132.1** Fire & Emergency Services, Chapter 3, Pages 3-17 reflect the MCO P11000.9C

The StaO also provide information and guidelines on Heat Producing Devices and the characteristics that need to meet approval.

Heat Producing Appliances

▶ Heat Producing Devices must have the following characteristics to meet approval:



1. The device must be listed by an independent testing laboratory, Such as Underwriters Laboratory or Factory Mutual. Evidence of this listing must be affixed to the device.
2. The device, by design, shall not present a hazard to users.
3. Space heaters are prohibited. The only exception is areas that are not heated by the building HVAC system. If the use of a space heater is authorized, it must be plugged directly into the wall receptacle, extension cords are not permitted. A clear space of 36 inches must be maintained around the heater.
4. If requesting a space heater, the heater must have a “Safety” tip-over switch, that shuts off power when it is tipped over. Units that buzz when tipped-over will not meet approval and will not be used.
5. Power cords to the device shall be in good condition; spliced cords will not meet approval.
6. Units that have been altered from the manufacturer’s original design will not meet approval.



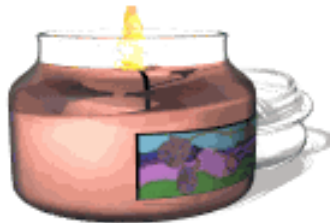
StaO 11000.3F

STANDING OPERATING PROCEDURES (SOP) FOR THE ADMINISTRATION OF BACHELOR ENLISTED QUARTERS (BEQ)

- ▶ No cooking devices, regardless of fuel or energy source (propane, butane, charcoal, sterno, or electricity) will be used in any of the common areas or the BEQ rooms.
- ▶ This includes camping stoves and heaters, hot plates, electric frying pans, toasters, etc.
- ▶ Microwave ovens and coffee makers are authorized in the common areas and individual rooms of the BEQ. Such devices must be always kept clean and sanitary.
- ▶ Air scenting appliances that are plugged into wall receptacles are acceptable.

Open Flame / Flammable Liquids

- ▶ Candles and other open flame devices are prohibited in workspaces and BEQ's/BOQ's.



- ▶ MCO 11000.22 prohibits flammable liquids being stored inside BEQ's & BOQ's.

REPORTING & ABATEMENT

of Discrepancies

Procedures for Abating Violations and Discrepancies

- ▶ Responsibility to abate all violations and discrepancies identified on the Fire Safety Inspection Report is that of the Fire Warden or building management. All violations and discrepancies shall be abated as soon as possible.
- ▶ All discrepancies requiring maintenance, repair or replacement by Facilities Maintenance Branch (FMB) must have Service Requests submitted via MAXIMO. The Safety Inspection Report will state: “**Violation Noted MAXIMO Service Request Required.**”
- ▶ Service Requests must be submitted in a timely manner, 3-5 business days after the receipt of the Fire Safety Inspection Report.
- ▶ MCAS Fire Inspectors will check the MAXIMO system to ensure a service request has been submitted.
- ▶ Follow-up inspections by the MCAS Fire Inspector who issued the Fire Safety Report will be conducted to check if the discrepancy has been abated.
- ▶ **MCAS Fire Inspectors will submit Service Request only for the fire alarm and fire suppression systems.**

Emergency 911 System

Calling 911

- ▶ Calling 911 on a 269-XXXX number will connect you to the MCAS Yuma Emergency Dispatch Center (EDC).
- ▶ Calling 911 from any cell phone (personal or government issued) will connect you to the City Yuma Emergency Dispatcher.
- ▶ Calling 911 from an on base residence land line will connect you with the City of Yuma Emergency Dispatcher.
- ▶ Always call 911 if the fire alarm is activated.

HOT WORK & HOT WORK PERMITS

- ▶ Hot work is defined as any operation involving open flame, producing heat and/or sparks. This work includes, but is not limited to, welding, brazing cutting, grinding, soldering, thawing or heating pipe or metal and grilling.
- ▶ All hot work processes require a hot work permit. All personnel regardless of organization (MCAS civilian, military, or contractor), are required to obtain a hot work permit prior to commencing any hot work. This permit is issued by the fire department and authorizes the specific type of hot work for a 24-hour duration.
- ▶ A hot work permit for grilling is required when a request is on the flight-line side of the security fencing. This cooking operation must be located near the fence. Grilling on the flight-line side is only authorized for propane gas grills.

No open flame cooking or food heating is permitted inside aircraft hanger decks.

Smoking, Vaping & Tobacco

- ▶ Smoking, vaping and tobacco use are prohibited inside all government facilities.
- ▶ The references provide guidance for areas near facilities where these products can be used.
- ▶ References:
 - 1) Policy Memorandum 16-001, DoD Tobacco Policy.
 - 2) DoD Instruction 1010.10 Health Promotion and Disease Prevention.
 - 3) SecNav Instruction 5100.13E Navy and Marine Corps Tobacco Policy.
 - 4) MCAS Yuma StaO 5100.13 Station Tobacco Prevention Program

Contact Information

Located in Southwest Wing of Bldg 852

For more information concerning **The Fire Warden Program**, contact your local Fire Prevention Office.

FIRE PREVENTION STAFF

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