



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 11320.2G
N30
16 NOV 2020

NAVSUPPACT NAPLES INSTRUCTION 11320.2G

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY, FIRE PROTECTION AND PREVENTION PROGRAM

Ref: (a) DoD Instruction 6055.06 of 3 October 20
(b) OPNAVINST 11320.23
(c) COMNAVREGEURAFCENTINST 11320.2A
(d) Unified Facilities Criteria
(e) National Fire Protection Association National
(f) OSHA 29 CFR 1910.120
(g) NAVAIR 00-80R-14
(h) OSHA 29 CFR 1910.38
(i) NAVAIR 00-80T109
(j) OPNAVINST 5100.29A
(k) NAVSUPPACTNAPLESINST 4101.1D
(l) NAVSUPPACTNAPLESINST 11101.12A
(m) NAVSUPPACTNAPLESINST 5100.10B

Encl: (1) Fire Protection and Prevention Program
(2) Fire Bill (In English and Italian) (NAVSUPPACT Naples Form 11320/1 (Rev 10-20))
(3) Fire Warden Appointment Letter
(4) Fire Warden Monthly Checklist (NAVSUPPACT Naples Form 11320/3 (New 10-20))
(5) Fire Safety Guidelines for Construction
(6) UFC 3-600-02 System Out-of-Service or Impaired Sign

1. Purpose. To provide policy and guidance for the establishment of policies, standards, and responsibilities for Fire Prevention at U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, area of responsibility (AOR) per enclosure (1).

2. Cancellation. NAVSUPPACTNAPLESINST 11320.2F

3. Responsibilities. This instruction applies to all U.S. military, U.S., and Local National civilian, tenant commands, and contractors.

4. Action. This instruction supplements references (a) through (m). It shall in no way be interpreted as restricting any directives from a higher authority.

5. Changes and Additions. Recommended changes and additions shall be forwarded to the Commanding Officer (CO) for approval via the Installation Fire Chief (IFC). Changes to the Fire Prevention Program will not be implemented without CO's approval.

16 NOV 2020

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

7. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

8. Forms. All applicable forms can be found at:
https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nsa_naples/about/departments/administration_n1/administrative_services/forms.html



J. W. STEWART

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

NAVSUPPACTNAPLESINST 11320.2G
16 NOV 2020

**U.S. NAVAL SUPPORT ACTIVITY,
NAPLES, ITALY**



FIRE PROTECTION AND PREVENTION PROGRAM

Enclosure (1)

TABLE OF CONTENTS

Chapter 1: FIRE PROTECTION AND PREVENTION PROGRAM.....pg. 5

1. Purpose
2. Policy
3. Background
4. Applicability

Chapter 2: ORGANIZATION AND ADMINISTRATION.....pg. 6

1. General
2. Administration
3. Format

Chapter 3: FIRE PREVENTION PROCEDURES AND INSPECTIONS.....pg. 7

1. Inspection Criteria
2. Fire Warden Program
3. Inspection Reports
4. Corrective Action
5. Fire Wardens Monthly Checklist
6. Handheld Portable Fire Extinguisher
7. Activation or Tampering
8. Electrical Appliances
9. Portable Space Heaters
10. Extension Cords and Flexible Wiring
11. Surge protectors
12. Uninterrupted Power Supply (UPS)
13. Wall Receptacle Adaptors
14. Fire Bills
15. Fire/Emergency Evacuation Plan
16. Fire/Emergency Evacuation Drills
17. Means of Egress Fundamental Requirements
18. Emergency Exits
19. Illumination of Means of Egress
20. Marking of Exits
21. Emergency Lighting
22. Factors Affecting Egress
23. Exceeding Maximum Occupancy Load
24. Smoking
25. Housing Inspections
26. Special Events

16 NOV 2020

- 27. Unaccompanied Housing
- 28. Outdoor Cooking/Grilling Areas

Chapter 4: FIRE PREVENTION AND LIFE SAFETY EDUCATION.....pg. 16

- 1. Fire Safety Education Programs
- 2. Initial Indoctrination
- 3. Specialized Training
- 4. Handheld Portable Fire Extinguisher Training
- 5. Flight line Fire Extinguisher Training
- 6. Seasonal Campaigns
- 7. Fire Prevention Week
- 8. Crowd Manager Program
- 9. Hot Work Permit Training

Chapter 5: FIRE REPORTING PROCEDURES.....pg. 17

- 1. Fire Reporting Procedures

Chapter 6: CONSTRUCTION.....pg. 18

- 1. Engineering and Plans Review
- 2. Pre-Construction Conference
- 3. Contractors
- 4. Self-Help Projects
- 5. Hazardous Operation Permit (Hot Work)
- 6. Interior Finish and Furniture

Chapter 7: FIRE PROTECTION SYSTEMS.....pg. 20

- 1. Water Distribution Systems
- 2. Automatic Fire Alarms/Detection Systems
- 3. Suppression Systems
- 4. Water Distribution, Automatic Fire Alarms/Detection and Fire Suppression Systems;
Service Outage for Maintenance, Testing, and Inspection
- 5. Battery Operated (Spot-Type) Smoke Detectors
- 6. Tampering with Fire Protection Systems

Chapter 8: EMERGENCY OPERATIONS.....pg. 23

- 1. Emergency Operations
- 2. Support of Emergency Operations

Chapter 9: AIRFIELD FIRE PREVENTION.....pg. 24

1. General Guidance for Aircraft Hangars
2. Electricity
3. Hangar Fire Lanes
4. Flight line Extinguishers
5. Airfield Standbys
6. Grounding and Bonding

Chapter 10: FIRE INVESTIGATIONS.....pg. 27

1. Fire Investigation
2. Technical and Criminal Investigations
3. Qualifications
4. Specialty Assistance
5. Reports

Chapter 11: PUBLIC ACCESS EXTERNAL DEFIBRILLATOR PROGRAM.....pg. 28

1. Standard
2. Public Access Automated External Defibrillator (PAAED) Warden
3. PAAED Inspection and Maintenance

16 NOV 2020

CHAPTER 1

FIRE PROTECTION AND PREVENTION PROGRAM

1. Purpose. To provide the U.S. Military Forces, Civilian (U.S. and Host Nation) personnel, tenant commands, and contractors onboard U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, with a comprehensive program and ready reference that supports the Fire Protection and Prevention Program.
2. Policy. It is the policy of NAVSUPPACT Naples to fully implement the Fire Protection and Prevention Program in accordance with references (a) through (m). All possible steps shall be taken to eliminate or minimize hazardous conditions that would adversely affect an employee working environment. This shall be accomplished by applying an effective and continuous fire prevention and protection program.
3. Background. References (a) and (b) require heads of federal agencies to establish and maintain a Fire Protection and Prevention Program.
4. Applicability. The provisions of this section apply to all NAVSUPPACT Naples Area of Responsibility (AOR) personnel and operations.

CHAPTER 2

ORGANIZATION AND ADMINISTRATION

1. General. To establish a formal Fire Protection and Prevention Program for the NAVSUPPACT Naples AOR.

2. Administration. NAVSUPPACT Naples Fire Protection and Prevention Program is organized and administered under the staff direction of the Integrated Fire Control (IFC), who is operationally responsible to the Commanding Officer (CO). The Fire Protection and Prevention Program shall consist of:

- a. A statement of specific regulations or reference to regulations applicable to the activity.
- b. An inspection program for the activity, tenant, and contract facilities including hazard reporting and abatement procedures.
- c. Fire Safety orientation of all new personnel (U.S. military, U.S. and Host Nation civilian, and contractors).
- d. Fire Safety and Education programs for all personnel.
- e. Maintaining an active fire warden program per references (a), (b), (c) and (e).
- f. Fire protection review of new construction, building modification plans, and proposals for projects.
- g. The IFC or designee shall attend all pre-construction conferences and provide a copy of this instruction to the contractors.
- h. Issuance of permits for hazardous operations and hot works.
- i. An inspection, testing, and maintenance program for portable fire extinguishers per reference (e).
- j. Provide assistance and quality control for all inspections, testing, and maintenance programs for installed fire protection systems and water distribution systems, including fire hydrants per references (d) and (e).

Note: Base Operations and Support Contracts shall have certified technicians or technical representation to certify systems tests and repairs and provide accurate documentation via reference (d).

16 NOV 2020

CHAPTER 3

FIRE PREVENTION PROCEDURES AND INSPECTIONS

1. Inspection Criteria. The NAVSUPPACT Naples Fire and Emergency Services (N30), Fire Prevention Branch (FPB) is established pursuant to references (a) through (c). The program is structured to identify and enforce removal of command deficiencies and abatements with applicable fire and life safety codes.

2. Fire Warden Program

a. All Departments and tenant activities are required to appoint a fire warden and alternate fire warden (via enclosure (3)), to serve as the primary points of contact for N30 concerning fire prevention matters. In instances where there is more than one tenant in a facility, the building manager will ensure that fire wardens are assigned for all spaces, and that fire safety concerns in common spaces (i.e., monthly fire extinguisher inspections in hallways) are addressed. The fire wardens will generally be the designated facility representatives for the facility.

b. This position includes accompanying the fire prevention inspector(s) during facility inspection tours, providing abatement in the Enterprise Safety and Management System (ESAMS) for identified fire safety deficiencies, coordinating work requests to Public Works as needed with the facility Maintenance Service Representative (MSR), assisting in fire evacuation drills, and conducting fire safety training. Additionally, the fire warden will assist in obtaining the proper clearance to enter secure/classified areas for the purpose of conducting scheduled fire inspections.

c. Fire wardens are the key to the success of this program. A fire warden, and alternate fire warden, will be assigned for each facility or for each activity in mixed tenant facilities. Computer generated copies of the appointment letter (enclosure 3) will be sent to the individuals and the FPB. Appointment letters must be signed by Department Heads.

d. Personnel assigned as fire wardens will attend initial fire warden training by N30 prior to assuming their duties and for subsequent training, as required.

e. Personnel are required to attend an annual refresher in person, to receive recurring training and updates to the program.

f. Duties of the fire warden will be determined and disseminated by the FPB during the training module. The fire warden will maintain a folder with copies of required monthly inspection checklists, inspection reports, work request information for corrective actions, fire drills reports, and other information pertinent to fire and life safety objectives. The FPB will provide additional training for fire wardens to ensure they are aware of any unique characteristics or situations they may encounter.

3. Inspection Reports. Fire wardens shall have an ESAMS account and access with all required duty tasking and hazard abatement access via the installation safety office. The fire inspector will be accompanied by the fire warden during the inspection process to eliminate any misunderstanding about hazards discovered. The fire inspector will note any, and all discrepancies identified into ESAMS describing discrepancies identified, referenced violation, and provide a recommended course of corrective action (Interim and Permanent Controls, as applicable) to be taken to resolve the discrepancy.

4. Corrective Action. Fire wardens will take all necessary corrective actions within 10 calendar days unless otherwise directed. All actions including any trouble or work request numbers, supply requisition numbers, or mitigating circumstances will be noted on the inspection report, to include attachments such as TF-1's. Progress of all corrective actions will be monitored by Fire Prevention or assigned member of N30. Re-inspection will be conducted by the fire inspector in 30 calendar days or as required.

5. Fire Warden Monthly Checklist. Fire warden's duties also include a monthly fire safety check of their assigned facility. Fire wardens will be given training and guidance on their internal monthly fire safety inspection for their facility. A monthly checklist (enclosure 4) will be provided to the fire wardens by the FPB. This monthly checklist will be maintained by the fire warden, and will be forwarded to the FPB utilizing the Fire Prevention Mailbox, nsanaplesfireprevention@eu.navy.mil, by the 20th day of the month.

6. Handheld Portable Fire Extinguisher. Each facility will have designated handheld portable fire extinguishers. The minimum number of fire extinguishers needed to protect a property shall be determined as outlined in reference (e). Handheld portable fire extinguishers shall be maintained in a fully charged in an operable condition and shall be kept in their designated locations at all times when they are not being used.

a. The replacement, installation, maintenance, and testing of all assigned handheld portable fire extinguishers will be performed per reference (d). Portable fire extinguishers shall be provided by the Fire Prevention Office and issued to all tenant commands per NFPA 101. In facilities where tenants are responsible for fire extinguishers, the requirements (funding for replacement, testing, and maintenance) shall be specified in an Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA).

b. NAVSUPPACT Naples N30 is responsible for:

(1) Providing technical guidance for determining the number, location, and type of fire extinguishers required in each facility.

(2) Inspecting all portable fire extinguishers during scheduled annual fire prevention inspections.

(3) Providing tamper seals and monthly inspection cards.

16 NOV 2020

(4) The Fire Warden is Responsible for; conducting a visual inspection of all handheld portable fire extinguishers to ensure the seal and pin are intact, pressure indicator (the gauge) is in the green indicating operational, no physical damage is apparent, that it is secured and stored correctly, and that it is not obstructed or obscured. This inspection shall be performed on a monthly basis. To validate the inspection, sign and date the monthly fire extinguisher inspection tag upon completion of the visual inspection.

7. Activation or Tampering

a. The activation or tampering of any handheld portable fire extinguisher for any reason other than a fire is strictly prohibited. Personnel found to have activated or tampered with any portable fire extinguisher are subject to appropriate disciplinary action. Each activity or tenant occupying a facility or designated area will be financially responsible for the repair, servicing, or replacement of portable fire extinguishers damaged or missing as a result of negligence.

b. Any person witness indications that a handheld portable fire extinguisher has been discharged and/or is not fully operational will report that fact immediately to the facility fire warden and FPB.

c. Fire suppression equipment will not be used or removed from its assigned location for any reason except for firefighting and fire drills (Example, but not limited to: Contractors or maintenance personnel may NOT use assigned facility handheld portable fire extinguishers for hot works operations).

8. Electrical Appliances

a. Kitchen appliances that generate heat will be placed on a non-combustible surface.

b. Coffee makers, microwaves, refrigerators, air conditioners, and other appliances will be plugged directly into a wall receptacle.

c. The area around the appliance shall be kept clear of all combustible materials.

d. Unauthorized open flame devices and burning candles is prohibited.

9. Portable Space Heaters

a. Portable space heaters must be approved for use by the Public Works Department (PWD) and the FPB per reference (k).

b. Portable space heaters will be equipped with a thermostat and tip-over safety shut-off switch.

c. Portable space heaters will be located so that they cannot be easily overturned.

- d. Portable space heaters will be plugged directly into a wall receptacle.
- e. The area around the heater will be kept clear of all combustible materials.
- f. Portable space heaters will be used in such a manner as not to create an overload of the circuit or device.
- g. Portable space heaters will be un-plugged when not in use.
- h. Portable space heaters must meet all safety requirements of Underwriters Laboratories (UL), Factory Mutual (FM) or European CE. Each unit must have a marking indicating one of these labels.

10. Extension Cords and Flexible Wiring

a. Extension cords are used for office uses must be approved for temporary use and not to exceed 90 days by the FPB.

b. Per reference (d) extension cords or flexible wiring are for temporary use only and must be unplugged and properly stored when not in-use. Extension cords used with portable tools and equipment will be designed with three-prong plugs. When used, they must be in serviceable condition, not frayed or worn, continuous in length without splice or tape, be plugged directly into a hard-wired electrical outlet with a maximum of one extension cord plugged into a duplex receptacle at one time. Extension cords or flexible electrical wiring must be designed or approved for the intended application, with a minimum rating of at least 13 amps. The minimum amperage rating of the extension cord will be at least equal to, but not less than, the amperage rating of the item being powered from the cord and so labeled on the extension cord.

*All electrical items shall be UL, FM or CE approved.

*EXTENSION CORDS SHALL NOT BE:

- (1) Used in a "daisy chain" effect or connected in series.
- (2) Used as a substitute for fixed wiring for the structure.
- (3) Run through walls, ceilings, floors, doorways, windows, or similar openings.
- (4) Concealed behind walls, ceilings, under carpets, floors, or attached to building surfaces.

(5) Used to operate appliances that are used to generate heat, cooking, refrigeration, microwave, air conditioning units or equipment required to be continuously energized.

11. Surge protectors. Surge protectors are authorized for use in all non-hazardous areas. They must be in serviceable condition, not frayed or worn, continuous in length without splice or tape.

16 NOV 2020

a. Surge protectors must be equipped with a functioning on/off switch, a circuit breaker that can be reset or replaced, designed for the intended application, and must be UL, FM or CE approved and not exceed six feet in length. They will not be:

b. Used in a "daisy chain" effect or connected in series and be plugged directly into a hard-wired electrical outlet with a maximum of one surge protector plugged into a duplex receptacle at one time.

c. Used to operate appliances that are used to generate heat, cooking, refrigeration, and microwave or air conditioning units.

d. Used in such a manner as to create an overload of the circuit or device.

e. Run through walls, ceilings, under carpets, floors, doorways, windows, or similar openings.

f. Concealed behind walls, ceilings, or floors.

g. Surge protectors shall have a maximum of six receptacles with the cord not exceeding six feet.

12. Uninterrupted Power Supply (UPS). UPS devices are authorized for continuous use. They must be in serviceable condition, equipped with a functioning on/off switch, a circuit breaker that can be reset or replaced, designed for the intended application, and must be UL, FM or CE approved. They will not be:

a. Used in a "daisy chain" effect or connected in series. They will be either hard wired into the existing electrical system or plugged directly into a hard-wired electrical outlet.

b. Used in such a manner as to create an overload of the circuit or device.

c. Run through walls, ceilings, floors, doorways, windows, or similar openings.

d. Concealed behind walls, ceilings, carpet, or floors.

13. Wall Receptacle Adaptors. Multiple plug (splitters) and unapproved wall receptacle adaptors are prohibited for use.

14. Fire Bills

a. Fire Wardens shall ensure that all areas recommended by the fire department, normally all entry and exit points, are provided with a conspicuously posted Fire Bill, providing occupants with the following information concerning:

- (1) Fire reporting procedures (See enclosure 2).
- (2) Evacuation procedures/muster points.
- (3) Action to be taken in the event of a fire.
- (4) Notice of any special hazards or conditions, securing classified material, presence of explosives.

b. Fire Bills are available at the FPB (enclosure 2).

15. Fire/Emergency Evacuation Plan. Fire wardens shall develop or maintain an emergency evacuation plan, and ensure that all areas recommended by N30 are provided with a conspicuously posted fire/emergency evacuation plan providing occupants with the following information per reference (h).

- a. An accurate emergency evacuation floor plan.
- b. Designate primary and secondary emergency evacuation exits. Primary route shall be indicated in red with wording to indicate secondary route in a contrasting color.
- c. Designated emergency evacuation muster points (as provided by NAVSUPPACT Naples Emergency Management).
- d. Indicate the employee's current location.
- e. Locations of fire alarm pull stations and portable fire extinguishers.

16. Fire/Emergency Evacuation Drills. The FPB shall conduct fire/emergency evacuation drills to ensure orderly egress and prevent panic under emergency condition. Emergency fire/evacuation drills will be conducted as required by reference (e). The FPB will maintain records of the evacuation drill.

17. Means of Egress Fundamental Requirements

- a. In every building or structure, exits are arranged and maintained as to provide free and unobstructed egress from all parts of the building or structure at all times when occupied.
- b. No lock or fastening device will be installed to prevent free escape from the inside of any building.
- c. Exits will be accessible to the extent necessary to assure reasonable safety for occupants having impaired mobility.

16 NOV 2020

d. Every exit will be clearly visible, or the route to reach every exit will be conspicuously indicated, in such a manner that every occupant of every building or structure will readily know the direction of escape from any point.

e. Each means of egress, in its entirety, will be marked with direction to a place of safety is indicated in a clear manner.

f. Any doorway or passageway that is not an exit or a direction to reach an exit, but is capable of being confused with an exit, will be marked to prevent confusion with acceptable exits.

g. Every vertical direction of exit, or other vertical opening between floors of a building, will be suitably enclosed/ protected, as necessary. This will afford safety to occupants while using exits and to prevent spread of fire, smoke, or fumes through vertical openings from floor to floor before occupants have entered exits.

h. Where artificial illumination is required in a building or structure, exit facilities will be included in the lighting design in an adequate and reliable manner.

i. Stairwell Usable Space. There shall be no enclosed, usable space within an exit enclosure, including under stairs, nor shall any open space within the enclosure be used for any purpose that has the potential to interfere with egress.

18. Emergency Exits

a. No lock or other fastening device will be installed on, or in connection with, any emergency exit door.

b. Emergency exit doors will not be blocked, tied, or propped open at any time.

c. Emergency exit doors shall swing in the direction of exit travel when serving a high hazard area or an occupant load of more than 50.

d. Panic hardware, where required, will be maintained in proper working order at all times.

e. Self-closing devices, where required, will be maintained in proper working order at all times.

f. When required to be self-closing, the door will be self-latching upon closing.

19. Illumination of means of Egress. Where illumination of means of egress is required, it will be installed and maintained per reference (e).

16 NOV 2020

20. Marking of Exits. Where the marking of an exit is required, such markings will be per reference (e).

21. Emergency Lighting. Emergency lighting, where required, will be installed, tested, and maintained per reference (d).

22. Factors Affecting Egress

a. Every required exit, exit access, or exit discharge will be continuously maintained free of all obstructions.

b. No furnishings, decorations, or other objects will be so placed as to obstruct exits.

c. Hanging items or draperies will not be placed over exit doors or otherwise be located to conceal or obscure any part.

d. Mirrors will not be placed on exit doors or placed in or adjacent to any exit, exit access, or exit discharge.

e. Clothing and other personal effects will not be stored in corridors or lobbies in such a way as to obstruct any part of an exit.

23. Exceeding Maximum Occupancy Load. Facilities are deemed to be overcrowded when the occupant load exceeds the exit capacity or the posted occupant load.

24. Smoking. See reference (m).

25. Housing Inspections. Per reference (b), annual fire inspections will be conducted in the "common" areas of multi-family occupancies. If desired, occupants may request inspection of individual quarters through the FPB. Inspections will be conducted per reference (e).

26. Special Events. Special events will require a site inspection by N30 prior to the start of, and if deemed necessary, during any such event to ensure adequate fire prevention and life safety precautions have been taken, with a trained crowd manager in accordance with reference (e). The following precautions shall be taken:

a. All fire protection systems and equipment are accessible and in-service.

b. Exit and emergency lighting is functional.

c. Closed top enclosures or the hanging of parachutes, canvas, or other decorative items from ceilings in sprinkled or non-sprinklered facilities is prohibited.

16 NOV 2020

d. All designated exits must allow unrestricted egress during the event. Exit access aisles shall be at least 36 inches in clear width and remain unobstructed by chairs, tables, or other objects.

e. Posted maximum occupant load will not be exceeded.

f. Combustible materials, hay, straw, shavings, etc., will not be located in any structure.

g. The use of pyrotechnic special effects and torches is prohibited.

27. Outdoor Cooking/Grilling/Turkey Fryer Areas. Outdoor cooking in any location shall be per reference (c). At a minimum, a 10 lb. ABC dry chemical fire extinguisher is required for all outdoor cooking activities.

CHAPTER 4

FIRE PREVENTION AND LIFE SAFETY EDUCATION

1. Fire Safety Education Programs. NAVSUPPACT Naples N30 is available, upon request, to provide fire prevention and life safety training to any and all departments, tenant commands, contractors, and/or social organizations conducting business onboard NAVSUPPACT Naples.
2. Initial Indoctrination. Mandatory training for all newly assigned personnel. Initial fire prevention and life safety training is included in the base indoctrination (Area Orientation) program.
3. Specialized Training. N30 will provide fire prevention and life safety training for any particular shop or department.
4. Handheld Portable Fire Extinguisher Training. Mandatory training for all U.S. military, U.S. civilian, and LN personnel who are assigned to the AOR. Training is provided as required and coordinated through the fire prevention department. Training may include classroom lecture, computer-based lesson plans, and hands-on simulator training.
5. Flight line Fire Extinguisher Training. Mandatory training for all U.S. military, U.S. civilian, and LN personnel who are assigned with duties of working with aircraft. Training is provided as required and is coordinated through the N30. It is the responsibility of the end user to schedule and track flight line fire extinguisher training.
6. Seasonal Campaigns. Stressing hazards unique to a particular season or activity. This training is normally in the form of articles posted on the base website, as service announcements on base television or radio station.
7. Fire Prevention Week. The week including 8 October is proclaimed as National Fire Prevention Week every year. This week is observed on NAVSUPPACT Naples with a variety of classes, activities, and demonstrations.
8. Crowd Manager Program. Any public assembly which exceeds 150 members will have a crowd manager in place. Crowd manager(s) will provide oversight per Chapter 3, paragraph 25 of this instruction and coordinate any emergency evacuation event. The FPB will provide crowd manager training, as needed, based upon special events.
9. Hot work Permit Training. Any person conducting hot work must adhere to the requirements outlined in reference (e) NFPA 51B and other applicable references. If additional training is required, the FPB is able to provide. Training will include procedures in hot work process, emergency procedures, fire extinguisher requirements, fire watch requirements and use of Personal Protective Equipment (PPE). All training can be conducted in Italian or in English, if required.

16 NOV 2020

CHAPTER 5

FIRE REPORTING PROCEDURES

1. Fire Reporting Procedures. All fires or emergency incidents, regardless of size or severity, must be reported to the NAVSUPPACT Naples Emergency Dispatch Center (EDC) via 911 from any DSN or 081-568-4911 from a commercial or cell phone (includes all fires that have been extinguished). When a fire is discovered, please use the following recommended steps:

a. Activate the nearest manual fire alarm pull station. Activating this device will transmit a fire alarm signal to the facility, both visual and audible. Activation of the audio and visual notification devices in the affected facility will prompt evacuation of all personnel from the facility. If a facility is not equipped with a fire alarm system use any means necessary to promptly evacuate personnel. Notify the EDC.

b. Evacuate the facility and use the established evacuation routes and muster points from the facility fire/emergency evacuation plan. Fire wardens and supervisors shall coordinate to ensure accountability of all personnel at the designated muster point.

c. Call the EDC at extension 911 or 081-568-4911. Do not endanger yourself to report the fire. Call from a nearby building or cell phone rather than remaining in the fire area or building.

d. Provide the EDC with the following information:

(1) Facility number, name, and location of the emergency.

(2) The nature of the emergency (Fire, Hazmat, Medical)

(3) Your name as the reporting party. Stay on the phone as long as you are not in danger, give the dispatcher information that aid the emergency resources responding.

(4) Give the current phone number your using (for call-back, if call is dropped).

e. Report to the first arriving fire unit:

(1) Status of personnel evacuation and/or entrapment(s).

(2) Location and nature of the fire, if known.

(3) Report any information that will aid the fire department in their response.

CHAPTER 6

CONSTRUCTION

1. Engineering and Plans Review. The plans for all military construction projects, facility modernization, rehabilitation programs, or self-help projects shall be reviewed by the IFC or designated representative to ensure all construction projects contain current fire protection and life safety features required by references (d), and (e). The UFC requires a registered fire protection engineer to conduct a technical design review. Fire Inspectors shall review plans to ensure all required features are present and local emergency response elements are incorporated. PWD shall provide the FPB with a copy of all construction plans for review at the 35 percent, 75 percent, and final design phases. Construction projects shall not be signed off without review and approval by the FPB.
2. Pre-Construction Conferences. The PWD shall ensure that the FPB is notified and included in all pre-construction conferences. The FPB shall inform the contractor of the fire prevention and life safety codes and their responsibilities and requirements during pre-construction conferences and will provide a copy of enclosure 4 (PWD should include enclosure 4 as part of contract or construction specifications).
3. Contractors. All contractors must comply with the provisions of this instruction per reference (a) through (m) and enclosures (1) through (6), as required. The FPB is authorized to inspect any construction site at any time. Unsafe work conditions can may require shut-down of the construction site and the PWD, Facilities Engineering and Acquisition Division Officer will be notified at once.
4. Self-Help Projects. Self-help projects shall be reviewed by the FPB and be accepted and approved before they go to the PWD for materials and work. PWD shall not issue any materials for self-help without the work request going to the FPB.
5. Hazardous Operation Permit (Hot Work). A hazardous operation permit must be obtained from the FPB for all hazardous and/or hot work that is to be accomplished. This includes welding, cutting, brazing, open flame, grinding which may produce sparks or arches, torch applied roofing, or any work that involves extreme heat or flame. To request a hot works permit, contact the FPB at least 48 hours in advance of scheduled hot work to request a permit. Emergency hot work requests may be coordinated with the on-duty assistant chief or station chief. A hazardous/hot operation permit can be issued for no more than seven (7) days, after which a new permit is required.
 - a. Confined Space Permit is required from installation safety.
 - b. At least 48 hours of notice is required if hot work in a confined space, the contractor will notify FPB.

16 NOV 2020

- c. Contractors will use qualified personnel as defined in 29 CFR 1910 and 29 CFR 1926.
 - d. The contractor will furnish FPB with a copy of hot work certification indicating “safe” or “unsafe” for hot work, and precautions to be taken.
 - e. The contractor will furnish an emergency action plan.
 - f. The presence of a fire inspector is required at the time of certification and for updating as may be required.
 - g. FPB may require additional safety measures as necessary to ensure safe operations.
 - h. FPB may deny any hot work operation in confined spaces deemed unsafe.
6. Interior Finish and Furniture. The FPB and PWD, with the supply department, shall ensure that all interior finish and materials procured for use on NAVSUPPACT Naples AOR meets or exceeds the standards in references (d) and (e).

16 NOV 2020

CHAPTER 7

FIRE PROTECTION SYSTEMS

1. Water Distribution Systems. PWD is responsible for maintaining and maintenance of the water distribution system per references (d) and (e).
2. Automatic Fire Alarms/Detection Systems. PWD is responsible for maintaining and scheduled maintenance of the automatic fire alarm detection systems per references (d) and (e).
3. Suppression Systems. PWD is responsible for maintaining and scheduled maintenance of the suppression systems per references (d) and (e).
 - a. Sprinkler control valves will be kept in the open position. If sprinkler heads become fused due to fire, the control valves will not be closed until directed by the Fire Department.
 - b. Qualified contractors are responsible for testing and maintaining sprinkler systems, including replacement of sprinkler heads and restoration to service after activation, per reference (d).
 - c. Sprinkler systems will have an appropriate inspection tag attached, indicating last inspection/test date and system status, in/out of service and servicing agent.
 - d. Hanging any object from sprinkler piping is strictly prohibited.
 - e. In storing any low hazard materials, a clearance of at least 18 inches between the material and the sprinkler heads will be maintained. A clearance of at least 18 inches will be maintained between sprinkler heads and any stored high hazard materials.
 - f. Dropped ceilings or any other obstruction that would impede the operation of the system will not obstruct sprinkler heads.
 - g. Painting of sprinkler heads is strictly prohibited.
 - h. N30 sprinkler, standpipe connections, and control valves will not be obscured.
 - i. Post indicator valves will be secured as required in reference (d).
4. Water Distribution, Automatic Fire Alarms/Detection and Fire Suppression Systems; Service Outage for Maintenance, Testing, and Inspection.

16 NOV 2020

a. The N30 official will be present for all system maintenance (Emergency Communication Center must be notified if the maintenance places the system out-of-service), testing, and inspections. Upon completion of the system maintenance, testing and inspections, a copy of the certificate of compliance will be forwarded to the FPB.

b. Water distribution, automatic fire alarms/detection, and fire suppression systems will not be placed out-of-service except for repairs or maintenance.

c. Prior to placing systems out of service and when returning systems back to service, PWD will notify the FPB or designated fire department representative during normal working hours.

d. After hours and weekends, PWD will notify the on-duty Assistant Fire Chief via the dispatch center at: 081.568.5638.

e. Restoration of the systems will be given highest priority for repairs. Building occupants will implement contingency plans, (i.e. a roving Fire Watch, as appropriate) until service is restored.

f. PWD is responsible for maintaining records on all water distribution, hydrants, and automatic fire alarms/detection and fire suppression systems per references (d) and (e).

g. Records for maintenance, testing and inspections on systems and its components and shall be made available to the authority having jurisdiction upon request.

h. Records shall indicate the procedure performed (e.g., inspection, test, or maintenance), the organization that performed the work, the results, and the date.

i. Records shall also be maintained by the facility manager.

j. As built, system installation drawings, hydraulic calculations, original acceptance test records, and device manufacturer's data sheets shall be retained for the life of the system. Subsequent records shall be retained for a period of *one year after the next maintenance*, test, or inspection of that system as required by the standard.

k. Maintain integrity of the fire detection system, fire alarm systems will not be used to monitor or transmit alarms for purposes other than fire extinguishing, fire detection, or fire drills. All documentation shall be forwarded to N30.

l. Activation of any fire extinguishing, detection, or alarm system for any purpose other than for fire is strictly prohibited.

5. Tampering with Fire Protection Systems

16 NOV 2020

- a. No person shall render any fire extinguishing system or any fire detection system inoperative or inaccessible.
- b. No person shall reset or silence any fire alarm or fire protection system unless authorized to do so or at the direction of the Installation Fire Chief or N30 designated representative.

CHAPTER 8

EMERGENCY OPERATIONS

1. Emergency Operations. Despite the best efforts to prevent a fire or other life-threatening emergency, these situations will arise. It is then imperative that emergency response forces are given every opportunity to carry out their duties without undue obstruction.
 - a. Emergency Vehicle Access. The base-parking plan is designed to provide the maximum access to buildings for emergency vehicles.
 - b. Non-emergency vehicles are prohibited from parking in fire lanes or within 15 feet (4.5m) of fire hydrants and fire department connections.
 - c. Emergency vehicles responding to emergencies must be given the right-of-way as soon as possible.
 - d. It shall be unlawful to interfere with an emergency response agency during the course of any emergency operation.
2. Support of Emergency Operations. All support for emergency operations will be conducted per the base emergency management response plan.

16 NOV 2020

CHAPTER 9

AIRFIELD FIRE PREVENTION

1. General Guidance for Aircraft Hangars. It is the responsibility of all personnel operating or working on aircraft in hangars to understand and follow the following procedures.

a. Privately owned vehicles shall not enter aircraft hangars.

b. Aircraft servicing vehicles or any other internal combustion engine powered equipment should not enter aircraft hangars unless necessary for aircraft maintenance and servicing. They should not be stored in a hangar unless absolutely necessary, and then in a segregated area at least 25 feet away from any aircraft. Maintenance on such units will not be carried on in hangars. Any variations will require the IFC approval.

c. The arrangement of aircraft in hangars shall be carefully planned to permit rapid removal in case of emergency. Tow bars should be installed on nose gear ready for immediate use, brakes released and, if practicable, a tow tractor should be hooked up ready for start-up and use. Unobstructed area in front of aircraft hangar door shall be maintained at 1-1/2 the width of the largest aircraft allowed to be parked inside the hangar to permit rapid removal of the aircraft in case of emergency.

d. Metal pans shall be placed under aircraft whenever needed to collect oil or hydraulic leakage. Fuel from venting or leaks shall be contained and disposed of per established fire, safety, and environmental regulations.

e. Open flame operations inside hangars on aircraft are strictly prohibited.

f. A written, special welding permit for each welding operation conducted on an aircraft shall be obtained from an individual designated by management as responsible for authorizing welding operations. FPB may issue a special welding permit after a thorough inspection of the circumstances and compliance with provisions set forth in both references (c) and (e).

g. The highest standard of cleanliness and order shall be observed in the Hangar and aircraft maintenance area.

h. Ample number of waste receptacles shall be provided on any hangar deck and in shop areas. Waste receptacles shall be of non-combustible material and provided with a tightly fitted lid.

i. EDC shall be notified of any hazardous materials leaks or spills.

j. Covered metal containers shall be provided and used for storing supplies of clean rags and other combustible materials.

k. Solvents with a flash point of 100°F or less shall not be used for cleaning aircraft, parts, or any other cleaning.

l. Supplies of paint, thinners, and other flammable solvents shall be stored PER references (c) and (d). The Safety office should be notified if further storage information is required.

2. Electricity

a. Electrical equipment used on hangar decks, (i.e., portable equipment and lamps, cutouts, switches, receptacles, charging panels, generators, motors, etc.) shall be of the type approved for Class I, Group D, Division 1 hazardous locations as defined by reference (e).

b. Wherever possible, aircraft batteries shall be disconnected or removed during maintenance operations in order to de-energize all electrical circuits. Aircraft batteries shall not be charged when installed in aircraft located *inside a hangar*. Charging nickel-cadmium batteries shall be segregated from lead-acid battery-charging operations.

c. Electric converters or rectifier units used to energize aircraft power systems shall be suitable for the hazard location when used in hangars. Those shall not be positioned under aircraft wings or engines.

d. Engine driven generators shall not be used to energize aircraft power systems inside hangars. If used, they shall be located close to exterior doors where ample ventilation is provided and positioned at least 20 feet from aircraft fuel system vent openings.

e. Mobile servicing equipment such as air compressors, air movers, portable heater units, and vacuum cleaners shall not be in the vicinity of the aircraft. Vicinity of aircraft is the area within five feet horizontally from aircraft power plants or aircraft fuel tanks and shall be classified as a Class I, Division 2, location that shall extend upward from the floor to a level five foot above the upper surface of wings and of engine enclosures.

f. All aircraft shall be grounded while inside any hangar.

g. Vending machines, cooled drinking fountains, etc., shall not be installed on hangar decks unless suitable for Class I, Division 2, hazardous locating.

3. Flightline Extinguishers. Flightline extinguishers shall be funded and maintained by NAVSUPPACT Naples N30, per reference (g). Transient Line personnel shall conduct monthly inspections on all flightline extinguishers. All inspections shall be documented either by inspection tag, sticker or logbook, and must be available to the Fire Inspector for review during a periodic inspection. Maintenance and testing shall be per reference (e) information will be annotated in ESAMS on a monthly basis. Inspections shall ensure that the extinguishers are in their designated locations, confirm that they have not been actuated or tampered with, and

16 NOV 2020

identify any obvious physical damage, corrosion, or other impairments. Extinguishers with defects shall be turned in for maintenance and inspection per the procedures specified in references (d) and (f).

4. Grounding and Bonding. Any operation involving aircraft that requires grounding and bonding of equipment shall be per reference (g).

16 NOV 2020

CHAPTER 10

FIRE INVESTIGATIONS

1. Standard. All fires shall be investigated per references (b) and (c) to determine probable origin and cause and to reveal trends and lessons learned to support fire protection improvements and education programs.
2. Technical and Criminal Investigations. Fires exceeding the local investigation certifications or capability shall be reported promptly through the chain-of-command to request outside support. Coordination will be conducted per references (b) and (c).
3. Qualification. Fire investigation personnel must be trained in fire investigations per reference (b).
4. Specialty Assistance. Fire investigations requiring a specialist should be coordinated per references (b) and (c).
5. Reporting. Final fire investigation reports will be completed per references (b) and (c). The records will be maintained according to references (a) and include:
 - a. A copy of the fire report.
 - b. The investigation report.
 - c. Witness statements.
 - d. Evidence log.
 - e. Photographs.
 - f. Any information solicited from other agencies.
 - g. Other data or information specific to the Incident Chain of Custody and evidence preservation procedures will be utilized and adhered to per local protocols, regulations and directives.

16 NOV 2020

CHAPTER 11

PUBLIC ACCESS AUTOMATED EXTERNAL DEFIBRILLATOR (PAAED) PROGRAM

1. Standard. The PAAED Program is per reference (j).
2. Installation AED Coordinator. Serve as the point of contact for all matters concerning PAAED use and directly oversee and manage the installation PAAED program. Installation PAAED coordinator assigned by the IFC shall:
 - a. Have oversight, administration, and responsibility over the installation PAAED program.
 - b. Serve as the point of coordination and guidance for the acquisition of PAAED and storage cabinets for the installation PAAED program.
 - c. Be a credentialed member of N30, in both CPR and AED use.
 - d. Coordinate and conduct initial and recurring CPR and AED classes for staff in facilities and locations where PAAEDs are located.
 - e. Maintain a current PAAED inventory to include location, number, AED type, AED warden (if applicable), and the most recent inspection or update.
 - f. Ensure PAAED maintenance and testing is conducted per manufacturer's recommendations.
 - g. Maintain a sufficient inventory of batteries and pads specific to the types of AEDs on the installation.
 - h. Ensure the medical director is notified of all PAAED activations.
 - i. Assist with downloading electronic records from the PAAED and returning the unit to service when utilized during a Sudden Cardiac Arrest (SCA) event.
 - j. Orient the PAAED program with local or state programs to ensure continuity in patient care.
 - k. Ensure PAAEDs purchased by the installation or tenant are compatible with existing N30 PAAEDs.
3. Installation Commands, Tenant Commands, or Building Managers for Facilities with PAAEDs

16 NOV 2020

a. Appoint a facility PAAED warden who will be responsible for the periodic inspections per manufacturer's recommendations, and communicate the need for maintenance and replenishment of supplies to the PAAED coordinator.

b. Maintain an inventory of all PAAEDs and locations within their AOR.

c. Make available initial and refresher CPR and PAAED training per reference (j) for employees and occupants in areas where PAAEDs are located.

3. PAAED Inspection and Maintenance. The PAAED warden will conduct monthly inspection on assigned PAAED units with provided checklist. Deficiencies shall be reported immediately to the installation PAAED coordinator for correction(s).

a. Designated N30 personnel shall conduct quarterly inspections and function tests on all command owned PAAED units. All inspections and functional tests shall be documented in ESAMS.

b. BUMED shall provide all: Adult Pads, Pedi Pads (where applicable), Consumables (Razor, Scissors, sterile gloves, CPR mouth guard).

c. The PAAED Coordinator shall coordinate with Base Medical/BMET (Bio-medical Equipment Technician) for updates and annual calibration/bio system check on all PAAED's.

1 6 NOV 2020

NAVSUPPACT NAPLES FORM 11320/1 (Rev 10-20)

FIRE BILL

IN CASE OF FIRE

1. Activate nearest Manual Pull Station.

2. Call **9-1-1** or **081-568-4911**



Report your location as: _____

3. If time permits, close doors and windows to confine the fire. Do not endanger yourself or others in this effort.

4. Use equipment at hand to extinguish the fire pending arrival of the Fire Department only if this can be done safely.



5. After evacuating, ensure accountability (**Muster**) is conducted.



IN CASO DI INCENDIO

1. Usare la piu' vicina cassetta di allarme antincendio

2. Tel. **9-1-1** o **081-568-4911**



Riferire dove vi trovate: _____

3. Se il tempo lo permette, chiudete porte e finestre per confinare l'incendio. Non mettere in pericolo voi stessi o altri in questa situazione.

4. Utilizzare I dispositivi a portata di mano per spegnere l'incendio in attesa dell'arrivo dei Vigili del Fuoco solo se questo può essere fatto in modo sicuro.



5. Dopo l'evacuazione, assicurarsi che tutte le persone siano presenti (**Punto d'incontro**).



Enclosure (2)

16 NOV 2020

FIRE WARDEN APPOINTMENT LETTER



NAVSUPPACT NAPLES
FIRE AND EMERGENCY SERVICES - FIRE PREVENTION BRANCH
EMAIL: nsanaplesfireprevention@eu.navy.mil
DSN (CAPO): 314.626.2668 or 081.568.2668
DSN (SUPPORT SITE): 314.629.4488 or 081.811.4488

DATE: _____

MEMORANDUM

From: _____

To: Fire Chief, U.S. Naval Support Activity, Naples, Italy

Via: Fire Prevention Branch, U.S. Naval Support Activity, Naples, Italy

Subj: DESIGNATION OF PRIMARY AND ALTERNATE FIRE WARDEN

1. The following personnel are appointed to be the designated Fire Wardens:

a. Primary Fire Warden: _____

(1) Phone Number (DSN): _____

(2) Email Address: _____

(3) PCS Date: _____

b. Alternate Fire Warden: _____

(1) Phone Number (DSN): _____

(2) Email Address: _____

(3) PCS Date: _____

2. The building and/or area(s) of responsibility are:

a. Building Number(s): _____

b. Activity: _____

3. Members have verified with the Installation Safety Office their access to the information system (IS), Enterprise Safety Applications Management Systems (ESAMS), at DSN: 314.626.4857

//SIGN//
Department Head

Enclosure (3)

16 NOV 2020

FIRE WARDEN MONTHLY CHECKLIST

BLDG# _____

NAVSUPPACT NAPLES FORM 11320/3 (New 10-20)

AREA OF CONCERN	PASS	FAIL	N/A	COMMENTS
GENERAL FIRE WARDEN				
Building Fire Prevention Folder				
Copy of Fire Warden Appointment Letter				
Building Fire Evacuation Plan				
Copy of all Fire Inspection related work orders				
GENERAL HOUSEKEEPING				
Area Free of trash/rubbish accumulation				
All combustible materials stored neat and orderly				
ELECTRICAL				
Check all power cords for wear				
Extension cords not used as permanent wiring				
Daisy chained cords or multi plug adapters not used				
No cords under rugs or through doorways				
Cover plates in place on all outlets/switches				
Coffee pots/microwaves/toasters on combustible Surface				
Non approved heaters				
No storage in mechanical rooms				
Clearance of 36" from breaker panels				
Clearance of 18" from all light fixtures				
FIRE EXTINGUISHERS				
All fire extinguishers are present and unobstructed				
All fire extinguishers are in good repair				
All fire extinguishers are pressurized				
All fire extinguishers have pin and tamper seal				
All fire extinguishers are mounted				
All fire extinguisher tags have been signed off monthly				

FIRE WARDEN MONTHLY CHECKLIST (CONTINUED)

NAVSUPPACT NAPLES FORM 11320/3 (New 10-20)

AREA OF CONCERN	PASS	FAIL	N/A	COMMENTS
EMERGENCY EXIT LIGHTS/EXIT SIGNS				
All illuminated exit signs in working order				
Exit signs/emergency lights not obstructed				
EXITS/MEANS OF EGRESS				
Evacuation routes posted				
Storage under stairs used for egress prohibited				
Egress width not reduced below 36" at any point				
Corridors/hallways width not reduced below 44"				
Exits not locked while building is occupied				
FIRE ALARMS/SPRINKLER HEADS/ FIRE DOORS				
Alarm pull stations unobstructed and in plain view				
Sprinkler heads unobstructed with clearance 18"				
Fire doors are not obstructed or propped open				
EXTERIOR				
No excessive vegetation growth				
Area free of trash and rubbish				
POL/FLAMMABLE/COMBUSTIBLE/LIQUIDS/CYLINDERS				
MSDS book on hand and current				
All flammable liquids/materials in approved containers/labeled				
No flammable liquids present in path of egress				
Flammable liquid containers covered when not in use				
Compressed gas containers in good repair				
Cylinders stored with the valve closed				
Soiled POL rags stored in approved containers				
Compressed gas cylinders chained and secured				

*This monthly checklist will be maintained by the fire warden, and will be forwarded to the FPB utilizing the Fire Prevention Mailbox, nsanaplesfireprevention@eu.navy.mil, by the 20th day of the month.

FIRE WARDEN NAME PRINTED

FIRE WARDEN SIGNATURE

16 NOV 2020

CONTRACTOR(S) GUIDANCE

FIRE SAFETY GUIDELINES FOR CONSTRUCTION



Emergency Dial (DSN ONLY):

911

Cell or Commercial dial:

081-568-4911

16 NOV 2020

MEMORANDUM FOR ALL CONTRACTORS

Subj: FIRE PREVENTION GUIDANCE FOR CONTRACTORS

1. This guide is designed to assist you in establishing fire prevention procedures while working on U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Capodichino and Support Site. The unsafe practices listed in this guide are more common hazardous situations that could occur around your work areas. If a situation develops that is not contained in this guidance, or other fire publications, then the Base Fire Chief or Fire Prevention personnel will determine what actions are to be taken.
2. This standard applies to all new construction, demolition, rehabilitation, alteration, modification, repair, and maintenance of existing facilities. They apply to projects that are constructed by military construction programs, minor construction programs, and self-help projects.
3. NAVSUPPACT Naples Fire and Emergency Services solicits your assistance in preventing fires. We stand ready to assist you in any matter pertinent to fire protection or fire safety. Please contact us at any time if you have a problem, or any situation that might lead to concerns. At Capo, we are located in building 403 and 415, and may be contacted at: 626-5585. Contact fire prevention offices at Capo at: 626-2668. The fire prevention office at Support Site can be contacted at: 629-4488.
4. The following numbers are used to report emergencies for fire, police, or ambulance:
 - a. **911** from government (DSN) phones
 - b. **081-568-4911** from commercial or cell phones.
5. Personnel reporting a fire will give the Emergency Dispatch Center (EDC) the following information and take the following actions in the order listed:
 - a. Provide building number or street address.
 - b. Name of person reporting the fire.
 - c. Type of fire and location (Example building or area, grass, electrical, etc.)
 - d. Turn off switches to fans, appliances, ventilation systems, etc.
 - e. Try to control or extinguish the fire if it is safe.
 - f. Do not hang up the phone until released by the EDC.

- g. Post a person outside the building to direct fire fighters to the area.
 - h. Contractors will require their personnel to familiarize themselves with emergency reporting procedures as applicable.
 - i. All fires, NO MATTER HOW SMALL, shall be immediately reported to the EDC at: 911 or 081-568-4911.
6. The following fire prevention practices will be adhered to by private contractors performing work on properties under the jurisdiction of NAVSUPPACT Naples. All welding and cutting operations will be in accordance with NFPA 241, (Safeguarding Construction, Alteration, and Demolition Operations) and NFPA 51B (Standard for Fire Prevention During Welding, Cutting, and Other Hot Work). The Fire Prevention Division will be notified prior to all welding, cutting, or grinding operations. A Welding, Cutting, and Brazing (Hot-Work Permit) will be issued by Fire and Emergency Services prior to the commencement of work.
7. The following precautions will be adhered to:
- a. Provide adequate ventilation in areas where work is to be performed.
 - b. Never attempt to weld pipes or containers which contain flammable liquids.
 - c. Welding areas must be kept neat, clean and free of combustible materials.
 - d. An appropriate type fire extinguisher will be kept in the immediate area of all welding and cutting operations. The contractor will provide extinguishers; a minimum of one 10 lb. dry chemical fire extinguisher is required.
 - e. A fire watch will be maintained at all times and for at least 30 minutes after the operation.
 - f. Only fully qualified personnel will perform welding operations.
 - g. Power to welding units will be shut off and disconnected during an appreciable work stoppage.
 - h. Gas cylinders, full or empty will be stored and used only in the upright position and secured at all times. Protective caps will be installed on cylinders when not in use.
 - i. Oxygen cylinders will not be stored within 50 feet of flammable gas cylinders. Empty and full cylinders will not be stored together.

16 NOV 2020

(1) Asphalt and tar kettles shall be located a safe distance from facilities (minimum of 25 feet). Continuous supervision shall be maintained while kettles are operating, and metal covers shall be provided for all kettles to smother flames in the event of a fire. Mops shall be removed from rooftops when not in use.

(2) Paint spraying will be accomplished in spray booths or in open air when possible.

(3) Painting materials (paint, brushes, empty paint cans, rags, drop cloths, etc.) and flammable liquids shall be removed from the facility at the end of each workday. Such materials will be stored a safe distance from the facility (minimum of 25 feet). At no time will these materials be drained or poured into any sewer or drainage system.

(4) Torches or kerosene lanterns will not be used in any facility or near aircraft unless authorized by the Installation Fire Chief.

(5) Oil base paint will not be used on Capodichino and Support Site except for exterior use on metal surfaces.

(6) Accumulation of trash, paper, shavings, sawdust, boxes, and other packing materials shall be removed from the building at the end of each workday and disposed of by the contractor. The area outside the facility undergoing work shall be kept reasonably clean of trash and other combustibles.

(7) The storage of lumber, roofing paper and other combustible supplies needed during construction shall be kept a safe distance from structures (minimum 25 feet). Maintain access around area/facility for evacuation and emergency personnel/vehicles.

(8) All electrical devices such as saws, sanders compressors, extension cords, and portable lights shall be unplugged at the end of each workday.

(9) Smoking is not permitted inside government facilities. All contractors must use designated smoking areas.

(10) Fire hoses or extinguishers located in base facilities will not be removed or used for any purpose other than that of firefighting. Contractors must provide their own fire extinguishers in accordance with Region Fire Instructions.

(11) Fire hydrants will not be used other than by fire protection personnel without prior approval of the Installation Fire Chief or Fire Prevention Chief. Only an approved hydrant wrench will be used to open or close the hydrant. A clear space of 15 feet will be maintained around the hydrant at all times.

16 NOV 2020

(12) Contractors will not perform any work on or remove from service a sprinkler, fire alarm, fire hydrant, or block any street or alley without notifying the Installation Fire and Emergency Services in advance. The Installation Fire and Emergency Services will be notified when systems or hydrants are returned to service or when streets are reopened.

(13) The Public Works Plumbing Shop and Installation Fire and Emergency Services will be notified prior to the operation of any valve in the base water distribution system.

(14) Open burning of work construction materials is strictly prohibited in NAVSUPPACT Naples area of responsibility.

8. Contractors are responsible for all sub-contractors' performance and compliance with this construction guide in its entirety.

9. Keeping our NAVSUPPACT Naples fire safe is everyone's responsibility. By following these simple rules you will create a safer working environment for your employees and for base personnel. If we can be any further assistance, please call the Fire Prevention Division at: 626-6626 / 626-2668 / 629-4488.

UFC 3-600-02 SYSTEM OUT-OF-SERVICE OR IMPAIRED SIGN

UFC 3-601-02
8 September 2010

Figure 1-1. System Out-of-Service or Impaired Sign

