Facility Manager Training
OVERVIEW

- Fire Safety Deficiencies
- Facility Manager Responsibilities
- Fire Prevention Folder
- Egress
- Fire Protection Systems
- Fire Extinguishers
- Electrical Hazards
- Flammable Hazards
- Heat Producing Devices
- Assembly Occupancies
JBER TOP 10 FIRE SAFETY DEFICIENCIES

1. Fire extinguisher discrepancies
2. Daisy chaining surge protectors/power cords
3. Using extension cords as permanent wiring
4. Emergency lighting & exit sign discrepancies
5. Blocked exits
6. Ceiling tiles missing
7. Occupants burning candles in dorm
8. Improper storage of hazardous materials
9. General housekeeping
10. Hood and duct systems not properly cleaned
Facility Manager Responsibilities

- Maintain Fire Prevention Folder
- Daily evaluation of facility’s fire/life safety
- Monthly inspection of fire safety equipment (extinguisher, lights, etc.)
- Annual fire drills
- Training of personnel
- Accompanying fire officials during inspections
- Establish work orders & complete Risk Management (RM) and Corrective Actions Plans (CAPs) when necessary
- Special Event Coordination (Crowd Control Training)
FIRE PREVENTION FOLDER

Fire Prevention Folder

TAB A: 673 ABWI 32-2001
AF 1487 Fire Prevention Visit Report

TAB B: Fire Drill, Extinguisher and Fire Safety Trng

TAB C: Facility Mgr Checklist & Memorandum

TAB D: Permits, Authorizations, & Waivers

TAB E: AF Form 332/ORM Plans (FSD I/II)
EGRESS

- Are all personnel familiar with exit routes?
- Are Exit doors unobstructed and unlocked at all times when the facility is occupied?
- Is door hardware (panic hardware) in good operating condition?
- Are Exit stairways kept clear of storage?
- Means of egress at least 36 inches wide?
- Are Fire Doors kept closed?
  - Unless a magnetic hold device is connected to the fire alarm system
EGRESS

- Test emergency lighting and exit signs monthly
- Unserviceable devices must be repaired or replaced
“When a fire protection system is out of service for more than 4 hours in a 24-hour period, the fire protection authority shall be notified by the facility manager or other responsible user and the building shall be evacuated, or the user/occupant shall establish a fire watch approved by the fire protection authority for all areas left unprotected by the out-of-service system, until the system has been returned to service.”

FIRE PROTECTION SYSTEMS

- Fire safety devices shall not be obstructed, decorated over, or painted
  - Smoke/heat detection
  - Sprinkler heads
  - Fire alarm pull boxes
  - Notification devices (horns/strobes)
  - Fire extinguishers
  - Exit signs
  - Emergency lights
FIRE PROTECTION SYSTEMS

- Two numbers to remember for clearance

- **36 inch clearance/access aisle for:**
  - Fire alarm pull boxes, standpipe systems, fire alarm control panels, fire extinguishers, heat producing devices, and means of egress
  - Sprinklers, ceilings, and beams if storage is MORE THAN 15 FEET HIGH. *(typically warehouses)*

- **18 inch clearance from:**
  - Sprinklers, ceilings, lights, heating fixtures, and beams if storage is LESS THAN 15 FEET high.
FIRE EXTINGUISHERS

- Monthly
  - Self-inspection is done by the facility manager or supervisor.
  - Initial tag or electronic log

- Annually
  - Inspected by the fire inspector during routine building inspections.
# Fire Extinguishers

<table>
<thead>
<tr>
<th>Occupancy</th>
<th>Sprinkler System Installed</th>
<th>General Purpose Extinguishers Required</th>
<th>Hazardous Areas That Require Extinguishers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assembly</td>
<td>No</td>
<td>✗</td>
<td>- Kitchens - Flammable Storage - Food warming areas</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>✗</td>
<td></td>
</tr>
<tr>
<td>Health Care</td>
<td>Yes or No</td>
<td>☑</td>
<td>- All areas</td>
</tr>
<tr>
<td>Dormitory/Barracks</td>
<td>No</td>
<td>✗</td>
<td>- Arms Rooms - Maintenance Area - Flammable Storage - Laundries &gt; 100 ft² - Trash Collection Rooms</td>
</tr>
<tr>
<td>Lodging</td>
<td>Yes</td>
<td>✗</td>
<td>- Arms Rooms - Flammable Storage</td>
</tr>
<tr>
<td>Business</td>
<td>No</td>
<td>☑</td>
<td>- Training systems (cockpit/vehicle) - Wheeled egress trainers - Areas not evacuated - Flammable storage</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>✗</td>
<td>- Arms Rooms</td>
</tr>
<tr>
<td>Industrial</td>
<td>No</td>
<td>✗</td>
<td>- Flammable storage areas - Laboratories - Boiler Rooms - CE shop area - Welding areas - Motor pools</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>✗</td>
<td>- Paint spraying/booths - Soldering areas - Dip tanks - Multimedia laboratories - Laundries/Dry Cleaners</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Explosives handling - Arms Rooms</td>
</tr>
<tr>
<td>Storage</td>
<td>No</td>
<td>✗</td>
<td>- Flammable storage - Explosives Handling - Material Handling Equipment w/ internal combustion engine</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>✗</td>
<td></td>
</tr>
</tbody>
</table>

This list is not all inclusive. Contact Fire Prevention to determine your requirements.
FIRE EXTINGUISHERS

• Ensure in designated locations and serviceable

• Are all personnel required to be trained in fire extinguisher use?

• Fire extinguisher training provided upon request.
FIRE EXTINGUISHERS

- Fire extinguishers require regular maintenance
- Completed by local vendors

<table>
<thead>
<tr>
<th>Extinguisher type</th>
<th>Maintenance due every:</th>
<th>Hydrostatic testing due every:</th>
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</thead>
<tbody>
<tr>
<td>ABC</td>
<td>6 years</td>
<td>12 years</td>
</tr>
<tr>
<td>A</td>
<td>5 years</td>
<td>5 years</td>
</tr>
<tr>
<td>BC</td>
<td>6 years</td>
<td>12 years</td>
</tr>
<tr>
<td>D</td>
<td>6 years</td>
<td>12 years</td>
</tr>
<tr>
<td>K</td>
<td>5 years</td>
<td>5 years</td>
</tr>
</tbody>
</table>
ELECTRICAL HAZARDS

- Maintain 36 inch clearance to electrical panels
- Ensure all circuit breakers are properly labeled
ELECTRICAL HAZARDS

- Connect all heat producing devices and major appliances directly into a wall outlet.
ELECTRICAL HAZARDS

- Extension cords are for **TEMPORARY USE ONLY**
- Multiple plug adapters are prohibited
- All receptacles shall have cover plates
- Replace damaged cords
ELECTRICAL HAZARDS

- Must be Underwriter Laboratory (UL) listed
- Must have reset device – fuse or switch
- Do not connect surge protectors in series – “Daisy Chaining”
  - Surge protectors are only authorized for sensitive electrical equipment (such as: printers, computers and monitors)
FLAMMABLE HAZARDS

• All flammable storage cabinets must be approved by the Fire Prevention Office
  • Must be labeled “FLAMMABLE-- KEEP FIRE AWAY”
  • Store flammable liquids in proper containers
• Ensure propane is outside of facilities and at least 5 feet from exits or in 1-hr fire-rated enclosure
HEAT PRODUCING DEVICES

• Must be UL® listed/labeled and have tip-over protection

• Only plugged into approved receptacles.
  • NO extension cords
  • NO surge protectors

• Must be 3 feet from any combustibles.
ASSEMBLY OCCUPANCIERS

- Assembly occupancy
  - NFPA 101, 3.3.188.2
    - An occupancy (1) used for a gathering of 50 or more persons for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or (2) used as a special amusement building, regardless of occupant load.
• Crowd Managers
  • NFPA 101, 12.7.6

  • Assembly occupancies shall be provided with a minimum of one trained crowd manager or crowd manager supervisor. Where the occupant load exceeds 250, additional trained crowd managers or crowd manager supervisors shall be provided at a ratio of one crowd manager or crowd manager supervisor for every 250 occupants...

  • The crowd manager shall receive approved training in crowd management techniques.
ASSEMBLY OCCUPANCIES

- The Fire Prevention Office will inspect places of assembly before all major social events

- Occupant load will be properly posted in assembly rooms

- Commercial cooking hood & duct systems must be cleaned at least semiannually
  - Hood suppression requires inspection/testing/maintenance every 6 months
  - Deep fryers require annual calibration/testing
ADDITIONAL TRAINING

- Crowd control
- Fire Safety
- Fire extinguisher
- Hot-work (welding) requirements

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Questions?

384-5555