

Vendor Safety Guide



This guide identifies the minimum safety and fire prevention requirements to be observed by all vendors and their employees while operating on Joint Base Elmendorf-Richardson (JBER).

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Terms explained:

Authority Having Jurisdiction (AHJ): An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure. For the purpose of this guide the AHJ resides with the JBER Fire Marshal, Fire Chief and Fire Prevention Element.

Certified: A formally stated recognition and approval of an acceptable level of competency acceptable to the AHJ.

Fire Extinguishing System: Systems installed in various forms to detect a fire, to sound an alarm and/or extinguish a fire in the incipient phase.

Grease: Rendered animal fat, vegetable shortening, and other such oily matter used for the purposes of and resulting from cooking and/or preparing foods.

Hood: A device provided for a cooking appliance(s) to direct and capture grease-laden vapors and exhaust gases.

Listed: Equipment, materials, or services included in a list published by an organization that is acceptable to the authority having jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and whose listing states that either the equipment, material, or service meets appropriate designated standards or has been tested and found suitable for a specified purpose.

Qualified: A competent and capable person who has met the requirements and training for a given field acceptable to the AHJ.

Should: Indicates a recommendation or that which is advised but not required.

Shall: Indicates a mandatory requirement.

Supervisor: An owner, manager or supervisor of a temporary shack, portable structure, vehicle, or trailer used for the heating, warming or cooking of food for the intended purpose of sale.

Vendor: Mobile food units, concessionaires, or persons who re-warm, heat or cook food for the purpose of sale.

1. Fire Reporting Procedures

- a. Quick and accurate reporting of a fire is essential to minimize the response time of fire crews. Anyone who discovers a fire, no matter how small, shall report it immediately by calling 911, even if the fire has been extinguished.

ALL FIRES MUST BE REPORTED
TO REPORT FIRE OR EMERGENCY
DIAL 911

- b. If a fire occurs, take the following actions: **A.C.T.S.**
 - (1) **ALARM** (Verbal or mechanical). Activate the fire alarm system if equipped with one or alert surrounding area by yelling “Fire!, Fire!, Fire!”
 - (2) **CALL THE FIRE DEPARTMENT** by dialing **911** from any base phone. If you dial **911** from a cellular phone you will be connected to the Anchorage Fire Department’s dispatch center, you must inform the dispatcher you are reporting an emergency on JBER (or Elmendorf AFB, or Ft Richardson). When the JBER operator answers, remain calm and give them your exact location and details of your emergency. DO NOT HANG UP until instructed to do so by the operator.
 - (3) **Take Action** if safe to do so. Try to extinguish small fires only after you have sounded the fire alarm and have evacuated all personnel from the area. DO NOT place yourself or others in danger trying to extinguish a fire. If in-doubt, get out.
 - (4) **Show** the emergency responders where the emergency is.

2. Fire Extinguishers

- a. All fire extinguishers shall be serviceable and comply with NFPA 10, *Portable Fire Extinguishers*. For a fire extinguisher to be considered serviceable it must be maintained according to maintenance intervals identified in NFPA 10.
- b. Fire extinguishers are the sole responsibility of the vendor.
- c. At least one (1) 2-A:10-BC (5 lbs) rated fire extinguisher shall be provided for each temporary shack, portable structure, vehicle, or trailer with heat producing equipment.
- d. At least one (1) 20-BC (10 lbs) rated fire extinguisher shall be provided for operations with internal combustion engines as a source of power to the temporary shack, portable structure, vehicle, or trailer. A single fire extinguisher with this rating will satisfy the requirement for both item (c) and (d).

- e. At least one (1) Class K fire extinguisher shall be provided for each temporary shack, portable structure, vehicle, or trailer using deep-fat fryers.
- f. Sharing of fire extinguishers between vendors for the purpose of meeting vendor requirements is strictly prohibited.
- g. Removing fire extinguishers from inside JBER facilities to meet vendor requirements is strictly prohibited.
- h. All fire extinguishers must be visible and accessible.

3. Exhaust Hoods

- a. All cooking operations inside a temporary shack, portable structure, vehicle, or trailer shall be conducted underneath a listed hood and duct system acceptable to the AHJ. Smoke and grease laden vapor will be exhausted to the outside.
- b. All components of the hood and duct system shall be in good order and function to be considered operational. Cooking shall not occur if any portion of the system therein is impaired. These include but are not limited to:
 - (1) Cooking equipment
 - (2) Hoods
 - (3) Ducts
 - (4) Fans
 - (5) Fire extinguishing systems
 - (6) Filters
 - (7) Special effluent or energy control equipment.
- c. Grease removal device (filters or baffles) distance shall be as great as possible but not less than 18 inches from the cooking surface if using an open flame or 6 inches if not using an open flame.
- d. Grease drip/collection trays shall be in-place prior to cooking.
- e. Any abandoned pipe or conduit from a previous installation shall be removed from within the hood, plenum, and exhaust duct. All penetrations and holes resulting from the removal of conduit or piping shall be sealed with listed or equivalent liquid-tight sealing devices.

4. Fire Extinguishing Systems

- a. Cooking equipment that produces grease-laden vapors shall be protected by an automatic fire-extinguishing system.

- b. Automatic fire-extinguishing systems shall comply with ANSI/UL 300 or other equivalent standards and shall be installed in accordance with the terms of their listing and NFPA 17A, *Wet Chemical Systems*.
- c. Automatic fire extinguishing systems should be inspected and maintained not less than every 12 months by a properly trained, qualified, and certified individual. A record of inspection shall be available upon request of the AHJ.
- d. Systems shall have both automatic and manual means of activation. At least one (1) of the manual activation devices shall be at an egress point.
- e. Metal alloy type fusible links and bulbs shall be replaced at least semiannually. Record of the installation date shall be available upon request of the AHJ.
- f. Fixed temperature-sensing elements other than the fusible metal alloy type shall be permitted to remain continuously in service, provided they are inspected and cleaned or replaced within the manufacturer's instruction; every 12 months or more frequent to ensure proper operations. Record of the inspection/replacement dates shall be available upon request of the AHJ.
- g. Upon activation of the fire extinguishing systems all areas requiring protection shall automatically have the fuel and electricity shut off. Devices must be manually reset.
- h. Supervisors shall review instructions for the activation and operation of the fire extinguishing system with all employees.

5. Hood and Duct Cleaning

- a. Hood and duct systems shall be clean and free of grease upon initial inspection by the AHJ.
- b. Daily cleaning is the responsibility of the owner/user. Grease shall not be allowed to accumulate on the hood, filters or surrounding surfaces.

6. Cooking Equipment

- a. All equipment, fixed and portable, shall be installed and used in accordance with the manufacturer's recommendations.
- b. All deep-fat fryers shall be installed with at least a 16 inches space between the fryer and surface flames from adjacent cooking equipment. Where a steel or tempered glass baffle plate is installed at a minimum 8 inches in height between the fryer and surface flames of the adjacent appliance, the requirement for a 16 inch space shall not apply.

7. Electrical

- a. Permanent electrical wiring and equipment shall be installed in accordance with NFPA 70, *National Electric Code*.
- b. Electrical wiring of any type shall not be installed in ventilation ducting.
- c. If used, electrical extension cords will be limited to necessity and shall have a single connection. Only commercially procured extension cords bearing the Underwriters Laboratory (UL) may be used. The entire cord will be visible for inspection at all times and shall not be connected in series. Extension cords shall be rated at 10 amps minimum above the required power draw.
- d. Electrical extension cords shall not be ran through walls, ceilings, or floors. If cords must be placed in travel lanes, they shall be properly protected by molded housings, bridges or other covers approved for such use. Nails, tack, or devices shall not penetrate the electrical wiring.
- e. Supervisors shall inspect cords frequently for signs of fraying, cracking and wear of any damage that could be an indication of possible short circuiting.
- f. Extension cords and surge protectors shall not be connected in series (daisy chained or piggy-backed).

8. Generators

- a. External generators shall be at least 10 feet from cooking operations and 5 feet from neighboring temporary shacks, portable structures, vehicles, trailers or vendor booths.
- b. Internal/vehicle mounted generators shall be install/used according to the manufacturers' recommendation and shall be vapor resistant to the interior of the temporary shack, portable structure, vehicle, or trailer.
- c. Generators shall not be fueled while in operation.
- d. Fuel shall be stored in industry approved 5 gallon containers and be located 10 feet from any heat source.

9. LP-Gas Systems/Tanks

- a. All gas cylinders shall be inspected before every use.

- b. LP-Gas systems shall be installed/stored on the exterior of the temporary shack, portable structure, or trailer. Manufacturer mounted LP-Gas systems in vehicles shall be in an exterior enclosure which is vapor tight to the interior and vented to the outside.
- c. Free-standing LP-Gas cylinders shall be secured.
- d. Main shutoff valves to LP-Gas cylinders shall be readily accessible.

10. Smoking

- a. Smoking is prohibited inside JBER facilities. Smoking is only permitted in designated areas approved and marked for such use.
- b. Smoking materials shall only be discarded in approved and appropriately marked containers.

11. Waste Disposal

- a. Waste materials and rubbish shall not be stored or allowed to accumulate. All materials shall be removed from the premises and disposed of in an approved area or container designated for waste disposal.
- b. Good housekeeping practices shall be adhered to and access ways shall be kept clear at all times.
- c. Grease and oils shall not be disposed of within the confines of JBER.

11. Access for Firefighting

- a. Access for firefighting vehicles shall be provided and kept clear at all times.
- b. No vehicles or obstructions shall be parked or placed within 15 feet of any fire hydrant.

12. General Requirements

- a. Open flame cooking under tents, temporary structures, or vendor booths is prohibited.
- b. A minimum 36-inch clearance shall be maintained between any heat producing appliance and combustibles.

- c. Cooking operations in a temporary shack, portable structure, vehicle, or trailer shall be separated from other structures/vehicles by a clear space of not less than 10 feet.
- d. When anchors (spikes) intrude into the walkway, anchors and lines must be properly identified/marked to alert personnel of their presence.
- e. For cooking operations other than electric, at least one (1) listed carbon monoxide detector should be installed inside each temporary shack, portable structure, vehicle, or trailer.

12. Fire Inspections

- a. An initial inspection of all temporary shacks, portable structures, vehicles, or trailers will be conducted by JBER Fire Inspectors prior to vendors operating.
- b. At the conclusion of the initial inspection by JBER Fire Inspectors, a copy of the Vendor Fire Safety Checklist will be provided to the vendor. This checklist, with fire inspector stamp, will serve as an authorization to operate.
- c. During the Arctic Thunder Open House, a daily inspection, using the Vendor Fire Safety Checklist, will be conducted by JBER Fire Inspectors to verify compliance with fire safety requirements.
- d. Spot inspections of all vendor operations will be conducted at the discretion of the AHJ to verify compliance with fire safety requirements.
- e. The inspector issued copy of the Vendor Fire Safety Checklist shall be posted or maintained within the vendor area and made readily available upon request by the AHJ.



Vendor Fire Safety Checklist

Temporary Location:		Initial Inspection Date:	
Owner/Vendor Name: _____ Business Name: _____		Phone Number: _____	
Type: <input type="checkbox"/> Temporary Shack <input type="checkbox"/> Portable Structure <input type="checkbox"/> Vehicle <input type="checkbox"/> Trailer			

Fire Extinguishers	Yes	No	N/A
1. Serviceable 2-A:10-BC (5 lbs) when using heat producing devices, 20:BC (10 lbs) if using a generator			
2. Serviceable Class K if using deep-fat fryers			
3. All extinguishers are visible and accessible			

Exhaust Hood (Applicable to Grease Cooking)	Yes	No	N/A
1. All grease cooking surfaces are underneath a listed hood			
2. All components of the hood and duct system are in place and functional			
3. Cooking surface is greater than 18 inches from the heating source			
4. Grease drip/collection trays are in place			
5. Hood and exhaust ducting is visually free of grease build up			

Fire Extinguishing Systems (Applicable to Grease Cooking)	Yes	No	N/A
1. Fire extinguishing system is charged and functional			
2. Employees are trained in activation procedures			

Equipment	Yes	No	N/A
1. Equipment is being used as intended by the manufacturer			
2. Deep-fat fryers have at least 16 inches between vats and open flames or an 8 inch steel or tempered glass baffle plate is installed for separation.			

Electrical	Yes	No	N/A
1. Electrical extension cords are visible and not ran through walls, ceiling, or floors and have not been penetrated with sharp objects. Cords in travel lanes are protected with housings or bridges			
2. Electrical cords are not connected in series or overloaded			

Generators	Yes	No	N/A
1. External generators are at least 10 feet from cooking operations and 5 feet from neighboring vendors			
2. Fuel storage is limited to industry approved 5 gallon containers and stored at least 10 feet from a heat source			

LP-Gas/Propane	Yes	No	N/A
1. Tanks not in operation are stored outside and 10 feet from a heat source			
2. Upright tanks are secure preventing tip over			

General Requirements	Yes	No	N/A
1. Cooking operations in temporary shacks, tents, portable buildings, vehicles, or trailers are separated by at least 10 feet			
2. Open flame cooking not under a hood and suppression system is outside and at least 3 feet from an overhead cover			
3. All exits/exit areas are accessible and clear permitting ease of travel			
4. Clear access for firefighting vehicles is maintained			
5. All fire hydrants are accessible and have 15 feet of clearance			

Record of Inspection				