

DEPARTMENT OF THE ARMY \*CEHNDR 385-1-2  
Huntsville Division, Corps of Engineers  
PO Box 1600  
Huntsville, Alabama 35807-4301

CEHND-SO

Regulation  
No. 385-1-2

15 February 1995

Safety  
FIRE PREVENTION AND PROTECTION

1. PURPOSE. This regulation disseminates information and requirements pertinent to the U.S. Army Corps of Engineers, Huntsville Division (CEHND) Fire Prevention and Protection Program.
2. APPLICABILITY. It is applicable to all elements and personnel of the Huntsville Division located in Huntsville, Alabama.
3. REFERENCES.
  - a. AR 385-10, Army Safety Program.
  - b. AR 385-40, Accident Reporting and Records.
  - c. AR 420-90, Fire Prevention and Protection.
  - d. National Fire Protection Association (NFPA) National Fire Codes.
4. RESPONSIBILITIES.
  - a. The Chief, Safety and Occupational Health Office will:
    - (1) Establish fire prevention and protection programs, plans, and procedures within the Huntsville Division and coordinate these plans with other appropriate federal, state, and local agencies. Prescribe the frequency of fire drills for CEHND facilities.
    - (2) Designate a Fire Marshal and alternate(s) with duties and responsibilities set forth in paragraph f below.

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\*This regulation supersedes CEHNDR 385-1-2, 20 October 1992

(3) Review and approve all plans for the evacuation of handicapped personnel in the event of a fire alarm.

(4) Review all floor plan changes, modifications to facilities, and new space allocations prior to work being authorized or new space being leased or purchased.

(5) Investigate fire incidents involving CEHND facilities, property, or equipment, and prepare the Fire and Damage Reports in accordance with AR 420-90 and AR 385-40.

(6) Assure that fire evacuation plans are posted in all major corridors. Update fire evacuation plans whenever there is a major change to the floor plan.

b. The Director of Logistics Management will:

(1) Coordinate all floor plan changes, facility modifications, and new space planning with CEHND-SO prior to work being authorized.

(2) Provide assistance to CEHND-SO for fire incident investigation.

c. Directors of Directorates and Chiefs of Separate Offices will:

(1) Be responsible for the creation and maintenance of fire safe conditions within their elements and for assuring that their personnel are familiar with and adhere to the fire prevention and protection procedures identified by this regulation.

(2) Appoint, in writing, one or more Area Fire Monitors and Alternates to be responsible for administering the evacuation within the building area(s) occupied by their respective organization and forward their name(s) to CEHND-SO.

(3) Assure that all personnel evacuate their area in a safe, orderly, and timely manner in the event of a fire alarm.

(4) Implement a plan for the safe and orderly evacuation of each temporarily or permanently handicapped personnel under their supervision, and furnish a copy of the plan to CEHND-SO. This plan shall follow the format in Appendix B.

d. Each Supervisor will:

(1) Assure that all personnel under his supervision are thoroughly familiar with the fire reporting and evacuation instructions in Appendix A.

(2) Perform regular visual inspections of assigned areas during normal operations to detect and eliminate fire hazards and to assure compliance with the procedures in paragraph 5 below.

(3) Assure that all classified materials are secured or otherwise protected in the event of a fire alarm evacuation.

e. Each Employee will:

(1) Familiarize himself/herself with building exits and with the fire reporting and emergency procedures in Appendix A.

(2) Report any fire that comes to his/her attention in accordance with Appendix A.

(3) Evacuate the building in a prompt, safe, and orderly manner, using the nearest available exit whenever the evacuation alarm sounds.

f. The Fire Marshal, or in his absence, the Alternate Fire Marshal will:

(1) Supervise the evacuation during fires or fire drills. Monitor evacuation during fire drill to check compliance with established plans and procedures.

(2) Compile the results of evacuations, as observed and furnished by the Area Fire Monitors, and initiate action when necessary.

g. Area Fire Monitors will:

(1) In the event of a fire alarm, monitor the evacuation of personnel from their assigned area to determine that the evacuation is accomplished in a safe, orderly, and timely manner.

(2) Ensure that all doors exiting from your area are closed as soon as personnel are evacuated.

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(3) Provide a written report of the evacuation of their area to CEHND-SO within 3 working days after an evacuation. This report shall follow the format in Appendix C.

5. PROCEDURES. The NFPA National Fire Codes will form the basis for the CEHND Fire Prevention and Protection Procedure. In addition to the NFPA requirements, the following shall apply:

a. No aisle, passageway, hallway, lobby, foyer, or stairway leading to or from any exit will be blocked or obstructed in any way which would interfere with the free use of such passageway by any person.

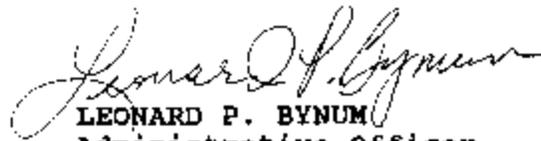
b. Combustible materials will not be allowed to accumulate in any area or in any manner so as to create a fire hazard. Flammable and combustible liquids will be limited to the minimum amount necessary for efficient operations. Storage of flammable and combustible liquids inside buildings will comply with NFPA Standard No. 30 and will be inside a storage cabinet or room that is locked at the close of business each day. Flammable liquids will not be used for cleaning purposes.

c. The use of portable heaters is generally not allowed. When permitted, they must be designed and constructed to Underwriters Laboratories (UL) and NFPA standards. In no case will portable heating equipment utilizing flammable or combustible liquids be utilized inside buildings without the express written approval of the Chief, Safety and Occupational Health Office. Portable heaters, if necessary, will be located so that they cannot be easily overturned or come in contact with ordinary combustible materials. They will be restricted to 750 watts or less, in good condition with no frayed cords. They will not be plugged into computer power strips or the isolated power outlet (designated by orange markings). Portable heaters will be turned off or unplugged at the close of business each day.

d. The use of microwave ovens and coffee making equipment will be strictly limited to kitchenette areas only. They are not allowed in private office areas. Adequate safeguards will be taken to prevent fires started by such equipment. They will be turned off or unplugged when not in use and at the close of business each day. In no case will portable deep fat fryers, electric frying pans, or toaster ovens be allowed.

e. Electrical Christmas decorations are allowed, if approved in writing by the supervisor. Use of lights will be minimized in the interest of energy conservation. Ensure that electrical cords are not frayed or in direct contact with combustible material. Extension cords will not be placed in open walk areas. Arrange cords to avoid pinch points where heat can be concentrated. Contact the Electrical Branch, Mechanical-Electrical (M-E) Division to perform safety inspections of light decorations.

FOR THE COMMANDER:



LEONARD P. BYNUM  
Administrative Officer

- 3 Encls  
1. Appendix A  
2. Appendix B  
3. Appendix C

DISTRIBUTION: A,B (Branch Level)  
D  
X - 20 (CEHND-SO)

APPENDIX A  
FIRE REPORTING AND EVACUATION INSTRUCTIONS

1. REPORTING FIRES. The person discovering a fire will:
  - a. Evacuate a safe distance and call the fire emergency number 9-911.
  - b. Report your name, location of the fire, and if known, the type of fire (electrical, paper, etc.).
  - c. Evacuate the building, activating an alarm box along the way. If the fire is of a significant size do this step first, then report the fire to the fire emergency number from outside the building.
2. BUILDING EVACUATION. Personnel, upon hearing the fire alarm or receiving other notification that a fire exists, will:
  - a. Secure all classified materials before evacuating the building.
  - b. Evacuate the building through the nearest available exit. All exits, corridors, and stairs leading to exits are plainly marked.
  - c. Elevators will not be used when evacuating the building.
  - d. Move away from the building at least 100 feet and out of the roadway. Remain there until the "all clear" is given to return to the building.
3. The utmost concern is to get everyone out of the building. No building occupant is expected to fight a fire.

APPENDIX B  
HANDICAPPED EMPLOYEE EVACUATION PLAN

1. Name and office symbol of handicapped employee:
  
2. Nature of handicap: \_\_\_\_\_  
(Confined to wheelchair, uses crutches,  
etc.)
  
3. Location of employee's office/work area: \_\_\_\_\_  
(State room no. &  
attach sketch)
  
4. Handicapped employee's telephone extension: \_\_\_\_\_
  
5. Identification of personnel assigned to assist handicapped  
employee in the event of an evacuation:
  - a. Primary Assistant: \_\_\_\_\_  
(State name and phone extension)
  
  - b. Alternate: \_\_\_\_\_  
(State name and phone extension)
  
6. Outline of procedures that will be followed to assure that  
the handicapped employee is evacuated in the event of a fire  
alarm.

\_\_\_\_\_  
Signature                      Office Symbol

APPENDIX C  
FIRE EVACUATION/DRILL REPORT

1. Name and Office Symbol of Area Fire Monitor:

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2. Telephone extension: \_\_\_\_\_

3. Date of fire evacuation/drill: \_\_\_\_\_

4. Did all area personnel evacuate in a safe, orderly manner?      YES      NO      N/A

5. Are there handicapped people in your area?

a. If so, is someone assigned to assist?

b. Did handicapped person evacuate quickly and safely?

6. Was fire alarm clearly audible?

7. Were all doors leading from your area closed?

8. Were all classified materials secured or otherwise protected?

9. Were means of egress clear of any obstruction?

10. Remarks (explain all NO answers to questions 4 through 8):

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\_\_\_\_\_  
Signature      Office Symbol