

DEPARTMENT OF THE ARMY  
Pacific Ocean Division, Corps of Engineers  
Fort Shafter, Hawaii 96858-5440

PODR 420-1-1

CEPOD-LO

Regulation  
No. 420-1-1

28 Feb 1997

Facilities Engineering  
FIRE PROTECTION

1. **PURPOSE**. To provide fire prevention guidelines and procedures to be followed in case of fire.
2. **APPLICABILITY**. This regulation:
  - a. Applies to all Pacific Ocean Division (POD) offices located on Army installations in Oahu, Hawaii.
  - b. Does not apply to:
    - (1) POD offices located on other DOD installations in Oahu. The host installations supervise the fire protection programs for those offices.
    - (2) Construction projects. Resident and project engineers enforce the job-site fire prevention provisions set forth in EM 385-1-1, Safety and Health Requirements Manual.
3. **REFERENCE**. AR 420-90, Fire Protection, dtd 25 Sep 92, as supplemented.
4. **ORGANIZATION**.
  - a. The USAG-HI Directorate of Public Works is the installation fire marshal for all Army activities in Hawaii.
  - b. The POD fire-protection organization consists of (i) an area fire marshal, (ii) a fire warden for each single story building or each floor of a multi-story building, and (iii) building monitors.
5. **RESPONSIBILITIES**.
  - a. **AREA FIRE MARSHAL** (the Chief, Transportation and Facilities Management Division, CEPOD-LO-T) will:
    - (1) Coordinate the fire protection program.
    - (2) Provide guidance to the fire wardens.
    - (3) Ensure the proper quantity, size, type, installation, and location of fire extinguishers.

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This regulation supersedes, PODR 420-1-1, 9 July 1990.

(4) Promptly inform the Safety and Occupational Health Office (CEPOD-SO), Installation Fire Marshal (USAG-HI, DPW), Deputy Commander Honolulu Engineer District (CEPOH-DD), and the Federal Fire Department of deficiencies or hazards requiring the immediate attention of others.

(5) Maintain the file copies of POD Form 271, Area Fire Marshal Fire Prevention Report.

(6) Conduct evacuation drills and coordinate with the Fire Wardens, Safety Office, and the Federal Fire Department. Normally, evacuation drills will be held during FIRE PREVENTION WEEK activities or on timely occasions.

(7) Ensure Building Monitors develop a process (i.e. time sheet, list of personnel checklist) to account for personnel in the area of responsibility.

(8) Accompany Fire Inspector during inspections of POD/HED occupied buildings and respond to the Federal Fire Department Inspection Notice, PH-NAVSTA 11320/1, within 10 days if fire hazards were discovered.

b. **FIRE WARDENS** (as designated by the directorate or staff office occupying all or most of the particular building or floor).

(1) In case of fire, ensure that the Federal Fire Department is called (#471-7117) and promptly notify the Area Fire Marshal.

(2) Post copies of the fire evacuation plan in conspicuous places.

(3) Inspect area at least monthly to detect deficiencies and hazards relating to fire prevention and evacuation of buildings.

a. Eliminate those deficiencies and hazards that can be taken care of on the spot.

b. Promptly notify the Area Fire Marshal of deficiencies and hazards requiring the immediate attention of others via electronic mail.

(4) Inspect the condition of fire extinguishers at least monthly by checking gages for proper pressure, hoses for cracks, and seals to ensure that they are intact. Promptly notify the Area Fire Marshal of deficiencies. Monthly inspections must be recorded in a log and kept by the Fire Warden and presented upon request of inspecting officer (i.e. fire inspector, area fire marshal, etc.).

(5) Instruct personnel who work in the area in the correct use of fire extinguishers.

(6) Promptly notify the Area Fire Marshal of changes needed to update fire protection plans -- for example, changes in the names, phone numbers, and room numbers of fire wardens and alternate fire wardens; blocking or unblocking of doors; and reconfiguration of rooms.

(7) Prepare and send POD Form 271, Area Fire Marshal Fire Prevention Report, to the Area Fire Marshal by the 10th of the month following the end of each quarter.

6. **PROCEDURES.**

a. Person discovering fire will alert all personnel via AIR HORN or ACTIVATE A PULL FIRE ALARM STATION. Call the Fire Department at 471-7117, state you are reporting a fire, provide name, organization, location of fire, building number, and a description of area and building.

b. All personnel must assemble in the designated area outside of the building and the BUILDING MONITORS will account for all personnel to ensure complete evacuation.

c. During evacuation, the Fire Wardens will ensure that all fire hydrants and exits are clear and assure orderly traffic control.

d. The fire evacuation plan for each building provides procedural guidance for the personnel working in that building

7. **HOUSEKEEPING.**

a. Combustible rubbish such as paper, rags, discarded scrap lumber, etc., will not be allowed to accumulate in, around, or under buildings. Scrap lumber will be stacked and piled neatly away from any material and supplies.

b. Oily rags will be kept in self-closing metal containers with tight fitting covers when not in use.

c. Waste paper receptacles will not be used for disposal of discarded smoking material. All such material will be discarded in containers provided and marked for that purpose.

d. Outside trash containers will be placed a minimum of five (5) feet from building walls and posts of sheds.

e. Flammable and combustible liquids inside buildings shall be stored in NFPA approved metal storage cabinets.

f. "No Smoking" signs shall be posted at all building entrances.

g. Hot permits for coffee pots and other heating appliances are required to be posted in the area of the appliances. These permits are issued by the Federal Fire Department.

8. **ELECTRICAL.**

a. All electrical wiring and equipment shall be UL listed for the specific application for which it is to be used.

b. All wiring installations shall comply with the National Electrical Safety Code (NESC) and the National Electrical Code (NEC).

c. Electrical wire and flexible extension cords in work areas shall be protected from damage.

d. All electrical equipment and appliances shall be grounded in accordance with the NEC and NESC.

FOR THE COMMANDER:

JAMES K. LIGH  
Director, Information Management

DISTRIBUTION (LIST 96-1):  
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