

MASTER DIRECTIVES



UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12
1ST MARINE AIRCRAF WING, MARFORPAC
FPO AP 96603-7150

11320.2P
S-4
JUL 07 1999

GROUP ORDER 11320.2P w/ch 1

From: Commanding Officer
To: Distribution List

Subj: ESTABLISHMENT OF EMERGENCY FIRE BILL AND FIRE PREVENTION PROGRAM

Ref: (a) MCO P11000.11XB
(b) MCASO P11320.6D
(c) MCASO 11320.4H

Encl: (1) Fire Warden Responsibilities
(2) Marine Aircraft Group 12 Fire Bill
(3) Sample Fire Bill (NAVFAC 3-11320/9)
(4) Fire Hazard Check-Off List

1. Purpose. To establish procedures and assign responsibilities for an effective fire prevention program pursuant to the guidelines and amplifying instructions as set forth in reference (a) through (c).

2. Cancellation. GruO 11320.2N.

3. Background. The prospect of any structures or equipment of the command being involved in a fire is not a pleasant possibility to consider, yet it is important that we do so. While our primary concern is the health and welfare of all military personnel, our Corps is known for being ready at all times to defend our country. We must always remember the threat posed by fire to our accomplishment of both these goals, make every effort to ensure that fire does not occur, and further ensure that all circumstances which might lead to fires are thoroughly eliminated.

4. Information. This order pertains to all Marine Aircraft Group Twelve units and personnel within the boundaries of Marine Corps Air Station Iwakuni, Japan, and when possible, is to be used when deployed to other locations.

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5. Action

a. The MAG-12 Ground Safety Officer and NCO shall be assigned by special order as the Group Fire Warden and Assistant Fire Warden respectively. They shall be responsible to the Commanding Officer for the fire safety posture of this command, and carry out the responsibilities outlined in enclosure (1).

b. Squadron/Detachment Commanders will:

(1) Assign by special order, the Squadron/Detachment Ground Safety Officer and NCO as the Fire Warden and Assistant Fire Warden respectively. They are to carry out the responsibilities outlined in enclosure (1).

(2) Assign those personnel designated as Department/Shop Ground Safety NCOs as Department/Shop Fire Wardens.

(3) Publish a Squadron/Detachment Emergency Fire Bill. Enclosure (2) may be used as a guideline. This Fire Bill is to be conspicuously posted in each working and billeting space and to be briefed to all hands at least semi-annually.

(4) Ensure that an Emergency Evacuation Plan is posted in all work sections in accordance with enclosure (1) of this order.

(5) Ensure that personnel are assigned to man, and know how to operate the particular fire extinguishing apparatus in each of the work areas.

(6) Ensure that fire evacuation drills are conducted at least semi-annually in all offices, industrial buildings, shops, aircraft hangars, and barracks.

(7) Ensure NAVFAC 3-11320/9, (enclosure (3)) is posted conspicuously at strategic locations throughout all buildings of this Command. The number of the building or structure in which the Fire Bill is posted shall be stamped or printed in the space provided, along with the telephone number of the Fire Department.

(8) Ensure that aircraft fire extinguishing apparatus on the flight line and hangar deck are functionally tested for operability at regular intervals. The testing shall be performed in conjunction with the Base Fire Marshall.

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(9) Ensure all buildings are properly secured and record results on enclosure (4). This will ensure that the fire and security checklist for that particular building has been conducted at the end of the workday.

J. F. Flock
J. F. FLOCK

DISTRIBUTION: A



UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12
1ST MARINE AIRCRAFT WING, MARFORPAC
UNIT 37150
FPO AP 96603-7150

GruO 11320.2P

ADJ

20 SEP 2000

GROUP ORDER 11320.2P CH 1

From: Commanding Officer, Marine Aircraft Group 12
To: Distribution List

Subj: ESTABLISHMENT OF EMERGENCY FIRE BILL AND FIRE PREVENTION PROGRAM

1. Purpose. To direct a pen change to the basic Order.

2. Action

a. Change reference (a) to read "MCO P11000.11B" vice "MCO P11000.11A."

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.


J. M. TRIPLETT
By direction

DISTRIBUTION: A

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FIRE WARDEN RESPONSIBILITIES

1. GROUP FIRE WARDEN. The MAG-12 Fire Warden's duties are as follows:

a. Work in liaison with the Station Fire Department to ensure timely equipment inspections and proper maintenance of fire fighting equipment.

b. Conduct a continuous review of effective fire prevention measures to eliminate hazardous conditions or practices and improve fire fighting efficiency.

c. Maintain up-to-date turnover folder and desktop procedures.

d. Maintain liaison with the Squadron/Detachment Fire Wardens and render assistance as required.

e. Conduct quarterly fire prevention inspection of the MAG-12 area. This inspection may be conducted in conjunction with the Quarterly Ground Safety Survey/Inspections.

f. Ensure compliance by all units with this Order and references (a) through (c).

2. Squadron/Detachment Fire Wardens. Squadron/Detachment Fire Wardens are to:

a. In addition to paragraphs 1a, b, and c above, conduct a monthly inspection of buildings within the squadron/detachment area of responsibility using enclosure (2) of reference (c) as a guide. This inspection may be conducted in conjunction with the Monthly Ground Safety Survey/Inspection.

b. At a minimum, ensure that periodic fire drills are conducted semi-annually, using enclosure (3) of reference (c) as a guide.

c. Ensure that all personnel know the location and use of first aid and fire fighting equipment in their place of work or domicile. Appendix A of reference (b) contains a guide for instructing personnel on the use of fire extinguishers.

ENCLOSURE (1)

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d. Ensure that a detailed drawing of a fire evacuation plan is posted in conspicuous locations in each building and contains, at minimum, the following:

- (1) Primary and alternate routes of escape.
- (2) Location of first aid and fire fighting equipment.
- (3) Location of area to muster after evacuation of the building.

e. Ensure that enclosure (3) of this order (Fire Bill, NAVFAC 3-11320/9) is posted near telephones and at strategic locations in each building.

ENCLOSURE (1)

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MARINE AIRCRAFT GROUP 12 FIRE BILL

1. Reporting a Fire. Anyone discovering a fire regardless of the size, location, or probable consequence, shall take the following action immediately:

a. Spread the alarm by shouting "FIRE".

b. Immediately report the fire to the Fire Department by dialing 119.

c. Give your name and rank then use the following phrase, "I am reporting a fire at _____." Give the exact location of the fire by building number or occupancy of the building.

d. Do not hang up until all the information is understood and acknowledged by the Fire Department Dispatcher.

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

f. Use proper equipment on hand to attempt to control or extinguish the fire pending arrival of the Fire Department Dispatcher.

g. When reporting a fire from a building equipped with a fire alarm system, break the glass in the auxiliary alarm box and push the button. "Local" alarms provide a warning to personnel only and do not transmit a signal to the Fire Department. If you activate a "local" fire alarm, you must follow up by telephoning 119.

h. Personnel not actively engaged in fire fighting will fall-in at the assigned area/muster point and remain clear of the fire and fire fighting equipment.

2. Miscellaneous Instructions

a. No one shall knowingly turn in a false alarm.

b. No one shall tamper with or unnecessarily handle fire equipment or fire alarm devices.

ENCLOSURE (2)

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c. Upon sighting of red lights or hearing the siren of an emergency vehicle, the drivers of all vehicles not on emergency assignment shall pull to the left side of the road clear of any intersection and stop until emergency vehicles have passed.

d. All personnel, unless specifically ordered to the scene of a fire, shall keep clear of the fire and associated operations.

e. Vehicles shall not pass over fire hoses unless directed to do so by fire fighting personnel.

ENCLOSURE (2)

FIRE BILL

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BUILDING NO. _____

IN CASE OF FIRE

1. USE NEAREST FIRE ALARM BOX OR TELEPHONE NO. 119

Know the location of the nearest alarm box and the nearest telephone in your area. When using telephone, give BUILDING NUMBER.

Upon arrival direct Fire Department to the scene of fire.

2. SPREAD THE ALARM—PASS THE WORD.

All personnel except fire parties clear the area.

3. IF TIME PERMITS, CLOSE DOORS AND WINDOWS TO CONFINE THE FIRE AND PREVENT DRAFTS. DO NOT ENDANGER YOURSELF OR OTHERS IN THIS EFFORT.

4. USE PROPER EQUIPMENT AT HAND TO EXTINGUISH THE FIRE, PENDING ARRIVAL OF THE FIRE DEPARTMENT.

FIRE HAZARD CHECK-OFF LIST

FIRE HAZARD CHECK-OFF LIST

OPNAV 11320/3 (9-77) S/N 0107-LF-113-2015

GruO 1132012P

JUL 07 1999

UNIT (ACTIVITY)	MONTH/YEAR	BLDG. NO.	WING, ROOM, ETC.
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INSTRUCTIONS:

1. Confirmation that the below items have been inspected and found free of fire hazards will be made by signature of duty personnel making the inspection.
2. Personnel responsible for securing Places of Public Accommodation shall make inspections after all persons have vacated the building.
3. Where practical, smoking areas shall be kept passageways clear.
4. Inspected areas and/or buildings all windows and doors will be secured.
5. Since improper disposal of smoking material is a prime fire cause, special containers and procedures should be developed for emptying ash trays.
6. Ensure that metal trash containers have metal covers. (Keep closed.)
7. If a discrepancy remains, note action taken on reverse side.
8. Retain on file one (1) month.

AREAS TO BE INSPECTED

1.	STOREROOMS A. CHECK LINEN DISPOSAL BASKET B. EMPTY TRASH CANS, ASHTRAYS.	8	OFFICE AREAS A. EMPTY ASHTRAYS. B. EMPTY WASTEBASKETS. C. SECURE ELECTRICAL APPLIANCES. D. TURN LIGHTS OUT E. LOCK DOORS AND WINDOWS. F. FIRE SAFE IS SECURED.
2.	GALLEY AREAS A. EMPTY TRASH CANS, ASHTRAYS B. SECURE RANGES, OVENS C. SECURE ELECTRICAL APPLIANCES D. DISPOSE OF OILY RAGS	9	JOINING BUILDINGS A. EMPTY ASHTRAYS. B. EMPTY TRASH CONTAINERS C. CHECK ENTIRE AREA FOR BURNING MATERIAL
3.	DINING AREAS A. EMPTY ASHTRAYS B. REMOVE ALL SMOKING MATERIALS C. SECURE ELECTRICAL APPLIANCES	10	DUMPSTER DUMPSTERS A. CHECK FOR BURNING MATERIAL IN DUMPSTERS.
4.	LOUNGE AREAS A. EMPTY ASHTRAYS. B. REMOVE CUSHIONS, INSPECT OVERSTUFFED CHAIRS, DRAPES, CARPETS FOR SMOKING MATERIAL. C. SECURE ELECTRICAL APPLIANCES	11	FLAMMABLE MATERIALS A. CHECK FOR FLAMMABLE LIQUIDS FOR PROPER SECURITY. B. SECURE ALL OIL, PAINT, GREASE, RAGS. C. MOVE OPEN CONTAINERS OF MATERIALS TO AUTHORIZED STORAGE AREA
5.	BAR AREAS A. EMPTY ASHTRAYS B. REMOVE TRASH C. SECURE (OR DISCONNECT) ELECTRICAL APPLIANCES.	12	ELECTRICAL EQUIPMENT AND APPLIANCES A. SECURE COFFEE MESSERS (LEADS UNCONNECTED) B. SECURE IRONS (SOLDERING, ELECTRICAL) C. SECURE OTHER HEATING DEVICES (BLOWERS, ETC.) D. SECURE INDUSTRIAL MACHINERY E. SECURE DRILLS, LATHES, ETC. F. SECURE P.A. SYSTEM G. TURN LIGHTS OUT
6.	SMOKING AREAS A. CHECK ENTIRE AREA FOR BURNING SMOKING MATERIAL		
7.	RESTROOMS, HEADS A. EMPTY ASHTRAYS B. EMPTY TRASH CONTAINERS. C. SECURE ELECTRICAL APPLIANCES		

SIGNATURE	TIME	DATE	SIGNATURE	TIME	DATE	SIGNATURE	TIME	DATE