



DEPARTMENT OF THE AIR FORCE
502D AIR BASE WING
JOINT BASE SAN ANTONIO

8 Aug 2014

MEMORANDUM FOR CONTRACTORS

FROM: 502 CES/CEF

SUBJECT: Fire Safety Guidance for Contractors

1. This fire safety guide is designed to assist contractors in establishing effective fire safety practices for construction sites while working on Joint Base San Antonio (JBSA). JBSA operating locations consist of JBSA-Fort Sam Houston, JBSA-Lackland and JBSA-Randolph. This includes JBSA-Camp Bullis. The following fire safety practices and guidance can prevent damage to life, property and the environment.

2. In the event of an emergency call 9-1-1! The phone number 9-1-1 will provide emergency services from the fire department, law enforcement or emergency medical services.

NOTE: Contractors shall post the emergency phone number 9-1-1 on the job site. We strongly recommend 9-1-1 is briefed periodically during safety briefings.

3. Contractors reporting a fire should provide the 9-1-1 dispatcher with the following information:

- a. Building number, address or general location
- b. Name
- c. Phone number
- d. Emergency information (cause of fire, explosion, natural gas leak, injuries, etc.)
- e. Please, do not hang up the phone until directed by the 9-1-1 dispatcher.

IMPORTANT: If calling 9-1-1 from a mobile phone on any JBSA location you will be directed to the local 9-1-1 dispatcher. Advise the local dispatcher of your location (JBSA-Fort Sam Houston, JBSA-Lackland or JBSA-Randolph). Immediately the local dispatcher will transfer the 9-1-1 phone call to a JBSA fire department dispatcher.

JBSA OPERATING LOCATION	LOCAL 9-1-1 DISPATCHER
JBSA-Fort Sam Houston	San Antonio Fire Department
JBSA-Lackland	San Antonio Fire Department
JBSA-Randolph	Universal City Fire Department

4. Contractors shall take the appropriate actions to assist the fire department:

- a. Position an employee in a safe location to direct arriving firefighters.
- b. If fire is small, attempt to extinguish with a portable fire extinguisher.
- c. If safe, turn off appliances, ventilation fans, equipment, etc.

5. The following fire prevention practices and precautions will be followed by contractors performing work on any JBSA operating location:

a. All welding and cutting operations shall be performed in accordance with National Fire Protection Association NFPA Standard 51B *Fire Prevention during Welding, Cutting, and Other Hot Work*. Contact the fire department to request an AF Form 592 *USAF Welding, Cutting and Brazing Permit*. Ensure a copy of the AF Form 592 is located on site.

IMPORTANT: Under no circumstances shall hot work operations start without a permit.

b. Oil based painting materials (paints, brushes, rags, drop cloths, etc.) and flammable liquids shall be removed from the building at the end of each work day. Painting materials and flammable liquids shall be located a minimum distance of 25 feet away from the building. These materials shall be stored in an approved cabinet.

c. Accumulation of trash, paper, wood shavings, cardboard and other packing materials shall be removed from the building and disposed at the end of each work day.

d. The storage of lumber, roofing paper or combustible materials used during construction shall be kept a minimum distance of 25 feet away from buildings.

e. All electric tools, extension cords or electric equipment (saws, grinders, compressors, portable lights, etc.) shall be disconnected at the end of each work day.

f. In the event of an emergency, contractors should be familiar with the nearest phone or possess a source (mobile phone, portable two-way radio, etc.) to request emergency services.

g. ALL FIRES, no matter how small, shall be reported immediately to the fire department. In the event of an emergency, call 9-1-1!

h. Firefighting equipment (fire hose, nozzles, fire extinguishers, etc.) shall not be removed from a building for any reason unless approved by the fire department.

i. Fire hydrants shall not be used by contractors without prior approval from the Civil Engineer Squadron (CES) project manager and the fire prevention office. The CES project manager will coordinate with the fire department for approval. Only an approved fire hydrant wrench shall be used to operate the fire hydrant to minimize damage. For irrigation purposes a back-flow preventer with a ball valve is required. Remove all appliances when complete with tasks. The fire hydrant must be in a state of readiness for firefighting purposes. Fire hydrants shall maintain a 15 feet minimum clearance at all times.

k. Smoking is strictly prohibited around flammable liquids, highly combustible materials, or explosives. "NO SMOKING" signs shall be posted. Contractors shall comply and enforce this no smoking restriction. An individual designated by the contractor shall be delegated to inspect the facility daily for 100% compliance. The building shall remain in a fire-safe condition at all times.

- 1. Contractors are required to provide their own serviceable portable fire extinguisher(s).
- m. If roads, lanes or fire department accesses are scheduled to be blocked notify the CES project manager. The project manager will coordinate with the fire department.
- n. Contractors shall not attempt to work on any portion of a supervised automatic sprinkler system or fire alarm system without proper coordination with the CES project manager, fire alarm maintenance, fire suppression maintenance or the fire department. Project managers shall notify all required parties.
- o. Construction trailers and heavy equipment shall have a company name and emergency contact phone numbers posted for immediate notification in the event of an emergency (fire, fuel leak, etc.) after duty hours.

p. Special attention shall be given to the following hazardous conditions around the construction site to minimize the possibility of a fire:

- 1.) Careless smoking
- 2.) Improper storage
- 3.) Illegal electrical appliances
- 4.) Unauthorized self-help wiring
- 5.) Improper use of flame-producing
- 6.) Poor housekeeping
- 7.) Excessive storage of construction materials

q. Construction facilities (trailers, temporary office buildings, storage buildings, etc.) shall maintain a minimum separation distance of 20 feet. Construction facilities shall provide fire lanes for fire apparatus to operate in the event of a fire. Construction materials shall not be stored underneath any construction facility.

6. JBSA Fire Emergency Services ask for your 100% support. The fire safety guidance provided will assist with preventing fires and saving lives. We are committed to providing first class customer service during your stay. If you have questions regarding the guidance, please contact the following fire prevention offices or Michael A. Guzman, Assistant Fire Chief of Fire Prevention Division.

JBSA-Ft Sam Houston Fire Prevention	(210) 221-2727
JBSA-Lackland Fire Prevention	(210) 671-2921
JBSA-Randolph Fire Prevention	(210) 652-6915

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Signed by: LEDFORD, MARK, R. 1041747168
MARK R. LEDFORD
 Fire Chief