

BUILDING MANAGERS INFORMATION BROCHURE

EMERGENCY PHONE NUMBERS



FIRE REPORTING- U.S. ARMY FIRE DEPT.

AREA IV INSTALLATIONS ON POST (DSN) ONLY.....	911
OFF POST AREAS/ ALL COMMERCIAL & CELL PHONES.....	0503-364-5911
ALL OFF POST AREAS	119

AMBULANCE

AREA IV INSTALLATIONS ON POST (DSN) ONLY.....	911
OFF POST AREAS/ ALL COMMERCIAL & CELL PHONES.....	0503-364-5911
ALL OFF POST AREAS	119

MILITARY POLICE

AREA IV INSTALLATIONS ON POST (DSN) ONLY.....	911
OFF POST AREAS/ ALL COMMERCIAL & CELL PHONES.....	0503-364-5911
ALL OFF POST AREAS	119

BUILDING MANAGER / FIRE EVACUATION COORDINATOR DUTIES AND RESPONSIBILITIES

IAW USAG-420-11, Fire Prevention and Protection Program

1. Unit must have a Fire Prevention SOP signed by the Unit Commander.
2. Each building must have a fire evacuation plan posted.
3. Fire Wardens/ Unit Safety Monitors must be assigned by Commander appointment letter. One copy provided to the fire department.
4. 3X5 card w/ name posted on front door of building. (For emergency access to building).
5. Maintain required Fire Prevention Folder for each building.
6. Conduct daily walk through of building. Spot check.
7. Conduct a thorough monthly fire inspection, document the inspections and send copy to the fire department.
8. Correct unsafe situations. Program for corrective actions and needed repairs. Submit Form 4283 or report problems to DPW Service Order desk Tel. 768-7969.
9. Ensure all personnel are trained on fire prevention/ evacuation procedures semi-annually. Conduct quarterly fire drills. Document all training.

If you have a questions, please call the Fire Prevention Office at 768-7867.

MICHAEL DIEHL
Fire Chief
USAG Daegu

Appropriate Letterhead

Office Symbol

Date

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Additional Duty Appointment to Building Manager for Fire Prevention

1. Effective DATE_____, the following personnel are appointed as the Bldg#, Unit_____.

Rank	Name	Phone	DEROS
------	------	-------	-------

Primary:

Alternate:

2. Authority: AK Pamphlet 420-1, Fire Prevention and Protection Program.

3. Purpose : To perform duties as

4. Period : Until officially relieved or released from appointment.

5. Special Instructions :

Signature &
SIGNATURE BLOCK
(Requesting Authority)

REQUIRED FACILITY FIRE PREVENTION FOLDER

In accordance with USAG 420-11, "Facility Managers" will maintain a Fire Prevention Folder that contains records of past fire inspection, fire and life safety related work requests, evacuation drills conducted and fire prevention training conducted".

Fire & Emergency Services Div. Recommended items for inclusion in the six-part Fire Prevention Folder/Binder:

Part 1. Copy of Buildings Managers appointment letter and Certification Certificate. Unit Fire Prevention SOP

Part 2. Copy of USAG 420-11, Fire Prevention and Protection Program

Part 3. Record of past fire inspection results. Building Manager must conduct and record monthly fire inspections.

Part 4. Work Requests (DA Form 4283) and Service Orders submitted by the Building Manager to have fire / safety deficiencies corrected.

Part 5. Fire extinguisher location list / kitchen hood & duct cleaning dates. (for restaurant/DFAC managers).

Part 6. Record of quarterly facility fire drills conducted and record of employees' fire prevention training classes. (Building manager must conduct annual employee fire prevention training).

NOTE: All newly assigned Building Managers must contact the Fire Prevention Office at 768-7867 within the first 30 days of being assigned to schedule a time to meet with the buildings assigned Fire Inspector to receive training on how to properly inspect the building for fire hazards and life safety concerns.

DATE_____

STANDARD OPERATING PROCEDURES

FIRE REPORTING, FIREFIGHTING AND EVACUATION

1. Purpose. This Standard Operating Procedure (SOP) defines policies, responsibilities and prescribes procedures for personnel in the event of fire.
2. Scope. This (SOP) applies to all personnel working in bldg #_____
3. Responsibilities. The Building Manager is responsible to implement these procedures and orientate all newly assigned personnel. All personnel will familiarize themselves with these procedures:

In the Event of Discovery of Smoke or Fire:

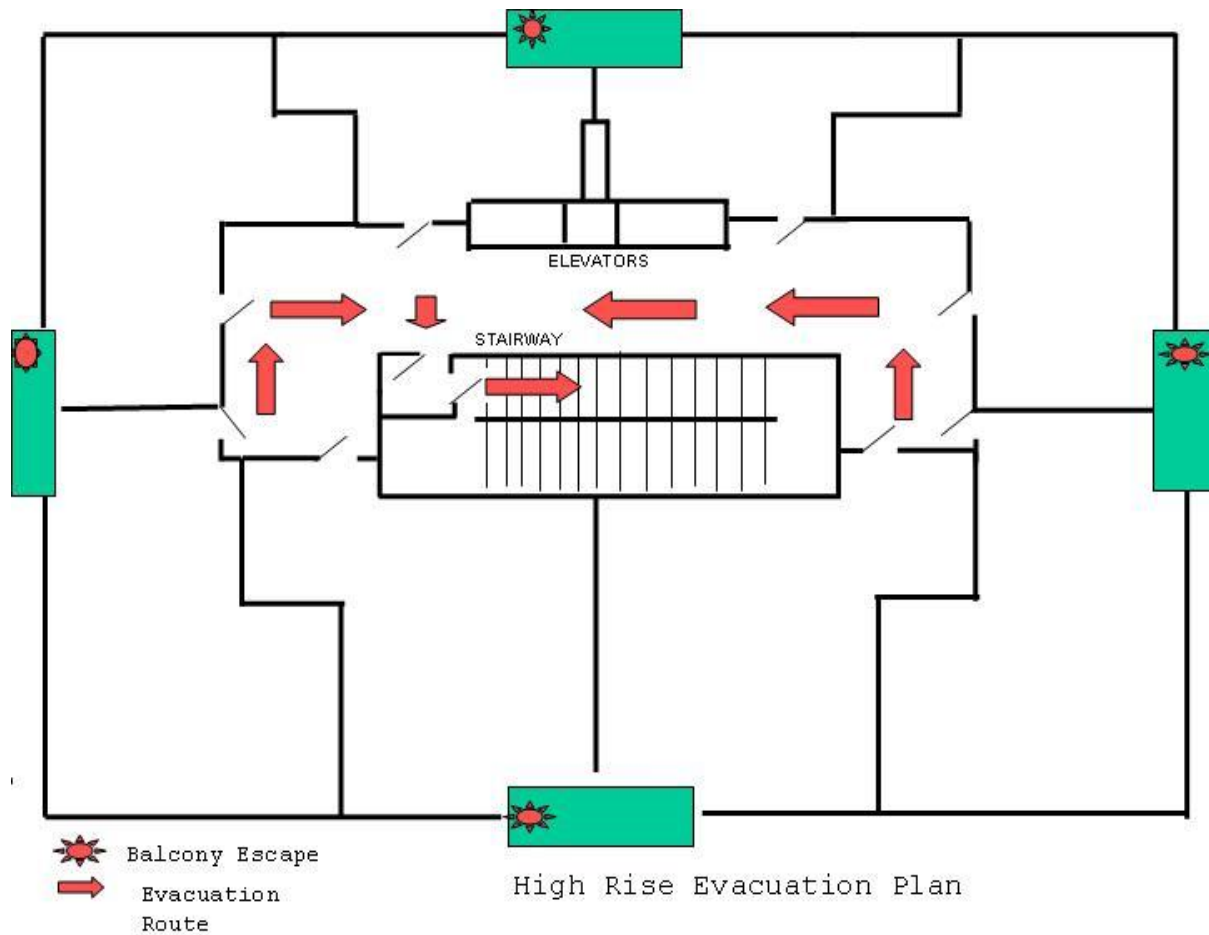
- a. Person discovering smoke or fire will immediately activate the nearest fire alarm pull station.
- b. Notify the Fire Department by calling 911 from any DSN phone. From a non-DSN call 0503-364-5911
- c. Obtain the correct fire extinguisher and attempt to extinguish the fire.
- d. Ensure all personnel have evacuated the building. If fire alarm fails- verbally notify all areas to evacuate.
- e. All personnel not involved with operating a fire extinguisher will evacuate out the nearest exit. Personnel should evacuate to a safe location away from the building. An attempt should be made to account for all known individuals.
- f. Standby to meet the arriving fire vehicles and give any helpful information
i.e....location of fire, what is burning, missing individuals, etc...

Fire Prevention:

- a. All personnel will follow established fire safety regulations as outlined in USAG 420-11, Fire Prevention and Protection Program.
- b. Smoking is not permitted except in designated areas assigned by the Building Manager.
- c. Trash will be removed daily.
- d. Report all defective fire extinguishers to the Building Manager.
- e. Ensure all exit doors are unlocked and exitways kept clear.

SIGNED: _____
Building Manager

SAMPLE OF FIRE EVACUATION PLAN



 **Assembly Point:
Parking Lot**

NOTE: This will be posted on your bulletin board where all occupants can become familiar with your plan.

ORGANIZATION/ACTIVITY FIRE PREVENTION SELF INSPECTION CHECKLIST

1. FIRE REGULATIONS.

	YES	NO
a. Have necessary regulations (unit fire plan or standard operating procedure) been developed to meet the needs of the organization or activity?	_____	_____
b. Are these regulations posted in each building and special operational areas?	_____	_____
c. Do organization/activity building managers, unit commanders, and activity supervisors conduct frequent briefings to ensure all personnel observe all fire regulations?	_____	_____

2. ORGANIZATION/ACTIVITY BUILDING MANAGERS.

a. Has one or more key subordinate staff officers or other responsible supervisory personnel in each activity been appointed on memorandum as area, organization, or activity building manager? Has a copy been forwarded to the Fire and Emergency Services Department?	_____	_____
b. Do organization/activity building managers, unit commanders, and activity supervisors conduct frequent briefings to ensure all personnel observe all fire regulations?	_____	_____
c. Has the Organization/Activity building manager attended fire prevention orientation given by the Fire and Emergency Services Department?	_____	_____
d. Has an evacuation coordinator system been organized in each organization or activity building?	_____	_____
e. Is the building manager ensuring evacuation coordinators are accomplishing daily inspections to detect hazardous conditions and initiating immediate corrective action?	_____	_____
f. Is the building manager requiring periodic fire fighting and evacuation drills which include alarm notification, use of first-aid fire fighting appliances, removal of essential records, protection of high value materials, and safe exit of occupants?	_____	_____
g. Is the building manager arranging for qualified technical instruction by Fire and Emergency Services Department personnel in organization and training of fire fighting brigades at remote locations and areas?	_____	_____

3. GENERAL FIRE PREVENTION CHECKLIST

a. Storage:

(1) Are all janitor closets and storage rooms maintained in a neat and orderly fashion?	_____	_____
(2) Is storage disallowed in attics, crawl spaces, and under combustible stairwells?	_____	_____
(3) Are mops that are used for dusting, waxing, or polishing hung at least six inches above the floor?	_____	_____
(4) Are cleaning rags stored in metal containers with metal lids?	_____	_____

(5) Are all fire extinguishers in operational condition? _____

b. Flammable Storage:

(1) Are all flammable storage areas clean and orderly? _____

(2) Are flammable storage areas being safeguarded against smoking and open flames? _____

(3) Are only approved containers being used for handling and storage of flammable liquids? _____

(4) Are flammable materials being stored in a labeled metal storage locker used solely for that purpose? _____

(5) Are flammable storage lockers approved in writing by the Fire and Emergency Services Department personnel? _____

(6) Are all fire extinguishers in an operational condition? _____

c. Waste Containers:

(1) Are only noncombustible containers (no wire mesh) being used? _____

(2) Are all waste containers emptied at least daily or more often if needed? _____

d. Smoking Practices:

(1) Are sufficient, suitable ashtrays and butt cans provided for all authorized smoking areas? _____

(2) Are safe smoking practices being enforced? _____

(3) Are all butt cans saturated and emptied into the outside dumpsters at least daily? _____

(4) Is "No Smoking" being enforced in hazardous areas? _____

e. Exits:

(1) Are all fire exit doors working properly? _____

(2) Are all fire exit doors and routes of exits unobstructed? _____

(3) Are all fire exit doors unlocked when facility is occupied? _____

f. Fire Extinguishers:

(1) Are all fire extinguishers in their proper location and are they adequately pressurized? _____

(2) Are all fire extinguishers readily accessible, unobstructed, given a minimum of 36" clearance at all times? _____

(3) Are assigned personnel knowledgeable of the proper use of provided fire extinguishers? _____

(4) Are all fire extinguishers inspected and signed off on the inspection card monthly and recorded in facility manager's folder? _____

g. Electrical:

(1) Is all wiring free of any defect, fraying, splicing, or any other type of damage? _____

(2) Is wiring installed in a proper manner, not nailed or affixed to the walls, ceilings, or floors? _____

(3) Are coverlets on all electrical outlets, switches, and junction boxes? _____

(4) Are only proper size fuses installed? _____

(5) Are fuse and switch boxes kept closed and unobstructed? _____

(6) Is all unnecessary electrical equipment unplugged? _____

(7) Are smoke detectors installed in each individual sleeping room? _____

h. Employees Knowledge:

(1) Do all employees know how to report a fire and initiate facilities alarm system? _____

(2) Do all employees know the proper evacuation procedures? _____

(3) Do all the employees know the location of all fire extinguishers and exits within the facility? _____

4. SITE SPECIFIC FIRE PREVENTION MEASURES.

a. Garages and motor repair shops.

(1) Are metal containers with self-closing covers available for the disposal of waste, oily rags, and other material, that might cause fire by spontaneous ignition? _____

(2) Are all waste containers emptied into a suitable metal receptacle located at least 10 feet from the exterior wall of each repair facility? _____

(3) Are oil-soaked floors and pits thoroughly cleaned with an approved sweeping compound? _____

(4) Are open flame or electrical element heating devices prohibited? _____

(5) Are approved metal receptacles provided for gasoline, cleaning solvents, and other flammable liquids? _____

(6) Is the flammable liquid supply contained in fire-resistive vaults or approved metal cabinets, preferably outdoors? _____

(7) Is the refueling of vehicles prohibited in shops? _____

(8) Are welding or flame-type metal cutting operations accomplished in a separate room or area which has no openings into the main shop area? _____

b. Theaters.

(1) Has the projection room been equipped with two exits, one of which provides an exit directly to the exterior of the building? _____

(2) Is the room lined with metal (right joints) or an equal fire-resistive interior finish? _____

(3) Are all openings in walls equipped with combination automatic and manual self-closing ports or doors, employing a fusible metal link device? _____

(4) Are switches for controlling lights in the audience area installed in the projection room for use by projectionists in the event of a fire or other emergency? _____

(5) Are vent pipes for projectors fastened at each joint by means of sheet metal screws, rivets, or draw bolts? Does the pipe run continuously through the area between the ceiling and roof to the exterior of the building? _____

(6) Is occupancy of the projection room restricted to only those persons authorized by the theater officer? _____

(7) Are projectionist's familiar with the instruction guide contained in the projector manufacturer's manual? _____

(8) Are all designated fire exit doors kept unlocked during performances, and is panic hardware installed on all doors that require a latching mechanism? _____

(9) Are landings, stairways, or ramps, which serve as fire exit doors, sufficiently illuminated, and are handrails provided as required? _____

(10) Are all fire exit doors clearly designated, kept unlocked at all times during occupancy, and do they swing in the exit direction? _____

(11) Are waste receptacles emptied periodically to prevent excessive accumulations of trash and waste? _____

(12) Is an after-closing-hour fire inspection made daily by specifically designated personnel, and are these inspections reported to the Fire and Emergency Services Department within one hour after the normal closing hour? _____

c. Barracks and Quarters.

YES

NO

(1) Are housekeeping and police rules observed? _____

(2) Are metal covered containers provided for trash and refuse disposal, and are they _____

emptied daily?

- | | | |
|--|-------|-------|
| (3) Are exterior waste receptacles located at least 10 feet from buildings? | _____ | _____ |
| (4) Are the use of multi-outlet electrical sockets and multi-outlet extension cords limited to a maximum total of 660 watts? | _____ | _____ |
| (5) Are multi-outlets and multi-outlet extension cords prohibited from being ganged together? | _____ | _____ |
| (6) Is the use of gasoline or other highly volatile flammable liquids such as cleaning solvents prohibited? | _____ | _____ |
| (7) Are all electrical appliances of the approved type? Are they installed and operated safely and IAW the manufacturer's instructions? | _____ | _____ |
| (8) Have adequate signs or other types of notification which prohibit smoking while in bed been posted? | _____ | _____ |
| (9) Have occupants been advised against the storage of oil or grease-soaked clothing in closets or cupboards? | _____ | _____ |
| (10) Are all occupants familiar with fire alarm notification, first-aid fire fighting equipment and procedures, and evacuation procedures? | _____ | _____ |
| (11) Is cooking prohibited in individual sleeping rooms and restricted to designated kitchens? | _____ | _____ |
| (12) Are smoke detectors installed in all sleeping rooms of the barracks, unaccompanied enlisted personnel housing or unaccompanied officers personnel housing, and are they maintained in an operable condition at all times? | _____ | _____ |
| (13) Are housekeeping employees and their work areas closely monitored for the elimination of electrical, fire, and shock hazards and excessive accumulations of paper and cardboard? | _____ | _____ |
| (14) Are inoperative or defective clothes washers and dryers promptly reported to the DPW for repair? | _____ | _____ |
| (15) Are all dryer vents, exhaust hoses, lint collection screens free of lint buildup? | _____ | _____ |
| (16) Are periodic fire evacuation drills conducted, and are these drills coordinated with the Fire and Emergency Services Department prior to execution? | _____ | _____ |

d. Warehouses.

- | | | |
|--|-------|-------|
| (1) Are aisles of sufficient width to permit operation of fire fighting equipment? | _____ | _____ |
| (2) Is a clearance of 18 inches maintained between stock and "fire" walls and sprinkler heads? | _____ | _____ |
| (3) Are doorways which have been blocked by stock been clearly posted on their exterior with 12-inch letters, THIS DOOR IS BLOCKED? Has the Fire and Emergency | _____ | _____ |

Services Department approved the blocking of these doors?

(4) Have all fire extinguisher locations been clearly designated by signs, and are portable extinguisher stands provided when conditions warrant temporary relocation of first-aid fire fighting appliances? _____

(5) Is smoking confined to supervised smoking areas outside of the facilities? _____

e. Clubs and other recreational facilities.

(1) Have noncombustible fire partitions with equivalent protection to openings been provided in combustible buildings to subdivide large interconnecting areas into fire areas not exceeding 20,000 square feet (preferably 10,000 square feet) without adversely affecting functional layout? _____

(2) Have noncombustible draft stops been provided in combustible attic spaces to subdivide such spaces into areas from 3,000 to 5,000 square feet depending upon layout? _____

(3) Are interior wall and ceiling surfaces made of noncombustible materials? _____

(4) When replacement of existing finishes with noncombustible materials in going to be deferred for an extended period of time have existing surfaces been treated with an effective fire retardant? Is this fire retardant reapplied according to manufacturer's instructions? _____

(5) Do electrical wiring fixtures, appliances, and related equipment, conform to the National Electrical Code? _____

(6) Does heating and cooking equipment conform to provisions for dining facilities as described in paragraphs 7 and 8, Section II of this Pamphlet? _____

(7) Are deep fat fryers, grills and hoods over these appliances protected by an automatic fire extinguishing system? _____

(8) Are furnishings, draperies, curtains, and similar decorative embellishments made of noncombustible materials? _____

(9) Has an automatic fire detection system with alarm transmission to fire department been installed or programmed where automatic sprinkler systems have not been provided? _____

(10) Have all employees been oriented in their fire prevention responsibilities, the procedures to follow in case of fire, transmission of alarms, and the use of first-aid fire fighting equipment? _____

(11) Are receptacles for trash, towels, cigarettes, and similar noncombustible wastes available, and are they provided with self-closing lids? _____

(12) Are waste and trash receptacles emptied at frequent intervals and at closing time and into suitable disposal containers located at a safe distance from the building? _____

(13) Are suitable disposal containers provided for only smoking materials? _____

(14) Are fire prevention and smoking precaution notices posted in clearly visible _____

locations?

(15) Are all exit doors unlocked and unlatched during operating hours, and are exit access aisles/vestibules cleared of all obstacles? _____

(16) Are procedures established that will ensure that operating cooking equipment is never left unattended by food preparation employees? _____

(17) Do management personnel perform inspections of the entire premises at closing hour and especially after major social events to:

(a) Ensure all sofa and chair cushions and receptacles for cigarettes, towels, and other trash do not constitute fire hazards? _____

(b) Ensure electrical appliances with plugs, including vending and amusement machines, have been disconnected, except when essential to after-hours maintenance? (Table and floor lamps are excluded.) _____

(c) Ensure the safe condition, disconnection, or extinguishment of open-flame heating devices and all cooking appliances? _____

(18) Does management report the closing inspection to the Fire and Emergency Services Department by telephone within 1 hour after normal closing time? _____

f. Fuel oil space heaters.

(1) Have metal drip pans which extend at least 6 inches beyond all sides of the heater been provided? _____

(2) Is the carburetor of the same manufacturer as the appliance or equivalent in operational characteristics? _____

(3) Has a control valve been installed between the carburetor and the fuel supply source? _____

(4) Is the installed heater perfectly level? _____

(5) Has a clear space of 36 inches been established between the heater (including the smoke pipe within a 6-foot radius of the heater cabinet) and the nearest combustible wall or partition? _____

(6) Has a fire-resistant screen, with a 1-inch air space between it and the nearest wall or partition, been provided when clearance has been reduced below 36 inches but not less than 12 inches? _____

(7) Is a barometric damper installed in the smoke pipe, and does it operate freely? _____

(8) Are all smoke pipe sections fastened securely together with sheet metal screws or rivets? _____

(9) Has a double metal ventilated thimble been provided at locations where the smoke pipe passes through attic spaces or hollow partitions? _____

- | | | |
|--|-------|-------|
| (10) Does the discharge and (top) of the smoke pipe extend 3 feet above the roof ridge? | _____ | _____ |
| (11) Has a weather hood been installed on top of the smoke pipe to prevent a down draft? | _____ | _____ |
| (12) Are persons charged with the responsibility for operating and servicing heaters properly trained and certified? | _____ | _____ |
| (13) Is the fuel used for the heater the same as, or equivalent to, that recommended by the manufacturer? | _____ | _____ |
| (14) Are fuel supplies free from water and sediment? | _____ | _____ |
| (15) Has a reliable air venting device been installed on fuel supply tanks? | _____ | _____ |
| (16) Have suitable safety containers having flexible pouring spouts been provided for heaters which have integral tanks? | _____ | _____ |
| (17) Are smoke pipes and heater parts cleaned of soot and scale formations weekly, or more often if required? | _____ | _____ |
| (18) Are stoves allowed to cool before refueling or re-igniting? | _____ | _____ |
| (19) Are fuel cans properly color coded and bilingual? (red for gasoline, yellow-diesel)? | _____ | _____ |
| (20) Are fuel supply cans kept outside of the building? | _____ | _____ |

SAMPLE OF FEWR (DA Form 4283)

FACILITIES ENGINEERING WORK REQUEST												
For use of this form, see DA Pam 420-6; the proponent agency is OACSIM.												
PART A (See requestor instructions)	CUSTOMER ID	DOCUMENT SERIAL NUMBER	FY	TYPE	SHORT JOB DESCRIPTION					DATE		
	AAR		0	J	Replace duct detector in air handling unit of bldg 5213					DA	MON	YR
INSTALLATION ABBREVIATION OF FACILITIES		BUILDING/FACILITY NUMBERS										
		1	2	3	4	5	6	7	8	9	10	
1	USAG-Y	5213										
2												
3												
REMARKS												
FSD II												
INSTALLATION NAME				CUSTOMER NAME				POC NAME		POC PHONE NUMBER		
YONGSAN GARRISON				John H. Smith				Chuck L. Schafer		738-7900		
WORK DESCRIPTION (Description and justification of work request)												
Replace the defective duct detector in the air handling unit of bldg 5213. Currently the duct detector is not working. Work must be done IAW NFPA 72 National Fire Alarm Code and AR 420-1, Chapter 25 section 25-32, par F, Garrisons shall assign the highest repair priority for fire protection systems.												
AUTHORIZED REQUESTOR (Type or print)						AUTHORIZED REQUESTOR SIGNATURE						
John H. Smith												
PART B (Approving Official Only)	APPROVAL ACTION CODE:				SPECIAL INTEREST CODE:				DATE			
	WORK REQUEST PRIORITY:				ESTIMATED WORK START DATE:				DA	MON	YR	
	PROGRAM INDICATOR CODE:				ESTIMATED WORK COMPLETION DATE:							
ENVIRONMENTAL IMPACT		WORK TO BE PERFORMED		WORKCLASS		APPROVAL AMOUNTS		SOURCE OF FUNDS				
YES	NO	ENVIRONMENTAL CONSIDERATION	IN-HOUSE			FUNDED	UNFUNDED	DIRECT				
<input type="checkbox"/>	<input type="checkbox"/>		SELF-HELP			\$	\$	AUTOMATIC REIMBURSEMENT				
<input type="checkbox"/>	<input type="checkbox"/>	EIS / EIA INITIATED	CONTRACT			\$	\$	FUNDED REIMBURSEMENT				
<input type="checkbox"/>	<input type="checkbox"/>	EIS / EIA COMPLETED	TROOP			\$	\$	ACCOUNT PROCESSING CODE				
TOTAL						\$	\$					
DESIGN APPROVAL (Please type or print name)			DATE		APPROVAL AUTHORITY (Please type or print name)			APPROVAL ACTION		DATE		
DESIGN APPROVAL SIGNATURE			DA		MON		YR		APPROVAL AUTHORITY SIGNATURE		DA	
											MON	
											YR	
									APPROVED			
									DISAPPROVED			

DA FORM 4283, SEP 2003

DA FORM 4283, AUG 1978, IS OBSOLETE.

APD PE v1.02ES
Page 1 of 2

NOTE: This is a sample of work request form 4283 to be submitted to DPW for maintenance of the building. Telephone emergency service orders are also available by calling 768-7969.

MEMORANDUM FOR RECORDS

DATE: _____

SUBJECT: Monthly Fire Inspection For Building Number _____

UNIT: _____

1. A fire inspection was conducted using the provided checklist of fire safety items. All fire hazards identified have been corrected on the spot. Those discrepancies not immediately correctable have been reported for repair / service. Below is a list of deficiencies identified for correction: (include work order numbers).

Fire Evacuation Coordinator

Telephone number: _____

E-MAIL: _____

Send information copy to
**USAG-D DES/Fire
Protection Division
APO AP 96218**

FIRE PREVENTION OFFICE

PHONE: 768-7867

E-MAIL:

ikchu.sin.ln@mail.mil

IMHM-ESF

Date: _____

MEMORANDUM FOR RECORDS

SUBJECT: **Fire Evacuation Drill**

LOCATION: _____

TIME DRILL STARTED: _____

NUMBER OF PERSONS: _____

EVACUATION TIME: _____

REMARKS: _____

Rating: _____

FIRE DEPT OFFICER

“File in Fire Prevention Folder”



**Who are you calling when an
Emergency strikes?**



FIRE - POLICE – EMS

9 – 1 – 1

On Post from a Cell Phone or Korean Phone:

0503-364-5911

This is building # _____,

REPORT ALL EMERGENCIES ON POST

1. GIVE YOUR NAME & RANK
2. NATURE OF EMERGENCY (Fire, police or medical)
3. EXACT LOCATION WHERE THE EMERGENCY IS LOCATED
(If you are in danger, move to a safe location then call us)
4. GIVE A CALL BACK NUMBER SO WE CAN CALL YOU IF WE
NEED TO.

DSN POC Number

Fire Inspector: Mr. Sin 768-7867