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
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:


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 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.
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

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.

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-resistant 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-resistant 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?  

YES  NO  

c. Barracks and Quarters.  

(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)
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 __________
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