



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON YONGSAN - CASEY  
UNIT #15333  
APO AP 96205-5333

IMYN-ZA

09 OCT. 2018.

**UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER # 28**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Building Managers Fire Prevention Responsibilities for USAG YONGSAN - CASEY

1. **REFERENCE:** AR 420-1, Army Facilities Management, Chapter 25 Fire and Emergency Services (FES) Programs and USAG-Y Pamphlet 420-1, 1 February 2116. The responsibility for executing fire prevention measures and evacuation coordinator duties for the building manager for their assigned facilities.

2. **PURPOSE:** This policy provides guidance and establish policy for the unit Commanders / Supervisors of their responsibilities for appointing an evacuation coordinator. They may also delegate assistant building managers (evacuation coordinators) as needed. Assistant building manager duties will not be delegated to personnel below the military rank of sergeant (E-5) or civilian equivalent of GS-7. This will be done via a memorandum, routed to their respective Fire Prevention Section.

3. **POLICY:**

a. Building managers will serve as the evacuation coordinator. This individual will be trained by the Fire Prevention Division of their respected areas and will execute fire prevention measures in their assigned facility.

b. Managers are required to establish and update an SOP on Fire Safety Instructions for their assigned facilities. This SOP will outline evacuation plans, fire reporting procedures, and operation of fire extinguishers. The Fire Prevention Section will review and recommend changes to the commander. Further guidance for this SOP will be given during initial fire prevention building manager training.

c. Basic fire safety procedures and practices shall be adhered to. Building managers must inspect work area daily; check fire extinguishers monthly; visually inspect installed fire protection systems, emergency lighting, and exit lights monthly. Personnel in charge of public assembly and housing facilities will be especially vigilant to maintain clear paths of egress and unlock exit doors.

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d. On a monthly basis building managers will formally inspect their buildings and provide written reports describing inspection results to their local Fire Prevention Section. The checklist to be followed for this report is found in USAG -Y PAM 420-1.

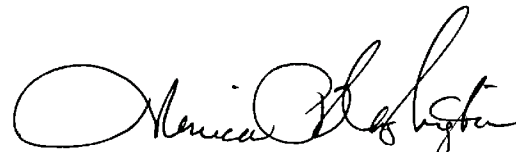
4. The goal of our fire prevention program is to reduce or eliminate fire hazards where we live and work through better fire safety awareness. Building managers are assigned specific responsibilities, however; all personnel are responsible for fire safety and will take corrective action when they see a fire safety problem.

5. All Evacuation Coordinators must be assigned by their Unit Commander / Supervisor with appointment orders. Once assigned as an evacuation coordinator, designates must attend the required training within 30 days of appointment. The training takes place the first Wednesday of Each month at 1300. The locations for the training are Fire Prevention training room on Yongsan Bldg. 4101 and the Fire Prevention Training Room on Camp Casey, Bldg. 2362.

6. Memorandums identifying the real property owners of each building and the appointed Building Managers for each building, as well as their alternates are to be forwarded to and maintained by the respective Fire Prevention Section.

7. Points of Contact for this matter at (YONGSAN) Assistant Chief for Fire Prevention, 738-4840 (CASEY) Assistant Chief for Fire Prevention 730-6049. If you have any questions please contact the respective Fire Prevention Office.

Encl  
Facility Self Inspection



MONICA P. WASHINGTON  
COL, LG  
Commanding

DISTRIBUTION:  
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**USAG YONGSAN FIRE DEPARTMENT  
FACILITY FIRE PREVENTION SELF INSPECTION CHECKLIST**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Building #: \_\_\_\_\_

<b>1. COMMAND / UNIT REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>	
A. Has the Command formulated an aggressive fire prevention program for all activities and facilities under their control?	<input type="checkbox"/>	<input type="checkbox"/>	
B. Has the Commander appointed a Fire Evacuation Coordinator to guide and manage the fire prevention program?	<input type="checkbox"/>	<input type="checkbox"/>	
C. Has the Fire Evacuation Coordinator attended training?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. EXITING</b>	<b>OK</b>	<b>Not OK</b>	
A. Stairwells unobstructed- No Storage of any kind	<input type="checkbox"/>	<input type="checkbox"/>	
B. Corridors unobstructed- No Storage of any kind	<input type="checkbox"/>	<input type="checkbox"/>	
C. Exit Doors open and close and latch properly.	<input type="checkbox"/>	<input type="checkbox"/>	
D. Exit Doors are not blocked or propped open	<input type="checkbox"/>	<input type="checkbox"/>	
E. Exit Door closers are attached and operating properly	<input type="checkbox"/>	<input type="checkbox"/>	
F. Corridor/ hallway doors are not damaged or missing.	<input type="checkbox"/>	<input type="checkbox"/>	
G. Exit paths are clearly signed and illuminated.	<input type="checkbox"/>	<input type="checkbox"/>	
H. Emergency and Exit lights operate (Push test button)	<input type="checkbox"/>	<input type="checkbox"/>	
I. All exits are unlocked when facility is occupied	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. HAZARDOUS MATERIALS</b>	<b>OK</b>	<b>Not OK</b>	<b>N/A</b>
A. Compressed Gas Cylinders - Must be secured with chains or other approved method, and clearly identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Flammable/Combustible Liquids-Must have less than 10 Gallons in any single laboratory/room, in use at any one time unless specifically permitted in writing by the USAG-Y FESD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Storage - In original shipping containers or approved safety containers (maximum 5 gallons).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Total aggregate of materials in safety containers must not exceed 25 gallons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Flammable liquids are being stored in a labeled and FESD approved metal flammable storage lockers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Flammable storage areas are clean and orderly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. SPRINKLER SYSTEM</b>	<b>OK</b>	<b>Not OK</b>	<b>N/A</b>
A. Verify there are not any decorations or any attachments to sprinklers or associated piping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Storage is maintained 18" below ceiling/ sprinkler head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Sprinklers in need of replacement (broken, rusty, painted)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Sprinklers and pipes are not leaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. FIRE ALARM SYSTEMS</b>	<b>OK</b>	<b>Not OK</b>	<b>N/A</b>
A. Visually check fire alarm control panel (only green lights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Ensure fire alarm is inspected quarterly by the service contractor (Inspection Tag)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. RECYCLE/ TRASH DUMPTERS AND CONTAINERS</b>	<b>OK</b>	<b>Not OK</b>	
A. All waste containers emptied daily, more often if needed	<input type="checkbox"/>	<input type="checkbox"/>	
B. Discarded material does not exceed capacity of container	<input type="checkbox"/>	<input type="checkbox"/>	
C. Trash dumpster is 10 ft. from building and fire hydrants	<input type="checkbox"/>	<input type="checkbox"/>	

**USAG YONGSAN FIRE DEPARTMENT  
FACILITY FIRE PREVENTION SELF INSPECTION CHECKLIST**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Building #: \_\_\_\_\_

**7. FIRE EXTINGUISHERS**

- |   | <b>OK</b>                | <b>Not OK</b>            |
|---|--------------------------|--------------------------|
| A. Fire extinguishers are accessible in their proper location   | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Extinguisher is in a cabinet or mounted at least 18 in. and not more than 5 ft. off the floor, is unobstructed and has 3ft clearance | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Gauge is in the green and hose or nozzle is intact   | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Proper signage in place identifying location of extinguisher   | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Monthly inspection documented on tag   | <input type="checkbox"/> | <input type="checkbox"/> |

**8. ELECTRICAL**

- |   | <b>OK</b>                | <b>Not OK</b>            |
|---|--------------------------|--------------------------|
| A. A three (3) Foot working space is maintained in front of all electrical panels | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Proper size fuses/circuit breakers are installed                               | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Electrical outlet covers are in place  | <input type="checkbox"/> | <input type="checkbox"/> |
| D. No exposed wiring.   | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Extension cords not used for permanent wiring (>90 days)                       | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Electrical appliances are approved and properly installed                      | <input type="checkbox"/> | <input type="checkbox"/> |
| G. All unnecessary electrical equipment unplugged                                 | <input type="checkbox"/> | <input type="checkbox"/> |

**9. SMOKING PRACTICES**

- |  | <b>OK</b>                | <b>Not OK</b>            | <b>N/A</b>               |
|--|--------------------------|--------------------------|--------------------------|
| A. Smoking area designated by commander                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Sufficient, suitable, ashtrays and butt cans are provided | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Ashtrays and butt cans are emptied daily                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. safe smoking practices being enforced                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. "No Smoking" is enforced in hazardous areas               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**10. HOUSEKEEPING**

- |   | <b>OK</b>                | <b>Not OK</b>            | <b>N/A</b>               |
|---|--------------------------|--------------------------|--------------------------|
| A. janitor closets and storage rooms are neat and orderly   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. cleaning rags stored in metal containers with metal lids | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C.  |                          |                          |                          |

**11. MISCELLANEOUS**

- |   | <b>OK</b>                | <b>Not OK</b>            | <b>N/A</b>               |
|---|--------------------------|--------------------------|--------------------------|
| A. Change in occupancy or use reviewed by USAG-Y FESD. Examples include office to barracks; office to meeting room; barracks to classroom; etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Construction & modifications to buildings, rooms or areas are reviewed and approved by USAG-Y FESD   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Smoke detectors installed in each individual sleeping room   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Cooking is restricted to designated kitchens only  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Dryers cleaned of lint daily and exhaust weekly  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Janitor closets and mechanical rooms are not used as lodging or break area, free of personal items: clothing, coffeepots, bedroll, etc.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please complete the following page with remarks for any items that were checked "not OK" with a plan for correction of the deficiencies.