



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON BAVARIA**  
**DIRECTORATE OF EMERGENCY SERVICES**  
**UNIT 28130, APO AE 09114-8130**

AMIM-BAL-F

05 December 2023

MEMORANDUM TO WHOM IT MAY CONCERN

SUBJECT: USAG Bavaria Fire Prevention Program – Fire safety training for building managers or evacuation coordinators

1. Reference AR 420-1 (12 February 2008), Army Facilities Management.  
Every building manager will serve as the evacuation coordinator. This individual will be trained by the F&ES fire prevention division and will execute fire prevention measures in the assigned buildings or facilities.
2. Enrollment for Classes: To attend a fire safety training class for building managers or evacuation coordinators the participants have to send the filled-out registration form (ANNEX A) and the appointment order (ANNEX B), not later than one week before the scheduled training dates, to one of the POCs mentioned below.
3. POCs:
  - a. POC for fire safety trainings for building managers or evacuation coordinators at **Tower Barracks, Grafenwoehr** is Fire Inspector Mr. Markus Enghardt, DSN 569-2293,  
E-Mail [usarmy.bavaria.id-europe.list.des-grafenwoehr-fire-prevention@army.mil](mailto:usarmy.bavaria.id-europe.list.des-grafenwoehr-fire-prevention@army.mil)
  - b. POC for fire safety trainings for building managers or evacuation coordinators at **Rose Barracks, Vilseck** is Fire Inspector Mr. Otto Sperber, DSN 476-4083,  
E-Mail [usarmy.bavaria.id-europe.list.des-vilseck-fire-prevention@army.mil](mailto:usarmy.bavaria.id-europe.list.des-vilseck-fire-prevention@army.mil)
  - c. POC for fire safety trainings for building managers or evacuation coordinators at **Hohenfels Community** is Fire Inspector Mr. Peter Karl, DSN 522-4685,  
E-Mail [usarmy.bavaria.id-europe.list.des-hohenfels-fire-prevention@army.mil](mailto:usarmy.bavaria.id-europe.list.des-hohenfels-fire-prevention@army.mil)
  - d. POC for fire safety trainings for building managers or evacuation coordinators at **Garmisch Community** is Fire Chief Mr. Wolfgang Pauls-Polch, DSN 440-3102,  
E-Mail [usarmy.bavaria.id-europe.list.des-garmisch-fire-prevention@army.mil](mailto:usarmy.bavaria.id-europe.list.des-garmisch-fire-prevention@army.mil)

SUBJECT: USAG Bavaria Fire Prevention Program – Fire safety training for building managers or evacuation coordinators

4. As part of the USAG Bavaria Fire Prevention Program, F&ES building managers or evacuation coordinators.

Classes for 2024 are scheduled as follows:

Date	Time	Location	Language
21 February 2024	0930 - 1200 hrs.	Tower Barracks, Grafenwoehr	German
21 February 2024	1330 - 1530 hrs.	Tower Barracks, Grafenwoehr	English
14 March 2024	0930 - 1200 hrs.	Hohenfels Community	German
14 March 2024	1330 - 1530 hrs.	Hohenfels Community	English
10 April 2024	0930 - 1200 hrs.	Tower Barracks, Grafenwoehr	German
10 April 2024	1330 - 1530 hrs.	Tower Barracks, Grafenwoehr	English
15 May 2024	0930 - 1200 hrs.	Tower Barracks, Grafenwoehr	German
15 May 2024	1330 - 1530 hrs.	Tower Barracks, Grafenwoehr	English
06 June 2024	0930 - 1200 hrs.	Hohenfels Community	German
06 June 2024	1330 - 1530 hrs.	Hohenfels Community	English
10 July 2024	0930 - 1200 hrs.	Tower Barracks, Grafenwoehr	German
10 July 2024	1330 - 1530 hrs.	Tower Barracks, Grafenwoehr	English
07 August 2024	0930 - 1200 hrs.	Tower Barracks, Grafenwoehr	German
07 August 2024	1330 - 1530 hrs.	Tower Barracks, Grafenwoehr	English
05 September 2024	0930 - 1200 hrs.	Tower Barracks, Grafenwoehr	German
05 September 2024	1330 - 1530 hrs.	Tower Barracks, Grafenwoehr	English
08 October 2024	0930 - 1200 hrs.	Garmisch Community	German
08 October 2024	1330 - 1530 hrs.	Garmisch Community	English
06 November 2024	0930 - 1200 hrs.	Rose Barracks, Grafenwoehr	German
06 November 2024	1330 - 1530 hrs.	Rose Barracks, Grafenwoehr	English
05 December 2024	0930 - 1200 hrs.	Hohenfels Community	German
05 December 2024	1330 - 1530 hrs.	Hohenfels Community	English

Training locations:

- Tower Barracks, Grafenwoehr, Bldg. #1004 (Camp Aachen)
- Rose Barracks, Vilseck, Bldg. #201 (Fire Station)
- Hohenfels, Bldg. #3 (Post Theater)
- Garmisch, Bldg. #253 (PLTGE)

SEBASTIAN BAIER  
Asst. Fire Chief Prevention,  
USAG Bavaria, DES  
Fire & Emergency Services

2 Encls

1. ANNEX A  
“Registration Form”
2. ANNEX B  
“Duty Appointment Order”



# REGISTRATION FORM

FIRE SAFETY TRAINING CLASS  
FOR BUILDING MANAGERS OR EVACUATION COORDINATORS



Complete this form and sent it with the completed "Duty Appointment Order" to one of the following POCs:

For training classes at **Tower Barracks, Grafenwoehr**: Fire Inspector Mr. M. Enghardt, DSN 569-2293,  
E-Mail [usarmy.bavaria.id-europe.list.des-grafenwoehr-fire-prevention@army.mil](mailto:usarmy.bavaria.id-europe.list.des-grafenwoehr-fire-prevention@army.mil)

For training classes at **Rose Barracks, Vilseck**: Fire Inspector Mr. Otto Sperber, DSN 476-4083,  
E-Mail [usarmy.bavaria.id-europe.list.des-vilseck-fire-prevention@army.mil](mailto:usarmy.bavaria.id-europe.list.des-vilseck-fire-prevention@army.mil)

For training classes at **Hohenfels Community**: Fire Inspector Mr. Peter Karl, DSN 522-4685,  
E-Mail [usarmy.bavaria.id-europe.list.des-hohenfels-fire-prevention@army.mil](mailto:usarmy.bavaria.id-europe.list.des-hohenfels-fire-prevention@army.mil)

For training classes at **Garmisch Community**: Fire Chief Mr. Wolfgang Pauls-Polch, DSN 440-3102,  
E-Mail [usarmy.bavaria.id-europe.list.des-garmisch-fire-prevention@army.mil](mailto:usarmy.bavaria.id-europe.list.des-garmisch-fire-prevention@army.mil)

Class/Date/Location:	
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<b>1.</b>	Rank/Name/Grade:	
	Organization:	
	Unit Identification Code (UIC):	
	Telephone:	
	Email:	
	Responsible for Buildings:	

<b>2.</b>	Rank/Name/Grade:	
	Organization:	
	Unit Identification Code (UIC):	
	Telephone:	
	Email:	
	Responsible for Buildings:	

<b>3.</b>	Rank/Name/Grade:	
	Organization:	
	Unit Identification Code (UIC):	
	Telephone:	
	Email:	
	Responsible for Buildings:	

\_\_\_\_\_

Date

\_\_\_\_\_

Name, Signature

*If you want to register more than tree attendees multiple forms may be submitted.*



DEPARTMENT OF THE ARMY  
ORGANIZATIONAL NAME/TITLE  
STANDARDIZED STREET ADDRESS  
CITY, STATE 12345-1234

YOUR OFFICE SYMBOL

7 December 2023

MEMORANDUM FOR USAG Bavaria Fire & Emergency Services, ATTN: IMBA-ESF,  
UNIT 28130, APO AE 09114

SUBJECT: Additional Duty Appointment (Building manager/evacuation coordinator)

1. Effective immediately, duties of **primary** building manager/evacuation coordinator are assigned to:

- a. Rank/Name/Grade:
- b. Organization:
- c. Unit Identification Code (UIC):
- d. Telephone:
- e. Email:
- f. Responsible for building(s):

2. Effective immediately, duties of **alternate** building manager/evacuation coordinator are assigned to:

- a. Rank/Name/Grade:
- b. Organization:
- c. Unit Identification Code (UIC):
- d. Telephone:
- e. Email:
- f. Responsible for building(s):

3. Authority: AR 420-1 (12 February 2008), Army Facilities Management,  
Chapter 25, Section VII, • 25-24, page 284

4. Duties: The building manager or appointee (in writing) will serve as the evacuation coordinator. This individual will be trained by the F&ES fire prevention division and will execute fire prevention measures in the assigned building or facility, and provide written reports to the fire prevention office including self-inspections, emergency evacuation plans, and fire safety briefings/occupant training.



**DEPARTMENT OF THE ARMY**  
ORGANIZATIONAL NAME/TITLE  
STANDARDIZED STREET ADDRESS  
CITY, STATE 12345-1234

OFFICE SYMBOL (ARIMS record number)

SUBJECT: Additional Duty Appointment (Building manager/evacuation coordinator)

5. Period: Indefinite

6. The POC for this memorandum is the undersigned and can be contacted by email at [sample@mail.mil](mailto:sample@mail.mil) or phone at (123) 123-4567.

AUTHORITY LINE:

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**NAME OF XO/COMMANDER**

**RANK**

Commanding