



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

ATTN: IMBA-ESF

22 July 2019

MEMORANDUM TO WHOM IT MAY CONCERN

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

1. Authority: Referring to AR 420-1 (12 February 2008), Army Facilities Management, Chapter 25, Section VII, • 25-24, page 284, 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. Within the scope of the USAG Bavaria Fire Prevention Program, the installation F&ES provides a fire safety training for building managers or evacuation coordinators. Classes for last two quarters of 2019 are scheduled as specified below:

Date	Time	Location	Language
22 August 2019	0930 - 1200 hrs.	Hohenfels Community	German
22 August 2019	1330 - 1600 hrs.	Hohenfels Community	English
18 September 2019	1330 - 1500 hrs.	Tower Barracks, Grafenwoehr	English
19 September 2019	1330 - 1500 hrs.	Rose Barracks, Vilseck	English
30 October 2019	1330 - 1500 hrs.	Tower Barracks, Grafenwoehr	German
31 October 2019	1330 - 1500 hrs.	Rose Barracks, Vilseck	German
14 November 2019	0930 - 1200 hrs.	Hohenfels Community	German
14 November 2019	1330 - 1600 hrs.	Hohenfels Community	English
04 December 2019	1330 - 1500 hrs.	Tower Barracks, Grafenwoehr	English
05 December 2019	1330 - 1500 hrs.	Rose Barracks, Vilseck	English

Classes will be hold at

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

Garmisch Community will provide Fire Safety Trainings only by special request. Please find POC under “4”.

Dates and locations might have to change due to enrollment and availability. A current version of the schedule can be found at <https://home.army.mil/bavaria/index.php/Directorates/DES> under “Services”.



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3. 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. Every class is limited to 20 participants (except Hohenfels Community).

4. POCs:

- a. POC for fire safety trainings for building managers or evacuation coordinators at **Tower Barracks, Grafenwoehr** is Fire Inspector Mr. Tobias Zwicker, DSN 475-8425, E-Mail usarmy.bavaria.id-europe.list.des-grafenwoehr-fire-prevention@mail.mil
- b. POC for fire safety trainings for building managers or evacuation coordinators at **Rose Barracks, Vilseck** is Asst. Fire Chief Mr. Mario Lindner, DSN 476-4080, E-Mail usarmy.bavaria.id-europe.list.des-vilseck-fire-prevention@mail.mil
- c. POC for fire safety trainings for building managers or evacuation coordinators at **Hohenfels Community** is Asst. Fire Chief Mr. Martin Birkhahn, DSN 522-4679, E-Mail usarmy.bavaria.id-europe.list.des-hohenfels-fire-prevention@mail.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@mail.mil

AUTHORITY LINE:

2 Encls

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

EDUARD EISMANN

Asst. Fire Chief (Prevention), USAG Bavaria
DES, Fire & Emergency Services



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

YOUR OFFICE SYMBOL

4 May 2009

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 or phone at (123) 123-4567.

AUTHORITY LINE:

JOE W. DOE
Captain, MP
Commanding



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. Tobias Zwicker, DSN 475-8425,
E-Mail usarmy.bavaria.id-europe.list.des-grafenwoehr-fire-prevention@mail.mil

For training classes at **Rose Barracks, Vilseck**: Asst. Fire Chief Mr. Mario Lindner, DSN 476-4080,
E-Mail usarmy.bavaria.id-europe.list.des-vilseck-fire-prevention@mail.mil

For training classes at **Hohenfels Community**: Asst. Fire Chief Mr. Martin Birkhahn, DSN 522-4679,
E-Mail usarmy.bavaria.id-europe.list.des-hohenfels-fire-prevention@mail.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@mail.mil

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

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

3.	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.