



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

ATTN: AMIM-BAL-F

21 December 2022

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. 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 Englhardt, DSN 569-2293,
E-Mail 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
- 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
- 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



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ATTN: IMBA-ESF

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

4. 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 2023 are scheduled as specified below:

Date	Time	Location	Language
23 February 2023	0930 - 1200 hrs.	Tower Barracks, Grafenwoehr	German
23 February 2023	1330 - 1530 hrs.	Tower Barracks, Grafenwoehr	English
14 March 2023	0930 - 1200 hrs.	Rose Barracks, Vilseck	German
14 March 2023	1330 - 1530 hrs.	Rose Barracks, Vilseck	English
20 April 2023	0930 - 1200 hrs.	Hohenfels Community	German
20 April 2023	1330 - 1530 hrs.	Hohenfels Community	English
24 May 2023	0930 - 1200 hrs.	Tower Barracks, Grafenwoehr	German
24 May 2023	1330 - 1530 hrs.	Tower Barracks, Grafenwoehr	English
14 June 2023	0930 - 1200 hrs.	Rose Barracks, Vilseck	German
14 June 2023	1330 - 1530 hrs.	Rose Barracks, Vilseck	English
13 July 2023	0930 - 1200 hrs.	Hohenfels Community	German
13 July 2023	1330 - 1530 hrs.	Hohenfels Community	English
17 August 2023	0930 - 1200 hrs.	Tower Barracks, Grafenwoehr	German
17 August 2023	1330 - 1530 hrs.	Tower Barracks, Grafenwoehr	English
21 September 2023	0930 - 1200 hrs.	Rose Barracks, Vilseck	German
21 September 2023	1330 - 1530 hrs.	Rose Barracks, Vilseck	English
13 October 2023	0930 - 1200 hrs.	Garmisch Community	German
13 October 2023	1330 - 1530 hrs.	Garmisch Community	English
02 November 2023	0930 - 1200 hrs.	Tower Barracks, Grafenwoehr	German
02 November 2023	1330 - 1530 hrs.	Tower Barracks, Grafenwoehr	English
06 December 2023	0930 - 1200 hrs.	Hohenfels Community	German
06 December 2023	1330 - 1530 hrs.	Hohenfels Community	English

Classes will be held at

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

2 Encls

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

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



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

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

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

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

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.



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