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

AMIM-BAL-F

10 December 2025

MEMORANDUM TO WHOM IT MAY CONCERN

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

1. Authority: Reference AR 420-5 (01 September 2024), Army Fire and Emergency Services. Building manager / evacuation coordinator will be trained by the F&ES fire prevention division.

2. Enrollment for Classes: To attend a fire safety training class for building managers / 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 / 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 / evacuation coordinators at **Rose Barracks, Vilseck** is Fire Inspector Mr. Otto Sperber, DSN 599-4562, E-Mail usarmy.bavaria.id-europe.list.des-vilseck-fire-prevention@army.mil

c. POC for fire safety trainings for building managers / 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 / 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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4. As part of the USAG Bavaria Fire Prevention Program, F&ES building managers / evacuation coordinators.

Classes for 2026 are scheduled as follows:

| Date | Time | Location | Language |
|---|---|---|---|
| 05 February 2026 | 0930 - 1200 hrs. | Hohenfels Community | German |
| 05 February 2026 | 1330 - 1530 hrs. | Hohenfels Community | English |
| 19 March 2026 | 0930 - 1200 hrs. | Tower Barracks, Grafenwoehr | German |
| 19 March 2026 | 1330 - 1530 hrs. | Tower Barracks, Grafenwoehr | English |
| 15 April 2026 | 0930 - 1200 hrs. | Tower Barracks, Grafenwoehr | German |
| 15 April 2026 | 1330 - 1530 hrs. | Tower Barracks, Grafenwoehr | English |
| 06 May 2026 | 0930 - 1200 hrs. | Tower Barracks, Grafenwoehr | German |
| 06 May 2026 | 1330 - 1530 hrs. | Tower Barracks, Grafenwoehr | English |
| 11 June 2026 | 0930 - 1200 hrs. | Hohenfels Community | German |
| 11 June 2026 | 1330 - 1530 hrs. | Hohenfels Community | English |
| 01 July 2026 | 0930 - 1200 hrs. | Tower Barracks, Grafenwoehr | German |
| 01 July 2026 | 1330 - 1530 hrs. | Tower Barracks, Grafenwoehr | English |
| 26 August 2026 | 0930 - 1200 hrs. | Tower Barracks, Grafenwoehr | German |
| 26 August 2026 | 1330 - 1530 hrs. | Tower Barracks, Grafenwoehr | English |
| 23 September 2026 | 0930 - 1200 hrs. | Tower Barracks, Grafenwoehr | German |
| 23 September 2026 | 1330 - 1530 hrs. | Tower Barracks, Grafenwoehr | English |
| 08 October 2026 | 0930 - 1200 hrs. | Garmisch Community | German |
| 08 October 2026 | 1330 - 1530 hrs. | Garmisch Community | English |
| 03 November 2026 | 0930 - 1200 hrs. | Rose Barracks, Vilseck | German |
| 03 November 2026 | 1330 - 1530 hrs. | Rose Barracks, Vilseck | English |
| 03 December 2026 | 0930 - 1200 hrs. | Hohenfels Community | German |
| 03 December 2026 | 1330 - 1530 hrs. | Hohenfels Community | English |

Training locations:
- Tower Barracks, Grafenwoehr, Bldg. #1004 (Camp Aachen)
- Rose Barracks, Vilseck, Bldg. #201 (Fire Station)
- Hohenfels, Bldg. #702 (Base Operations Airfield)
- Garmisch, Bldg. #253 (PLTGE)

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Date: 2025.12.10 13:42:19 +01'00'

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"

**ANNEX A**

# 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. Englhardt, 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 599-4562, 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:* | |

| | | |
|---|---|---|
| **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.*

ANNEX B

**DEPARTMENT OF THE ARMY**
**xxxxxx**
**xxxxxx**
**xxxxxx**

XXXX-XXX

xx xxx xxxx

MEMORANDUM FOR RECORD

SUBJECT: Building Manager / Evacuation Coordinator Additional Duty Appointment

1. The following individuals are to perform Building Manager/Evacuation Coordinator duties IAW AR 420-5:

a. Appointed as the Primary Building Manager/Evacuation Coordinator:
Name: SSG Smith, Joe A.
Unit:
Duty Phone:
Email:
Building Number(s):
Installation:

b. Appointed as Alternate Building Manager/Evacuation Coordinator:
Name: SSG Smith, Joe A.
Unit:
Duty Phone:
Email:
Building Number(s):
Installation:

2. Special Instructions: Building Manager will be supervisory personnel (E-6 or above) selected from the principal organization or activity of each area of the installation. Each will/may supervise additional appointed personnel for fire safety in his assigned area as appropriate. Each Building Manager, through his appointed subordinate personnel, is responsible for:

a. Visual inspection of assigned areas during normal operations and at the close of business to detect and eliminate fire hazards, determine operational readiness of firefighting equipment and assistance of the installation commander in enforcement of fire regulations.

b. Coordination of emergency plans and fire evacuation drills, reporting and control of fire and salvage of property.

3.  From the date assigned until officially relieved from this appointment.

4.  Point of contact for this memorandum is the undersigned, xxxxxxxx. at DSN: 314-XXX-XXXX or XXXXXXXXXXX.mil@mail.mil.

XXXXXXXXX
Xxxx, xx
xxxxxxxxx