

FIRE SAFETY

STAFF INSPECTION PLAN

Unit Inspected:

Unit POC: Email address: .mil@mail.mil

This document (Staff Inspection Plan (SIP)) is an inspection and assistance guide for units and Division/Installation Staff Inspectors. Division/Installation Staff agencies use the SIP to conduct Inspections/Assistance Visits as part of the Organizational Inspection Program (OIP). Interested parties and responsible agents for implementation and compliance should read the corresponding regulatory guidance (see references below) for a thorough understanding of applicable areas and sub-areas. SIPs are available on the Division Inspector General Sharepoint website. Proponents update SIPs as changes occur in regulatory guidance (e.g., updates, supplementation). All SIP changes are routed through the Installation Inspector General via phone and/or email for review and posting to the Sharepoint.

1. **Mission:** The Division/Installation activities conduct Staff Assistance Visits (SAV) and Command Inspections (CI) IAW FR Reg 1-201 to assist units and verify compliance with appropriate Army, 1st ID and other supplemental regulatory guidance. Additionally, these activities conduct regulatory periodic inspections IAW published SIPs.
2. **Primary Standard:** Unit has developed and initiated, a Fire Safety SOP with Fire Marshals appointed on orders and requisite inspections and fire drills conducted.

3. References:

- () AR 25-400-2 (The Army Records Information Management System (ARIMS))
- () AR 420-1, Chapter 25 (Army Facilities Management (Fire and Emergency Services))
- () FR REG 420-4 (Facilities Engineering Fire Prevention Protection Program)
- () FR PAM 420-1 (Fire Marshall Responsibilities)
- () NFPA 10 (National Fire Protection Association (Standard for Portable Fire Extinguishers))
- () NFPA 101 (National Fire Protection Association (Life Safety Code))

4. Key Inspection Areas (**CRITICAL areas are in bold and underlined**):

a. **Fire Safety Book:**

- 1) () **Is the 'Fire Prevention Book' being maintained properly?** To include - Fire Marshal's appointed in writing? Fire Marshal's attended the Fort Riley Fire Marshals Course? The monthly "Fire Inspection Checklist" (DA Form 5381-R - Fire Risk Management Survey), completed and a copy maintained one year? Fire drills conducted quarterly for all occupied buildings and conducted in a proper manner? FR PAM 420-1, para 1-5b9, para 1-5c6, para 1-5d10; FR PAM 420-1, para 1-5b1, para 1-5c2, and para 1-5d13; AR 420-1, chapter 25-24; FR REG 420-4, para 2-4e1, para 2-4c3, para 2-4d5; FR PAM 420-1, para 1-5d11, FR REG 420-4, para 2-4c4, 2-4d5

Findings:

Recommendations:

- 2) () Are monthly Fire Inspection Reports forwarded to the appropriate higher Fire Marshal and maintained for a one year period? FR REG 420-4, para 2-4c2, para 2-4d2, para 2-4e1

Findings:

Recommendations:

- 3) () Is the 'Fire Safety SOP' maintained and current? FR PAM 420-1, para 1-5b9, para 1-5c6, para 1-5d10

Findings:

Recommendations:

b. Fire Extinguishers

- 1) () Are fire extinguishers unobstructed and readily accessible? NFPA 10, Chap 6.1.3.3.1

Findings:

Recommendations:

- 2) () Are fire extinguishers in their proper locations? NFPA 10, Chap 6.1.2

Findings:

Recommendations:

- 3) () Are installed Fire Extinguishers visually inspected and are tags on extinguishers initialed monthly? FR PAM 420-1, para 5-3, FR PAM 420-4, para 2-4e7

Findings:

Recommendations:

- 4) () Is the fire extinguisher the correct type and size? FR PAM 420-1, para 5-1

Findings:

Recommendations:

c. Emergency Exits and Exit Routes

- 1) () Are exit access routes and exits kept clear, unobstructed and unlocked (unlocked when the building is occupied)? FR REG 420-4, para 9-4c, 9-4d, NFPA 101, Chap 7.3.4.1.1

Findings:

Recommendations:

- 2) () Are fire doors that are required to be kept closed, maintained in that position? NFPA 101, Chap 7.2.1.8.1

Findings:

Recommendations:

d. Smoking

- 1) () Is the designated smoking area not within 50' of any entrance to a government facility? FR PAM 420-1, para 4-3d

Findings:

Recommendations:

- 2) () Are cigarette butts and other smoking debris disposed of properly? FR 420-4, chap 10-3, chap 10-5

Findings:

Recommendations:

e. Facilities/Barracks

- 1) () Are outside fire hydrants and other Fire Department connections unobstructed and with a clear access to them? FR REG 420-4, para 16-2, 16-3a

Findings:

Recommendations:

- 2) () Are all candles and incense being used? FR REG 420-4, para 13-17c, FR REG 420-4, para 15-1a

Findings:

Recommendations:

- 3) () Is trash and litter accumulating within and around the building/facility? FR REG 420-4, para 8-4b, FR REG 420-4, para 8-4c

Findings:

Recommendations:

- 4) () Are Building Notification Cards, FR Form 670, current, prepared, and posted? FR PAM 420-1, para 1-5d5

Findings:

Recommendations:

- 5) () Are "NO SMOKING IN BED" (FR Poster 2) signs displayed on the permanent section of bulletin boards in troop housing and Bachelor Enlisted Quarter (BEQ) and Bachelor Officer Quarter (BOQ) billets? FR REG 420-4, para 10-6

Findings:

Recommendations:

- 6) () Are Fire Evacuation Plans prepared and posted? FR Reg 420-4, Para 7-2

Findings:

Recommendations:

- 7) () Is emergency lighting operational and in good working order? NFPA 101, Chap 7.9.2.7

Findings:

Recommendations:

- 8) () Are emergency exit signs lit and in good condition? FR REG 420-4, para 9-4f
, NFPA 101, Chap 7.8.1.1

Findings:

Recommendations:

f. Storage of Combustible

- 1) () Are Flammable and Combustible Materials stored in a proper manner?
FR REG 420-4, para 8-3d, para 11-4a

Findings:

Recommendations:

- 2) () Are proper clearances maintained between combustible materials and heat-producing devices? FR REG 420-4, para 12-2

Findings:

Recommendations:

g. Electrical

- 1) () Are wires being run under carpets, through doorways, and/or windows?
FR REG 420-4, chap 9-2(d)1

Findings:

Recommendations:

- 2) () Are there extension cords, temporary, or otherwise inadequate, wiring used in the facility? FR REG 420-4, para 9-2c

Findings:

Recommendations:

h. Flammable Liquids

- 1) () Is equipment that utilizes flammable fuels stored properly? FR REG 420-4, para 8-5c(1)

Findings:

Recommendations:

- 2) () Is liquid fueled equipment used in the proper areas and not within a building? FR REG 420-4, para 11-6a

Findings:

Recommendations:

- 3) () Are compressed gas cylinders stored in a proper manner? FR REG 420-4, para 15-4a-e

Findings:

Recommendations:

- 4) () Are all solvent cleaning vats used properly? FR REG 240-4, para 11-8(b)(1)(a-g)

Findings:

Recommendations:

i. Aircraft

- 1) () Are aircraft properly grounded? FR REG 420-4, para 19-2f

Findings:

Recommendations:

- 2) () Are proper procedures followed for the purging of aircraft fuel trucks and flammable liquid containers? FR REG 420-4, para 11-8

Findings:

Recommendations:

- 3) () Are aircraft refueling operations conducted in an appropriate and safe manner? FR REG 420-4, para 19-2

Findings:

Recommendations:

j. Records Management:

- 1) () Are all records identified and classified under ARIMS, both paper and electronically stored? AR 25-400-2, para 6-2a-b

Findings:

Recommendations:

5. POC: Fort Riley Fire & Emergency Services, Fire Inspection Branch, 239-6819

AS OF 26 November 2012