

FIRE SAFETY

STAFF INSPECTION PLAN

Unit Inspected:

Inspection Date:

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 Attachment M to FR Reg 350-1 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 Wardens 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 Warden 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:

Is the 'Fire Prevention Book' maintained properly?

- a) () Are Fire Warden's appointed in writing? *FR PAM 420-1, para 1-5b8, para 1-5c6, para 1-5d10*
- b) () Have Fire Warden's attended the Fort Riley Fire Warden Course? *FR PAM 420-1, para 1-5b1, para 1-5c2, and para 1-5d13*

- c) () Are monthly “Fire Inspection Checklist” (DA Form 5381-R – Fire Risk Management Survey), completed and a copy maintained one year? *AR 420-1, chapter 25-24; FR REG 420-4, para 2-4e1, para 2-4c3, para 2-4d5*
- d) () Are Fire drills conducted semi-annually for all occupied buildings, unless required more frequently per NFPA 101, and conducted in a proper manner? *FR PAM 420-1, para 1-5d11, FR REG 420-4, para 2-4c4, 2-4d5*

Findings:

Recommendations:

5. POC: Fort Riley Fire & Emergency Services, Fire Prevention Branch, 240-2038

AS OF 28 Oct 19