

MEMORANDUM FOR DISTRIBUTION

SUBJECT: FIRE SAFETY STANDARD OPERATING PROCEDURES

REFERENCES: FR PAM 420-1
FR REG 420-4
AR REG 420-1, CHAP 25

1. The purpose of this SOP is to prevent, detect, control and report fires, hazardous conditions or practices which may result in a fire. This will apply to all personnel attached or assigned to the Fire Station.
2. The building fire marshal will be appointed by the Fire Department Fire Chief and is the steward of this program. He is responsible for the administration and management of this SOP to include inspections, fire plans, training and drills. Specifically:
 - a. Constant surveillance, detection, reporting and correction of any possible fire hazards existing in the station.
 - b. A monthly inspection of all buildings, areas, facilities, and fire protection equipment belonging to the station. The building fire marshal will submit a copy of the inspection results and corrective action to the department appointed Fire Marshal. A copy of the monthly fire inspection will be maintained for one year at both the building and department level.
 - c. Enforcement of requirements in FR PAM 420-1, Fire Marshal Responsibilities and all other applicable fire regulations.
 - d. Conduct the quarterly fire drill for all buildings, areas, facilities and fire protection equipment belonging to the station. Each station fire marshal will submit reports of these fire drills to the department fire marshal.
 - e. Ensure that fire prevention warning signs and emergency phone numbers are properly posted. Each phone will post these.
3. All equipment that requires Combustible energy to operate (i.e. lawn mowers) must be stored outside of supply rooms and closets and orderly rooms. They are to be stored in designated locations that are deemed capable of storing flammable materials.
4. Smoking will be prohibited while operating a government vehicle or within 50 feet of a storage area for explosives, flammable, or other incendiary materials. Smoking is also prohibited in barracks rooms and common areas except stairwells. Smoking is also prohibited within 50 feet of any opening to the station.

5. Only approved types of cleaning solvents will be used, no gasoline.
6. Frayed wires and any other possible hazard will be reported to the supervisor or Fire Marshal.
7. Each person will become familiar with the fire evacuation plan in the building in which he works/lives.
8. Approved fire extinguishers will be mounted on vehicles at all times when the vehicle is being operated.
9. Any person discovering a fire will:
 - a. Warn all personnel in the area by the appropriate methods (voice warning or fire alarm).
 - b. Close all windows and fire doors to minimize fire travel.
 - c. If feasible, attempt to extinguish the fire.
 - d. Notify the fire department of the location and extent of the fire. The post fire emergency number is 911.
 - e. Remain in the vicinity to direct the fire department.
 - f. Keep calm.
 - g. Go to the appointed designated assembly area for the fire evacuation rally point.
 - h. If the fire is in the barracks, evacuate to the usual company area to hold an accountability formation. This report will be given to the CQ who will report to the BN SDNCO.
 - i. If the fire is in the field, evacuate to no less than 100 meters upwind. Leaders will hold accountability formation and report to 1SG/CDR.
 - j. If the fire is in the Motor pool, use the nearest exit door to evacuate. Do not go through unnecessary hallways or maintenance bays to exit. Leaders will hold accountability formations outside the front or rear gate and report to the 1SG/CDR.

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