

USAG Wiesbaden
DIRECTORATE OF EMERGENCY SERVICES
FIRE AND EMERGENCY SERVICES

Fire Prevention Regulations and Guidelines



This English version is the original, signed by the Garrison Commander and prevails the German translation.



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON - WIESBADEN
UNIT 29623
APO AE 09005-9623

AMIM-WBL-F

02 October 2024

MEMORANDUM FOR RECORD

SUBJECT: United States Army Garrison (USAG) Wiesbaden Fire Prevention Standing Operation Procedure

1. IAW 420-05 This Fire Prevention SOP establishes responsibilities and procedures for fire protection regulations within the footprint of USAG Wiesbaden. The SOP contains three (3) parts centralizing the operational guidelines of fire protection and prevention. "Part A", covers the official bulletin "Prevent Fires – Emergency Procedures, "Part B" the specification of fire prevention provisions for all occupants, "Part C" the specification of fire prevention provisions for individuals assigned fire prevention duty (Building Manager, former Fire Warden)
2. This SOP applies to all tenants units and all personnel assigned or attached to the USAG Wiesbaden within its Area of Responsibility (AOR) including, civilian workforce, contractors, vendors, AAFES, DoDDS, and other NAF operated activities.
3. Supplementation and interim changes of this SOP are not official unless authenticated by the Commanding Officer, USAG Wiesbaden.
4. POC is Mr. Daniel Corzelius at daniel.corzelius.LN@mail.mil, Fire Chief, USAG Wiesbaden, Office @ DSN 337-5883.

A handwritten signature in black ink, appearing to read "T. Danderson", written over a horizontal line.

TROY G. DANDERSON
Colonel, MI
Commanding

*This SOP supersedes all previous Fire & Emergency Management SOP's.

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CHAPTER 1

GENERAL

1-1. Purpose

This fire safety standard operating procedure (SOP) regulates responsibilities and processes regarding fire safety regulations in the US Army Garrison (USAG) Wiesbaden area. It includes US-American (OSHA) and German occupational safety regulations (ASR) and can be extended by the user, by inserting appendices.

The fire safety SOP consist of three parts: Emergency Procedures, Fire Prevention procedures and Building Manager duties.

- Part A: Covers the official postings "Prevent Fires - Emergency Procedures.
- Part B: Includes the specification of fire prevention requirements for all building occupants.
- Part C: Includes the definition of fire safety regulations for persons entrusted with fire safety duties ("Building Manager", "Evacuation Coordinator", etc.).

1-2. References

Applicable references are listed at appendix J.

1-3. Objective

The United States Army Garrison Wiesbaden Fire and Emergency Services (FES) is dedicated to the prevention of loss of life and property through aggressive fire prevention and suppression programs and training.

CHAPTER 2
RESPONSIBILITIES

2-1. Commander

UNITED STATES ARMY GARRISON (USAG) WIESBADEN COMMANDER.
Responsible for the USAG Wiesbaden Fire and Emergency Services Program.

2-2. Director of Emergency Services (DES)

The USAG Wiesbaden Director of Emergency Services (DES) is directly responsible to the USAG Wiesbaden Commander for technical development, execution, and supervision of the USAG Wiesbaden “Fire and Emergency Services Program”.

2-3. Fire and Emergency Services (FES)

Garrison Fire Chief. The Garrison Fire Chief is responsible for the operational readiness and administration of the Fire & Emergency Services Program. The Garrison fire chief is directly responsible to the DES for technical and administrative operation of the local Garrison Fire & Emergency Services.

2-4. Unit, Tenants, Commander, Activity Director, or Organizations

Are responsible for developing and enforcing sound fire prevention and protection procedures within their area. They will at a minimum:

a. Appoint in writing an individual (appendix E) to perform the duties of a “Building Manager” for fire prevention / protection coordination. The person nominated will have the position and authority to handle fire prevention within the unit or organization and shall receive training by the fire prevention office within 30 days of his/her appointment. The unit commander/director will nominate a new individual prior to departure of the appointed activity/building manager/evacuation coordinator and inform the Garrison Fire & Emergency Services accordingly. Building Manager Training is provided every month at the Fire Station for day and time call 0611-143-548-6326.

b. Take immediate action to have fire hazards corrected.

c. Notify the Garrison Fire & Emergency Services of fire hazards that cannot be corrected on the spot.

d. Notify the Garrison Fire & Emergency Services immediately of fire damages, initiated fire suppression systems or portable fire extinguishers and activated fire alarms.

e. Ensure all employees receive initial and recurring fire prevention and fire extinguisher training. The Garrison Fire & Emergency Services staff is always ready to provide training, educational presentations, lectures, or fire extinguisher training. Schedule appointments 2-3 weeks in advance by calling 0611-143-548-7772.

f. Ensure that Fire and Emergency Services review all major renovation and construction projects for compliance with applicable fire protection requirements. This includes NAF, AAFES, DECA, and self-help projects.

g. All units and tenants with their own service or maintenance contracts (e.g.: DECA, DODDS, MEDCOM etc...) must ensure that maintenance and service work on fire protection systems is carried out in accordance with UFC 3-601-02 and by personnel certified in accordance with DIN EN 12845. The FES must be informed of planned and performed maintenance as well as faults of the system.

h. All units with maintenance contracts as described above are responsible for administering a 24/7 program for after-hours emergency repair services and fire alarm and suppression system malfunctions. The unit shall provide the Fire and Emergency Service Center with information and procedures for contacting on-call personnel and/or contractors.

i. Report HAZMAT spills to FES and the Environmental Office in accordance with the USAG Wiesbaden Spill Prevention and Response Plan (SPRP).

j. As per Title 32 US Code, SCIF or other secured facilities are required to develop procedures for safeguarding sensitive and classified information, enabling Fire Inspectors, to conduct fire inspections as required per DODI 6055.06 and AR 420-5.

k. Title 32 also acknowledges the need of emergency responders such as medical, fire or police to be granted access during emergencies, it is the unit's responsibility to develop procedures for safeguarding sensitive and classified information in such an event. These procedures shall be outlined in an appendix to this SOP and made available to the FES and all personnel as a policy.

2-5. Directorate of Public Works (DPW)

The Garrison DPW will:

a. Ensure that FES receives all projects, work orders, renovations, constructions, and changes of occupancy, as well as those projects which may modify any fire prevention/protection features within a building, or access to a building, for review of compliance with applicable fire protection codes and requirements.

b. Include a Qualified Fire Protection Engineer (QFPE) in accordance with UFC 3-600-01, Paragraph 1-7.1.1, for all projects requiring fire protection and life safety design, construction, testing, and commissioning (i.e. fire protection concept, automatic fire alarm, detection, and suppression system design, water supply analysis, construction inspections, and fire protection acceptance test commissioning witnessing).

c. Is responsible for providing, financing, supervising regular maintenance, and repair, including the installation and modification of necessary fire protection equipment IAW USAG Wiesbaden Technical Standard for Connection of Fire Protection Systems (TAB), AR 420-5, NFPA codes and standards, UFC 3-601-02, UFC 3-600-01, VDE, DIN's, and manufacturer's specifications, including the connection to the USAG Wiesbaden Emergency Dispatch Center. Maintenance contracts must include an "emergency service" for defective fire protection equipment, only approved/certified companies may plan, install, maintain, and modify fire protection equipment.

d. Manages a 24/7 program for after-hours emergency repair services and for fire alarm and suppression system malfunctions. DPW will provide the Fire and Emergency Services Dispatch Center with information and procedures on contact of on call personnel and contractors.

e. System malfunctions shall immediately be reported to the Garrison Fire & Emergency Services.

CHAPTER 3

Part A

Fire Prevention - Emergency Procedures

3-1. Fire Reporting (Emergency Telephone Numbers)

a. All fires must be reported to the Garrison Fire & Emergency Services, regardless of size, amount of damage, and whether or not they have been extinguished. All fires will be investigated by the Garrison Fire & Emergency Services.

b. Immediately notify the Garrison Fire & Emergency Services of known or suspected fires and activated fire alarms to ensure timely response. DO NOT rely on automatic fire alarm transmittal. Keep calm and speak slowly. Stay on the line until the Fire & Emergency Services dispatcher tells you to hang up. Have someone meet the Fire & Emergency Services on arrival for additional information.

c. When reporting an emergency provide the following information to the Fire & Emergency Services dispatcher following the 5 W rule:

- (1) **W**here? Location, building number, name of base/ housing area, name of street.
- (2) **W**ho? Provide name and phone number.
- (3) **W**hat? Type of emergency? I.e., fire, spill, medical emergency, etc.
- (4) **W**as? Anybody injured? Number of victims.
- (5) **W**ait! For questions from the operator.

d. The emergency telephone numbers are as follows:

(1) Military Phone Lines (VoIP / DSN) -----112

(2) Civ. Phone Lines / Cell Phones: -----(0611)-143-548-0112

e. Non-emergency telephone numbers for Fire Department

(1) Military Phone Lines (VoIP/DSN) -----548-7772 / 6326

(2) Civilian Phone Number -----0611-701770

f. Emergency numbers must be clearly legible on or near each telephone. "Building Manager" are responsible for compliance with this regulation.

3-2. Bulletin - Emergency Procedures (appendix A)

This Bulletin must be posted next to each emergency telephone, next to evacuation plans (unless already included in the plan) and at every front desk services.

It shall be mounted in a frame or printed on a fixed mounting plate (like the evacuation and rescue plan).

EMERGENCY			IM NOTFALL		
Location / Ort:					
BLDG # / Geb.Nr. :					
Fire Department Feuerwehr	Military Police Militär Polizei	Ambulance Rettungsdienst			
VOIP / DSN 112 Civ: 0611-143-548-0112	VOIP / DSN : 110 Civ: 0611-143-548-0110	VOIP / DSN 112 Civ: 0611-143-548-0112			





In Case of Fire	
Stay Calm	
1. Report Fire	Use Fire Alarm Push Button and 0611-143-548-0112 Where is the fire? What is burning? How large is the fire? Additional Dangers? Wait for Questions?
2. Seek Safe Location	Give assistance to people at risk Close Doors Follow EXIT signs Do NOT use elevator Listen to instructions
3. Attempt extinguishment	Use fire extinguisher, if possible and safe

Verhalten im Brandfall	
Ruhe bewahren	
1. Brand melden	Brandmelder betätigen oder 0611-143-548-0112 Wo brennt es? Was brennt? Wie viel brennt? Welche Gefahren? Warten auf Rückfragen!
2. In Sicherheit bringen	Gefährdete Personen mitnehmen Türen schließen Gekennzeichneten Fluchtwegen folgen Aufzug nicht benutzen Anweisungen beachten
3. Löschversuch unternehmen	Feuerlöscher benutzen Wenn möglich u. sicher.

In Case of Emergency	
Stay Calm	
1. Report Emergency	0611-143-548-0112 Where Did it happen? What happened? How many are injured? What type of injuries? Wait for Questions?
2. Provide First Aid	Cordon off accident area Provide first aid Follow Instructions
3. Additional Action	Guide Emergency Vehicle and responders Keep bystanders away

Verhalten bei Unfällen	
Ruhe bewahren	
1. Unfall melden	0611-143-548-0112 Wo ist es geschehen? Was ist geschehen? Wie viele Verletzte? Welche Verletzungen? Warten auf Rückfragen!
2. Erste Hilfe	Absicherung des Unfallortes Versorgen der Verletzten Anweisungen beachten
3. Weitere Maßnahmen	Rettungsdienste einweisen Schaustatue entfernen

3-3. Bulletin Prevention of Fire for combustible/flammable liquids storage.
(see appendix C)

Prevention of Fire <u>Brände verhüten</u>	
	
Open flames - ignition sources, fire and smoking are prohibited Feuer, <u>offenes Licht und Rauchen</u> verboten	
In Case of Fire <u>Verhalten im Brandfall</u>	
Keep Calm <u>Ruhe bewahren</u>	 Use Fire Alarm push button <u>Brandmelder betätigen</u>
Report Fire <u>Brand melden</u>	
	 Fire Department <u>Feuerwehr</u>
Emergency Call: VOIP / DSN – 112 / CIV.: 0611-143-548-0112	
Evacuation <u>In Sicherheit bringen</u>	Warn Occupants initiate fire alarm <u>Gefährdete Personen warnen Feueralarm betätigen.</u> Assist in evacuation if needed <u>Hilflose mitnehmen</u> Close doors on way out <u>Türen schließen</u> Follow exit signs <u>Fluchtwegen folgen</u> Go to assembly point <u>Sammelstelle aufsuchen</u>
Attempt to extinguish fire, if safe <u>Löschversuch unternehmen</u>	 Use fire Extinguisher <u>Feuerlöscher benutzen</u>

CHAPTER 4

Part B

Fire Prevention Regulations for All Occupants

4-1. General Housekeeping

Good housekeeping is a basic factor in maintaining adequate life safety. It is easily achieved by the correct handling (disposal, limitation) of combustible materials. The following fire prevention measures must be observed:

- a. Trash containers will be located at, a distance not less than 10 feet (3 meters) from combustible walls, openings, or combustible roof eave lines.
- b. Trash will not be allowed to accumulate inside facilities. Litter bins must be emptied into outside trash containers outside when full.
- c. Ashtrays, where permitted, will be emptied into non-combustible containers only.
- d. Rags soaked with oil, paint, wax, or other liquids subject to spontaneous heating will not be stored with other combustible materials. A separate metal container with a metal cover shall be used for that purpose; the container must be clearly marked.
- e. Wooden barrels, boxes or cardboard containers will not be used as trash containers.
- f. Flammable liquids, chemicals, paint, paint-soaked rags, and similar materials will not be kept in clothes/personnel lockers.
- g. Combustible materials, i.e. packaging material, pallets, or waste containers (including waste compactors) may only be stored in designated areas; approval from the fire department for such locations is required.
- h. The use of unoccupied attic space as storage area is prohibited. Unoccupied attic spaces shall be kept free of storage. Attics shall be clean, and secured with the DPW master key system cylinder, to prevent unauthorized entry.
- i. Lumber and other combustible materials shall be placed at least 10 feet (3 meters) from combustible walls, openings, or combustible roof eaves.
- j. Combustible materials shall not be stored under stairs or in a means of egress.

k. Janitor closets shall be used only for the storage of janitorial supplies and equipment.

l. Utility rooms shall not be used for storage and secured with the DPW master key system, to prevent unauthorized entry.

4-2. Smoking Policy

Commanders shall enforce the Department of Defense smoking policy. Smoking is prohibited in all community facilities except in areas specifically designated by the Commander. Smoking is also prohibited in all military vehicles and aircraft, and in any area where it may present a fire or safety hazard. Designated smoking areas, where permitted, will be identified by posting DA Form 5560-1-R (appendix G). Unsafe smoking practices and improper disposal of smoking materials constitute a potential cause of fire. The following prevention control measures will be enforced and observed in all officially designated smoking areas:

- a. Smoking material shall be thoroughly extinguished before discarding.
- b. Smoking in bed is prohibited.
- c. Smoking materials shall never be discarded from moving vehicles.
- d. Ashtrays shall be emptied into non-combustible trashcans only.
- e. Cigarette butts shall not be discarded on floors.

4-3. Decorations, Candles, Curtains, Drapes, Decorations, Fireworks

a. The use of candles is prohibited in all facilities with the following exceptions: Community chapels during religious services; places of public assembly on special occasions and with USAG Commander's permission. Such candles must be located on substantial non-combustible surfaces, and located where there is no danger of ignition of combustible materials. Candle flames must be protected from drafts and air currents by hurricane globes or similar devices. Open flame candles on Christmas or other holiday celebration trees are strictly prohibited.

- b. Only flame-retardant curtains and drapes may be used in public buildings.
- c. The use of highly combustible decorations in community facilities is prohibited.

d. Seasonal or special event decorations:

(1) Live Christmas or other holiday celebration trees in community facilities will not remain standing for more than fifteen (15) days. Prior to setting up the tree, it will be cut at a 45-degree angle at least one inch above the original cut and then watered.

(2) The lights of Christmas or other holiday celebration trees will bear the label of a recognized testing authority, such as UL (Underwriters Laboratories, Inc.), FM (Factory Mutual), or VdE (Verband der Elektrotechnik).

e. No furnishings, decorations or other objects will be placed where they may obstruct the means of egress (fire escape route) from a facility, nor will these items obstruct the visibility of exits, exit signs, fire alarm push buttons (pull stations), and other firefighting equipment.

4-4. Pyrotechnics

HN Law prohibits private fireworks throughout the year; the exception is New Year's Day, 31st December. Private fireworks are also prohibited in the footprint of the Garrison including Army Family Housing.

a. Pyrotechnics are prohibited on U.S. Army premises. Pyrotechnics include fireworks, blank cartridges, toy cannons, firecrackers, torpedoes, skyrockets, roman candles, sparklers, or similar items capable of producing a visual or audible effect by combustion or detonation. Pyrotechnics does not include toys using a paper cap, saluting cannons used by the military, airfield bird control devices, or highway warning devices (AR 600-1).

b. Roman candles, firecrackers, and similar pyrotechnics items, except those items required for the military mission, will not be handled, stored, or used within the USAG Wiesbaden AER 600-1, para 28.

c. Firework displays may only be held by a licensed contractor a written approval of the USAG Commander and in compliance with all current HostNation requirements. Contractors must register public fireworks displays with local authorities. Refer to appendix D for details.

4-5. Flammable Liquids

Storage and use of flammable and combustible liquids can be reasonably safe when proper safety precautions are taken. Failure to use caution when dealing with these items is dangerous and a leading cause of fire and/or injury. The following must be adhered to:

a. The misuse of gasoline or any other flammable liquid having a flashpoint less than 100 degrees Fahrenheit (38°C) for cleaning purposes is prohibited. Only approved (acceptable to the authority having jurisdiction) cleaning solvents will be used.

b. Dip tanks or bench washing vats containing flammable liquids will be constructed of metal with lids designed to close automatically in the event of a fire.

c. All fuel dispensing systems must be equipped with approved hoses and nozzles and grounded.

d. During refueling of vehicles and other fuel-powered machines, engines and other electrical devices must be switched off. Smoking, open flames and the use of cell phones are prohibited in the following areas:

(1) 50 feet (15 meters) of a fuel dispensing point.

(2) 50 feet (15 meters) of a flammable liquid storage building.

(3) Ammunition storage depots or areas.

e. Gasoline powered equipment will not be refueled inside buildings.

f. Gasoline will not be poured into carburetors. Only starter fluid may be used for that purpose.

g. Large quantities of flammable liquids such as gasoline, paint, oil, etc. may only be stored in buildings intended for such purposes.

h. Flammable liquids will be stored or transported in approved (acceptable to the authority having jurisdiction) containers only.

i. Flammable liquids and oil will not be dumped or disposed of into drains or sewers.

j. Flammable liquids (including paint, stains, glazes, oils, etc.) may only be stored inside buildings in approved hazardous materials cabinets (certified IAW TRGS 510 and EN 14470-1). Storage must be limited to the daily requirements of the operation. The storage cabinets must be labeled with "Flammable Liquids, Keep Fire Away" and a corresponding sign IAW DIN 4844-2. The local fire department must be informed about the use/installation of hazardous material cabinets. Sheet metal lockers are not permitted for this purpose.

k. Gasoline powered vehicles requiring overnight storage in warehouses or similar facilities will be located centrally and at a safe distance away from heating equipment. Storage of equipment that presents a fire hazard because of maintenance deficiencies or because of the combustible or hazardous nature of materials in its vicinity is prohibited.

l. Vehicles or trailers used to transport flammable liquids must be in good working and safe condition. Mobile tank equipment must be securely attached to the vehicle. Tank containers may be filled to no more than 95% to prevent overflow in the event of a temperature rise. Tank trucks must be equipped in accordance with ADR rules. Tank trucks shall only be operated if they are clean, leak-free, in good condition and equipped with a fire extinguisher of at least 10 BC (or equivalent European classification EN 3).

m. Vehicles or trailers that do not meet above requirements will be denied access to POL depots. Tank vehicles or compartments of vehicles used for Class I liquids shall not be loaded with Class II or Class III liquids until the tank or compartment, piping, pumps, meters and hoses have been completely emptied. Drivers of tank trucks shall remain in a position where they can constantly observe the loading or unloading of fuel of their vehicles.

n. Aircraft, tank trucks, tank trailers, and rail tank cars shall not be refueled unless they are properly grounded and bonded to prevent the build-up of static electricity. Bonding and grounding of insulated wires shall be tested regularly.

o. The commander/manager/director of each fuel storage or dispensing location employing full-time military or civilian personnel shall establish and maintain a Fire SOP. A fuel handler's permit is required for any employee or tanker driver who regularly handles POL products. Upon request, Garrison Fire & Emergency Services will provide training in the proper use of portable fire extinguishers in addition to Fuel Handler Permit certification.

p. Portable gasoline containers will only be filled or transported in unenclosed cargo vehicles to prevent the accumulation of explosive vapors.

q. Flammable liquids will not be stored in refrigerators (explosion hazard).

r. Storage of full, partially filled, or used empty gasoline containers in occupied buildings is prohibited. Only new or steam-cleaned gasoline containers may be stored there.

s. Spills of flammable or combustible liquids will be reported immediately to the Fire & Emergency Services and Environmental Office. Necessary actions (environmentally correct cleaning, etc.) will be IAW AR 200-1 and the USAG Spill Prevention and Response Plan (SPRP) and Installation Spill Contingency Plan (ISCP).

t. Motorcycles, scooter and lawnmowers, or other gasoline-powered equipment will not be stored inside an occupied building.

4-6. Compressed Gases

Common compressed gases include carbon dioxide, nitrogen, compressed air, acetylene, and oxygen, etc.

a. Storage Requirements: Storage of compressed gases will be in accordance with AR 420-5, NFPA 30, AR 700-68, and applicable regulations / technical orders.

(1) Stored oxygen cylinders, will be separated from fuel gas cylinders or combustible materials, including oil or grease, by a minimum distance of 50 feet or a fire resistive barrier.

(2) Compressed gas cylinders will not be stored in occupied buildings except for daily operational supplies (welding sets, emergency oxygen sets, etc.).

(3) Compressed gas cylinders shall have protective caps placed over the cylinder valves when not in use.

(4) Compressed gas cylinders must be secured against mechanical damage and falling over.

4-7. Heating/ventilation and Cooking Equipment

a. Improperly operated field space heaters pose safety and health hazards. Carbon monoxide and carbon dioxide emissions are potential hazards and may result in injuries. Heaters will be setup and operated only by personnel who are trained, tested, and licensed in accordance with AR 600-55.

(1) Kitchen ranges, heaters and ventilators will not be left unattended when in use.

(2) Fuel-powered heaters shall not be used in tents or indoors as they can produce toxic gases or fumes during operation. These pose a considerable health risk.

(3) Field-type gasoline-fueled cooking appliances are not to be used in buildings (except mess tents, dining facilities, and similar facilities within training areas). Fuel tanks must be refilled or emptied outdoors where explosive vapors are not a hazard.

(4) Oil fired stoves, ranges, baking ovens and space heaters will be kept clean and free of soot and oil leaks. Reserve fuel is limited to a maximum quantity of 5 gallons (18 liters).

(5) The use of improper fuels in oil fired space heaters may result in a fire or explosion. Portable containers used for oil fired space heaters shall be marked with a yellow band around the container identifying it as "FUEL OIL."

(6) Fuel containers for field heaters shall be stored outside of tents.

(7) The use of gasoline as fuel for conversion burners type M-1941 II and M-1950 Yukon heaters is prohibited in peacetime, regardless of location and circumstances.

(8) Gasoline will never be mixed with diesel, kerosene, fuel oil or similar fuels. When mixed with other fuels, gasoline vapors create an explosion hazard.

(9) No heating, cooking, ventilation, or other service equipment shall be installed or operated obstructing an exit (fire escape), facilitate the spread of fire or smoke through the building, or otherwise create an abnormal hazard to the occupants of the building.

(10) The use of hot plates is prohibited. Cooking and food preparation is prohibited in areas other than those designated for that purpose, kitchen ranges shall be protected in accordance with NFPA 101 Life Safety Code and UFC 3-600-01.

(11) Heating and kitchen appliances may only be serviced, modified or repaired by DPW personnel.

(12) The use of electrical space heaters is prohibited without prior written approval of DPW. Approval will not be given unless a heating deficiency exists. Authorized electrical space heaters will not contain open heating coils, will be thermostatically controlled, and shall not be operated in close proximity to combustible materials.

(13) Commercial kitchen ranges, grills, fryers, etc. will be kept free of excessive grease. They shall be thoroughly cleaned before the kitchen is closed for business. Maintenance and cleaning shall be performed in accordance with NFPA 96 and UFC 3-601-02.

(14) Only cooking equipment with UL, FM or VDE certification shall be used.

(15) The use of immersion heaters is prohibited.

(16) In commercial kitchens (i.e., dining facility, cafeteria, Burger King), the unit or organization will have a plan (drawing) showing the location of the various cooking appliances and exhaust hoods equipped with a fire suppression system. To ensure proper operation of the fire suppression system, cooking equipment shall not be moved after installation.

b. Kitchen Grease Extraction Systems.

Users of grease extraction systems must be aware of the potential hazards involved. The following shall be observed:

(1) Each system shall be professionally cleaned semi-annually or more frequently if grease buildup is excessive. Cleaning includes removal of grease from fans, roofs, louvers, domes, and all surfaces of hoods and ducts.

(2) Cooking is not permitted under hood extraction systems without a grease removal device.

(3) Exhaust systems must be in operation while cooking.

(4) If an exhaust system is defective, shut down or removed, cooking will be discontinued until the exhaust fan is fully operational.

(5) Kitchen exhaust hoods and filters will be cleaned daily to prevent grease accumulation.

(6) Use of open flame or barbecue equipment under a grease extraction system is prohibited.

(7) Where an exhaust hood is protected by an automatic fire suppression system, all personnel will be instructed in the operation of the system and on actions to be taken in the event of a fire.

c. Deep Fat Fryers.

Supervisors and managers of facilities using deep fat fryers shall, at a minimum, adhere to the following procedures:

(1) Commercial type deep-fat-fryers will be protected with an automatic fire suppression system. Provisions for special events must be coordinated with and approved by the Garrison Fire & Emergency Services.

(2) Each fryer must have a metal cover. The metal cover will be in place covering the fryer, except when the fryer is in use. Whenever the fryer is used, the cover will be kept readily available (within arm's reach) and, in the event of a fire, shall be immediately placed on the fryer to smother the flames.

(3) Supervisors shall ensure that all kitchen personnel receive initial and recurring training in the operation of portable fire extinguishers and initial fire procedures. The minimum training will include:

- How to use the metal cover.
- How to use the portable fire extinguisher.
- How to manually activate the automatic fire suppression system.
- How to disconnect the power supply to the equipment.
- How to shut off the kitchen exhaust system.
- How to recognize equipment malfunction.
- Instructions to never use water on grease fires under any circumstances.

(4) Each fryer unit shall be equipped with a primary and secondary thermostat. The temperature setting of the primary thermostat shall not exceed 400 degrees Fahrenheit (204 degrees Celsius), and the secondary thermostat shall be a non-adjustable fusible or manually resettable thermostat with a maximum cutoff temperature not exceeding 460 degrees F (237 degrees Celsius).

(5) If a primary or secondary thermostat of a fryer is defective or has not been calibrated, the fryer may only be put back into operation once the repair has been completed and the appliance has been approved by qualified personnel.

(6) A deep-fat-fryer will not be operated unless it is located directly beneath a fully operational kitchen exhaust hood protected by a fire suppression system. It will not be moved or relocated without prior approval from the Garrison Fire & Emergency Services.

4-8. Electrical systems/appliances

a. Installation, replacement, or alteration of the electrical system in any building or structure owned or controlled by the U.S. Army is prohibited unless approved by DPW. Connection of interior or exterior facility wiring systems to an external power source (emergency power generator) is prohibited unless approved by DPW.

b. Electrical rooms and transformer stations must not be used for purposes other than those intended (e.g. storage). Access for technicians or emergency personnel to electrical rooms, transformer stations or electrical sub-distribution boards must be maintained at all times.

c. Tampering with electrical wiring or fixtures is prohibited. Defective wiring, switches, cords, fuses, and the like will be reported to DPW for repair.

d. Electrical installations and equipment will conform to applicable codes and regulations.

e. Extension cords should only be used when a temporary power connection is required. Extension cords are not to be used as a substitute for permanent wiring and only in continuous lengths without taped or spliced connections. Extension cords must be adequately sized for the electrical loads they are used for and comply with applicable codes. Cables must be replaced when they show signs of wear and tear. Damage to the insulation may result in a ground fault or short circuit.

f. Extension cords shall be protected from mechanical damage. They shall not be tacked, stapled, or fastened to woodwork or walls, tied to or draped over pipes or any other supports. Extension cords shall not be placed under rugs or carpets. Multiple outlet extension cords shall be used only in their original length and shall not be daisy chained.

g. The overloading of circuits is prohibited. Fuses will not be bridged. Circuit breakers will not be taped or wired.

h. Only explosion proof electrical equipment may be used in the vicinity of flammable liquids or gases.

i. A clearance of 18 inches (45 cm) will be maintained around electric light fixtures.

j. Electrical equipment such as, chargers, radios, fans, televisions, irons, photocopiers, etc. must be turned off or unplugged when not in use.

k. Electric coffee makers must have a thermostat, be placed on a non-combustible surface, and properly maintained.

l. Open or exposed fuses, switches, or distribution boards must be covered with a protective cover.

m. Transformers shall be placed on a noncombustible surface with at least 6 inches (15 cm) of clearance for ventilation between the transformer and adjacent materials. They should be turned off or unplugged when not in use and at close of business.

n. Operation of all electric equipment, appliances, and machines will be discontinued immediately upon recognition of an unsafe or hazardous condition.

4-9. Vandalism and Malicious False Alarms

- a. Initiation of a malicious alarm is prohibited and subject to liability.
- b. Vandalism warrants firm disciplinary measures under the Uniform Code of Military Justice.
- c. Tampering with fire protection systems is prohibited. Alterations and/or additions to fire alarm systems and fire suppression systems are subject to be conducted IAW applicable standards and regulations (NFPA, VDE, TAB etc.).

4-10. Barbeque and Open Fires

- a. According of DPW Housing Division, Residents Handbook, grilling on balconies is strictly prohibited. Grills must be used outdoors at least 10 feet (3 meters) from any building. No indoor grilling is allowed (balcony, garage, carport, porch, etc.). Grills are only allowed on noncombustible surfaces. Residents are responsible for damages resulting from non-compliance with fire safety regulations.
- b. Open fires, i.e., campfires, bonfires, are prohibited unless approved by the Garrison Fire Chief or representative.
- c. Fire bowls may be used, only if all regulations of appendix F are fulfilled.

4-11. Welding and Cutting Operations

Personnel performing cutting or welding operations outside of welding shops must obtain a valid "Hot Work Permit" (welding permit) from the Garrison Fire & Emergency Services prior to work execution.

During cutting and welding operations, operators will observe the following precautions:

- a. Welding and cutting equipment must be in good working condition.
- b. Work leads and hoses will be kept as short as possible. Leads, hoses, and conductors will be protected from passing vehicles and personnel.
- c. Electrodes will be removed from the holder when not in use.
- d. The frame will be grounded. Pipes or tubing carrying flammable gases or liquids will not be used for grounding purposes.
- e. Power will be shut off and the unit will be disconnected during any significant work stoppage.

- f. Connections between regulators and cylinders will be kept gas tight.
- g. Compressed gas cylinders in use or in storage will be properly secured against falling.
- h. Hoses will be in good condition and not frayed, cracked, or spliced.
- i. Welding operations performed in places other than approved welding shops will use sheet metal guards, fire blankets, or similar protection to prevent hot metal or sparks from falling on combustible floors or materials.
- j. A fireguard with a portable fire extinguisher will be posted (performed by workers on site) during the work and for 30 minutes thereafter to assure that sparks or drops of hot metal do not start a fire.
- k. Permanent welding stations must be reported to and inspected by the Garrison Fire & Emergency Services.
- l. Welding torches or blowtorches shall not be used to remove paint from wood or to burn/blacken wood for decorative purposes unless approved by the Garrison Fire & Emergency Services.

4-12. Vegetation Control

- a. Weeds and other vegetation shall not be permitted to grow excessively around buildings, fuel tanks, fences, and similar areas. Both shall be removed on a regular basis.
- b. Fire hydrants, outside incinerators and electrical installations will be kept free of vegetation.
- c. Areas around buildings and fire hydrants will be kept free of dry vegetation.
- d. All vegetation in ammunition storage areas must be regularly checked and removed.

4-13. Interior Finish and Interior Floor Finish

a. Interior finish and interior floor finish will comply with requirements of Unified Facilities Criteria, UFC 3-600-01, Fire Protection Engineering for Facilities, NFPA 101 Life Safety Code and HN regulations (DIN).

b. Interior finish and interior floor finish will not be changed or modified without prior approval of the Garrison Fire & Emergency Services and DPW.

c. Carpeting and other textile wall coverings where permitted, shall conform to NFPA 101 Life Safety Code (LSC) and Unified Facilities Criteria, (UFC) 3-600-01, Fire Protection Engineering for Facilities and HN regulations (DIN).

Interior Finish and Interior Floor Finish equivalencies US versus HN requirements:

US finish NFPA 101, Life Safety Code	HN finish, DIN 4102
Class A	B-1 or greater
Class B	B-2
Class C	Combustible

4-14. Means of Egress /Exits

Means of Egress Requirements.

Means of egress is a continuous and unobstructed path of travel from any point in a building or structure to a publicway consisting of three separate and distinct parts:

- (1) Exit access consisting of hallway / corridor, stairwell etc.
- (2) Exit door leading directly to the outside,
- (3) Exit discharge, path/street leading away from building to a public way / area.
 - a. Security and force protection measures shall not violate fire and safety regulations.
 - b. Means of egress in new and existing constructions shall comply with Chapter 7 of theNFPA 101, Life Safety Code.
 - c. Every required exit, exit access, or exit discharge shall be kept free at all times from any obstruction or impediment to its immediate and complete use in case of fire or other emergency.
 - d. Exit doors will be unlocked when the facility is occupied.

Note: A building shall be considered, to be occupied at any time it is open to the public, or if occupied by more than 10 people.

- e. Doors with panic hardware shall have no other locking devices (chains, padlocks, or hasps) that would interfere with the release of the door latch or free swing of the door when the facility is occupied.
- f. Egress away from building exits will be unobstructed for the full width of the exit door for a minimum of 50 feet (15m).

Exit Marking

- g. Exits shall be marked with an approved sign immediately visible from any direction of exit access.
- h. Exit signs will be continually illuminated where illuminated signage is required by NFPA101 Life Safety Code.
- i. Where the path of egress is not readily visible, an exit direction sign shall lead occupants to an exit door.

j. Exit signs and exit directional signs shall comply with NFPA 101 and appendix I. Existing signs may remain in use until replaced during, major renovation, or repair projects. Incandescent (light bulb) fixtures are not permitted. Light-emitting diode (LED) 220-volt exit signs shall be installed in new construction and major renovation projects.

Fire Doors/Smoke Stop Doors

Fire doors and smoke doors are required by code to create fire compartments, slowing fire and smoke spread into hallways, stairways, and other parts of a building for a specified amount of time, depending on the fire rating of the door and code requirements.

Note: Fire and smoke doors are tested and certified as a complete unit, including the frame, door leaf and hardware. Any tampering may result in loss of certification and fire/smoke resistance of the door.

a. Fire and smoke doors shall be equipped with an automatic door closer or hold-open device that will automatically initiate door closure (by smoke detector activation) in the event of a fire; any tampering or manipulating of the closing mechanisms is prohibited.

b. Fire and smoke doors and their components must be kept in an operational condition and will not be obstructed or blocked in any position.

c. Doors will not be blocked, for entry and exit without approval of the Garrison Fire Chief or representative. Blocked doors must have signs on both sides with the words "This Door is Blocked" in letters at least 10 cm high.

d. Fire and smoke doors will be maintained in good repair, including their respective automatic hold-open and/or self-closing devices. The Building Manager will take immediate action to have a damaged door repaired.

Emergency Exit Doors

Emergency exit doors are doors that lead directly to the outside and may or may not be required to be fire-resistant. Depending on the occupancy and regulations, the exit doors must be fitted with a panic push bar or panic fitting.

a. Exit doors will be kept in good repair, to include panic push bar and/or panic hardware and will swing freely without restriction. The building manager will take immediate action for repair of a damaged exit door.

b. If security requirements demand controlled building access, certain doors may be equipped with panic hardware with a built-in alarm if the door is locked, for security reasons. The design of these door locks permits the door to be key locked to prevent entry from the exterior, but at the same time permits opening from the inside without the use of a key in the event of an emergency. Chains or hasps are prohibited on exit doors.

Stairwells

Stairwells are a vital means of egress component. No furnishings or other obstructions may impede the full instant use of a stairwell.

a. Storage in stairwells, on landings and under stairs is strictly prohibited to protect the integrity of the stairwell from fire and smoke damage.

b. Decorations in stairwells are prohibited.

Hallway/Corridors

As stairwells, also hallways and corridors are a means of egress. No furnishings or other obstructions may impede the full instant use of an exit access corridor or hallway.

a. No combustible materials shall be placed in corridors or aisles to ensure full and immediate use and to limit the fire load within the protected corridor or aisle.

b. Doors leading into a required exit access corridor are either fire or smoke doors and are equipped with a self-closing device or an automatic hold open device. These doors shall not be held open by any device other than their operating device and the mechanism shall remain in an operating condition.

4-15. Self-Help Construction Projects

a. DPW approval is required for all extended Self-Help construction projects prior to the commencement of work. Requests for approval shall be submitted to DPW on DA Form 4283. DPW shall forward all DA Forms 4283 for self-help work to the Garrison F&ES for code compliance review.

b. Self-help projects will be accomplished in accordance with applicable fire prevention regulations.

c. The use of plywood for the construction of interior walls, partitions, ceilings or suspended ceilings in means of egress is prohibited. Interior finishes shall be in accordance with NFPA 101 Life Safety Code, Class A or Class B (see Section 4-13).

d. Any self-help project that violates existing fire safety and building codes must be immediately removed or corrected by the organization that performed the original work. Garrison fire inspectors have full authority to stop work on self-help projects until fire codes are met.

4-16. Unaccompanied Personnel Housing (Barracks)

a. New guidance has been issued for the use of cooking equipment in individual troop billet rooms. The Army's aggressive program to modernize barracks for permanent-party single soldiers has resulted in new barracks construction that went into effect in FY03. The new criteria allow for "cooking facilities (stove or cook top) in each barracks module". Note that this only applies to modules of UPH that were renovated or newly constructed with an installed sprinkler system. Cooking continues to be prohibited in all other existing soldiers' rooms.

b. The use of open flame devices (e.g. fuel burners, incense, candles) is prohibited.

c. Range top cooking surfaces in unsprinklered buildings shall be equipped with a residential range top extinguishing system or the cooking surface must be equipped with burners and controls that have their temperature limited to a maximum temperature of 662^F (350^{°C}).

d. The use of combustible room dividers is prohibited.

e. The use of highly combustible decorations (e.g. parachutes) is prohibited.

f. Combustible decorations in individual rooms will be kept to a minimum.

g. The placement of furniture and any kind of storage in corridors and stairwells is prohibited.

h. Motorcycles, lawn mowers, or other gasoline-powered equipment will not be stored inside the building.

i. Heating floor or shoe wax ("hot waxing") is prohibited.

j. Do not leave cooking appliances (unattended cooking) and fans unattended, when in use. All electrical appliances as a rule shall be turned off or unplugged when not in use.

4-17. Army Family Housing

Residents of Army Family Housing (AFH) shall comply with this SOP, AR 420-1 Chapter 3, Housing Management, and AR 420-5.

a. Per Military Construction Appropriations Bill 2001, smoke detectors, fire alarms and portable fire extinguishers have been installed in common areas of all multifamily dwellings.

b. Smoke detectors must be hard-wired (Public Law 102-522).

c. The family housing sponsor is responsible for life safety in their quarters as well as personal storage areas, and for familiarization of family members with life safety procedures. At a minimum, family members must be aware of fire reporting and evacuation procedures.

(1) Use of attic space is prohibited.

(2) Doors to attic spaces will be kept closed and locked (DPW key lock system).

(3) The placement of furniture and any kind of storage in stairwells is prohibited.

(4) Storage under stairs (including basements) is prohibited.

(5) Doors of individual basement storage cubicles will be kept locked.

(6) Storage of items in basement hallways is prohibited.

(7) Storage of motorized equipment and flammable liquids in basement is prohibited (i.e. Lawnmowers, Gasoline Can).

d. To confine fire and prevent smoke spread, installed fire doors in basements, corridors and stairwells must be kept closed. Under no circumstances will fire doors be blocked in the open position.

e. Single Station Smoke Detectors installed in Newman Village and some Crestview and Aukamm Housing will be tested monthly by the resident. Single station smoke detectors can be identified by their TEST button. The sponsor is responsible for completing smoke detector tests. If a beep is heard at regular intervals, it indicates back-up battery failure and an ARMA service order must be initiated with DPW for battery replacement.

Note: Smoke detectors connected to fire alarm systems (FAS) are automatically tested by the FAS. No occupant action is required. These smoke detectors are monitored by the FAS, any tampering or removal will cause false alarms and/or trouble calls, creating a constant beeping signal and system malfunction requiring reprogramming of the FAS. These detectors are identified by a label showing a number, i.e. 01/04.

f. NEVER cook unattended, keep your stove clean and free of grease accumulation.
UNATTENDED COOKING IS THE MAIN CAUSE OF FIRES IN THE GARRISON.

g. Kitchen exhaust hood filters will be kept clean and free from excessive grease accumulation. Filters that cannot be cleaned must be replaced regularly.

4-18. Maintenance Shops

- a. Refueling and defueling of vehicles, in buildings, is prohibited.
- b. In areas where hazardous flammable vapors may be present, explosion-proof lamps, extension cords, tools, etc. must be used.
- c. Vehicles will not be parked directly in front of doors.
- d. Spray painting in maintenance shops is strictly prohibited unless bays or shops are designated, equipped, and approved for such purpose.
- e. The use of gasoline for cleaning purposes is strictly prohibited.
- f. Flammable liquids will be stored inside approved "Flammable Liquid Storage Cabinets". The storage quantity will not exceed 60 GAL (227 L) in total of Class I (Flash Point <100 degrees Fahrenheit / 37.8 degrees Celsius) and Class II liquids (Flash point at or >100 degrees Fahrenheit / 37.8 degrees Celsius).
- g. Oily rags and oil contaminated clothing will be kept in tightly covered metal containers.

4-19. Warehouse and Storage Facilities

Storage of materials will be in accordance with prescribed practices to prevent spontaneous ignition and spread of fire due to accumulation of materials (excessive fire load).

a. Material handling equipment (i.e., forklifts) will not be serviced or refueled inside warehouses or within 15 feet of combustible outdoor storage. Battery operated forklifts shall be recharged only in approved designated areas.

b. Materials shall not be stored in a manner that blocks or obstructs fire lanes, hydrants, fire extinguishers, fire hoses, fire escapes, fire exits, or fire doors.

c. A minimum of 18 inches (45cm) clearance will be maintained between stored materials and automatic sprinkler heads, ceilings, hoists, rafters, ceiling lights.

d. Smoking in warehouses and storage facilities is prohibited.

e. Fire doors shall be maintained in operating condition and kept closed. Fire doors shall not be left open unless they are equipped with an automatic hold-open device that automatically closes the door in the event of a fire.

f. Aisles shall be maintained to retard the transfer of fire from one pile to another and to allow convenient access for firefighting, salvage, and removal of storage.

g. Any goods that are hazardous in combination with each other shall be stored so they cannot come into contact with each other.

h. The clearance between stored materials and unit heaters, radiant space heater, duct furnaces, and flues shall not be less than 3 ft (0.9 m) in all directions.

CHAPTER 5

Part C

Building Manager

Specification of fire safety regulations for persons entrusted with fire safety duties (Building Manager/Evacuation Coordinator).

5.1 The Building Manager/Evacuation Coordinator shall:

Building Managers are assigned collateral duties as building manager/evacuation coordinator IAW AR 420-5. All Building Manager/Evacuation coordinator must complete the mandatory training for Building Managers, which will be confirmed with a certificate issued by the Garrison Fire & Emergency Services (F&ES).

a. Develop a fire safety standard operating procedure (SOP), or use this SOP, extended to the needs of their occupancy The SOP shall include but is not limited to:

(1) How to alert/notify the Fire & Emergency Services (see Chapter 3, Part A).

(2) Evacuation procedures for occupants and duties of designated personnel.

(3) Fire evacuation plans shall be posted on bulletin boards or other conspicuous places in the building; they include rally points and manual fire alarms (pull stations). The emergency procedures must be posted next to each evacuation plan (see appendix A and B).

b. Accompany the fire inspector on all fire risk management surveys (fire inspections) of facilities under his/her control.

c. Takes immediate corrective action to eliminate fire hazards/deficiencies noted during a fire inspection.

d. Inspects assigned areas during operation and at close of business, eliminates fire hazards.

e. Conducts monthly inspections of all facilities and areas under his/her control, using the appropriate "Building Fire Prevention" checklist. Checklists for all occupancies are enclosed in appendix E. Local reproduction is permitted. The building manager will keep completed inspection forms on file for one (1) year.

f. Attends an initial "Building Manager" training at the fire station, to obtain F&ES certification as building manager / evacuation coordinator within 30 days of his/her appointment.

g. Additional building manager / evacuation coordinator may be appointed.

h. Remains constantly alert to changing conditions that may compromise or jeopardize the fire safety of the facility or its occupants.

i. Is responsible for safety in terms of fire protection in assigned areas.

j. Conducts monthly visual inspections of fire extinguishers.

k. Ensures extinguishers are not removed from their position except for firefighting purposes. They will not be used as doorstops, obstructed, or obscured from view by furniture, supplies, or other materials.

l. Post emergency telephone numbers, and evacuation plans as directed by the Fire & Emergency Services (Chapter 3 and appendix B).

m. Ensure that flammable liquids, batteries, or compressed gas cylinders are not stored in basement storage rooms.

n. Ensure that motorcycles, motor scooters and lawn mowers, or other gasoline-powered equipment are stored outside of occupied buildings.

o. Will ensure that installed exit signs are continually illuminated and initiates a service order (ARMA) with DPW, for maintenance if needed.

p. Schedules the annual fire safety training (theory and fire extinguisher training) for all employees in his area with the F&ES.

5-2. Closing Time Inspections

Prior to securing the facility, managers of places of assembly shall conduct a walk-through fire inspection at closing time. The objective is to ensure optimal fire safety before closing of the facility. Closing time inspections must be documented and on file. As a minimum the following must be included in the closing time inspection:

a. Walk through all rooms.

b. Ensure all waste baskets are emptied in waste containers outside the facility.

c. Ensure that all ambers in fireplaces have been extinguished.

d. Ensuring all electrical appliances not needed are turned off.

5-3. Fire Evacuation Drills

a. Fire drills must be conducted as specified below. Practice is critical for an orderly evacuation during emergency evacuation, regular repetition will reduce the risk of panic. Speed is not the primary objective and is secondary to order and discipline.

b. Fire Drills are mandatory, the Building Manager shall schedule an evacuation drill with the F&ES, it is his/her responsibility to clear time and day with the responsible Command and / or Directorate. Installed fire alarm systems will only be initiated by a Fire Inspector of the F&ES.

c. Drills shall be unannounced for the general population in the building and performed under changing conditions to simulate fire situations. All persons subjected to the drill shall participate. A record of each fire drill must be written and kept on file for at least two years, by the Building Manager.

(1) Places of Public Assembly (over 50 persons) such as clubs, recreational facilities, theaters, gymnasiums, chapels, etc.: Employees shall be trained by the building manager on a regular basis in their duties during building evacuations. The evacuation of visitors is not required.

(2) Schools: Fire drill must be conducted once every month the school is in session. Conducted by the responsible Fire Inspector.

(3) Child Development Centers and CYS Youth Services: Monthly unscheduled and as determined by the F&ES Fire Inspector.

(4) Ambulatory Health Care: Drills shall be conducted quarterly to familiarize personnel with the emergency action required. Evacuation of patients is not required.

(5) Hotels: Drills shall be performed quarterly; employees shall be trained by the building manager on a regular basis in their duties during building evacuations. Evacuation of hotel guests is not required.

(6) AAFES (PX)/Commissary: Semi-Annually for employees, employees shall be trained by the building manager on a regular basis in their duties during building evacuations. Evacuation of customers is not required.

(7) All other facilities not mentioned above will conduct fire drills annually.

d. Fire drills are not required at facilities with a normal daily occupant load of ten or less.

e. The F&ES provides fire extinguisher training classes, support for evacuation drills and theoretical training. For scheduling purposes contact the F&ES two weeks in advance.

5-4. Fire Prevention in Public Buildings

Assembly Occupancies and Recreational Facilities.

1. The potential for loss of life and property in assembly occupancies and recreational facilities requires additional actions to prevent fires. The National Fire Protection Association has issued the requirement of sprinkler protection for new assembly occupancies, after tragic fire related Night Club disasters.

2. Existing assembly occupancies, with bars, live entertainment, dance halls, discotheques, nightclubs, exceeding an occupant load of one hundred persons, must be equipped with a sprinkler system.

3. Assembly occupancies shall be provided with a minimum of one crowd manager, trained in crowd management techniques every 250 occupants. This requirement shall not apply for assembly occupancies used exclusively for religious worship with an occupant load not exceeding 500 occupants.

a. Managers, supervisors and custodians of assembly occupancies and recreational facilities will:

(1) Ensure that all new employees receive a fire prevention orientation before they start working in their new job.

(2) Ensure that recurring life safety orientations are conducted at least quarterly.

(3) Ensure that installed grease extraction and hood duct systems are cleaned semi-annually by professional personnel, or more often where needed. Cleaning includes grease removal from fans, hood, filter, and duct surfaces.

(4) Ensure that the maximum occupant load capacity of facilities is not exceeded. Maximum occupant load will be determined by the FES. The maximum capacity will be posted at the main entrance or lobby in all assembly occupancies.

(5) Consult the FES prior to purchase or installation of curtains, carpets, drapes, or decorations. See 4-13 of this SOP.

(6) Notify the Garrison Fire and Emergency Services when planning social events that involve temporary decorations, exceptionally large crowds, or any unusual arrangements.

(7) Must ensure that all exit doors are unobstructed and operational, at no time shall an exit door be blocked or locked.

5-5. Fire Extinguisher (AR 420-5, Chapter 9-9)

1. Facilities.

The Garrison Fire & Emergency Services will determine type, size, and location of extinguishers IAW NFPA 10 (Standard for Portable Fire Extinguishers).

2. Flightlines.

Type of aircraft stationed at the airfield defines type of fire extinguishers needed and must be provided at appointed locations on the airfield.

3. Portable Extinguishers on Vehicles.

Issue of portable fire extinguishers that are components of vehicles is the responsibility of the unit issuing the vehicle. The testing, repair, refilling, and replacing of these extinguishers is the responsibility of the general support (GS) or direct support (DS) accountable supply officer. Issue to troop units is in accordance with TB 5-4200-200-10, which has an extensive list of the fire extinguishers for field, vehicle, van, and other uses.

4. Portable Extinguishers in Army Family Housing.

Portable fire extinguishers shall not be issued to residents of Government controlled Army Family Housing (AFH). Military Construction Appropriations Bill, 2001, mandates that portable fire extinguishers are installed in stairwells of AFH in Germany.

5. Responsibilities.

h. The Garrison Fire & Emergency Services ensures correct location, type and amount of fire extinguishers and current inspection, in real property facilities.

i. The building manager is responsible for monthly visual inspections of portable fire extinguishers. Defective extinguishers (i.e., with broken seals, defective hoses/nozzles, pressure leaks, etc.) and ensures that extinguishers with expired maintenance tags or defects are serviced or replaced.

j. Transport of extinguishers for maintenance and repair must meet German Department of Transportation Law, for dangerous goods (ADR) requirements. Every driver will be held responsible if an accident was caused due to shifting load or triggered fire extinguishers during transport. Ensure fire extinguishers are secured, prior to driving on the road.

k. DPW Family Housing is responsible for replacement, maintenance, and repair of portable fire extinguishers in stairwells of AFH.

EMERGENCY IM NOTFALL

Location / Ort:

BLDG # / Geb.Nr. :



Fire Department
Feuerwehr



Military Police
Militär Polizei



Ambulance
Rettungsdienst

VOIP / DSN **112**
Civ: **0611-143-548-0112**

VOIP / DSN : **110**
Civ: **0611-143-548-0110**

VOIP / DSN **112**
Civ: **0611-143-548-0112**

In Case of Fire Stay Calm

1. Report Fire



Use Fire Alarm Push Button and

0611-143-548-0112

Where is the fire?
What is burning?
How large is the fire?
Additional Dangers?
Wait for Questions?

2. Seek Safe Location



Give assistance to people at risk
Close Doors
Follow EXIT signs
Do NOT use elevator
Listen to instructions

3. Attempt extinguishment



Use fire extinguisher, if possible and safe

Verhalten im Brandfall Ruhe bewahren

1. Brand melden



Brandmelder betätigen oder

0611-143-548-0112

Wo brennt es?
Was brennt?
Wie viel brennt?
Welche Gefahren?
Warten auf Rückfragen!

2. In Sicherheit bringen



Gefährdete Personen mitnehmen
Türen schließen
Gekennzeichneten Fluchtwegen folgen
Aufzug nicht benutzen
Anweisungen beachten

3. Löschversuch unternehmen



Feuerlöscher benutzen
Wenn möglich u. sicher

In Case of Emergency Stay Calm

1. Report Emergency



0611-143-548-0112

Where Did it happen?
What happened?
How many are injured?
What type of injuries?
Wait for Questions?

2. Provide First Aid



Cordon off accident area
Provide first aid
Follow Instructions

3. Additional Action

Guide Emergency Vehicle and responders
Keep bystanders away

Verhalten bei Unfällen Ruhe bewahren

1. Unfall melden



0611-143-548-0112

Wo ist es geschehen?
Was ist geschehen?
Wie viele Verletzte?
Welche Verletzungen?
Warten auf Rückfragen!

2. Erste Hilfe



Absicherung des Unfallortes
Versorgen der Verletzten
Anweisungen beachten

3. Weitere Maßnahmen

Rettungsdienste einweisen
Schaulustige entfernen



**USAG Wiesbaden Fire & Emergency Services
Evacuation Plan Sample**















General requirements for generating Evacuation Plans

General requirements for Evacuation Plans

- Evacuation Plans are for occupants' information during evacuations and medical emergencies. It should be bi-lingual (English – German).
- Evacuation plans have to be produced IAW HN Workplace Safety Rules ASR A 1.3 and IAW DIN 4844 and NFPA 101 Life Safety Code.
- Local requirements may be coordinated with USAG Wiesbaden DES Fire prevention branch.
- In case of Fire / Emergencies poster (in A-4) IAW DIN 14096-1, shall be located on the right side of the evacuation plan, or if size permits included in the evacuation plan on the right side or below the building plan. Evacuation plans shall be framed and permanently attached.
- The Evacuation Plan shall have the official address of the installation, at top of Plan (see Sample Plan).
- Evacuation plans must be displayed in suitable locations, e.g., central areas where people are frequently present and in the correct position in relation to the viewer's location.
- The plan shall be readable even if normal light fails (Illumination shall be 50 lx normal, and 5 lx at emergency lighting condition).
- The standard size shall be DIN A 3 (approx. 17“ X 11“). DIN A 4 (8½ X 11) only for plans in individual rooms. The approximate scale should be 1:200 for bigger facilities, 1:100 for smaller facilities. 1:350 is used for individual rooms.
- Evacuation plans must be reviewed by the Fire Department prior to final production, drafts shall be provided in PDF format.
- The approved plans will be printed in color and installed in a Plexiglas frame or equivalent.
- Evacuation Plans are part of the final inspection / acceptance of fire alarm systems!
- The final version of all plans will be provided, in PDF file format, to the USAG Fire Department.

Symbols for Evacuation Plans (Copy and paste template)

Signs as per the latest ISO standard 7010


	Your location (You are here)
	Hallways, Exit Access routes, Stairways
	Meeting Point
	First Aid material
	Fire Hose
	Fire Extinguisher
	Push Button
	Emergency Phone
	AED Defibrillator
	Emergency Exit
	Emergency Phone
	Emergency escape ladder

IN CASE OF EMERGENCY VERHALTEN IM NOTFALL


Stay Calm
Ruhe bewahren

1. Report Emergency / Notfall melden

 •Call Fire Department / Feuerwehr rufen

 DSN/VOIP:117/112 CIV:0611-143-548-0112

2. First Aid / Erste Hilfe

 •Cordon off accident area / Unfallstelle absichern
•Provide First Aid / Erste Hilfe leisten

3. Additional Action / Weitere Maßnahmen


•Guide emergency responders / Rettungsdienst einweisen
•Keep bystanders away / Schaulustige fernhalten

IN CASE OF EMERGENCY VERHALTEN IM NOTFALL


Stay Calm
Ruhe bewahren

1. Report Emergency / Notfall melden

 •Call Fire Department / Feuerwehr rufen

 DSN/VOIP:117/112 CIV:0611-143-548-0112

2. First Aid / Erste Hilfe

 •Cordon off accident area / Unfallstelle absichern
•Provide First Aid / Erste Hilfe leisten


3. Additional Action / Weitere Maßnahmen

•Guide emergency responders / Rettungsdienst einweisen
•Keep bystanders away / Schaulustige fernhalten


IN CASE OF FIRE VERHALTEN IM BRANDFALL

Stay Calm
Ruhe bewahren


1. Report Fire / Brand melden

 •Activate Push Button / Feuermelder betätigen


•Call Fire Department / Feuerwehr rufen

 DSN/VOIP:117/112 CIV: 0611-143-548-0112

2. Evacuation / In Sicherheit bringen

 •Notify Occupants / Gefährdete Personen mitnehmen
•Close windows and doors / Fenster und Türen schließen
•Follow EXIT signs / Fluchtwegen folgen


3. Attempt Extinguishment / Löschversuch


 •Use fire extinguisher, if possible and safe /
Feuerlöscher benutzen wenn möglich und sicher

IN CASE OF FIRE VERHALTEN IM BRANDFALL


Stay Calm
Ruhe bewahren

1. Report Fire / Brand melden


 •Activate Push Button / Feuermelder betätigen
•Call Fire Department / Feuerwehr rufen

 DSN/VOIP:117/112 CIV: 0611-143-548-0112

2. Evacuation / In Sicherheit bringen


 •Notify Occupants / Gefährdete Personen mitnehmen
•Close windows and doors / Fenster und Türen schließen
•Follow EXIT signs / Fluchtwegen folgen

3. Attempt Extinguishment / Löschversuch

 •Use fire extinguisher, if possible and safe /
Feuerlöscher benutzen wenn möglich und sicher

Evacuation Plan Flucht- und Rettungsplan

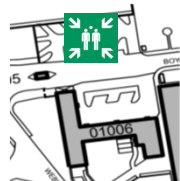
USAG Wiesbaden, Clay Kaserne, Building #01006

Bldg. / Geb. XXXXX		
Stockwerk/Floor		
Erstellt/Prepared		

Legend / Legende:


-  You are here. Standort
-  Meeting Point Sammelstelle
-  Fire Extinguisher Feuerlöscher
-  Emergency Exit Notausgang
-  First Aid Station Erste Hilfe Station
-  Telephone Telefon
-  Direction of Egress Fluchtrichtung

Meeting Point Sammelstelle



Evacuation Plan Flucht- und Rettungsplan

USAG Wiesbaden, Clay Kaserne, Building 01006

Bldg. / Geb. XXXXX		
Stockwerk/Floor		
Erstellt/Prepared		

**IN CASE OF EMERGENCY
VERHALTEN IM NOTFALL**
Stay Calm
Ruhe bewahren

- 1. Report Emergency / Notfall melden**
 -  Call Fire Department / Feuerwehr rufen
 -  DSN/VOIP: 117/112 CIV. 0611-143-548-0112
- 2. First Aid / Erste Hilfe**
 -  Cordon off accident area / Unfallstelle absichern
 -  Provide First Aid / Erste Hilfe leisten
- 3. Additional Action / Weitere Maßnahmen**
 -  Guide emergency responders / Rettungsdienst einweisen
 -  Keep bystanders away / Schaulustige fernhalten







**IN CASE OF FIRE
VERHALTEN IM BRANDFALL**
Stay Calm
Ruhe bewahren


- 1. Report Fire / Brand melden**
 -  Activate Push Button / Feuermelder betätigen
 -  Call Fire Department / Feuerwehr rufen
 -  DSN/VOIP: 117/112 CIV. 0611-143-548-0112
- 2. Evacuation / In Sicherheit bringen**
 -  Notify Occupants / Gefährdete Personen miteinern
 -  Close windows and doors / Fenster und Türen schließen
 -  Follow EXIT signs / Fluchtwegen folgen
- 3. Attempt Extinguishment / Löschversuch**
 -  Use fire extinguisher, if possible and safe / Feuerlöscher benutzen wenn möglich und sicher

Meeting Point Sammelstelle



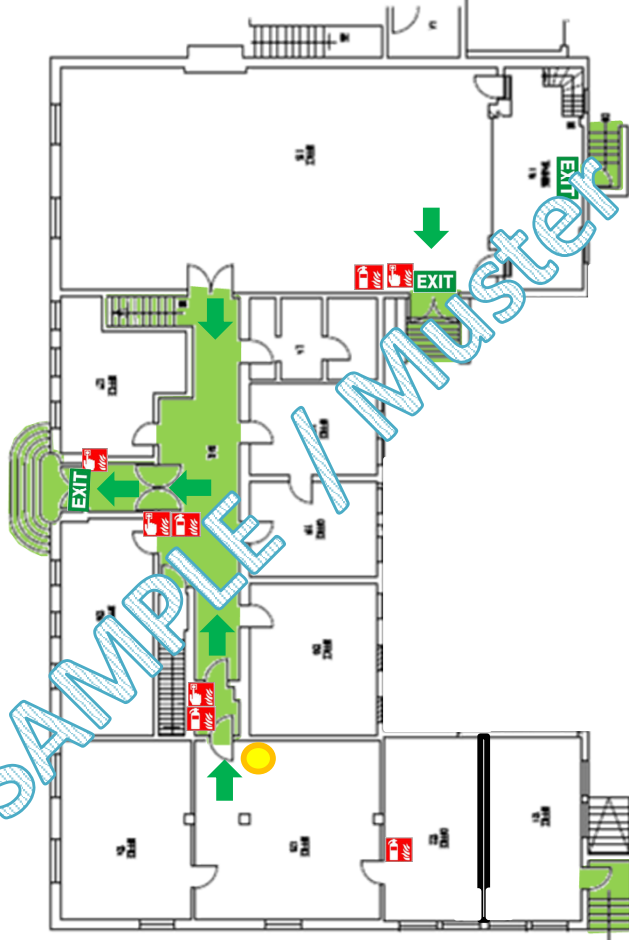
Legend / Legende:

-  You are here / Standort
-  Emergency Exit / Notausgang
-  Direction of Egress / Fluchtrichtung
-  Push Button / Brandmelder
-  Fire Extinguisher / Feuerlöscher
-  Meeting Point / Sammelstelle

Bldg. / Geb. XXXXX		
Stockwerk/Floor		
Erstellt/Prepared		

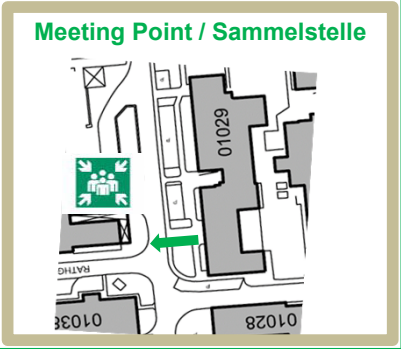
Evacuation Plan Flucht- und Rettungsplan

Wiesbaden Clay Kaserne, Building 01029 North



Legend:

-  You are here / Standort
-  Meeting Point / Sammelstelle
-  Fire Hose / Wandhydrant
-  Fire Extinguisher / Feuerlöscher
-  Push Button / Druckknopfmelder
-  EXIT Emergency Exit / Notausgang
-  AED Defibrillator / Defibrillator
-  First Aid Station / Erste Hilfe
-  Emergency Telephone
Notruftelefon



Appendix - C

Prevention of Fire Brände verhüten



Open flames - ignition sources, fire and smoking are prohibited
Feuer, offenes Licht und Rauchen verboten

In Case of Fire Verhalten im Brandfall

Keep Calm

Ruhe bewahren

Report Fire

Brand melden



Use Fire Alarm push button

Brandmelder betätigen



Fire Department

Feuerwehr

Emergency Call:

VOIP / DSN – 112 / CIV.: 0611-143-548-0112

Evacuation

In Sicherheit bringen

Warn Occupants initiate fire alarm

Gefährdete Personen warnen Feueralarm betätigen.

Assist in evacuation if needed

Hilflose mitnehmen

Close doors on way out

Türen schließen

Follow exit signs

Fluchtwegen folgen

Go to assembly point

Sammelstelle aufsuchen

Attempt to extinguish fire, if safe

Löschversuch unternehmen



Use fire Extinguisher

Feuerlöscher benutzen

APPENDIX D



FIREWORKS DISPLAYS (PYROTECHNICS)



1. Fire prevention and life safety is a command responsibility. Fire incidents or accidents during fireworks displays can cause loss of life or severe damage to Government property, thereby disrupting or reducing mission performance.

2. The following is a consolidation of life safety requirements that will be complied with during fireworks displays at U.S. Army installations:

a. Firing and detonation will be at a safe distance from all personnel, equipment and structures. Effective controls will be established to prevent spectators from entering the display area. Requirements for safe distances during fireworks/pyrotechnics displays are as follows:

(1) 70-200 meters radius depending on type of location, type of pyrotechnics used, and wind velocity.

(2) 30-70 meters radius for low level type pyrotechnics such as "Roman Lights" (perpendicular firing).

b. Firing is prohibited at wind velocities of 9 meters per second, or above.

c. Emergency medical and Fire & Emergency Services personnel shall be on standby. As a minimum, two portable fire extinguishers (12-kg class ABC) and a first aid kit for the treatment of burns will be located in the firing area.

d. Detailed instructions (in German) based upon the Host Nation law on explosives ("Sprengstoffgesetz") shall be provided by the contractor.

e. When applicable, all vehicles and combustibles shall be removed from the fallout area. Smoking and alcoholic beverages in the firing area are prohibited.

f. Contractor shall ensure that after the fireworks display the area is searched for misfired materials. An after-action fire watch is also required by law.

3. No U.S. military or civilian personnel will handle or activate any of the items used in the displays. The handling and detonation of explosives or pyrotechnics will be accomplished by certified contractor personnel. All Host Nation civil laws relative to pyrotechnics displays will be complied with.

4. Contractor Requirements:

a. The contractor must, in writing, inform the German "Ordnungsamt" of a planned fireworks display two weeks in advance. The Ordnungsamt will initiate coordination with the Garnisons Fire Chief.

b. Chapter II of the German Law on Explosives ("Deutsches Sprengstoffgesetz") (paragraph 7, Erlaubnis, paragraph 20, Befähigungsschein, and paragraph 27) requires official permission for handling pyrotechnics materials. The contractor is required to obtain these permits.

c. Pyrotechnics used for fireworks displays at festivities such as the German American Friendship Fest or the 4th of July celebrations normally are class III and/or class IV type pyrotechnics. Paragraph 23 of the "Erste Verordnung zum Deutschen Sprengstoffgesetz" requires the contractor to provide the following information to the municipality:

(1) Name of responsible person, number, and date of permit ("Erlaubnisbescheid").

(2) Location, type, volume, and the starting and ending times of the display.

(3) Distances to buildings and installations, which pose a particular fire hazard within a radius of two hundred (200) meters. Provision of a site plan is highly recommended.

(4) Safety measures like cordoning-off the impact area.

d. Delivery of explosives or pyrotechnics is limited to the day of display. During the firing, personnel responsible for the firing must wear safety helmets.

e. The contractor shall assume full liability for accidents by pyrotechnics devices. The contractor must have liability insurance coverage for both personnel injury and property damage.

APPENDIX - E

FACILITY MANAGER/EVACUATION COORDINATOR CHECKLISTS

1. Family Housing - E1
2. Unaccompanied Personnel Housing (Troop Barracks) - E2
3. Educational - E3
4. Public Assembly - E4
5. Business/Administration - E5
6. Food Services/Dining Facilities - E6
7. Maintenance Shops/Industrial - E7
8. Health Care - E8
9. Storage/Warehouse - E9
10. Aircraft Hangars - E10
11. Class III and Dispensing Areas - E11
12. Ammunition Storage - E12
13. Mercantile Occupancies - E13
14. Child Development - E14

The attached checklists shall be used by the facility manager/evacuation coordinator. These checklists cover all types of structures and occupancies. They assist the facility manager/evacuation coordinator and the fire inspector in the performance of their duties. The forms will be completed during inspections and maintained on file for at least one year.

Contact the Base Fire & Emergency Services (Garrison Fire & Emergency Services) if deficiencies are noted that cannot be corrected on the spot. Additional findings and corrective actions may be stated on the reverse side of the checklist.

In Army Family Housing, the building coordinator is also assigned facility manager/evacuation coordinator duties. Housing Division will ensure that the building coordinator receives the necessary training and certification from the USAG fire and emergency services.

E1 - FIRE PREVENTION CHECKLIST ARMY FAMILY HOUSING

Building No.: _____ Date of Inspection: _____

Name: _____ Phone No: _____

Email: _____

- | | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Are emergency telephone numbers available at all telephones? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are current fire orders posted in each stairwell? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are stairwells, basement corridors and exits free from obstructions and Combustible materials? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are fire doors in basement and stairwell in good condition and kept closed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are storage and utility rooms locked to prevent access of unauthorized personnel? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are attic spaces kept free of combustibles, clean and locked? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are electrical appliances and extension cords safe and not overloaded? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are basement storage rooms and hallways free from flammable liquids, lawn mowers, other gasoline powered equipment, and gas cylinders? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are all single station smoke detectors (apartment, stairwell, attic and basement) tested monthly as required and in operable condition? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are laundry rooms kept clean and lint traps in clothes dryers cleaned after each use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are fire extinguishers in place, inspected and not overdue for service? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are all illuminated exit signs operable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Has the building coordinator attended the mandatory fire warden training at the fire station? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**E2 - FIRE PREVENTION CHECKLIST UNACCOMPANIED PERSONNEL HOUSING
(UPH/TROOP BARRACKS)**

Building No.: _____ Date of Inspection: _____

Name: _____ Phone No: _____

Email: _____

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training at the fire station? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are emergency phone numbers posted at telephones? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are evacuation plans and unit fire SOP current and posted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are fire extinguishers in place, inspected, and not overdue for service? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are at least two remote exits available from each floor and clearly marked? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are exit doors unobstructed and operable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are illuminated exit signs operable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are electrical appliances and extension cords safe and not overloaded? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Is small arms ammunition stored in an arms room, and is the door and building exterior marked with the appropriate fire division symbol? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are the kitchens kept clean and free of grease accumulation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are the lint traps of clothes dryers cleaned after each use, and are the laundry rooms clean and free from stored items? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are fire and section (smoke stop) doors operable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are single station smoke detectors in sleeping rooms operable and tested monthly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are attic spaces kept free of combustible materials and locked? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Are stairwells, basement corridors and exits free from obstructions and combustible materials? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

E3 - FIRE PREVENTION CHECKLIST EDUCATIONAL FACILITIES

Building No.: _____ Date of Inspection: _____

Name: _____ Phone No: _____

Email: _____

	Yes	No	N/A
1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are emergency phone numbers posted at all official telephones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are evacuation plans and organization fire SOP current and posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are fire extinguishers in place, inspected, and not overdue for service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are at least two remote exits available from each floor and clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are exit doors unobstructed and operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are illuminated exit signs operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are electrical appliances and extension cords not overloaded and in a safe condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are fire drills conducted regularly and recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are all decorations flame retardant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are child prepared artwork and decorations in means of egress restricted to 25% of the space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are coffee making appliances and transformers located on a noncombustible surface and unplugged when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are flammable liquids and chemicals stored in approved storage cabinets, and are proper signs posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are fire and section (smoke stop) doors operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are attic spaces kept free from combustible materials, clean and locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Are stairwells, basement corridors and exits free of obstructions and combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E4 - FIRE PREVENTION CHECKLIST PUBLIC ASSEMBLY FACILITIES

Building No.: _____ Date of Inspection: _____

Name: _____ Phone No: _____

Email: _____

	Yes	No	N/A
1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are emergency phone numbers posted at telephones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are evacuation plans and organization fire SOP current and posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are fire extinguishers in place, inspected, and not overdue for service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are at least two remote exits available from each floor and clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are exit doors unobstructed and operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are illuminated exit signs operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are electrical appliances and extension cords safe and not overloaded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Has the manager trained employees in emergency evacuation procedures, handling fire extinguishers, and in fire reporting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is a covered non-combustible container available for disposal of smoking materials at the designated smoking area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are curtains and decorations installed so they will not, come into contact with heating appliances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are all decorations flame retardant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are daily closing time inspections performed and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Is the maximum facility occupant load posted at the main entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are stairwells, corridors, and exits free of obstructions and combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E5 - FIRE PREVENTION CHECKLIST BUSINESS/ADMINISTRATION FACILITIES

Building No.: _____ Date of Inspection: _____

Name: _____ Phone No: _____

Email: _____

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training at the fire station? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are emergency phone numbers posted at telephones? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are evacuation plans and unit fire SOP current and posted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are fire extinguishers in place and not overdue for service? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are at least two remote exits available from each floor and clearly marked? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are illuminated exit signs operable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are electrical appliances and extension cords safe and not overloaded? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are attic spaces kept free from combustible materials, clean and locked? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are trash containers emptied daily? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are coffee making appliances and transformers located on a noncombustible surface and unplugged at the close of business? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are fire and section (smoke stop) doors operable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are stairwells, corridors and exits free from obstructions and combustible materials? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are daily closing time inspections performed and documented? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are locations of hazardous materials (HazMat) identified and have HazMat inventories been provided to the Garrison Fire & Emergency Services? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

E6 - FIRE PREVENTION CHECKLIST FOOD SERVICE / DINING FACILITIES

Building No.: _____ Date of Inspection: _____

Name: _____ Phone No: _____

Email: _____

- | | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training at the fire station? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are emergency phone numbers posted at telephones? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are evacuation plans and unit fire SOP current and posted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are fire extinguishers in place, inspected, and not overdue for service? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are at least two remote exits available on each floor and clearly marked? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are exit doors unobstructed and operable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are illuminated exit signs operable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are electrical appliances, fixtures, and extension cords in a safe condition and not overloaded? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are kitchen exhaust hoods and filters cleaned daily? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are kitchen personnel instructed on actions to be taken in the event of a fire in a deep fat fryer? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are trash containers emptied daily? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are all cooking appliances located under exhaust hoods? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are daily closing time inspections performed and documented? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

E7 - FIRE PREVENTION CHECKLIST MAINTENANCE SHOPS AND OTHER INDUSTRIAL FACILITIES

Building No.: _____ Date of Inspection: _____

Name: _____ Phone No: _____

Email: _____

	Yes	No	N/A
1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training at the fire station?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are emergency phone numbers posted at telephones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are evacuation plans and unit fire SOP current and posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are fire extinguishers in place, inspected, and not overdue for service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are at least two remote exits available from each floor and clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are exit doors unobstructed and operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are illuminated exit signs operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are electrical appliances, fixtures, and extension cords safe and not overloaded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are trash containers emptied daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are oily rags and oil contaminated clothing kept in tightly covered metal containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is UR Poster 420-5 posted and are personnel trained on requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are full, partially full or used empty gasoline containers stored outside?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Is welding work accomplished in the approved welding area and away from combustibles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are paint spray operations limited to designated spray booths?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are flammable liquids stored in approved metal storage cabinets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Are locations of hazardous materials (HazMat) identified and have HazMat inventories been provided to the Garrison Fire & Emergency Services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Are fire and section (smoke stop) doors operable and kept closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Are daily closing time inspections performed and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E8 - FIRE PREVENTION CHECKLIST HEALTH CARE FACILITIES

Building No.: _____ Date of Inspection: _____

Name: _____ Phone No: _____

Email: _____

	Yes	No	N/A
1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training at the fire station?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are emergency phone numbers posted at telephones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are evacuation plans and unit fire SOP current and posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are fire extinguishers in place, inspected, and not overdue for service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are at least two remote exits available from each floor and clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are exit doors unobstructed and operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are illuminated exit signs operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are electrical appliances, fixture, and extension cords safe and not overloaded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are trash containers emptied daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are oxygen cylinders securely fastened to prevent falling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are flammable liquids stored safely in approved metal storage cabinets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are fire and section (smoke stop) doors operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Are daily closing time inspections performed and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are locations of hazardous materials (HazMat) identified and have HazMat inventories been provided to the Garrison Fire & Emergency Services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E9 - FIRE PREVENTION CHECKLIST STORAGE & WAREHOUSE FACILITIES

Building No.: _____ Date of Inspection: _____

Name: _____ Phone No: _____

Email: _____

	Yes	No	N/A
1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training at the fire station?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are emergency phone numbers posted at telephones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are evacuation plans and unit fire SOP current and posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are fire extinguishers in place, inspected, and not overdue for service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are at least two remote exits available from each floor and clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are exit doors unobstructed and operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are illuminated exit signs operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are electrical appliances, fixtures, and extension cords safe and not overloaded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are trash containers emptied daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are blocked warehouse doors identified with signs at the exterior side in both English and German?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are fire and section (smoke stop) doors operable and kept closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are warehouse ramps and aisles clear and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Is an 18 inch clearance maintained between stored materials, light fixtures, heating appliances, and sprinkler heads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are daily closing time inspections performed and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are locations of hazardous materials (HazMat) identified and have HazMat inventories been provided to the Garrison Fire & Emergency Services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Are fueling operations of forklifts done outdoors only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E10 - FIRE PREVENTION CHECKLIST AIRCRAFT HANGARS

Building No.: _____ Date of Inspection: _____

Name: _____ Phone No: _____

Email: _____

	Yes	No	N/A
1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training at the fire station?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are emergency phone numbers posted at telephones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are evacuation plans and unit fire SOP current and posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are fire extinguishers in place, inspected, and not overdue for service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are at least two remote exits available from each floor and clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are exit doors unobstructed and operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are illuminated exit signs operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are electrical appliances and extension cords safe and not overloaded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are trash containers emptied daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are oily rags and oil contaminated clothing kept in tightly covered metal containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is UR Poster 420-5 posted and are personnel trained on requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are full, partially full or used empty gasoline containers stored outside?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Is welding work accomplished in the approved welding area away from combustibles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are paint spray operations limited to designated spray booths?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are flammable liquids stored in approved metal storage cabinets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Are fire and section (smoke stop) doors operable and kept closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Are daily closing time inspections performed and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Are locations of hazardous materials (HazMat) identified and have HazMat inventories been provided to the Garrison Fire & Emergency Services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Are fueling operations of aircraft only accomplished outdoors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Are aircraft properly grounded, and are batteries disconnected when parked in the hangar?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E11 - FIRE PREVENTION CHECKLIST CLASS III STORAGE AND DISPENSING AREAS

Building No.: _____ Date of Inspection: _____

Name: _____ Phone No: _____

Email: _____

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training at the fire station? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are emergency phone numbers posted at telephones? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are evacuation plans and unit fire SOP current and posted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are fire extinguishers in place, inspected, and not overdue for service? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are fire extinguishers protected from the elements? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are at least two remote exits available from each floor and clearly marked? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are exit doors unobstructed and operable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are illuminated exit signs operable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are electrical appliances, fixtures, and extension cords safe and not overloaded? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are trash containers emptied daily? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Has a "Fuel Handlers Permit" been issued to each employee who handles POL products? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Is the area inside retaining walls free from combustibles and vegetation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are valves or other devices for draining rainwater from diked areas kept closed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are fuel tanks, pumps, and associated equipment adequately grounded before loading or unloading POL products? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Are employees trained in the use of first aid firefighting equipment? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Are daily closing time inspections performed and documented? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Are locations of hazardous materials (HazMat) identified and have HazMat inventories been provided to the Garrison Fire & Emergency Services? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

E12 - FIRE PREVENTION CHECKLIST AMMUNITION STORAGE AREAS

Building No.: _____ Date of Inspection: _____

Name: _____ Phone No: _____

Email: _____

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training at the fire station? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are emergency phone numbers posted at telephones? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are evacuation plans and unit fire SOP current and posted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are fire extinguishers in place, inspected, and not overdue for service? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are at least two remote exits available from each floor and clearly marked? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are exit doors unobstructed and operable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are illuminated exit signs operable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are electrical appliances, fixtures, and extension cords safe and not overloaded? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are trash containers emptied daily? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are telephones and other communication systems tested regularly and are personnel familiar with emergency reporting procedures? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are signs "No Open Flames" and appropriate fire division symbols posted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are matches and lighters deposited at the gate before entering the ammunition storage areas? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are fusible links for automatic closing of fire doors and screens on ventilation shafts installed and in operable condition? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Is vegetation and undergrowth kept short (fire hazard)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Are vehicles equipped with fire extinguishers prior to entering the ammunition storage areas? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Are daily closing time inspections performed and documented? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Are locations of hazardous materials (HazMat) identified and have HazMat inventories been provided to the Garrison Fire & Emergency Services? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

E13 - FIRE PREVENTION CHECKLIST MERCANTILE OCCUPANCIES

Building No.: _____ Date of Inspection: _____

Name: _____ Phone No: _____

Email: _____

	Yes	No	N/A
1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training at the fire station?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are emergency phone numbers posted at telephones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are evacuation plans and unit fire SOP current and posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are fire extinguishers in place, inspected, and not overdue for service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are at least two remote exits available from each floor and clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are exit doors unobstructed and operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are illuminated exit signs operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are electrical appliances, fixtures, and extension cords safe and not overloaded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are attic spaces kept free from combustible materials, clean and locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are trash containers emptied daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are fire and section (smoke stop) doors operable and kept closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is an 18 inch clearance maintained between stored materials, light fixtures, heating appliances, and sprinkler heads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Are daily closing time inspections performed and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E14 - FIRE PREVENTION CHECKLIST CHILD DEVELOPMENT FACILITIES

Building No.: _____ Date of Inspection: _____

Name: _____ Phone No: _____

Email: _____

- | | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Has the facility manager/evacuation Coordinator been appointed on orders and attended the mandatory training at the fire station? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are emergency phone numbers posted at telephones? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are fire evacuation procedures & plans posted in each child activity room and module? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are fire extinguishers in place, visually inspected, and not overdue for service. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are at least two remote exits available from each module and clearly marked? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are exit doors unobstructed and operable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are illuminated exit signs operable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are electrical appliances and extension cords safe and not overloaded? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are fire drills conducted regularly and recorded? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are all decorations flame retardant? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are coffee making appliances and transformers located on a noncombustible surface and unplugged when not in use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are flammable liquids and chemicals stored in approved storage cabinets, and are proper signs posted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are trash containers emptied daily? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are the fire alarm system components (smoke detectors, pull stations, and sprinkler heads) in good condition and not obstructed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are fire and section (smoke stop) doors operable and kept closed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Is the maximum facility capacity posted near the lobby area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

APPENDIX – F



Commercially Purchased Fire Bowls:



Commercially purchased fire pits may be used under the following conditions.

- a. Fire bowls may only be used if neighbors are not bothered by smoke or fumes and no hazards are caused for traffic or pedestrians.
- b. Fire bowls shall be located a minimum of 20 feet (6m) from buildings, combustible materials, and shrubbery. Choose areas that are clean and clutter-free. Don't locate fire pits beneath overhanging tree branches or canopies.
- c. Areas around fire bowls must be cleared of leaves, branches, or other dry vegetation.
- d. Keep a fire extinguisher or garden hose with a spray nozzle nearby for use in case of emergencies.
- e. Before lighting the fire, check the wind direction.
- f. Don't use lighter fluid to start the fire. Lighter fluids are unpredictable and dangerous; instead, use kindling and build your fire up slowly so that it is always under control and manageable.
- g. The kind of firewood you select is also very important. Burn only seasoned hardwood and don't stack wood to extend beyond the upper rim of the fire pit. Don't burn trash, leaves, paper cardboard or plywood. Avoid using softwood such as pine or cedar that can pop and throw sparks.
- h. Burning of treated woods produces hazardous vapors and is strictly prohibited by environmental laws.
- i. Keep children and animals at a safe distance from the fire pit.
- j. When finished ensure all embers have been extinguished with water and that the fire pit has cooled down completely before leaving it unattended. Do not dispose of hot embers or coals into trash containers.
- k. Protect yourself, your family, and your home by using safe fire tending practices and a little common sense.

Smoking Area Designated

CUT ON THIS LINE

Designated Smoking Area



DEPARTMENT OF THE ARMY

XXXXXX
XXXXXX
XXXXXX

XXXX-XXX

XX XXX XXXX

MEMORANDUM FOR RECORD

SUBJECT: Building Manager 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.

SUBJECT: Building Manager Additional Duty Appointment

c. Advising the Installation Fire Marshal each month of findings and deficiencies noted and corrected through the Building Manager or additional appointed personnel, including matters requiring immediate attention by others.

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 XXXXXXXXXXXX.mil@mail.mil.

XXXXXXXXXX
XXXX, XX
XXXXXXXXXX



Exit Sign Requirements USAG Wiesbaden



EXIT

Buchstaben	150 mm	(15 cm)	Height
	51 mm	(5,1 cm)	Width / exception I
	19 mm	(1,9 cm)	Thick
	9,5 mm	(0,95 cm)	Spacing

Buchstaben/ Letters **Green**

Hintergrund/ background **White**

Notstrom/ back up power **Min. of 1.5 hours**

Permanent light circuit!

If needed directional arrows must be installed!



APPENDIX - J

REFERENCES

AR 420-1, Army Facilities Management, 12 February 2008

AR 420-5, Army Fire and Emergency Services, 01 September 2024

Department of Defense Instruction (DoDI) 6055.06, Fire and Emergency Services Program, 03 October 2019

National Fire Prevention Association (NFPA), National Fire Codes current editions.

Unified Facilities Criteria, UFC 3-230-02, Operation and Maintenance, Water Supply Systems, 10 December 2019.

Unified Facilities Criteria, UFC 3-600-01, Fire Protection Engineering for Facilities, 06 May 2021.

Unified Facilities Criteria, UFC 3-601-02, Operation and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems, 7 October 2021.

Unified Facilities Criteria, UFC 4-010-01, DoD Minimum Antiterrorism Standards for Buildings, 12 December 2018.

Department of the Army Field Manual, FM 5-415, Fire-Fighting Operations, 9 February 1999.

AR 608-10, Child Development Services, 11 May 2017.

TM 5-315, Fire Fighting and Rescue Procedures in Theaters of Operation, 20 April 1971.

ASR Technische Regeln fuer Arbeitsstaetten (Technical rules for workplaces)

Unified Facilities Code (UFCS), Construction in Military Services (available in electronic format only), current update

OSHA (Occupational Safety and Health Administration) Regulations

ASR Arbeitsschutzrichtlinien (HN Occupational health and safety guidelines)

USAREUR Standard Design Guide for Army Family Housing, 23 August 2017.

German VFDB (HN Fire Prevention Regulations "Vereinigung zur Foerderung des deutschen Brandschutzes e.V.")

German DIN 4102, Fire Behavior of Building Materials and Building Components

German VdS certifications and approvals (comparable with UL, Underwriters Laboratories)

TAB Technical Standard for Connection of Fire Protection Systems and USAG Fire Department specific requirements in the Area of the United States Army Garrison Wiesbaden

APPENDIX K

AER	Army in Europe Regulation
AFH	Army Family Housing
ADR	Agreement concerning the International Carriage of Dangerous Goods by Road
AR	Army Regulation
ASR	Arbeitsschutzrichtlinien
BBQ	Barbecue
CM	Centimeter
CYS	Child and Youth Services
DA	Department of the Army
DIN	Deutsch Industrie Norm
DODI	Department of Defense Instruction
DPW	Department of Public Works
DS	Direct Support
EN	European Norm
etc	et cetera
FES	Fire & Emergency Services
FESORI	Fire & Emergency Services Operational Readiness Inspection
FM	Factory Mutual
GAL	Gallons
GS	General Support
HAZMAT	Hazardous Material
HN	Host Nation
i.e.	in example
IAW	in accordance with
ISCP	Installation Spill Contingency Plan
L	Liter
LSC	Life Safety Code
M&R	Maintenance and Repair
NFPA	National Fire Protection Association
OSHA	Occupational Safety and Health Administration
POL	Petroleum, Oils and Lubricant
QFPE	Qualified Fire Protection Engineer
SCIF	Sensitive Compartmented Information Facility
SOP	Standard Operating Procedure
SPRP	Spill Prevention and Response Plan
TAB	Technische Anschlußbedingungen
TAB	Technical Standard for Connection of Fire Protection Systems
U. S.	United States
UFC	Unified Facilities Criteria
UL	Underwriters Laboratories, Inc.
UPH	Unaccompanied Personnel Housing
USAG	United States Army Garrison
VDE	Verband der Elektrotechnik
z.B.	Zum Beispiel