

USAG Wiesbaden
DIRECTORATE OF EMERGENCY SERVICES
FIRE AND EMERGENCY SERVICES

Fire Prevention SOP





REPLY TO
ATTENTION OF

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

IMWB-ESF

23 July 2020

MEMORANDUM FOR RECORD

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

1. IAW 420-01 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.


MARIO A. WASHINGTON
COL, AG
Commanding

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

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CHAPTER 1

GENERAL

1-1. Purpose.

This Fire SOP establishes responsibilities and procedures of fire protection regulations within the footprint of USAG Wiesbaden. It covers OSHA and HN work place safety requirements and is subject to be tailored to the need of the user by adding appendices. 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 building occupants, “Part C” the specification of fire prevention provisions for individuals assigned fire prevention duty (Building Manager, former Fire Warden).

1-2. References.

Applicable references are listed at Appendix H.

1-3. Objective.

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

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).

USAG Wiesbaden, DES. The USAG Wiesbaden 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 (F&ES).

Garrison Fire Chief. The Garrison fire chief is responsible for the execution of the Garrison Fire and Emergency Services activities and manages the Garrison Fire & Emergency Services program. The Garrison fire chief is responsible to the Garrison DES for technical and administrative operation of the local Garrison Fire & Emergency Services.

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

Have the responsibility for developing and enforcing sound fire prevention and protection procedures within their area. They will at a minimum:

a. Appoint in writing an individual 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 337-5883.

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

c. Take immediate action to have fire hazards corrected.

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

e. Ensure that all employees receive initial and recurring life safety orientations. The Garrison Fire & Emergency Services staff is always ready to provide training, educational presentations, lectures or fire extinguisher demonstrations upon request. Interested units or agencies are encouraged to call the Garrison Fire & Emergency Services to schedule training or educational support. (Schedule 2-3 Weeks in advance)

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 tenant units who manage their maintenance via a full maintenance contract (i.e. DECA, DODDS, MEDCOM etc...) will ensure regular maintenance and repair is performed IAW UFC 3-600-02 of fire alarm detection systems and suppression / sprinkler systems by qualified contractor personnel IAW DIN EN 12845. The Fire & Emergency Services shall be informed of scheduled and performed maintenance and inspections.

h. All units with maintenance contracts as mentioned above are responsible to manage a 24/7 program for after-hours emergency repair services and fire alarm and suppression system malfunctions. The unit will provide the Fire and Emergency Services Center with information and procedures on contact of on call personnel and contractors.

i. Report spills to the Garrison Fire & Emergency Services and to the Garrison Spill Coordinator in accordance with the Spill Contingency and Spill Prevention Control, and Countermeasures Plan.

j. As per Title 32 US Code, SCIF or other secured facilities are required to develop procedures for safe guarding sensitive and classified information, enabling USAG Wiesbaden Fire Inspectors, to conduct fire inspections as required per DODI 6055.06 and AR 420-01. 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 safe guarding sensitive and classified information in such an event. These procedures shall be outlined in this SOP and added as an appendix by the unit, the appendix shall be provided to the fire prevention office for future references.

2-6. Building manager/evacuation coordinator.

Building manager/evacuation coordinators must be appointed in writing. Appointing orders will be sent to the Garrison Fire & Emergency Services. The appointed individual will contact the Garrison Fire & Emergency Services to make arrangements for the mandatory building manager/evacuation coordinator training, within 30 days of appointment. The assigned building manager/evacuation coordinator is responsible for the administration and enforcement of the fire protection / prevention program within their unit or activity.

2-7. Directorate of Public Works (DPW).

The Garrison DPW will:

- a. Ensure that Fire and Emergency Services receives all projects / work orders for review of renovations, constructions and those projects which could modify any fire prevention / protection features within a building, for compliance with applicable fire protection requirements.
- b. Major projects requiring design, construction and testing/commissioning as it relates to fire protection and life safety, i.e. safety code analysis, design of automatic fire alarm, detection and suppressions systems, water supply analysis, construction inspections and witnessing of fire protection acceptance testing commissioning, requires a qualified fire protection engineer (QFPE) IAW UFC 3-600-01, Para 1-7.1.1.
- c. Is responsible for the maintenance and repair IAW 420-01 and the Technical Standard for Connection of Fire Protection Systems (TAB), of all building installed fire alarm, sprinkler, evacuation, fire suppression systems and components, including connections to the emergency center USAG Wiesbaden. This also includes all technical equipment needed for the operation of such an emergency center,
- d. The installation of fire protection systems (alarm, detection, and suppression) shall comply with requirements of AR 420-01 (chapter 25-32, Fire Protection Systems), UFC 3-600-01 and the TAB.
- e. The DPW is responsible to provide, funds and manages regular maintenance and repair, IAW UFC 3-600 02, VDE, DIN's and manufacturers guidelines, of fire alarm protection - detection - suppression / sprinkler systems, within its respective Garrison. The contracts will include a provision for emergency response to "out of service" conditions. Only certified contractors shall design, maintain and install new fire alarm and suppression systems
- f. 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.
- g. System malfunctions shall immediately be reported to the Garrison Fire & Emergency Services.

CHAPTER 3

Part A

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 or activated fire alarm 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) **Where?** Location, building number, name of base/ housing area, name of street.
- (2) **What?** Type of emergency, e.g., fire, chemical spill, gas leak, medical emergency.
- (3) **What is involved?** I.e. fire in kitchen, attic, basement, car crash, etc.
- (4) **Was anybody injured?** Type of injury or sickness, number of victims.
- (5) **Wait** for questions from the operator, provide a call-back telephone number.

d. The emergency telephone numbers are as follows:

- (1) Military (VOIP/DSN Phones) Emergency Lines Germany wide: -----117 or 112

Civilian (Civ.: phone lines:

- (2) Within Wiesbaden prefix area (Emergencies) -----705-117 / or 705-112
Outside Wiesbaden prefix area (Civ. and Cell) -----0611-705-117 / or 0611-705-112

e. Non-emergency telephone numbers for Fire Department

Within Wiesbaden prefix area (DSN) ----- 705-5883 / 5315
Outside Wiesbaden prefix area (DSN) -----0611-705-5883 / 5315
Within Wiesbaden prefix area (Civilian Phone) -----701770
Outside Wiesbaden prefix area (Civilian / Cell Phone) ----- 0611-701770

f. Each telephone shall have a decal with emergency telephone numbers attached to the phone. Building manager/evacuation coordinators are responsible for compliance with this requirement. Decals are available from the Garrison Fire & Emergency Services.

3-2. Bulletin – Emergency Procedures

This Bulletin must be posted at each emergency telephone and next to each evacuation plan (Appendix A).

<h1 style="margin: 0;">EMERGENCY IM NOTFALL</h1>		
<p>Location / Ort:</p> <p>BLDG # / Geb.Nr. :</p>		
<p>Fire Department Feuerwehr</p> <p> DSN: 117 or 112 Civ: 0611-705-117 or Civ: 0611-705-112</p>	<p>Military Police Militär Polizei</p> <p> DSN : 110 or 114 Civ: 0611-705-110 or Civ: 0611-705-114</p>	<p>Ambulance Rettungsdienst</p> <p> DSN: 117 or 112 Civ: 0611-705-112 or Civ: 0611-705-112</p>
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p style="text-align: center;">In Case of Fire Stay Calm</p> <p>1. Report Fire Use Fire Alarm Push Button and 0611-705-112</p> <p>Where is the fire? What is burning? How large is the fire? Additional Dangers? Wait for Questions?</p> <p>2. Seek Safe Location Give assistance to people at risk Close Doors Follow EXIT signs Do NOT use elevator Listen to instructions</p> <p>3. Attempt extinguishment Use fire extinguisher, if possible and safe</p> </div> <div style="width: 48%;"> <p style="text-align: center;">Verhalten im Brandfall Ruhe bewahren</p> <p>1. Brand melden Brandmelder betätigen oder 0611-705-112</p> <p>Wo brennt es? Was brennt? Wie viel brennt? Welche Gefahren? Warten auf Rückfragen!</p> <p>2. In Sicherheit bringen Gefährdete Personen mitnehmen Türen schließen Gekennzeichneten Fluchtweg folgen Aufzug nicht benutzen Anweisungen beachten</p> <p>3. Löschversuch unternehmen Feuerlöscher benutzen Wenn möglich u. sicher</p> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p style="text-align: center;">In Case of Emergency Stay Calm</p> <p>1. Report Emergency 0611-705-112</p> <p>Where Did it happen? What happened? How many are injured? What type of injuries? Wait for Questions?</p> <p>2. Provide First Aid Cordon off accident area Provide first aid Follow Instructions</p> <p>3. Additional Action Guide Emergency Vehicle and responders Keep bystanders away</p> </div> <div style="width: 48%;"> <p style="text-align: center;">Verhalten bei Unfällen Ruhe bewahren</p> <p>1. Unfall melden 0611-705-112</p> <p>Wo ist es geschehen? Was ist geschehen? Wie viele Verletzte? Welche Verletzungen? Warten auf Rückfragen!</p> <p>2. Erste Hilfe Absicherung des Unfallortes Versorgen der Verletzten Anweisungen beachten</p> <p>3. Weitere Maßnahmen Rettungsdienste einweisen Schaustatige entfernen</p> </div> </div>		

3-2 Bulletin Prevention of Fire post if combustible/flammable liquids are stored.

Prevention of Fire Brände verhüten



Open flames - ignition sources, fire and smoking is prohibited.

In Case of Fire Verhalten im Brandfall

Keep Calm

Ruhe bewahren

Report Fire

Brand melden



Use Fire alarm push button

Brandmelder betätigen



Fire Department 0611-705-117 or
Feuerwehr 0611-705-112

Evacuation

In Sicherheit bringen

Warn Occupants and/or 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 gathering point

Sammelstelle aufsuchen

Attempt to extinguish fire,
if safe

Löschversuch unternehmen



Use fire Extinguisher

Feuerlöscher benutzen

CHAPTER 4

Part B

Specification of fire prevention provisions 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 requirements will be adhered to in order to prevent fires.

- a. Trash containers will be located at a distance of not less than 15 feet (5 meters) from any building.
- b. Trash will not be allowed to accumulate inside facilities. When waste paper baskets become full, they will be emptied into trash containers outside the building.
- 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 together with other combustible materials. A separate metal container with a metal cover will be used for that purpose; the container will be suitably 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 lockers.
- g. Combustible items like packing materials or containers will be stored only in buildings that are specially designed for that purpose and approved by the Garrison Fire & Emergency Services.
- h. The use of unoccupied attic space as storage area is prohibited. Unoccupied attic spaces shall be kept free of combustible materials. Attics shall be clean, and secured with the DPW master key system cylinder, to prevent unauthorized entry.
- i. Lumber and other combustible materials shall not be stored adjacent to exterior building walls. Storage shall be maintained at least 15 feet away from buildings.
- 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 cylinder, 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. Candles, Curtains, Drapes, Decorations, Fireworks.

a. The use of open flame candles is prohibited in all community facilities with the following exceptions: Community chapels during religious services; places of public assembly on special occasions and with USAG Commander Permission. Such candles must be located on substantial non-combustible surfaces, and be 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 draperies and curtains may be installed in places of public assembly and schools (auditoriums and gymnasiums).

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 longer than fifteen (15) days. Prior to installation, the tree will be cut at a 45 degree angle at least one inch above the original cut and then submerged in water.

(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 firefighting equipment.

f. It is prohibited to use or ignite fireworks or flares in places under the control of the U.S. Army. Fireworks include 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. Fireworks do not include toys using a paper cap, saluting cannons used by the military, airfield bird control devices, or highway warning devices (UR 600-1).

4-4. Fireworks Displays.

Fireworks (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. Public fireworks displays by a licensed contractor may only be held with the written approval of the USAG Commander and in compliance with all current Host Nation requirements. Contractors must register public fireworks displays with local authorities. Refer to Appendix D for details.

HN Law prohibits private fireworks throughout the year; the exception is New Years Day, 31st December. No private fireworks are allowed within the footprint of the Garrison to include AFH areas.

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 injury.

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 will be equipped with bonded hoses and nozzles.

d. Operators of vehicles being served with fuel at service stations will turn off the ignition and radio. Smoking, striking of matches, operating lighters, and mobile phones (cellular phones) are not permitted within:

(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. Squirt type oil can or starting fluid may be used for that purpose.
- g. Bulk supplies of flammable liquids such as paint, oil, etc., will not be stored in buildings, except those specially designed and designated for that purpose.
- 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 such as paint, varnish, alcohol, linseed oil, paint thinner, lacquers, etc. will not be stored inside occupied buildings unless a suitable, approved (acceptable to the authority having jurisdiction) storage cabinet is available. Flammable liquid storage cabinets must be obtained, for such purposes. Storage cabinets will be marked with the words "Flammable Liquids, Keep Fire Away" in both English and German and the warning sign out of DIN 4844-2, Sign W021. Regular type metal wall lockers are not approved for the storage of flammable liquids.
- 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 for bulk transportation of flammable liquids will have the tank securely fastened to the vehicle frame. Pods or skid mounted flammable liquid tanks must be fastened to the vehicle in a manner to prevent movement of the tank during minor collisions and off road operations. Tank compartments will not be loaded in excess of 95% of their capacity to allow for increase in volume because of rise in temperature. Tank trucks will not be operated unless they are clean, free of leaks, in good repair, and equipped with a fire extinguisher having a minimum of 10 BC rating (or equivalent European rating EN 3).
- m. Entry to POL depots will be refused to vehicles or trailers which are used for transporting flammable liquids and do not comply with the requirements. Tank vehicles or compartments of vehicles used for Class I liquids will not be loaded with Class II or Class III liquids until the tank or compartment, piping, pumps, meters and hoses have been completely drained. Tank truck drivers will remain in a position where they can constantly observe the fuel intake or discharge during loading and unloading of their vehicles.
- n. Aircraft, tank trucks, tank trailers and railroad tank cars will not be refueled unless they are grounded and bonded correctly to prevent the build-up of static electricity. Bonding and grounding insulated wires shall be tested regularly.

o. The commander of each fuel storage or issue point employing full time military or civilian personnel will establish and maintain an SOP. Fuel Handlers Permit shall be issued to each employee or tank truck driver who regularly handles POL products. Upon request, the Garrison Fire & Emergency Services may conduct training in addition to the Fuel Handler Permit certification, in the correct use of portable fire extinguishers.

p. Portable gasoline containers will not be filled or transported in cargo vehicles unless the vehicle tarpaulin has been removed or rolled up completely to prevent the accumulation of explosive vapors.

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

r. The storage of full, partly full or used empty gasoline containers in occupied buildings is prohibited. Only new or steam cleaned gasoline containers may be stored there.

s. Spilled flammable or combustible liquids will be reported immediately to the Fire & Emergency Services. Necessary actions (environmentally correct clean-up, etc.) will be as prescribed in AR 200-1 and the USAG Spill Prevention Control and Countermeasure Plan (SPCC) and Installation Spill Contingency Plan (ISCP).

t. Motorcycles, motor scooters 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.

a. Storage Requirements: Storage of compressed gases will be in accordance with AR 420-1, NFPA Standards, AR 700-68, Unified Facilities Criteria (UFC), and applicable technical orders.

(1) Oxygen cylinders in storage will be separated from fuel gas cylinders or combustible materials, including oil or grease, by a distance of not less than 40 feet or by a fire resistive barrier.

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

(3) Compressed gas cylinders will have protective caps installed over the cylinder valves at all times except when in use.

(4) Compressed gas cylinders will be properly secured to prevent mechanical injury. Compressed gas cylinders will be secured to prevent them from falling.

4-7. Heating/Ventilating 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 set up 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 operating.

(2) Commercial type space heaters (kerosene, propane, Coleman, etc.) are not to be used as field space heaters. Most of these commercial type heaters are not vented and pose serious risk of death to soldiers sleeping in buildings, rooms, or tents heated with these types of heaters.

(3) Field type gasoline fired cooking equipment will not be used in buildings (excluding mess tents, dining facilities and similar facilities within training areas) except in an emergency. Fuel tanks must be refilled or emptied outdoors where explosive vapors will not create a hazard.

(4) Oil fired stoves, ranges, baking ovens and space heaters will be kept clean and free of soot and oil leaks. Fuel oil supply containers in buildings will not exceed a total of five gallons.

(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 will be marked with a yellow band around the container identifying it as "FUEL OIL."

(6) Soldiers or other building occupants will not modify or repair cooking ranges or space heaters installed or provided by DPW.

(7) Fuel containers for tent heaters will be kept outside of the tent.

(8) The peacetime use of gasoline as a fuel for conversion burner units in M-1941 type II and M-1950 Yukon space heaters is prohibited regardless of location or circumstances.

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

(10) No heating, cooking or other service equipment will be installed or operated as to endanger an exit way (fire escape route), facilitate spread of fire or smoke through buildings, or otherwise create an abnormal hazard for the building occupants.

(11) The use of hotplates is prohibited. Cooking and preparation of food will not be performed in areas other than those designated for this purpose, kitchen ranges are protected in accordance with NFPA 101 Life Safety Code and UFC 3-600-01.

(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. Oil fired heaters, or other types of open flame heaters or element heaters will not be used in Government facilities.

(13) Commercial kitchen ranges, grills, deep fat fryers, etc., will be kept free of excessive amounts of grease. They will be thoroughly cleaned prior to closing the kitchen at night. Maintenance and cleaning shall be performed IAW NFPA 96 and UFC 3-600-02.

(14) Only UL, FM or VDE certified cooking appliances will be utilized.

(15) The use of immersion heaters is prohibited.

(16) In commercial type kitchens (dining facility, cafeteria, Burger King or other retail food service operations), the unit or organization will have a plan (drawing) showing the location of the various cooking appliances (deep fat fryers in particular) and of the exhaust hoods that are equipped with a fire suppression system. In order to ensure proper operation of the fire suppression system cooking appliances may not be moved.

b. Grease Extraction Systems.

Users of grease extraction systems must be aware of the possible hazards involved. The following criteria will be observed:

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

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

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

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

(5) Grease 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 will, as a minimum, conform to the following procedures:

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

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

(3) Supervisors shall insure that all kitchen personnel receive initial and recurring training in the operation of portable fire extinguishers and actions to be taken in the event of a fire at a deep-fat-fryer. 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 de-energize the equipment.
- How to shut off the exhaust fan.
- How to recognize equipment malfunction.
- Instructions to never use water on grease fire under any circumstances.

(4) Each independent deep-fat-fryer unit will be equipped with primary and secondary thermostats. The temperature setting of the primary thermostat is not to exceed 400 degrees Fahrenheit (204 degrees Celsius) and the secondary thermostat must be a non-adjustable fusible or manually resetting thermostat with a max cut-off temperature not to exceed 460 degrees F (237 degrees C).

(5) If a primary or secondary thermostatic control device of a deep fat fryer is out of service or out of calibration, it will not be used until repairs have been completed and until professional DPW and/or contractor personnel have certified the device.

(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.

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 a facilities interior or exterior wiring systems to an external electric power source is prohibited unless approved by DPW.

b. Electric distribution rooms and transformer stations will not be misused as storage areas. Free access to such areas must always be maintained to allow access for firefighting and repair crews in case of an electrical emergency. Clear access to electrical fuse panels will 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 will be used only when a temporary, flexible connection is necessary. They will not be substituted for fixed wiring. Extension cords will be utilized only in continuous lengths without taped or spliced sections. Extension cords will be correctly sized for the electrical loads and conform to current codes and regulations. Cords will be replaced as soon as they show appreciable wear and tear. Grounds or short circuits may occur if the insulation is damaged.

f. Extension cords will be protected against mechanical damage. They will not be tacked, stapled or fastened to wood work or walls, tied to or draped over pipes and other supports. Extension cords will not be placed under rugs or carpets. Multiple outlet extension cords will be used in their original length only and will not be chain linked (Daisy chaining).

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. When not in use, electrical equipment such as transformers, radios, television sets, irons and copying machines should be turned off.

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

l. Open or exposed fuses, switches, or junction boxes must be fitted with protective covers.

m. Transformers will be located on a non-combustible surface with a clearance of at least 6 inches (15 cm), for ventilation purposes, between transformer and adjacent materials. They should be switched off or unplugged when not in use, and at the 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. As of DPW Housing Division, Residents Handbook, barbecue (BBQ) grilling on balconies is strictly prohibited. BBQ grills must be located at the outside at least 10 feet (3 meters) away from any building. Indoor barbecuing is prohibited (garage, carport, porch, etc.). Grills are only authorized on non-combustible surfaces. Housing occupants are liable for damages from non-compliance with fire safety rules.

b. Open fires, i.e., camp fires, 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.

d. Blow torches or flame units will not be used in facilities to remove paint from wood or to burn wood for decorative purposes unless approved by the Garrison Fire & Emergency Services.

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. Machine framework 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 disconnected during appreciable 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 for the duration of the work and for 30 minutes thereafter to assure that sparks or drops of hot metal do not start a fire.
- k. Permanent welding shops will be inspected semi-annually and approved for use by the Garrison Fire & Emergency Services.

4-12. Vegetation Control.

- a. Weeds and other vegetation should not be permitted to grow excessively in the vicinity of buildings, fuel tanks, fences, and similar areas. Both should 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 grass.
- d. Vegetation shall be controlled around ammunition storage areas.

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, Design, Fire Protection Engineering for Facilities, current edition, and NFPA 101 Life Safety Code.
- b. Interior finish materials will have a fire rating of class B-1 (DIN 4102) or better.
- c. Interior finish in stairwells and exits will have a fire rating of class A (DIN 4102).
- d. Interior finish and interior floor finish will not be changed or modified without prior approval of the Garrison Fire & Emergency Services and Director of Public Works (DPW).

e. Interior floor finish (carpeting), will have a fire rating of class B-1 (DIN 4102).

f. Carpets in means of egress, where permitted, will be class A (DIN 4102)

g. Carpets in interior stairwells are prohibited.

h. 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, Design, Fire Protection Engineering for Facilities, current edition, Chapter 8 (Interior Finish).

4-14. Means of Egress / Exits.

Means of Egress Requirements.

A continuous and unobstructed way of travel from any point in a building or structure to a public way consisting of three separate and distinct parts: (1) the exit access consisting of hallway / corridor, stairwell etc... (2) the 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 must not violate fire and safety regulations.

b. Means of egress in new and existing constructions shall comply with Chapter 7 of the NFPA 101, Life Safety Code.

c. Every required exit, exit access, or exit discharge, shall be continuously maintained free of all obstructions or impediments to full instant use in the 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 for general occupancy, any time it is open to the public, or at any other time it is occupied by more than 10 persons.

e. Doors with panic hardware will 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 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 NFPA 101 Life Safety Code.

i. Where the path of egress is not readily visible, an exit direction sign shall lead occupants to an exit.

j. Exit signs and exit direction signs shall meet NFPA 101, Life Safety Code. Existing red colored signs may remain in use until replaced during new construction, major renovation or repair projects. Incandescent (light bulb) fixtures are not permitted. Light emitting diode (LED) exit signs of 220 Volts shall be installed in new construction and major renovation projects.

Note: USAG Wiesbaden exit sign requirements are specified in the TAB.

Fire Doors/Smoke Stop Doors

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

Note: Fire doors and smoke stop doors are tested and certified in their whole assembly, including frame, door leaf and hardware. Manipulation of any kind may lead to loss of certification and fire/smoke stop resistance of the door.

a. Fire doors and smoke stop doors must be equipped with an automatic door closer, or with a hold-open device that initiates door closure automatically (by smoke detector activation) in a fire scenario. Tampering with fire and smoke stop door closing mechanisms is prohibited.

b. Fire 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 / exit, without approval of the Garrison fire chief or representative. Blocked doors must have signs on both sides reading "This Door Blocked" in letters at least four inches (10 cm) high.

d. Fire/smoke stop doors will be kept in good repair, to include their respective automatic hold open devices and self-closing devices. The building manager/evacuation coordinator will take immediate action to get a damaged door repaired.

Exit Doors

Exit doors are those doors that lead directly to the outside and are not required to be fire rated. Depending on the occupancy and code requirements exit doors must be equipped with a panic push bar or panic hardware.

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/evacuation coordinator will take immediate action to get a damaged exit door repaired.

b. If security requirements ask for controlled building access, certain doors may be equipped with panic hardware that has 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 integrity of the stair from fire/heat damage.

b. Decoration in stairwells is prohibited.

Hallway/Corridors

As the 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/hallway.

a. No combustibles may be stored in hallways/corridors to ensure full instant use and limited fire load within the protected hallway/corridor.

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

4-15. Self-Help Construction Projects.

a. The Garrison DPW must approve all expanded self-help construction projects prior to the start of the work. Requests for approval will be submitted on DA Form 4283 to the DPW. DPW shall forward all DA Form 4283 for self-help work to the Garrison Fire & Emergency Services for review.

b. Self-help projects will be accomplished in accordance with pertinent fire prevention (life safety) criteria.

c. Any self-help construction installed in violation of existing fire prevention and construction standards will be immediately removed or corrected by the organization that performed the original work. Garrison fire inspectors have full authority to terminate self-help project work until fire and life safety criteria are met.

d. The use of plywood for interior walls, partitions, ceiling or suspended ceiling construction is prohibited.

e. The use of fire retardant paint over combustible wood interior finish is not authorized due to the need for recurring application and the high cost of this type of paint. Unified Facilities Criteria (UFC) 3-600-01 construction standards require the use of either non-combustible or fire retardant construction materials.

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 (reference Information Paper, DAIM-FDH, subject, Army Barracks Program, dated 28 Feb 03). 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 in accordance with the new criteria. Cooking continues to be prohibited in all other existing soldiers' sleeping rooms.

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

c. Stoves must have an exhaust system with a replaceable non-combustible filter.

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 sleeping rooms will be kept to a minimum.

g. Storage in hallway and stairwell is prohibited. Motorcycles, motor scooters or gasoline-powered equipment will not be stored inside the building.

h. Heating floor wax ("hot waxing") is prohibited.

i. Electrical cooking, heating or ventilating equipment shall not be left unattended when in use.

4-17. Army Family Housing.

a. Family housing residents will comply with this SOP and with AR 420-1, Chapter 3, Housing Management.

b. Per Military Construction Appropriations Bill 2001, smoke detectors, fire alarms and portable fire extinguishers have been installed in common areas of all stairwell apartment buildings in Germany.

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

d. The family housing sponsor is responsible for life safety in the quarters and personal storage areas, for familiarization of family members with life safety procedures. As a minimum, family members must know how to report a fire and how to evacuate the building.

(1) Use of attic space for storage is prohibited.

(2) Doors to attic spaces will be kept closed and locked (key control).

(3) Storage in exit ways such as stairways or hallways 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.

e. In order to confine a fire and prevent smoke spread the installed fire doors in the basement, corridors and stairwells must be kept closed. Under no circumstances will fire doors be blocked in the open position.

f. Single Station Smoke Detectors: Where still installed, single station smoke detectors will be tested monthly, by the occupant. Single station smoke detectors can be identified by their TEST button. The sponsor is responsible for the completion of smoke detector tests. New type smoke detection systems are monitored by the fire alarm system. Smoke detectors will not be tampered with, nor will they be removed from their installed locations. This may cause false alarms or trouble calls within the building.

g. EVERY fire alarm must be reported to the US ARMY GARRISON WIESBADEN fire department, using the respective fire call number (see Chapter 3, Part A) for emergency response.

h. Stoves and cooking ranges will NEVER be left unattended when in use, and will be maintained by the occupant in a clean condition, free from grease. **UNATTENDED COOKING IS THE LEADING CAUSE OF FIRES IN THE GARRISON.**

i. Kitchen exhaust hood filters will be kept clean and free from excessive grease accumulation. Unserviceable filters must be replaced.

4-18. Maintenance Shops.

- a. Refueling and defueling of vehicles in maintenance shops is prohibited.
- b. Explosion-proof lighting fixtures, electrical extension cords, tools, and equipment must be used in hazardous fuel vapor zones.
- c. Vehicles will not be parked directly in front of shop doors.
- d. Spray painting in maintenance shops is strictly prohibited unless bays or shops are designated, equipped and approved for that 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 conform to prescribed practices to prevent spontaneous combustion and the spread of fire through congested storage of materials.

- a. Material handling equipment (e.g., forklifts) will not be serviced or refueled inside warehouses or within 15 feet of combustible outdoor storage. Battery operated fork lifts shall be recharged only in approved designated areas.
- b. Materials will not be stored so as to block or interfere with fire lanes, wall 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 will be kept in operable condition and kept closed. Fire doors may only be kept open if equipped with devices to close door automatically in case of fire.
- f. Maintain clear aisles to prevent fire from spreading from one storage pile to another. This also permits convenient access for fire fighters in a fire scenario.

CHAPTER 5

Part C

Building Manager

Specification of fire prevention provisions for individuals assigned fire prevention duty (Building Manager, former Fire Warden)

5.1 The building manager/evacuation coordinator will:

Building Managers are assigned collateral duties as building manager/evacuation coordinators IAW 420-01. All Building Managers / Evacuation coordinators must receive the mandatory training for Building Managers, a certificate will be issued from the Garrison Fire & Emergency Services.

a. Develop a standard operating procedure (SOP), or use this SOP tailored to the needs of their occupancy. Instructions include but are not limited to:

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

(2) Fire evacuation plans shall be posted on bulletin boards or other conspicuous places in the building; they include a floor plan with escape routes, rally points and push button type fire alarms (pull stations). The emergency procedures must be posted next to each evacuation plan (see APPENDIX A and APPENDIX B for Samples).

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

c. Take immediate corrective action to eliminate fire hazards/deficiencies noted during a fire risk management survey (fire inspection).

d. Inspect assigned areas during normal hours of operation, and at close of business, eliminate fire hazards, and determine the condition of portable fire extinguishers. If possible, found hazards should be eliminated on the spot. Deficiencies that the building manager/evacuation coordinator cannot fix on the spot will be brought to the attention of the unit Commander/Director and the Garrison Fire & Emergency Services.

e. Conduct monthly fire inspections of all facilities and areas under his/her jurisdiction, using the appropriate Building Fire Prevention. The appropriate check lists are enclosed in Appendix D. Local reproduction is permitted. They may also be obtained from the Garrison Fire & Emergency Services. The building manager/evacuation coordinator will keep completed inspection forms on file for one year.

f. Attend an initial training class at the fire station to obtain Garrison Fire & Emergency Services certification as building manager/evacuation coordinator within 30 days of his/her appointment.

g. Conduct fire exit drills (evacuation practice) in coordination with the Garrison Fire & Emergency Services.

h. Request that commander/manager/director to appoint one or more individuals, as required, to perform building manager/evacuation coordinator duties in other areas of jointly occupied facilities.

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

j. Coordinate life safety in the building.

k. Conduct monthly visual inspections of fire extinguishers, common areas, and storage rooms to eliminate fire, health, or safety hazards.

l. Bring to the attention of the fire and emergency services all life safety deficiencies that cannot be fixed on the spot.

m. Post emergency telephone numbers, see Para 3-1, and evacuation plan on each stairwell bulletin board.

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

o. Ensure that motorcycles, motor scooters or gasoline-powered equipment are stored outside of occupied buildings.

p. Will ensure that installed exit signs are continually illuminated, and initiate service orders with DPW, for maintenance if needed.

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 leaving the facility. Closing time inspection sheets must be documented and on file. The manager will:

a. Walk through all rooms.

b. Empty 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. Inspections during Operating Hours.

In addition to regular inspections of assembly occupancies, the Garrison fire inspectors shall conduct an annual inspection of assembly occupancies during operating hours where the ongoing activity presents a high risk to life (Reference, FESORI, Fire and Emergency Services Operational Readiness Inspection, AR 420-1).

5-4. Fire Exit Drills.

a. Fire drills must be conducted as specified below and in coordination with the Garrison Fire & Emergency Services (FES). Orderly evacuation of buildings during fire drills is critical, it reduces the risk of panic in a real emergency situation. Speed is not the primary objective and is secondary to order and discipline. Drills are held unannounced, under changing conditions to simulate unusual fire situations. All persons subjected to the drill will participate. Facilities with fire alarm systems will request the FES for assistance prior to activating the system. A record of each fire drill must be kept in the building manager/evacuation coordinator's log.

(1) Places of Public Assembly (over 50 persons) such as clubs, recreational facilities, theaters, gymnasiums, chapels and snack bars: Quarterly for employees and attendants. Evacuation of customers is not required.

(2) Schools: Weekly during the first four weeks of a new school year and monthly thereafter.

(3) Child Development Centers and CYS Youth Services: monthly.

(4) Hospitals: Monthly, conducted by the Garrison Fire & Emergency Services. Periodic night drills will be performed. All hospital staff must be familiar with the appropriate horizontal and vertical evacuation procedures. Evacuation of patients is not required.

(5) Hotels: Employees are instructed regularly in their duties in case of emergencies. Fire inspector simulates emergencies at various locations in the hotel. No evacuation of hotel guests.

(6) Unaccompanied Personnel Housing (UPH) and Army Family Housing: Quarterly, conducted by the assigned building manager/evacuation coordinator.

(7) AAFES (PX)/Commissary Facilities: Semi-Annually for employees, conducted by the Garrison Fire & Emergency Services. No evacuation of customers.

(8) Facilities used for storage, repair processing, servicing, testing or fabricating: Quarterly, conducted by the building manager/evacuation coordinator or senior supervisor of the facility.

(9) All other facilities not mentioned above will have fire drills annually, conducted by the assigned building manager/evacuation coordinator.

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

5-5. FIRE PREVENTION AT COMMUNITY FACILITIES

Assembly Occupancies and Recreational Facilities.

The potential for loss of life and property in assembly occupancies and recreational facilities requires additional actions to prevent fires. In the wake of infamous nightclub disasters worldwide, the National Fire Protection Association has issued the requirement of sprinkler protection for new assembly occupancies. Existing assembly occupancies housing bars with live entertainment, dance halls, discotheques, nightclubs and assemblies with festival seating, exceeding an occupant load of one hundred persons, must also be equipped with a sprinkler system.

Depending on occupant load, assembly occupancies shall be provided with a minimum of one crowd manager who has been trained in crowd management techniques. This requirement shall not apply for assembly occupancies used exclusively for religious worship with an occupant load not exceeding 2,000 persons. The Garrison fire chief may grant exceptions if the existence of a supervised automatic fire sprinkler system and the nature of the event warrant.

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. Cleaning includes grease removal from fans, hood, filter, and duct surfaces.
- (4) Ensure that the maximum occupant load capacity of facilities are not exceeded. Based on current life safety code requirements, the fire and emergency services determines the number of persons permitted in public assembly facilities to ensure safe evacuation in a fire scenario. The maximum capacity will be posted at the main entrance or lobby in all assembly occupancies.
- (5) Consult the Garrison Fire & Emergency Services prior to purchase or installation of curtains, carpets, drapes or decorations. See 4-13 of this SOP.
- (6) Carpeting and other textile wall coverings where permitted, shall conform to NFPA 101 (Life Safety Code) and/or Unified Facilities Criteria, UFC 3-600-01, Design, Fire Protection Engineering for Facilities, current edition, Section 2.6 (Interior Finish).
- (7) Notify the Garrison Fire and Emergency Services when planning social events that involve temporary decorations, exceptionally large crowds, or any unusual arrangements.

5-6. Portable Fire Extinguishers

Facilities.

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

The Garrison DPW is responsible for maintenance and providing fire extinguishers required, in facilities (IAW NFPA 10) and on flightlines (IAW AR 420-01) only.

Flightlines.

a. Depending on the type of aircraft, installations shall issue wheeled type fire extinguishers as described in chapter 25-21 of AR 420-1.

b. Unserviceable wheeled type fire extinguishers at helipads or at Army Airfields will be taken immediately to the Garrison Fire & Emergency Services extinguisher service point for exchange.

Portable Extinguishers on Vehicles.

Issue of portable fire extinguishers that are components of vehicles is the responsibility of the commodity manager 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. DES funds or supplies cannot be used for repair or replacement of these extinguishers.

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 will be installed in stairwells of AFH in Germany.

Responsibilities.

a. The Garrison Fire & Emergency Services is responsible only for fire extinguishers in real property facilities.

b. The facility manager/evacuation coordinators are responsible for regular, visual inspections of portable fire extinguishers to ensure instant availability in case of fire. Defective extinguishers and extinguishers due for scheduled service will be transported by the using organization to the Garrison Fire & Emergency Services. Extinguishers with leaks, broken seals, defective hoses or nozzles should be serviced promptly.

c. Extinguishers will be located indoors at easily accessible fire points along normal routes of travel, preferably near exits.

d. Extinguishers will not be removed from their installed position except for fighting fires. They will not be used as doorstops, obstructed or obscured from view by furniture, supplies or other materials.

e. DPW Family Housing is responsible for replacement, maintenance and repair (M&R) of portable fire extinguishers in stairwells of AFH.

EMERGENCY

IM NOTFALL

Location / Ort:

BLDG # / Geb.Nr. :

Fire Department Feuerwehr



DSN **117 or 112**
Civ: **0611-705-112**

Military Police Militär Polizei



DSN : **110 or 114**
Civ: **0611-705-110**

Ambulance Rettungsdienst



DSN: **117 or 112**
Civ: **0611-705-112**

In Case of Fire Stay Calm

1. Report Fire



Use Fire Alarm Push Button and

0611-705-112

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

0611-705-112

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



0611-705-112

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



0611-705-112

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
Schaustilige entfernen



USAG Wiesbaden Fire & Emergency Services

US Feuerwehr Wiesbaden – Flucht- und Rettungsplan



Flucht- und Rettungsplan Muster Evacuation Plan Sample

Rahmenbedingungen zum erstellen von Flucht
und Rettungsplänen

General requirements to produce Evacuation
Plans

Allgemeine Rahmenbedingungen für Flucht- und Rettungspläne

- **Flucht- und Rettungspläne** dienen den Anwesenden bei Evakuierungen und / oder Medizinischen Notfällen. Er sollte zweisprachig ausgeführt sein (Englisch – Deutsch).
- Flucht- und Rettungspläne sind nach DIN ASR A1.3, DIN 4844-2 anzufertigen und sind bis auf unten angegebenen Ausnahmen nach DIN zu erstellen.
- Örtliche Besonderheiten sind mit der Feuerwehr (Vorbeugender Brandschutz) abzustimmen.
- Verhalten im Brandfall und bei Medizinischen Notfällen, Aushang Teil A nach DIN 14 096-1 ist separat, rechts neben dem Flucht- und Rettungsplan, gerahmt (wie Flucht- und Rettungsplan selbst) und in DIN A4 zu fertigen und zu befestigen.
- Der Flucht- und Rettungsplan soll die Adresse der US Liegenschaft enthalten (siehe Musterplan).
- Flucht- und Rettungspläne müssen an geeigneten Stellen, z.B. Zentrale Bereiche, an denen sich häufiger Personen aufhalten und auf den Betrachterstandort bezogen lagerichtig dargestellt sein. Lage der Pläne muß mit der Feuerwehr abgestimmt sein. Der Plan muss auch bei Ausfall der Allgemeinbeleuchtung lesbar sein (Ausleuchtung mit 50lx / bei Ausfall der Allgemeinbeleuchtung mit 5lx).
- Die Mindestgröße ist DIN A3, DIN A4 nur bei Anbringung in einzelnen Räumen. Maßstab: 1:200 für große bauliche Anlagen, 1:100 für kleine u. mittlere baul. Anlagen, 1:350 für Pläne in einzelnen Räumen.
- Die Flucht- und Rettungspläne sind **vor Fertigstellung** der US Feuerwehr Wiesbaden als Vorabzug, möglichst elektronisch im PDF Format, zur Genehmigung vorzulegen.
- Die genehmigte Version ist dann farbig zu erstellen und zu laminieren.
- Die Flucht- und Rettungspläne sind Bestandteil der Abnahme der Brandmeldeanlage.
- Der genehmigte Flucht- und Rettungsplan ist der US Feuerwehr auf CD in den Formaten pdf und dgn oder dwg zur Verfügung zu stellen.

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 made IAW HN Workplace Safety Rules ASR A 1.3 and IAW DIN 4844.
- Local requirements may be coordinated with USAG Wiesbaden DES Fire prevention branch.
- In case of Fire / In case of Emergencies poster IAW DIN 14096-1, shall be located right side of the evacuation plan in 8½ X 11“ format, framed and permanently attached as the evacuation plan
- The Evacuation shall have the official address of the installation (see Sample Plan)
- Evacuation plans have to be posted at conspicuous locations, i.e. public areas where most people gather or passing by. The plan must be in direction of view to the reader, means it must be in correct positional arrangement to show the way as is.
- 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 have to be reviewed by the Fire Department before final production. Favorably via electronical draft in pdf format.
- The approved plans will be printed in color and laminated.
- Evacuation Plans are part of the final inspection / acceptance of fire alarm systems!
- The final version of all plans will be provided in “pdf” and “dwg” or “dgn” file format to the Fire Department on a CD-Rom.

Symbole für Flucht und Rettungspläne

Symbols for Evacuation Plans

Signs as per the latest ISO standard 7010

Symbole aus aktueller ISO standard 7010



Standort/ Your location (You are here)



Wege (Gänge, Flure, Treppenträume) /
Hallways, Exit Access routes, Stairways



Sammelstelle / Meeting Point



Erste Hilfe / San. Material
First Aid material



Löschschlauch / Fire Hose



Feuerlöscher / Fire Extinguisher



Brandmelder / Push Button



Notruftelefon / Emergency Phone



Defibrilator / AED Defibrillator



Notausgang /
Emergency Exit



Notruftelefon/ Emergency Phone



Feuerleiter / Emergency escape ladder

In Case of Fire Stay Calm

1. Report Fire



Use Fire Alarm Push Button and



0611-705-117

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



0611-705-117

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



0611-705-117

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



0611-705-117

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

Evacuation Plan Flucht- und Rettungsplan

Wiesbaden Hainerberg, Building 07850

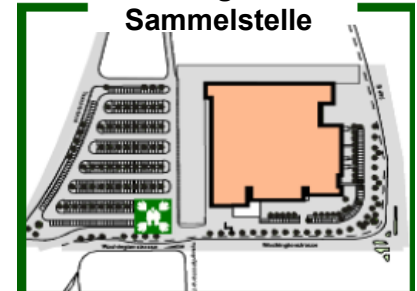
Flucht- und Rettungsplan / Evacuation Plan

Legende kann auch hier angeordnet sein
Legend can also be located here

Legend:

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

Meeting Point
Sammelstelle



Prevention of Fire

Brände verhüten



Open flames - ignition sources, fire and smoking is prohibited.

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

0611-705-112

Evacuation

In Sicherheit bringen

Warn Occupants and/or 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 gathering 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 standby during the display. 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 Garrison Fire Chief.

b. Chapter II (paragraph 7, Erlaubnis, paragraph 20, Befähigungsschein, and paragraph 27) of the German Law on Explosives ("Deutsches Sprengstoffgesetz") 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, in particular 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](#) - D1
2. [Unaccompanied Personnel Housing \(Troop Barracks\)](#) - D2
3. [Educational](#) - D3
4. [Public Assembly](#) - D4
5. [Business/Administration](#) - D5
6. [Food Services/Dining Facilities](#) - D6
7. [Maintenance Shops/Industrial](#) - D7
8. [Health Care](#) - D8
9. [Storage/Warehouse](#) - D9
10. [Aircraft Hangars](#) - D10
11. [Class III and Dispensing Areas](#) - D11
12. [Ammunition Storage](#) - D12
13. [Mercantile Occupancies](#) - D13
14. [Child Development](#) - D14

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.

D1 - 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"/>

D-2 - 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"/>

D-3 - 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"/>

D-4 - 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"/>

D-5 - 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"/>

D-6 - 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"/>

D-7 - 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"/>

D-8 - 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"/>

D-9 - 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"/>

D-10 - 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"/>

D-11 - 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 fire fighting 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"/>

D-12 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"/>

D-13 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"/>

D-14 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 rules and regulations:

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 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. Wear safety gloves and keep children and animals a safe distance from the fire pit.
- j. When finished ensure that 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.

**Designated
Smoking Area**

CUT ON THIS LINE

**Designated
Smoking Area**

APPENDIX H

REFERENCES

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

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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, 07 February 2020

Unified Facilities Criteria, UFC 3-601-02, Operation and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems, 8 September 2010.

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

Unified Facilities Criteria, UFC 4-740-14, Design, Child Development Centers, 1 August 2002.

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.

Technische Regeln fuer Arbeitsstaetten (ASR)

Unified Facilities Guide Specifications (UFGS), Construction in Military Services (available in electronic format only), current update

OSHA (Occupational Safety and Health Administration) Regulations

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