DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON
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AMIM-LDL-F (420)

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MEMORANDUM FOR All U.S. Army Garrison, Fort Leonard Wood Personnel

SUBJECT: Garrison Policy 16 - Fire Prevention, Enforcement, and Inspection Program

1. Purpose: This memorandum establishes the US Army Fort Leonard Wood, Fire Prevention Program (FPP), and Fire Inspection Report Return Procedures.

2. References:

a. Army Regulation 420-1 (Army Facilities Management), 24 August 2012.

b. FLW Regulation 420- 2 (Fire Regulation), 23 July 2015.

c. National Fire Protection Association (NFPA) Code Standards.

d. DODI 6055.06, DoD Fire and Emergency Services (F&ES) Program.

e. Department of Defense (DOD) Instruction 6055.7, Accident Investigation, Reporting and Record Keeping.

f. Unified Facilities Criteria, UFC 3-600-01, Fire Protection Engineering for Facilities Assistant Chief of Staff for Installation Management Command (IMCOM) guidance letter on reduction of Army Fire Losses.

3. Responsibilities:

a. Directors

(1) Directors are responsible for and must ensure that an aggressive and continuing Fire Prevention Program is established in each activity or facility under their jurisdiction. The program will be designed to motivate personnel to a higher degree of fire prevention consciousness to eliminate fires caused by unsafe practices and procedures, misuse of smoking materials, improper use of handling of flammable liquids, willful violation of regulations, and carelessness.

(2) Each director must be knowledgeable of fire safe practices, recognize fire hazards, and develop a written standing operating procedure (SOP) for each area of responsibility to follow if a fire occurs. Annually, in November review and update the SOP, as necessary. The SOP must cover fire evacuation, fire reporting, fire extinguisher, and fire prevention training. (Example at Appendix C of FLW 420-2).

(3) Each directorate will designate in writing one Area Fire Marshal(AFM) and one Building Fire Warden (BFW) per building within area of responsibility. An alternate AFM may be appointed as needed. Furnish the FLW Fire Department a copy of the AFM appointment orders.

(4) The AFM/BFW will contact the Fire Prevention Division at 596-0886 to arrange for fire prevention training. The AFM/BFW shall be trained by the Fire Prevention Division within 45 days of taking the position. The Fire Prevention Division will conduct annual refresher training for all AFM/BFWs.

(5) Responsible for discipline of individuals involved in malicious fire responses (intentionally activating pull stations, removing, tampering with, or rendering smoke detectors or fire suppression systems non-functional, unattended, or unauthorized cooking, or smoking in non-designated areas).

b. Installation Fire Chief

(1) Improve building code pre-design reviews to reflect fire protection practice improvements and to correct current installation deficiencies.

(2) Perform an annual installation fire prevention risk management plans review. As necessary, adjust the FLW Fire Prevention program to mitigate high-risk fire areas. Provide fire prevention training for facility managers, particularly for barracks and workplace fire safety.

(3) Investigate and report fire emergency responses using the National Fire Incident Reporting System (NFIRS). Investigate fire losses to determine origin and cause. Provide findings to the Garrison Commander and MSCoE Chief of Staff.

(4) Complete the IMCOM Fire Incident Report and forward to Installation Management Command Fire and Emergency Services Command as required.

(5) The Fire Chief will notify the Garrison and Unit Commanders of incidents involving malicious fire responses.

(6) Coordinate with off post community fire departments to establish Mutual Aid Agreements for joint emergency support.

c. Fire Prevention Office

(1) Work with the Safety Office to assist and train local and unit safety professionals. Focus training on NFPA 101, Life Safety Code. Brief at monthly Newcomers' Briefings to explain local fire regulations and fire reporting procedures.

(2) Review plans/drawings for all construction projects, facility modernization, rehabilitation, and self-help projects to ensure compliance with all UFC, NFPA, and applicable fire consensus codes for fire safety and engineering.

(3) Conduct fire risk management surveys for building occupancy hazards, fire loading, and mission criticality.

(4) Work with the community to improve fire safety, fire prevention training, and fire safety intervention.

4. Punitive Order: Service members who fail to comply with the requirements of this policy are subject to adverse administrative action and/ or punishment under the Uniform Code of Military Justice (UCMJ).

5. Fire Inspection Report and Return Procedures:

a. All Fort Leonard Wood facilities are inspected at least annually.

b. Following a Fire Inspection, the Fire Inspector issues a report to the AFM/BFW.

c. The AFM/BFW takes appropriate corrective action annotating corrective efforts on the report. If an item has not been corrected but has a work order or service order pending completion, this is a satisfactory correction.

d. Fire Inspection reports are required to be returned by the suspense date, normally 14 days (located on each report) to the fire inspector, identifying corrective

action taken. If the report cannot be returned within 14 days, contact the inspector for an extension.

e. IMCOM and other Tenant Organizations will have a person in a supervisory position sign the Fire Inspection Report prior to returning to the Fire Department.

6. Failure to Comply:

a. Reports not returned within 14 days (extensions not requested), will be elevated to the director with a request for resolution, along with an extension of 7 days.

b. Reports not returned within 21 days will be elevated through the director, Emergency Services for forwarding to the Deputy Garrison Commander for assistance in resolving the late report.

c. Any Fire Inspection Report with a "repeat" discrepancy is automatically forwarded to the director responsible for the facility with a request for resolution.

7. This policy supersedes any previous policies and is in effect until suspended or rescinded.

8. The point of contact for this policy is the FLW, HQ Fire and Emergency Services located in building 625. The point of contact for Fire Protection and Prevention Program is the Fire Chief at (573) 596-0886.

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Commanding