DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON YONGSAN - CASEY
UNIT #15333
APO AP 96205-5333

AMIM-YNG-ZA

2026 .05. 19

UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER #19

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Building Managers Fire Prevention Responsibilities for USAG Yongsan-Casey

1. **REFERENCES:** AR 420-1, Army Facilities Management, Chapter 25 Fire and Emergency Services (FES) Programs and USAG-Y Pamphlet 420-1, December 2021. The responsibility for executing fire prevention measures and evacuation coordinator duties for the building manager for their assigned facilities.

2. **PURPOSE:** This policy provides guidance and establish policy for the unit Commanders I Supervisors of their responsibilities for appointing an evacuation coordinator. They may also delegate assistant building managers (evacuation coordinators) as needed. Assistant building manager duties will not be delegated to personnel below the military rank of sergeant (E5} or civilian equivalent of GS-7. This will be done via a memorandum, routed to their respective Fire Prevention Section.

3. **POLICY:**

a. Building managers will serve as the evacuation coordinator. This individual will be trained by the Fire Prevention Division of their respected areas and will execute fire prevention measures in their assigned facility.

b. Managers are required to establish and update an SOP on Fire Safety Instructions for their assigned facilities. This SOP will outline evacuation plans, fire reporting procedures, and operation of tire extinguishers. The Fire Prevention Section will review and recommend changes to the commander. Further guidance for this SOP will be given during initial fire prevention building manager training.

c. Basic fire safety procedures and practices shall be adhered to. Building managers must Inspect work area daily; check fire extinguishers monthly; visually inspect installed fire protection systems, emergency lighting, and exit lights monthly. Personnel in charge of public assembly and housing facilities will be especially vigilant to maintain clear paths of egress and unlock exit doors.

d. On a monthly basis building managers will formally inspect their buildings and provide written reports describing inspection results to their local Fire Prevention Section. The checklist to be followed for this report is found in USAG -Y PAM 420-1.

4. The goal of our fire prevention program is to reduce or eliminate fire hazards where we live and work through better fire safety awareness. Building managers are assigned specific responsibilities, however; all personnel are responsible for fire safety and will take corrective action when they see a fire safety problem.

5. All Evacuation Coordinators must be assigned by their Unit Commander/ Supervisor with appointment orders. Once assigned as an evacuation coordinator, designates must attend the required training within 30 days of appointment. The training takes place the first Wednesday of Each month at 1300. The location for the training is the Fire Prevention training room on Yongsan Bldg. 4101, and the Fire Prevention Training Room on Camp Casey, Bldg. 2362.

6. Memorandums identifying the real property owners of each building and the appointed Building Managers for each building, as well as their alternates are to be forwarded to and maintained by the respective Fire Prevention Section.

7. Points of Contact for this matter is the Fire Prevention Supervisor at 722-4741.

CHRIS C. CHOI
COL, IN
Commanding

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