DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, RED CLOUD and AREA 1
UNIT # 15707
APO AP 96258-5707

REPLY TO
ATTENTION OF:

Policy Letter #3-1

IMRD-ZA

28 JUN 2013.

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Building Managers Fire Prevention Responsibilities for USAG Red Cloud and Area1

1. References: AR 420-1, Army Facilities Management, Chapter 25 Fire and Emergency Services (FES) Programs and AK PAM 420-1, Fire Prevention and Protection Program places the responsibility for executing fire prevention measures and evacuation coordinator duties on the building manager for their assigned facilities.

2. Implementation of this program is the responsibility of the person who signed for facilities at the DPW Real Property Section (usually the unit commander), assuming primary building manager responsibility. They may delegate assistant building managers (evacuation coordinators) as needed. Assistant building manager duties will not be delegated to personnel below the military rank of sergeant (E-5) or Civilian equivalent of GS-7. This will be done via a memorandum (ENCL 1), routed to their respective enclave Fire Prevention Section.

3. 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.

4. Building Managers are required to establish and update an SOP (ENCL 2) on Fire Safety Instructions for their assigned facilities. This SOP will outline evacuation plans, fire reporting procedures, and operation of fire 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.

5. 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 AK PAM 420-1, Appendix D.

6. 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.

7. Building manager fire prevention training is required for those personnel assuming duties as building manager/evacuation coordinators. This training takes place the third Wednesday of each month at 1400. The locations for the training are the CRC Education Center, Bldg S-58, and the Fire Prevention Training Room on Camp Casey, Bldg 2362.

8. 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.

9. Points of Contact for this matter are the Assistant Chief for Fire Prevention, 730-6049; Deputy Fire Chief, 730-2089; and the Fire Chief, 732-7476.

JOHN M. SCOTT
COL, AV
Commanding

3 Encls
1. Memo for designation of Building Manager
2. Sample SOP
3. AK Pam 420-1, Appendix D

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