



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY CHEMICAL, BIOLOGICAL, RADIOLOGICAL  
AND NUCLEAR SCHOOL,  
3d CHEMICAL BRIGADE  
495 IOWA AVE  
FORT LEONARD WOOD, MO 65473

ATSN-CBZ

SEP 17 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #11, Fire Prevention

1. The purpose of this policy is to supplement FLW Reg 420-2 and establish procedures to implement an effective program for elimination of fire hazards in the 3<sup>rd</sup> Chemical Brigade.

2. These procedures apply to fire prevention surveys, periodic fire drills, and the distribution of fire prevention information.

3. Responsibilities:

a. The Battalion Commanders and Directors are responsible for the overall management of the organization's Fire Prevention Program. Each unit/directorate must ensure a written Fire Prevention Program is developed, implemented and maintained at each level of activity. Battalions must appoint in writing a Battalion Area Fire Marshal and alternate to administer the Fire Prevention Program IAW FLW Reg 420-2.

b. The Company Commanders will appoint in writing a Building Fire Warden and alternate for each building and establish a current SOP for Fire Prevention.

c. Subordinate Commanders and unit supervisors are responsible for the following: develop, implement and maintain a written comprehensive hazardous communication program; ensure all employees who use and are exposed to hazardous chemicals are trained on specific hazards of each chemical; maintaining MSDS for each hazardous chemical; maintain and update hazardous material inventory; label, tag and mark hazardous material containers in compliance with 29 CFR 1910.1200(f); ensuring employees have access to MSDSs.

4. Chemical Inventory:

a. The BDE will strive to minimize the quantity of hazardous chemical products used by centrally managing hazardous chemical purchasing; storage, distribution and substituting less hazardous chemicals whenever possible.

b. A thorough chemical inventory by product name, location and approximate quantity will be completed and maintained by unit supply personnel and available for inspection at all times.

c. In addition to the organization inventory, each workplace will maintain an inventory of chemicals used or stored at the location. This inventory will be located with the applicable MSDS's. The inventory will be kept at the unit supply office.

#### 5. Labeling Containers:

a. Chemical products used within the BDE will remain in the manufacturer's original packaging whenever possible. This will ensure that the hazards are properly labeled. Should the original label be damaged to the point that the hazards can no longer be identified or should the label be missing, the container will be returned to the unit supply or BDE S-4 for resolution.

b. If a chemical product must be transferred to a container other than the original manufacturer's packaging, either a label consistent with original manufacturer's label will be affixed to the new container or the problem will be elevated to the unit supply or BDE S-4 for resolution.

#### 6. Material Safety Data Sheets (MSDS):

a. Each hazardous chemical used in the BDE will have a manufacturer's MSDS on file and readily available for inspection and use. A binder, containing applicable worksite MSDS's and a copy of this policy will be maintained by the worksite supervisors and kept on location for this purpose.

b. Individuals will have full access to these MSDS's.

c. Should a new chemical be procured or purchased, a manufacturer's MSDS will be requested at the time of receipt of the chemical. If the MSDS is misplaced or not available, an MSDS can be obtained from the Hazardous Material Information System

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(HMIS) which is maintained by the BDE S-4. The chemical will not be used until an MSDS is available at the worksite and chemical specific training conducted.

7. Hazardous Communication Training:

a. Individuals required to use, store or transport hazardous chemicals will receive HAZCOM training to ensure that they understand the hazard communication standard, where hazardous chemicals located, location of this policy, methods for detecting hazardous chemicals, the physical and health hazards of the chemical, what protective measures to take, and the emergency procedures.

b. Individuals requiring HAZCOM training will be trained as soon as possible after assignment to their unit. These personnel will not be allowed to use, store or transport hazardous chemicals until the HAZCOM training has been completed.

c. HAZCOM training will be properly documented on individual training records.

8. Chemical Emergencies: For any spill, release or emergency incident involving hazardous material/chemicals, the fire department will be notified immediately by telephoning 911 from a land based telephone (596-0883 from cell phone). Any other person who receives first notification of an incident will ensure that the information is relayed to the fire department.

9. POC for this memorandum is SFC Dobbins, 3<sup>rd</sup> CHEM BDE Safety NCO at 6-7279 or [donald.e.dobbins.mil@mail.mil](mailto:donald.e.dobbins.mil@mail.mil).



J.R. DRUSHAL  
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