



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD  
14000 MSCOE LOOP, SUITE 120  
FORT LEONARD WOOD, MO 65473-8929

IMLD-ZA

1 AUG 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Command 32, Fire Inspection Report Return Policy

1. Purpose: This memorandum establishes the US Army Fort Leonard Wood, Fire Inspection Report Return Procedures.

2. References

a. AR 420-1 (Army Facilities Management, Chapter 25, Fire & Emergency Services and Facilities Regulation)

b. DODI 6055.06, (DoD Fire and Emergency Services (F&ES) Program) 21 December 2006 (available at <http://www.dtic.mil/whs/directives>)

c. FLW 420-2 (Facilities Engineering Fire Regulation)

d. Assistant Chief of Staff for Installation Management Command (IMCOM) guidance letter on reduction of Army Fire Losses

e. National Fire Protection Association (NFPA) Code Standards

f. Unified Facilities Criteria, UFC 3-600-01, Fire Protection Engineering for Facilities

3. Policy: Commanders and Directors on Fort Leonard Wood will take an aggressive and active approach in returning Fire Inspection Reports, with corrective action issued by Fire Inspectors

4. Responsibilities:

a. Commanders at all levels are responsible for and must ensure that an aggressive and continuing Fire Prevention Program (FPP) 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.

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b. Each commander 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).

c. Each command element 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.

d. 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 AFMs/BFWs.

5. Fire Inspections Reports: All Fort Leonard Wood facilities are inspected at least annually. Following a Fire Inspection, the Fire Inspector issues a report to the Fire Warden or Fire Marshall. The Fire Warden or Fire Marshall 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 satisfactory correction.

a. 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.

b. Military Units will have their Company Commander sign the completed Fire Inspection Report and return to the Fire Department.

c. 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.

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

e. 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.

f. Note: Any Fire Inspection Report with a "repeat" discrepancy is automatically forwarded to the Director of Battalion Commander for that organization of facility with a request resolution.

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6. Point of contact at the Fort Leonard Wood Fire Department is the Fire Chief at 596-2152.



TRACY L. LANIER

COL, LG

Commanding

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