

## **15 FAM 830**

# **FIRE EMERGENCY ACTION PLANS**

*(CT:OBO-1; 04-29-2005)*  
*(Office of Origin: OBO)*

## **15 FAM 831 POST FIRE EMERGENCY ACTION PLAN**

*(CT:OBO-1; 04-29-2005)*  
*(Uniform State/USAID/Commerce/Agriculture/DIA)*

- a. The post's fire emergency action plan must designate personnel for the following functions:
  - (1) **Floor wardens** to facilitate evacuation of each floor or area;
  - (2) **Fire warden** to coordinate the evacuation with floor wardens and to account for all personnel;
  - (3) **Fire department liaison** to coordinate fire department activities in relation to security requirements.
- b. Fire emergency actions must be based on the following priority order:
  - (1) Sound the alarm. Assume that any fire will jeopardize the safety of occupants. Do not delay the alarm to determine the size and nature of the fire, as this may waste valuable time needed to complete rapid evacuation;
  - (2) Initiate evacuation of occupants. Instruct occupants to use the nearest safe exit route and assemble in a designated place outside the building;
  - (3) Notify the fire department. Do not delay notification to investigate the size and nature of the fire. The post's fire department liaison must be prepared to coordinate fire department activities;
  - (4) Continue to evacuate the building. If the fire is located and is small, attempt to extinguish it with fire extinguishers only if this action presents minimal risk of personal injury. Post personnel must not enter into an area of uncontrolled interior fire without specialized training, knowledge, and protective equipment;
  - (5) Account for all personnel after evacuation;
  - (6) Secure the fire scene after extinguishment. (See 15 FAM 852.) Follow procedures in 15 FAM 851 and 15 FAM 853 for fire reporting

and investigation.

- c. Distribute and display the action plan to familiarize employees with its contents, personnel duties, and contacts for further information.

## **15 FAM 832 THROUGH 839 UNASSIGNED**