

15 FAM 820 IMMEDIATE ACTIONS FOLLOWING INCIDENTS AFFECTING U.S. GOVERNMENT-OCCUPIED PROPERTY ABROAD

(CT:OBO-28; 03-20-2012)
(Office of Origin: OBO)

15 FAM 821 POLICY ON REPORTING ALL INCIDENTS

(CT:OBO-28; 03-20-2012)

The *post* management officer must report to the *Office of Fire Protection*, in the *Directorate of Operations*, in the Bureau of Overseas Buildings Operations (OBO/OPS/FIR), within *24* hours all incidents affecting the structural integrity or life-safety factors of U.S. Government property, using the fire reporting procedures in 15 FAM *823*. Reports of incidents involving tenant agency space *must* also include the affected agency's headquarters as an addressee. OBO/OPS/FIR will assist *post* as needed.

15 FAM 822 INCIDENTS AFFECTING U.S. GOVERNMENT PROPERTY

(CT:OBO-28; 03-20-2012)

Incidents that might affect U.S. Government-held property include, but are not limited to: fires; earthquakes; floods; heavy snow or ice that damages roofs; settlement of ground beneath buildings; cave-ins; sink holes; trees or other natural or man-made items that fall on roofs or intrude into buildings; use of heavy equipment within or on a building that damages roofs or load-bearing walls; and bombings or other explosions that affect U.S. property directly or indirectly.

15 FAM 823 FIRE REPORTING

(CT:OBO-28; 03-20-2012)

All fires that occur at post must be reported immediately to the *Office of Fire*

Protection, in the *Directorate of Operations, in* the Bureau of Overseas Buildings Operations (OBO/OPS/FIR), regardless of the extent of the fire or resulting damage. *Report all major incidents using the procedures outlined in 15 FAM 823.1 and report all other incidents using the Web-form procedure outlined in 15 FAM 823.2.* Unclassified photos of the probable cause must also be *attached to the report or emailed* to OBO/OPS/FIR. (*See also Tab H-1 in the OBO Fire Protection Guide.*)

15 FAM 823.1 Reporting by Telephone and Cable

(CT:OBO-28; 03-20-2012)

- a. *Post must report a fire immediately by telephone to the Department's Operations Center (S/ES-O) and follow-up with a cable. Refer to Tab H-1 of the OBO Fire Protection Guide under any of the following circumstances:*
 - (1) *Injuries or deaths;*
 - (2) *Damage to non-U.S. Government-held property (from a fire occurring on U.S. Government property);*
 - (3) *Adverse impact on post operations; or*
 - (4) *A fire of suspicious or deliberate origin.*
- b. *The cable report must include the caption line "For OBO/OPS/FIR" and use the following TAGS: ABLD, AMGT, ASEC, and KSAF (including country designator). Cable reports involving tenant agency space must include the affected agency's headquarters as an addressee.*
- c. *Include the following data in telephone calls and cables concerning fires:*
 - (1) *Date and time of the incident;*
 - (2) *Property identification number as identified in the Real Property Application (RPA) database (e.g., X01001, S09875, L01234, etc.);*
 - (3) *Property name (chancery, office annex, warehouse, residence, etc.);*
 - (4) *Property address;*
 - (5) *Identification of the probable cause of the fire (known, unknown, or of suspicious origin) and circumstances relating to the fire;*
 - (6) *Chronological events of the fire incident including all actions by involved U.S. and locally employed staff (LE staff) personnel;*
 - (7) *Estimated dollar loss of U.S Government property;*
 - (8) *Description of damage to non-U.S. Government property from fires originating on U.S. Government property, identifying the other persons or parties affected;*

- (9) *Estimated dollar loss of non-U.S. Government property;*
- (10) *Description of interruptions to post operations caused by the fire, including which areas are affected, how long operations will be disrupted, and what resources will be needed to reestablish usual activities;*
- (11) *Statements of witnesses;*
- (12) *Number and extent of injuries and deaths;*
- (13) *Report whether the installed fire alarm system activated for occupant evacuation (for residences, report whether the residential smoke alarm activated for occupant evacuation in the residence);*
- (14) *Report whether a portable fire extinguisher was used to combat the fire (identify if more than one was used); and*
- (15) *Report whether host-country fire service responded and whether they extinguished the fire. (Provide an evaluation of their actions and any reports they provide translated into English.)*

15 FAM 823.2 Reporting by Web Form

(CT:OBO-28; 03-20-2012)

Post must report all other fires, no matter how small, by Web-form located on the Office of Fire Protection, in the Directorate of Operations, in the Bureau of Overseas Buildings Operations (OBO/OPS/FIR) Web page under fire reporting. All photos should also be attached to the form or be sent to OBO/OPS/FIR via a separate email.

15 FAM 824 SECURING AND PROTECTING THE FIRE SCENE

(CT:OBO-28; 03-20-2012)

- a. Immediately after a fire has been extinguished, post officials must fully secure the entire fire scene. Absolutely no access is permitted into the main fire area until authorized by the chief of mission/principal officer (COM/PO), U.S. representative to an international organization (when PO), or designated officer. Contact *the Office of Fire Protection, in the Directorate of Operations, in the Bureau of Overseas Buildings Operations (OBO/OPS/FIR)*, for advice. In the interest of the security, safety, and integrity of the fire scene, a post official must be present until the area is secured. The area must remain secured until examination of the fire scene is completed and verification of the cause has been confirmed by Washington-based investigators.

- b. Until authorized by OBO/OPS/FIR, post must not disturb or remove fire debris, including the remains of room contents. Any disturbance may hinder the investigation and determination of cause.*
- c. Post officials should take a large number of photographs of the fire itself (if safely able to do so), the fire scene, or damage to neighboring property and forward them to OBO/OPS/FIR at the earliest opportunity.*

15 FAM 825 FIRE INVESTIGATIONS

(CT:OBO-28; 03-20-2012)

- a. As soon as possible after being notified of a fire, the *Office of Fire Protection*, in the *Directorate of Operations*, in the Bureau of Overseas Buildings Operations (OBO/OPS/FIR), will dispatch a team of trained fire/arson investigators to fires that resulted in serious injury or death; those where the cause is arson or is of a suspicious nature; those causing extensive damage or significant disruption to official activities; and those deemed to be of special interest to the Department.
- b. Fire-related mishaps involving injury, illness, or death that meet criteria for Class A or B mishaps under Department policy will be investigated and reported using 15 FAM 964 requirements. An Office of Fire Protection official, in OBO/OPS/FIR, will be assigned to any Class A or B board conducted by OBO's Office of Safety, Health, and Environmental Management, in the Directorate of Operations, (OBO/OPS/SHEM). In addition to addressing the root causes of the fire event, the mishap board report must evaluate the impact of Department organizational systems/procedures/policies on the fire event. The report also could contain recommendations for specific modifications to such procedures and policies. Both OBO/OPS/FIR and OBO/OPS/SHEM receive copies of the report, and OBO/OPS/SHEM coordinates with the Department's Designated Agency Safety and Health Official (DASHO) to meet 15 FAM 964 requirements. OBO/OPS/FIR reports findings and recommendations for corrective action to the Director of OBO, who informs the Accountability Review Board's Permanent Coordinating Committee. (See 12 FAM 032.)*
- c. OBO/OPS/FIR will investigate Class A fire-related property loss mishaps. OBO/OPS/FIR may investigate Class B fire-related property loss mishaps or delegate them to post.*
- d. For fires of suspicious origin, the Bureau of Overseas Buildings Operations (OBO), in coordination with the Bureau of Diplomatic Security's Office of Professional Responsibility (DS/ICI/PR), will dispatch an arson investigation team to determine the origin and cause of the fire.*
- e. The Department may refer cases to the appropriate office of the*

Department of Justice when the fire is a result of a criminal act.

15 FAM 826 THROUGH 829 UNASSIGNED