



Foreign Affairs Manual

15 FAM – Overseas Buildings Operations

Change Transmittal: OBO-28

Date: March 20, 2012

15 FAM 810 SCOPE, AUTHORITY, AND GENERAL POLICIES

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

15 FAM 830 FIRE EMERGENCY ACTION PLANS

15 FAM 840 PROCEDURES AND GUIDELINES FOR FIRE EQUIPMENT

15 FAM 850 THROUGH 890 UNASSIGNED

Changes

1. This Change Transmittal issues the following major revision, in addition to multiple edits, to 15 FAM 810:
 - **15 FAM 811.2, Authorities:** Adds International Code Council Building Codes.
2. This Change Transmittal issues the following major revisions to 15 FAM 820:
 - **15 FAM 823.1, Reporting by Telephone and Cable:** This new section provides the procedures that must be followed in the event of a major fire;
 - **15 FAM 823.2, Reporting by Web Form:** This new section provides the procedures that must be followed in the event of a fire, no matter how small;
 - **15 FAM 824, Securing and Protecting the Fire Scene:** Until authorized by the Office of Fire Protection, in the Directorate of Operations, in the Bureau of Overseas Buildings Operations (OBO/OPS/FIR), a post must not disturb or remove fire debris, including the remains of room contents. Any disturbance may hinder the investigation and determination of cause. Also, 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; and
 - **15 FAM 825, Fire Investigations:** Provides procedures for fire-related Class A or B mishaps involving injury, illness, or death and property loss and procedures for fires of suspicious origin. When a fire is a result of a criminal act, the Department may refer the case to the appropriate office of the Department of Justice.
3. This Change Transmittal issues the following major revision to 15 FAM 830:
 - **15 FAM 831, Post Fire Emergency Action Plan:** When a building is equipped with a full-fire alarm detection system, the system must only be silenced and the "Selectone System" speaker system utilized to instruct personnel if it has been determined the building is fire safe. Employee familiarization with the fire emergency action plan must take place within the first 30 days upon arrival and on an annual basis thereafter.
4. This Change Transmittal issues the following major revisions to 15 FAM 840:

- **15 FAM 843, Emergency Lighting:** Post is responsible for procuring local emergency lighting that matches the specific country voltage requirements and should coordinate with OBO/OPS/FIR for funding and fire/life safety code requirements;
 - **15 FAM 846.2, Emergency Egress and Security Doors:** Slide-bolt type locks are not authorized to be installed on any emergency egress door; and
 - **15 FAM Exhibit 842, Fire Extinguisher Type and Placement:** One extinguisher must be placed in each computer server room or communication area. Carbon dioxide (Co2) or other clean agent type extinguishers are not required for these areas.
5. This Change Transmittal issues the following major revision to 15 FAM 850: This subchapter, formerly Fire Reporting Procedures, has been subsumed in 15 FAM 820. The subchapter is now unassigned.
6. **15 FAM 850 to 15 FAM 820 Crosswalk:**

From Prior Issuance	To Current Issuance
851, General	823, Fire Reporting
851.1, Reporting by Telephone	823.1, Reporting by Telephone and Cable
851.2, Reporting by Telegram (Cable)	823.1, Reporting by Telephone and Cable
852, Securing and Protecting the Fire Scene	824, Securing and Protecting the Fire Scene
853, Fire Investigations	825, Fire Investigations

7. If these subchapter issuances changed less than half the words, we formatted the changed text in *dark magenta italic*. If these subchapter issuances changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
8. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
9. The office responsible for the material in these subchapters is the Bureau of Overseas Buildings Operations (OBO). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 15 FAM 810 (CT:OBO-17; 05-15-2009) and insert revised subchapter 15 FAM 810 (CT:OBO-28; 03-20-2012).
2. Remove and discard old subchapter 15 FAM 820 (CT:OBO-17; 05-15-2009) and insert revised subchapter 15 FAM 820 (CT:OBO-28; 03-20-2012).
3. Remove and discard old subchapter 15 FAM 830 (CT:OBO-17; 05-15-2009) and insert revised subchapter 15 FAM 830 (CT:OBO-28; 03-20-2012).
4. Remove and discard old subchapter 15 FAM 840 (CT:OBO-17; 05-15-2009) and insert revised subchapter 15 FAM 840 (CT:OBO-28; 03-20-2012).
5. Remove and discard old subchapter 15 FAM 850 (CT:OBO-17; 05-15-2009) and page 15 FAM 860 through 890 Unassigned (CT:OBO-1; 04-29-2005) and insert page 15 FAM 850 through 890 Unassigned (CT:OBO-28; 03-20-2012).
6. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:OBO-28, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.