

## 15 FAM 840 PROCEDURES AND GUIDELINES FOR FIRE EQUIPMENT

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

### 15 FAM 841 RESIDENTIAL SMOKE ALARMS

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

- a. Post must install smoke alarms in all residential units occupied by U.S. Government personnel. Install one single-station smoke alarm in each sleeping room, one in each corridor serving the sleeping rooms, and one at the top of the stairs on each level leading to the sleeping rooms. Mount these smoke alarms on the ceilings by the door or on the side walls. When placed on the walls, place them no more than 30.5 cm (12 inches) from ceilings, but no nearer than 10 cm (four inches) to the ceiling to avoid dead air space in the corner formed by the ceiling and wall. *Post* must not install single station smoke alarms in office buildings, warehouses, maintenance facilities, and similar buildings that require a full-fire alarm system. The *Office of Fire Protection*, in the *Directorate of Operations*, in the Bureau of Overseas Buildings Operations (OBO/OPS/FIR) will provide residential smoke alarms based on *information entered in the Real Property Application (RPA) database*.
- b. Occupants must check smoke alarms monthly and replace batteries following the manufacturer's recommendation.

### 15 FAM 842 PORTABLE FIRE EXTINGUISHERS

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

Post must properly place and *administer a maintenance program for* fire extinguishers in all U.S. Government-owned and -leased buildings and in all residential units occupied by U.S. Government personnel. (See 15 FAM Exhibit 842 for extinguisher type and placement instructions.) The *Office of Fire Protection*, in the *Directorate of Operations*, in the Bureau of Overseas Buildings Operations (OBO/OPS/FIR), will provide one extinguisher per residence, based on *information entered in the Real Property Application (RPA) database*. In U.S. Government-owned and -leased office buildings, extinguishers will be provided based on established *fire codes* and *standards*. Every fire extinguisher must be visually inspected monthly for operable

condition and, at a minimum, serviced once each year. Inspection and maintenance dates must be recorded either on the extinguisher inspection tag or electronically. (Refer to Tab G-2 of the *OBO Fire Protection Guide* for inspection and maintenance instructions.)

## 15 FAM 843 EMERGENCY LIGHTING

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

- a. In new office buildings, emergency lighting is normally installed in the ceiling light grid. In all other office buildings where the U.S. Government is the sole occupant, post must place and maintain emergency lights in all exit corridors and in stairwells of multilevel office buildings. In U.S. Government-owned/long-term leased (GO/LTL) structures with multifamily residential units (four or more), post is responsible for installing emergency lights in exit stairwells on each landing and in other areas recommended by the *Office of Fire Protection*, in the *Directorate of Operations*, in the Bureau of Overseas Buildings Operations (OBO/OPS/FIR). Emergency lights must be tested monthly and dates must be recorded either in a manual or electronic log.
- b. *Post is responsible for procuring local emergency lighting units that match the specific country voltage requirements and should coordinate with OBO/OPS/FIR for funding and fire/life safety code requirements.*

## 15 FAM 844 EXIT SIGNS

### 15 FAM 844.1 New Office Buildings and Major Renovations

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

- a. Exit signs must meet the standards of the International Building Code (IBC). These standards require that exit signs be:
  - (1) Self-illuminated by an internal light source or illuminated by an external light source that is capable of providing uninterrupted lighting during power outage;
  - (2) Provided in sufficient number to establish and maintain clearly marked exits and stairways;
  - (3) Manufactured in contrasting face colors with lettering of specified size; and
  - (4) Installed on the ceiling or wall above the exit doorway (pictorial illustrations are found at Tab C-1 of the *OBO Fire Protection Guide*).

- b. Signs installed during renovations, additions, or modifications to facilities should be similar to existing signs to maintain continuity and ease of visual recognition.

## **15 FAM 844.2 Existing Buildings**

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

- a. The Department uses a standard emergency sign when illuminated signs meeting International Building Code (IBC) standards are not required. This sign, referred to as the international emergency exit sign, is pictographic (illustrated by picture) and luminous (i.e., absorbs light and glows in the dark). (Pictographic signs are illustrated at Tab C-1 of the *OBO Fire Protection Guide*.)
- b. International emergency exit signs are not required in buildings equipped with functional illuminated signs meeting IBC standards. They may be installed in addition to illuminated signs to supplement this coverage.

## **15 FAM 844.3 Procurement and Funding**

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

Upon request, the *Office of Fire Protection*, in the *Directorate of Operations*, in the Bureau of Overseas Buildings Operations (OBO/OPS/FIR), will provide exit signs. *Post* will be responsible for installation.

## **15 FAM 844.4 Exit Sign Types and Placement**

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

- a. The two basic types of signs, with placement guidelines, are:
  - (1) Exit signs placed on exit doors; and
  - (2) Directional exit signs placed above nonexit doors or on corridor walls to indicate the most direct route for emergency exiting.
- b. Warning signs must clearly state what action to take, such as stating that elevators must not be used in emergencies and indicating the direction of the nearest exit stairway.

## **15 FAM 845 FIRE PROTECTION SYSTEMS**

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

- a. Post will be responsible for inspection, testing, routine maintenance, and repair of installed fire protection systems. The Bureau of Overseas Buildings Operations (OBO) will support these activities by providing

technical training, policies, and guidance. This work is defined under routine maintenance and repair in 15 FAM 621.

- b. OBO will support fire protection system needs that are beyond *post* capability. Normally, post personnel perform these repairs with guidance and material provided by OBO. For extensive repair and upgrade of fire protection systems, OBO initiates the projects.
- c. OBO will provide fire protection system replacement and spare parts for U.S.-*manufactured* fire protection systems.

## **15 FAM 846 EGRESS**

### **15 FAM 846.1 Unlocking Exits During Business Hours**

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

Exit doors that are equipped with locks to provide after-hours security must remain unlocked during business hours to ensure that they are usable as exits. They must be marked with exit signs and posted with additional signs stating when they are to remain unlocked. *Post* must establish a policy to ensure that these doors remain unlocked during business hours as a standard operating procedure. Exit doors with "thumb-turn" type locks must not impede egress and must be clearly marked with signs illustrating the correct operation to lock and unlock them. (See Tab C-1 of the *OBO Fire Protection Guide* for illustrations.)

### **15 FAM 846.2 Emergency Egress and Security Doors**

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

During an emergency evacuation of a building, it is vital that occupants get out quickly and safely. Security locks on doors in the path of egress must allow for unimpeded access to the exit without significant delay. The time delay on these locks must not exceed 15 seconds. Bureau of Diplomatic Security-approved security hardware sets (SHW) are the only approved door locks for office building doors. *Slide-bolt type locks are not authorized to be installed on any emergency egress door.* (See 12 FAH-5, Appendix G, for proper application.) Doors in this category include corridor doors, inner lobby doors, and other doors that provide eventual egress to the building exterior.

# **15 FAM 847 THROUGH 849 UNASSIGNED**

## 15 FAM EXHIBIT 842 FIRE EXTINGUISHER TYPE AND PLACEMENT

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

### LOCATION AND

### EXTINGUISHER TYPE

### PLACEMENT

#### OFFICE BUILDINGS

10# ABC Dry Chemical

Place in the corridors of the building so that the travel distance to the extinguisher does not exceed 23m (75 feet) from any point on each floor. (See Tab G-2, Figure 2 of the *OBO Fire Protection Guide* for illustrations.) **NOTE:** *In controlled access areas (CAAs), post may randomly select up to 35 percent of stock and any unit may be physically inspected or x-rayed prior to placement into a CAA space.*

#### INDUSTRIAL BUILDINGS

*10# ABC Dry Chemical*

To be used in warehouses, fuel storage and gasoline/diesel pumping stations. Maximum travel distance to an extinguisher should not exceed 15m (50 feet).

#### *COMPUTER SERVER ROOMS AND COMMUNICATION AREAS*

*10# ABC Dry Chemical*

*Place one extinguisher in each computer server room/communication area. NOTE: Carbon dioxide (Co2) or other clean agent type extinguishers are not required for these areas.*

#### RESIDENTIAL UNITS

10# ABC Dry Chemical

Place one extinguisher in a visible location in or near the kitchen area.

For other applications or direction, see the *OBO Fire Protection Guide* or contact the *Office of Fire Protection*, in the *Directorate of Operations*, in the Bureau of Overseas Buildings Operations (OBO/OPS/FIR).