

15 FAM 850

FIRE REPORTING PROCEDURES

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

15 FAM 851 GENERAL

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

Report all fires immediately to the Bureau of Overseas Buildings Operations (OBO) using the procedures below. If the information requested is not readily available, posts must report fires and follow up with additional "SITREP" (situation report) telegrams. (Refer to Tab H-1 of the OBO Fire Protection Guide.)

15 FAM 851.1 Reporting by Telephone

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

Telephone: The post must report a fire immediately by telephone to the Department's Operations Center (S/ES-O) under any of the following circumstances:

- (1) Damage to the structure or to the contents of the property exceeding \$10,000;
- (2) Injuries or deaths;
- (3) Damage to non-U.S. Government-held property (from a fire occurring on U.S. Government property);
- (4) Adverse impact on post operations; or
- (5) A fire of suspicious or deliberate origin.

15 FAM 851.2 Reporting by Telegram (Cable)

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

Telegram:

- (1) In addition to the telephonic notification described above, report all fires by immediate telegram to the Department. Include the

- caption line "For OBO/OM/FIR, OBO/OM/SHEM and DS/DO/ICI" using the following TAGS: ABLD, AMGT, ASEC, UPGRADE, KSAF (including country designator). Cables reporting fires involving tenant agency space must include the affected agency's headquarters as an addressee;
- (2) Include the following data in telephone calls and cables concerning fires:
- (a) Property identification (e.g., chancery, office building, residence) and preliminary statement of damage to structure and contents with estimated U.S. dollar loss;
 - (b) Number and extent of injuries and deaths;
 - (c) Description of damage to non-U.S. Government property from fires originating on U.S. Government property, identifying the other persons or parties affected and estimating the cost of damage;
 - (d) 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;
 - (e) Identification of cause of the fire (known, unknown, or of suspicious origin) and circumstances relating to the fire; and
 - (f) Host-country response to the fire.

15 FAM 852 SECURING AND PROTECTING THE FIRE SCENE

(CT:OBO-1; 04-29-2005)

(Uniform State/USAID/Commerce/Agriculture/DIA)

- a. The chief of mission or principal officer (COM/PO), U.S. representative to an international organization (when PO), or designee, may authorize access to the fire scene for the following reasons:
- (1) To remove or secure sensitive official records or equipment;
 - (2) To reestablish critical operations; and/or
 - (3) To allow limited investigation by local fire officials in nonsensitive areas.
- b. Until authorized by the Bureau of Overseas Buildings Operations (OBO), the post must not disturb or remove fire debris, including the remains of room contents, when the fire has resulted in substantial damage, serious injuries, or operational interruptions; when the cause is arson or is of a

suspicious nature; or when the fire may be investigated by a Washington-based fire investigation team. Any disturbance may hinder the investigation and determination of cause.

- c. Areas away from the main fire involvement that are damaged only by soot and water may be cleaned and rehabilitated as soon as possible.
- d. Post officials should take a large number of photographs of the fire itself, the fire scene, or damage to neighboring property.

15 FAM 853 FIRE INVESTIGATIONS

15 FAM 853.1 Bureau of Overseas Buildings Operations (OBO) Investigations

(CT:OBO-1; 04-29-2005)

(Uniform State/USAID/Commerce/Agriculture/DIA)

- a. A Bureau of Overseas Buildings Operations (OBO) fire investigation team will investigate major fires, those causing serious injury or death, those where the cause is arson or is of a suspicious nature, those causing extensive damage or significant disruptions 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 6 FAM 617 requirements. A Fire Protection Division (OBO/OM/FIR) official will be assigned to any Class A or B board conducted by OBO's Safety, Health, and Environmental Management Division (OBO/OM/SHEM) in the Operations and Maintenance Office. 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. It also could contain recommendations for specific modifications. Both OBO/OM/FIR and OBO/OM/SHEM receive copies of the report, and SHEM coordinates with the Department's Designated Agency Safety and Health Official (DASHO) to meet 6 FAM 617 requirements. OBO/OM/FIR reports findings and recommendations for corrective action to OBO's Director/Chief Operating Officer, who informs the Accountability Review Board's Permanent Coordinating Committee. (See 12 FAM 032.)
- c. OBO/OM/FIR will investigate Class A fire-related property loss mishaps. OBO/OM/FIR may conduct Class B property loss mishaps or delegate them to post.
- d. For fires of suspicious origin, 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 853.2 Post Fire Assessment

(CT:OBO-1; 04-29-2005)

(Uniform State/USAID/Commerce/Agriculture/DIA)

If a Bureau of Overseas Buildings Operations (OBO) investigator is not sent to the fire scene, the post must submit a comprehensive written report of the fire within 10 working days. The report must include the following:

- (1) Complete description of physical damage and U.S. dollar loss due to damages to U.S. Government-held property;
- (2) Chronology of the fire incident;
- (3) Actions by all involved U.S. and FSN personnel at post;
- (4) Evaluation of performance of local fire department actions;
- (5) Probable origin and cause of fire;
- (6) Detailed circumstances of the discovery of the fire;
- (7) Statements of witnesses;
- (8) Complete photographic documentation; and
- (9) Local fire department reports, translated into English.

15 FAM 854 THROUGH 859 UNASSIGNED