

SAMPLE APPOINTMENT ORDER

Subject: Duty appointment for Unit Fire Marshal

Date:

1. Name: Rank: Unit:

is assigned the following additional duty:

2. Authority: AR 420-90, Fire and Emergency Services, 10 September 1997.

3. Purpose: As outlined in above cited reference.

4. Period: Until officially relieved or released from appointment.

5. Special Instructions: Unit Fire Marshal will be supervisory personnel selected from the principal organization or activity of each area of the installation. Each Fire Marshal will supervise building fire wardens in his assigned area, as appropriate. Each Fire Marshal, through his appointed subordinate fire marshals, is responsible for:

a. Visual inspection of assigned areas during normal operations and at the close of business to detect and eliminate fire hazards, determine operational readiness of fire fighting equipment, and assistance of the installation commander in enforcement of fire regulations.

b. Coordination of emergency plans and fire evacuation drills, reporting and control of fire, and salvage of property.

c. Advising the Installation Fire Marshal each month of findings and deficiencies noted and corrected by the subordinate fire marshals, including matters requiring immediate attention by other.

Signature