



Texas Military Department

INSTRUCTION

5210.03

23 September 2021

NGTX-Z

SUBJECT: Fire Guard Procedures for all Texas Military Department (TMD) Managed Facilities

1. REFERENCES.

- a. National Fire Protection Association (NFPA) 101 Life Safety Code.
- b. Unified Facilities Criteria (UFC) 3-600-1, Fire Protection Engineering for Facilities, 08AUG16.
- c. Army Regulation 420-2, Army Facilities Management, 24AUG12.

2. PURPOSE. To provide fire safety procedures for the establishment of a "Fire Guard" at TMD facilities when Service Members are present overnight during IDT and Annual Training.

3. APPLICABILITY AND SCOPE. This directive applies to all Texas Military Department (TMD) facilities and any Armed Forces Reserve Centers (AFRC) managed by TMD.

4. DEFINITIONS. N/A

5. POLICY. In accordance with the Texas State Fire Marshal's office and National Fire Protection Association (NFPA) fire codes, a Fire Guard is applicable when Soldiers, Airmen and Texas State Guardsmen stay overnight at a TMD facility if a fire protection system is interrupted for repairs, not functioning properly, not functioning at all, damaged or destroyed, or not installed within a facility. A Fire Guard is a short-term alternative when permitted by the TMD Fire Marshal that allows for the continued access and occupancy of a building while the Fire Guard is maintained and the necessary action steps are initiated to bring the fire protection back into full service.

6. RESPONSIBILITIES. The following are procedures and responsibilities for

personnel to follow while conducting a Fire Guard.

a. Fire Guard procedures require on-site inspections of the affected areas in and/or around the perimeter of the building by qualified personnel in order to detect any signs of smoke, fire or any other life safety hazards.

b. The quantity of personnel involved in the Fire Guard shall be adequate so that each floor, level, and room in the building without fire protection is patrolled on a continuous schedule; or as specified by the TMD Fire Marshal or his designee.

c. Personnel conducting the Fire Guard shall remain in the building, night and day when TMD personnel are present, until the fire protection system is repaired.

d. Fire Guard personnel shall be replaced during breaks with another qualified individual who shall remain in the building until relieved by a replacement or until the Fire Guard is terminated.

e. Fire Guard personnel shall:

(1) Conduct continuous inspections of the entire building while focusing their inspections on searching for smoke and fire.

(2) Make Incident Reports per shift. The Incident Reports shall include, but not be limited to, the following:

(a) Date of the Fire Guard

(b) Building involved in the Fire Guard

(c) Time Fire Guard began.

(d) Time that the hourly check of each floor, level, and room was conducted.

(e) Record any emergencies or other notable items.

(f) The date and time that the Fire Guard ended.

(g) Indicate the total length of time of the Fire Guard.

(h) Include the legible signature of the person performing the Fire Guard.

(i) In the event of an emergency, direct all the occupants to exit the building via the nearest available safe exit.

(j) Completed Fire Guard Logs shall be emailed to the TMD Fire Marshal every 24-hours. Email: tim.e.leek.nfg@mail.mil.

(k) The Fire Guard Personnel duties DO NOT include extinguishing the fire, if such action may place Fire Guard personnel in any danger.


7. INFORMATION REQUIREMENTS. TMD units are responsible for maintaining all Fire Guard logs and submitting logs no later than 24 hours after the fire guard was conducted.

8. RELEASABILITY. Unlimited.

9. EFFECTIVE DATE. This Instruction is effective immediately and will expire 2 years from the effective date of publication unless sooner rescinded or superseded.

10. POINT OF CONTACT. Point of contact for this policy is the TMD Fire Marshal, Construction & Facilities Management Office (CFMO) at (512) 909-3169.

Encl
Fire Guard Log


TRACY R. NORRIS
Major General, TXARNG
Adjutant General

DISTRIBUTION:

A

Ingrid A. Yauger
GS15 TMD
J1 Issuance



TMD
Official

Fire Watch Log

The following log is to be completed by the Fire Watch designated to be posted at the location of the building placed under a Fire Watch.

Building/Location: _____

Fire Watch's Name (Please Print): _____

Fire Watch's Signature: _____

Date that Fire Watch started: _____

Date	Time Each area visited/checked	Indicate each area checked	Check here if found OK

Indicate in the following space any actions taken and any fire safety related or emergency problems that occurred during the Fire Watch. Use additional forms as needed.

TMD Fire Marshal Inspection date: _____

Signature: _____