



**DEPARTMENT OF THE AIR FORCE**  
**8<sup>th</sup> Civil Engineer Squadron**  
**APO AP 96264-2018**

MEMORANDUM FOR DORMITORY OCCUPANTS

FROM: 8 CES/CEAC

SUBJECT: Occupant Fire Prevention Responsibilities

1. Kunsan's Fire Prevention Program (8 FWI 32-2001) is an integral part of the Wolf Pack's safety program. You are responsible for compliance with the instruction and will be held accountable for all damages due to negligence, misuse, or a willful intent to destroy government property while occupying government quarters on Kunsan Air Base.

2. Smoking in Dormitories is **PROHIBITED!** This includes all rooms, day rooms, kitchens and all interior/exterior stairwells. Only use designated smoking area for your dorm. Ensure all smoking material is disposed of properly.

3. Candles or incense are not authorized for use in dormitories. Any sign of use, such as a burnt wick, is considered burning and will be dealt with accordingly. Candles and matches found in rooms will be immediately removed during inspections.

4. Do not use extension cords for permanent use. Only surge protectors with a built in circuit breaker can be used. Check your cords to make sure they do not have any exposed wires; spliced cords should be discarded. Do not run cords or wires across any doorway/walkway.

5. Cooking appliances (hot plates, electric skillets, George Foreman Grills) can only be used in kitchens. If a room does not have a kitchen, use the common area kitchen. Never leave food you are cooking unattended. If you have to leave the room turn off the appliance before you go.

6. If you discover a fire or an emergency, activate the fire alarm to alert others to get out of the building. If the fire alarm activates, **ALL OCCUPANTS MUST EVACUATE** the facility immediately and go to the designated evacuation rally point for your dorm.

7. Dial 911 from a safe location (a nearby building) and provide the building number, location of fire or emergency, your name and a call back number. Do not hang up until told to do so.

8. Use fire extinguishers carefully. You should know how to operate them and use them only for combating fires. They are not toys and can cause significant injuries to people and can destroy furniture and personal belongings.

I UNDERSTAND THE FIRE PREVENTION RESPONSIBILITIES AND I THAT I WILL BE HELD ACCOUNTABLE FOR MY ACTIONS AS WELL AS ANY DAMAGE TO GOVERNMENT PROPERTY CAUSED BY MY NEGLIGENCE.

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PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Bldg #

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Rm #