

## Standard Operating Guidelines

### **COMPANY IN-SERVICE FIRE INSPECTION & PREVENTION**

Guideline # 230.02

Date: 5/1/12

#### **PURPOSE**

- A. To secure the correction of common fire hazards and identifies other violations of applicable codes and ordinances through the inspection efforts of Fire District personnel. To provide a means of familiarization of fire district personnel with the various properties located within the Fire District.
- B. To promote community fire prevention activities such as conducting and timing fire drills, demonstrating apparatus at schools, parades and other community events, serving as a resource person.

#### **POLICY**

- A. The policy of this department is to conduct fire prevention activities within the community and code enforcement inspections of occupancies with the exception of one and two family residential occupancies.
- B. Fire Company crews assigned to fire suppression shall be actively engaged in the fire safety demonstrations and inspection program.
- C. Fire Company crews shall have a certified fire inspection license by the State of New Jersey when inspecting Life Hazard Uses. There are no requirements from the State when conducting non-Life Hazard Uses.

#### **PROCEDURE**

- A. Fire Bureau staff shall assign a minimum of five property inspections to each fire suppression crew for the month to inspect within their jurisdiction.
- B. Periodic inspections shall be conducted within the first 2 weeks of the scheduled month with each crew striving to complete their assigned inspections within 15 to 30 days of the initial periodic inspection.
- C. The appropriate fire inspection forms shall be utilized in the inspection process.
- D. Fire company officers or crew members shall communicate with the Fire Official regularly or when seeking guidance on issues related to fire safety inspections or fire prevention activities.
- E. Fire Bureau staff shall schedule school fire prevention activities and coordinate with the company officers from each jurisdiction when conducting fire prevention activities.
- F. Company inspectors shall be trained and knowledgeable of the ESP and preplan programs.

## CODE ENFORCEMENT RESPONSIBILITY

1. The Fire Official is the chief administrative officer having overall responsibility for the daily operations and supervision of fire suppression personnel conducting fire safety inspections of the local enforcement agency (L.E.A.) of Fire District No. 3 Bureau of Fire Safety.
2. Fire Official shall monitor this program for quality and consistency of inspections performed.
3. Fire Bureau staff shall be responsible for establishing the frequency and scheduling of fire safety inspections conducted by fire suppression personnel.
4. Fire company officers shall be responsible for timely scheduling of the assigned monthly fire inspections & re inspections to ensure proper fire precautionary measures are maintained within occupancies.
5. Fire company officers shall be mindful of timely re-inspections dates and inspect as close to the date as possible. Reinspection dates shall be documented and violations shall be noted by abatement (A), unabated (U), time extension (TE) or by penalty (P) outlined in the inspection procedure.
6. Fire company officers shall ensure preplan information is up to date. The fire company crew shall familiarize themselves with the structure features, nature of their contents and any particular hazards connected with the structure. The crew should note and document any changes in the business preplan and review MSDS forms on site and update preplan as needed.
7. Fire company crew members shall wear proper duty uniforms with badge and identification card. They shall conduct themselves in a proper manner and avoid unnecessary conversations.
8. Inspectors shall make it known to the owner or a person of authority the purpose of the visit either by phone appointment or upon arrival in person.
9. If the fire company crew is refused permission to make an inspection they shall leave and notify the Fire Official.
10. Any imminent hazards or dangerous conditions found shall be immediately reported to the Fire Official or alternate Fire Official if the Fire Official is absent. The Construction Official shall be notified if both are absent.
11. Inspectors shall review specific codes and forms when doing fire safety inspections. Forms can be found on the website member resource or on network share ( X ) drive Fire Bureau folder

### Specific Codes

- 1) NJ State Uniform Fire Code
- 2) Jackson Fire Prevention Code Chapter 61
- 3) National Fire Protection Association.
- 4) International Fire Code (NJ edition)

### Top Forms

- 1) Construction form
- 2) Violation checklist form
- 3) Continuing violation form
- 4) Notification Form
- 5) Referral Form
- 6) Extension Form (must be approved and signed by Fire Official)

12. Whenever dangerous conditions, fire hazards or violations are found a fire violation is issued to the owner or person of authority. It shall be the Inspector's discretion to issue violations immediately or return to the office to research the violation. Inspectors shall explain the violation with the owner or person of authority and ways to abate the violation. The owner or proprietor of the business shall sign the violation form.
13. Fire company officers shall ensure that inspection properties are documented in ESP inspection program and Preplan program.
14. When the property inspection has been completed or abated it shall be returned to the Fire Official who will issue the certificate of compliance after reviewing the file for updated registration information, unabated inspections, penalties or other issues conveyed from the Fire Inspector.
15. All fire company crew members shall expend their best efforts to accomplish a professional and thorough inspection. You are also responsible for expending best efforts towards the prevention of fire and enforcement of fire related laws and regulations.

### **FIRE PREVENTION ACTIVITIES**

1. Fire company crews shall promote community fire prevention activities such as conducting and timing fire drills, demonstrating apparatus at schools, parades and other community events, serving as a resource person.
2. Fire company crews shall explain firefighting activities and fire prevention practices.
3. Fire Bureau fire prevention coordinator shall schedule school fire prevention activities and coordinate with the fire company officers from each jurisdiction. Scheduled school demonstration includes nursery schools to second grade with fire apparatus and presentations. Third and fourth grade students shall be scheduled with the fire safety trailer demonstrations.
4. Fire company officers shall be responsible for arranging adequate staff and manpower for fire safety demonstrations and fire safety trailer stations.
5. Fire Bureau fire prevention coordinator shall coordinate and assist fire company crews with demonstrations and trailer stations.
6. Fire company crews shall assist the fire prevention coordinator, if requested, on instruction and use of fire extinguishers to businesses establishments or community group events
7. Fire company crews shall ensure fire safety trailer is clean and maintained after each demonstration, advising the fire prevention coordinator of any maintenance issues or needed equipment.
8. Prior to the scheduled events the fire prevention coordinator shall ensure enough inventory of fire prevention material for distribution.
9. Fire Bureau fire prevention coordinator shall distribute supplies to the Fire company officers to assign their crews the detail of packaging prior and distribution of material during fire prevention demonstrations.

This guideline is subject to additions or revision