



# JACKSON BUREAU OF FIRE SAFETY DISTRICT 1 \* 2 \* 3

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**SAFETY FIRST!**



Dear Owner or Manager,

The Jackson Bureau of Fire Safety will be conducting your annual fire inspection within the upcoming calendar quarter. The Fire Bureau inspects multi-family dwellings and commercial businesses as outlined in the Jackson Twp. Fire Prevention Code Chapter 204 and New Jersey Uniform Fire Code. The goal of the fire inspection is to decrease the number and severity of fires and increase fire safety awareness. Fire violations found by our Fire Inspectors are generally given 15 to 30 days to abate and less time for serious life safety violations or imminent hazards. Prior to the inspection you should have received and mailed back a fire registration form that is required to be completed within 10 days of receipt or you may be issued a fine after 30 days late. A certificate of compliance is issued after violations are abated and registration form is completed along with the associated fees that may include fire permits.

The New Jersey Uniform Fire Code and Jackson Fire Prevention Code Chapter 204 outlines fire code regulations and registration fees for businesses based on square feet or the amount of multi-family apartments, condominiums, townhouses buildings or units. It also shares information on emergency key boxes, construction plan, fire protection systems, building evacuation and identification, open burning, false fire alarms, fire lanes, firewatch, fines, penalty and other common regulations we enforce for the State of New Jersey. Jackson Twp. Fire Prevention Code Chapter 204 and NJ State Uniform Fire Code can be found on our website at [www.jacksonfiredist3.org](http://www.jacksonfiredist3.org) Fire Bureau page.

Most fire inspections are conducted by career uniformed Fire Inspectors Monday to Friday during regular business hours. If you would like us to come back and schedule an appointment please don't hesitate to tell the Fire Inspector when they arrive. The fire inspection crew will also be taking a fire preplan survey which is computerized software program in all the fire apparatus. This program allows the Fire Department to get important fire preplan information such as firefighter hazards, fire protection systems, business floor plan and contact information when an emergency arises. In addition the Fire Bureau can be contacted at 732-928-1666x14 for fire prevention presentations or fire extinguisher training.

We have enclosed a list of some of the common fire code violations the Fire Inspectors look for during the fire inspection. You can use this list as a guide to assist you in identifying and correcting potential fire and life safety hazards in your building. For more information please call the Jackson Bureau of Fire Safety at 928-1666 x14.

**FIRE PROTECTION SERVICE REPORTS** The fire bureau requires a copy of annual or bi-annual service/inspection reports for the following;

- 1) Fire alarm system including central station monitoring (Annual)
- 2) Fire sprinkler system including central station monitoring, fire pumps and back flow preventers (Annual)
- 3) Exhaust hood suppression system (bi-annual)
- 4) Emergency generators (annual)
- 5) Elevator bi-annual inspection by Local, County State Elevator Inspector



**EXIT & EGRESS DOORS**- Three feet of clearance required in front of exit doors-remove obstructions from exits, aisles, corridors & fire escapes. Repair and maintain interior and exterior lighting for corridors, stairways and exits doors. Maintain emergency power battery for exit lighting and exit signs. Maintain 2 bulb illuminations at all times. Emergency exit doors may not have any kind of deadbolt, key, latch or an effort to open the door from the inside.

**ELECTRICAL**- Extension cords cannot be used permanently. Only UL listed fused or circuit breaker surge suppressors may be used for non-permanent appliances. No wiring or cords may extend through walls, ceilings, and floors or under doors. Replace worn or frayed wires to minimize fire hazard. All electrical receptacles must have cover plates and exterior receptacle's weather cover guards. Repair openings in fire resistive constructions around conduit (walls, ceilings, unsealed chases). Minimum clearance of 30 inches in front of electrical panels





**FIRE EXTINGUISHERS-** Must have valid service tag and mounted no higher than 5'.

**EXTERIOR-** Remove accumulations of rubbish / weeds. Storage of combustible material kept 15' away from property

**STORAGE-** Must be 2' or more below ceilings in non-sprinkled areas; 18" within sprinklers. Remove storage from mechanical, electrical rooms, underneath exit stairs. Keep storage orderly, secure and located so exits from the building will not be blocked.



**FIRE ALARM AND SPRINKLER SYSTEMS –** Service by a State licensed fire or sprinkler contractor. Maintain operable condition and test battery operated smoke detectors monthly (Submit service report to the Fire Bureau)

**OCCUPANCY LOAD AND ADDRESS-** Post occupant load sign in conspicuous location and make sure address numbers and letters are clearly visible from the street.

**FLAMMABLE LIQUIDS & HAZARDOUS MATERIALS -** Remove flammable liquid near exits and stairways & provide approved storage cabinet for flammable liquids. Fire Bureau permit needed to store, handle or use flammable liquids in excess of permitted amounts. ALL excessive storage of flammable or combustible liquids must be removed from a business. Compressed gas cylinders must be secured to prevent falling. Place hazard identification signs at entrances to locations where hazardous materials are stored.



**GENERAL REQUIREMENTS AND HOUSEKEEPING-** Remove combustibles, trash and other debris from around the building's exterior. Keep storage, furnishings and merchandise three feet (3') away from heat producing equipment. Repair holes in walls & ceilings, replace missing ceiling panels to maintain fire resistive integrity. No obstructions, including storage are allowed around standpipes, fire hose cabinets, sprinkler valves and hydrants. Keep designated fire lanes around your business clear at all times & maintain worn fire lane signs & marking. Kitchen exhaust hood, filters and duct to the roof shall be cleaned of grease & maintained regularly. Keep building emergency key box keys are up to date.



**FIRE EMERGENCY - WHAT TO DO IF YOU DISCOVER A FIRE:**

- SOUND THE ALARM** - By activating the nearest fire alarm pull station.
- REPORT THE FIRE** - By dialing or having someone else dial 9-1-1 from a safe location.
- EXTINGUISH THE FIRE??** - **IF** and only **IF**, the **fire** is still **small** and **confined** and you feel you can do so without risk to your personal safety. If initial attempt to extinguish fails back away from the fire, close the door to contain the fire and evacuate immediately. (Contact the Fire Bureau for Fire Extinguisher Training)
- EVACUATE IMMEDIATELY** - Without further hesitation, evacuate by the nearest most direct exit. Notify and evacuate others as you leave the building. Respond immediately to the predetermined assembly point outside the building. Your meeting place is: (Should be at least 50' away from the structure and out of the path of incoming emergency vehicles).
- NEVER RE-ENTER THE BUILDING FOR ANY REASON!**



**FIRE ALARM SOUNDING - WHAT TO DO WHEN THE FIRE ALARM GOES OFF:**

- TREAT EVERY FIRE ALARM ACTIVATION AS THE REAL THING!**
- EVACUATE IMMEDIATELY** - Do not hesitate, or attempt to investigate the possible cause of the activation. Get out via your nearest most direct exit. Notify and evacuate others as you leave the building. Respond immediately to the predetermined assembly point outside the building. Your meeting place is: (Should be at least 50' away from the structure and out of the path of incoming emergency vehicles).

**3. NEVER RE-ENTER THE BUILDING FOR ANY REASON!**

Upon being notified about the fire emergency, occupants must:

- ✓ Leave the building using the designated escape routes.
- ✓ Assemble in the designated area (specify location):
- ✓ Remain outside until the Fire Department announces that it's safe to reenter.



**4. PROVIDE FIRE DEPARTMENT WITH NECESSARY INFORMATION ABOUT FACILITY & EVACUATION**

**\*\*\*\*\*DO NOT RESET FIRE ALARM WITHOUT PERMISSION FROM FIRE DEPARTMENT\*\*\*\*\***