

Campbell County Fire Department Standard Operating Procedure

Fire Prevention

Courtesy Inspections



700.01

I. PURPOSE

The purpose of this procedure is to enforce company pre-fire inspections to identify hazards which may be presented during response to an incident and to ensure compliance and enforcement of the International Fire Code adopted by Campbell County, City of Gillette, and Town of Wright for CCFD to protect the lives and property of the citizens and visitors of Campbell County.

II. SCOPE

This procedure applies to all

III. PROCEDURE

This Standard Operating Procedure outlines the responsibilities of the on-duty crews in the pre-fire plan and fire prevention code enforcement process. The primary responsibility of the crews is to survey each type of occupancy as outlined in the procedures. The crews will conduct the visits while in-service. Courtesy inspections shall be conducted on a regular basis by the crews, as assigned by the Fire Marshal

1. OCCUPANCIES TO BE VISITED

- 1.1 Places of Assembly (eating & drinking establishments, amusement & entertainment establishments, places of worship, etc.)
- 1.2 Target hazard occupancies, schools, hotel and motels
- 1.3 Occupant loads greater than 50 persons

2. RESPONSIBILITIES

2.1 Fire Marshal

- 2.1.1 Provide crews with training and technical assistance
- 2.1.2 Distribute assignments to Captains for distribution to personnel
- 2.1.3 Follow-up when the fire crews have been unsuccessful in gaining compliance
- 2.1.4 Issue citations and/or Notice of Violation when necessary
- 2.1.5 Enter inspection records into FireHouse

2.2 Captains

- 2.2.1 Ensure that crews complete visits within the established deadlines
- 2.2.2 Become familiar with applicable codes, standards and ordinances
- 2.2.3 Ensure that visits are performed in accordance with this procedure and in a professional manner
- 2.2.4 Carefully plan and schedule visits so they can be finished within the allotted time

Initial Approval: 1/26/2011
Revision Date:

Page 1 of 9

Don Huber, Fire Chief

ORIGINAL SIGNED

Campbell County Fire Department Standard Operating Procedure

Fire Prevention

Courtesy Inspections



700.01

- 2.2.5 Maintain a file of open surveys
- 2.2.6 Submit a monthly report to the Fire Marshal and Division Chief of Operations (see Section 6)

2.3 All Crew Personnel

- 2.3.1 Become familiar with the occupancy to be visited. When possible, review the previous year's report in FireHouse and the most recent pre-fire plan prior to the visit. Surveys shall be done by all crew members and while wearing the duty uniform (as defined in the Uniform Policy)

Exception: The Captain may allow one individual to remain with the apparatus if he/she deems it appropriate

- 2.3.1.1 That individual shall have fire prevention materials on hand to distribute to members of the public who may stop to inquire
- 2.3.1.2 In no case shall the individual engage in sleeping or conducting personal business
- 2.3.2 Conduct themselves in a professional manner
 - 2.3.2.1 Shall not conduct personal business, including phone calls
 - 2.3.2.2 Shall not handle or purchase merchandise
 - 2.3.2.3 Shall not accept gratuities

3. PROCESS

3.1 Schedule

- 3.1.1 Surveys shall be during normal business hours – daytime or evening as appropriate
- 3.1.2 Contact the occupancy and schedule a time to visit. Explain that emergency calls may interfere.

3.2 Permission

- 3.2.1 Enter through the main entrance
- 3.2.2 Request permission from the person-in-charge
 - 3.2.2.1 Introduce yourself, and explain the purpose for the visit – to conduct a courtesy fire safety survey
 - 3.2.2.2 Permission must be obtained prior to conducting an interior survey
 - 3.2.2.2.1 If permission is refused because it is not a convenient time or other suitable circumstance, make another appointment that is agreeable to the crew schedule and the person-in-charge
 - 3.2.2.2.2 If the occupant refuses entry and refuses to make an appointment, leave courteously and notify the Fire Marshal in writing, including a statement describing the event

Initial Approval: 1/26/2011
Revision Date:

Page 2 of 9

Don Huber, Fire Chief

ORIGINAL SIGNED

Campbell County Fire Department Standard Operating Procedure

Fire Prevention

Courtesy Inspections



700.01

3.2.2.2.1 Inspection of areas visible from the public way does not require permission from the owner. Visible violations should be noted to the Fire Marshal

3.3 Conducting the survey

- 3.3.1 Obtain the information to complete the top of the survey form
- 3.3.2 Request a guide with keys to accompany fire personnel during the survey whenever possible. This will allow fire personnel to explain the principles of fire prevention as well as identify and correct hazards.
- 3.3.3 If at any time the survey must be terminated for an emergency, notify the guide or person-in-charge that an appointment will be made to complete the survey. Reschedule the survey after the emergency has been resolved.
- 3.3.4 Exterior
 - 3.3.4.1 Note fire department access, hydrant accessibility, condition and accessibility of fire department connections, viability of exit paths, outbuildings, etc.
- 3.3.5 Interior
 - 3.3.5.1 Use a systematic approach, either from the top floor to the lowest or lowest to top
 - 3.3.5.2 Survey every room and space within the building, even those that are locked. Cover all areas including attics, closets, concealed spaces, basements and other out-of-the-way places.
- 3.3.6 The crew shall remain together during the inspection as much as possible
Exception: The crew may separate in large occupancies providing personnel from the occupancy accompany the crew members and the crew maintains capability of radio contact
- 3.3.7 If discrepancies are found
 - 3.3.7.1 Mark violations on the Courtesy Survey form with an asterisk (*) next to the applicable discrepancy, and to aid the crew during re-inspection, write the specific location and discrepancy on a Correction Notice form. Write clearly and legibly.
 - 3.3.7.2 Note ALL discrepancies. If an item was corrected during the visit, mark it on the survey and Corrections Notice, but indicate with initials it was corrected. All discrepancies which have not been corrected at the time of the inspection require follow-up.
 - 3.3.7.3 If a specific violation item is not listed on the survey form, check the "Other Discrepancy" box and specify the violation on the Correction notice form.
 - 3.3.7.4 If any of the following hazards is noted, **OBTAIN IMMEDIATE COMPLIANCE.**

Initial Approval: 1/26/2011
Revision Date:

Page 3 of 9

Don Huber, Fire Chief

ORIGINAL SIGNED

Campbell County Fire Department Standard Operating Procedure

Fire Prevention

Courtesy Inspections



700.01

3.3.7.4.1 Hazards include but are not limited to: Exit doors or paths blocked, chained or locked, over-crowded, obstructed alarm activation or notification device, obstructed fire extinguisher, unsafe use or improper installation of appliance, improper storage/use of hazardous material, items hanging from fire sprinklers or piping, fire doors blocked open, combustible material too close to heat source, obstruction within 4' of FDC/hydrant, any obvious unsafe act

3.3.7.5 If any of the following life-safety hazards is noted (also indicated by red print on the survey form), or if unable to secure immediate compliance for hazards in section 3.3.7.4 above, CONTACT THE FIRE MARSHAL IMMEDIATELY.

3.3.7.5.1 Hazards include: Fire alarm or fire sprinkler system inoperable, or any other violation which could delay notification or response during a fire, defeat built-in protective features, cause bodily harm to occupants or firefighters, or that hamper emergency egress from the building

3.3.8 If no discrepancies are found, check the "No Violations Noted" box at the bottom of the survey form.

3.3.9 Upon completion of the walk-through, conduct a closing review with the person in charge. Discuss items that need corrected as well as good conditions. Keep the experience positive.

3.3.10 Have the occupant sign the report to acknowledge receipt, and issue him/her the white cover page of the Courtesy Survey form and Correction Notice (if used). Retain the remaining copies of each form for re-inspection or reporting.

3.3.11 If a re-inspection is needed due to outstanding discrepancies, conduct a re-inspection per Section 4.

3.3.11.1 Only violations which are not life threatening: within 10-15 calendar days. Examples: Poor housekeeping, Exit light not working, Fire extinguisher maintenance past due, etc.

3.3.11.2 Note date of re-inspection on the survey form

3.3.12 Express appreciation to the occupant for his/her time, and for their efforts in promoting fire safety in their business. Always be courteous and professional.

4. RE-INSPECTION (FOLLOW-UP) PROCESS

4.1 It is important for the follow-up inspections to be performed as scheduled by the same crew to maintain credibility and consistency of the inspection program. If for any reason the crew cannot conduct a follow-up inspection, the Fire Marshal

Initial Approval: 1/26/2011
Revision Date:

Page 4 of 9

Don Huber, Fire Chief

ORIGINAL SIGNED

Campbell County Fire Department Standard Operating Procedure

Fire Prevention

Courtesy Inspections



700.01

must be notified.

4.2 Permission: Obtain permission as in Section 3.2

4.3 Conducting the follow-up survey

- 4.3.1 Use the CCFD copies of the Courtesy Survey and Corrections Notice forms from the initial survey, and if possible, match them with the white originals that were left with the person-in-charge
- 4.3.2 Request a guide with keys to accompany fire personnel during the walk-through, if necessary
- 4.3.3 Visit the location of all infraction(s)
- 4.3.4 Verify and record satisfactory compliance by initialing next to the specific Correction Notice entry and the survey form item
- 4.3.5 If all discrepancies have been corrected, provide completed documentation
 - 4.3.5.1 To the occupant – the completed white page of the Courtesy Survey and Corrections Notice form if they were available, or just the pink Courtesy Survey page if it wasn't
 - 4.3.5.2 To the Fire Marshal – the yellow copies as part of the monthly report
- 4.3.6 If any violation has not been corrected and verified on the FIRST re-visit, conduct a second re-inspection per this section of this S.O.P.
 - 4.3.6.1 Within 5-8 calendar days
 - 4.3.6.2 Record the date of the second re-inspection on the survey form
 - 4.3.6.3 If the occupant indicates that he/she will not comply
 - 4.3.6.3.1 Issue the person-in-charge a Pre-Citation letter (see Section 5.2.3)
 - 4.3.6.3.2 Check the "Refer to Fire Marshal" box at the bottom of the survey form
 - 4.3.6.3.3 Refer the case to the Fire Marshal
- 4.3.7 If any violation has not been corrected and verified on the SECOND re-visit
 - 4.3.7.1 Issue the person-in-charge a Pre-Citation letter (see Section 5.2.3)
 - 4.3.7.2 Check the "Refer to Fire Marshal" box at the bottom of the survey form
 - 4.3.7.3 Refer the case to the Fire Marshal
- 4.3.8 Conduct a closing review with the person in charge. Discuss remaining items that need corrected as well as good conditions. Keep the experience positive.

Initial Approval: 1/26/2011
Revision Date:

Page 5 of 9

Don Huber, Fire Chief

ORIGINAL SIGNED

Campbell County Fire Department Standard Operating Procedure

Fire Prevention	Courtesy Inspections	 700.01
-----------------	----------------------	------------------------------------------------------------------------------------------------------------------------------------------------------

- 4.3.9 Have the occupant sign the report to acknowledge receipt, and issue him/her the white copies of the Courtesy Survey form and Correction Notice (if used). Retain the copy of each form for reporting.
- 4.3.10 Express appreciation to the occupant for his/her time, and for their efforts in promoting fire safety in their business. Always be courteous and professional.

4.4 Hazards pertaining to other agencies

- 4.4.1 When a hazardous conditions exists that is within the jurisdiction of another department, such as the Building Department, Health Department, Department of Environmental Quality, etc., the Courtesy Survey form shall indicate "Refer to Other Agency" and be forwarded to the Fire Marshal with a note attached briefly describing the problem.

5. FORMS and LETTERS

5.1 General Information

5.1.1 Courtesy Survey Form

- 5.1.1.1 The form is a legal document. The information recorded on the form will be utilized for prosecution when required.
- 5.1.1.2 A paper document with two carbon copies will be used to document pre-fire information and the walk-thru inspection
- 5.1.1.3 One form is needed per occupancy

5.1.2 Correction Notice Form

- 5.1.2.1 The form is a legal document. The information recorded on the form will be utilized for prosecution when required.
- 5.1.2.2 A paper document with one carbon copy will be used to document specific discrepancies and their locations
- 5.1.2.3 Multiple forms may be used for continued documentation

5.1.3 Pre-Citation Letters

- 5.1.3.1 The letter is a legal document. It will be utilized for prosecution when required.
- 5.1.3.2 Used to notify occupant/business that a situation exists that may result in a citation being issued
- 5.1.3.3 Two form letters obtained from the Fire Marshal

5.2 Distribution

5.2.1 Courtesy Survey Form

- 5.2.1.1 Initial visit
 - 5.2.1.1.1 White original to occupant/business at conclusion of initial inspection

Initial Approval: 1/26/2011 Revision Date:	Page 6 of 9	Don Huber, Fire Chief ORIGINAL SIGNED
-----------------------------------------------	-------------	----------------------------------------------

Campbell County Fire Department Standard Operating Procedure

Fire Prevention

Courtesy Inspections



700.01

- 5.2.1.1.2 Pink and yellow copies withheld by inspecting officer for reporting or follow-up visit(s)
- 5.2.1.2 First re-inspection visit
 - 5.2.1.2.1 Obtain white original from occupant/business, if possible. Mark corrections and return to occupant/business
 - 5.2.1.2.2 Issue updated pink copy to occupant/business if white original was unavailable
 - 5.2.1.2.3 Yellow copy withheld by inspecting officer for reporting or follow-up visit
- 5.2.1.3 Second re-inspection visit
 - 5.2.1.3.1 Obtain white or pink page from occupant/business, if possible. Mark corrections and return to occupant/business
 - 5.2.1.3.2 Issue updated copy to occupant/business, if possible
 - 5.2.1.3.3 Yellow copy withheld by inspecting officer for reporting
- 5.2.1.4 Reporting
 - 5.2.1.4.1 Yellow copy to be submitted for follow-up/referral by the Fire Marshal or with the monthly report to the Fire Marshal
- 5.2.2 Corrections Notice Form
 - 5.2.2.1 Initial visit
 - 5.2.2.1.1 White original to occupant/business at conclusion of initial inspection
 - 5.2.2.1.2 Yellow copy withheld by inspecting officer for reporting or follow-up visit(s)
 - 5.2.2.2 First re-inspection visit
 - 5.2.2.2.1 Obtain white original from occupant/business, if possible. Mark corrections and return to occupant/business
 - 5.2.2.2.2 Yellow copy withheld by inspecting officer for reporting or follow-up visit
 - 5.2.2.2.3 If the white original was not available, a photocopy of the updated yellow copy may be made and left with the occupant/business
 - 5.2.2.3 Second re-inspection visit
 - 5.2.2.3.1 Obtain white original from occupant/business, if possible. Mark corrections and return to occupant/business
 - 5.2.2.3.2 Yellow copy withheld by inspecting officer for reporting
 - 5.2.2.3.3 If the white original was not available, a photocopy of the updated yellow copy may be made and left with the occupant/business
 - 5.2.2.4 Reporting
 - 5.2.2.4.1 Yellow copy to be submitted for follow-up/referral by the Fire Marshal or with the monthly report to the Fire Marshal

Initial Approval: 1/26/2011
Revision Date:

Page 7 of 9

Don Huber, Fire Chief

ORIGINAL SIGNED

Campbell County Fire Department Standard Operating Procedure

Fire Prevention

Courtesy Inspections



700.01

5.2.3 Pre-Citation Letters

- 5.2.3.1 The officer shall complete two form letters by filling in all blanks, including date issued, business name and address, date of original inspection, re-inspection date(s), and approximate date of follow-up by the Fire Marshal
 - 5.2.3.1.1 The Fire Marshal follow-up date should generally be within 5 to 10 working days of the pre-citation letter. This number may be less if the situation dictates.
- 5.2.3.2 The officer in charge shall sign each letter, and request a signature from the responsible party receiving the letter, along with the date, printed name of the individual, and his/her title
 - 5.2.3.2.1 If the occupant refuses to sign the letter, make note of the refusal on both letters
- 5.2.3.3 One to occupant/business and one to the Fire Marshal at the conclusion of the initial inspection, first re-inspection, or second re-inspection, as applicable

6. REPORTING

6.1 To Fire Marshal

- 6.1.1 Referrals as identified in this S.O.P.
 - 6.1.1.1 Entry denied
 - 6.1.1.2 Existence of life-safety hazards
 - 6.1.1.3 Intent of non-compliance of identified discrepancies
 - 6.1.1.4 Jurisdiction of another agency
 - 6.1.1.5 Interpretation of International Fire Code
- 6.1.2 Submit a monthly report no later than the seventh day of each month
 - 6.1.2.1 Summary record of visits
 - 6.1.2.2 Completed Courtesy Survey forms
 - 6.1.2.3 Satisfied Correction Notice forms
 - 6.1.2.4 Status of incomplete surveys

6.2 To Division Chief of Operations

- 6.2.1 Submit a monthly report no later than the seventh day of each month
 - 6.2.1.1 Summary record of visits
 - 6.2.1.2 Status of incomplete surveys

6.3 Computer Entry

- 6.3.1 The company officer shall include an accurate record into the FireHouse duty shift activity for each shift detailing the number of inspections and personnel hours invested divided into the following categories:
 - 6.3.1.1 Inspections

Initial Approval: 1/26/2011
Revision Date:

Page 8 of 9

Don Huber, Fire Chief

ORIGINAL SIGNED

Campbell County Fire Department Standard Operating Procedure		
Fire Prevention	Courtesy Inspections	 <i>700.01</i>



- 6.3.1.2 Follow-up visits
- 6.3.1.3 Reporting and recordkeeping

Initial Approval: 1/26/2011 Revision Date:	Page 9 of 9	Don Huber, Fire Chief ORIGINAL SIGNED
-----------------------------------------------	-------------	----------------------------------------------