



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Fire Company Inspections		
<b>Policy Number:</b>	213	<b>Volume:</b>	Field Operations
<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	May 2019
<b>CFAI Reference:</b>	5B.1, 5B.2	<b>CAAS Reference:</b>	N/A
<b>Revision Summary:</b>	Created – October 2011 Formatted – May 2012 Reviewed – May 2019 (FH Inspector)		

### PURPOSE

Fire inspections are an essential component of the Rogers Fire Department's overall fire mitigation effort. This policy details the fire company inspection process. This effort is part of an overall coordinated effort to reduce losses of life and property due to fire and is managed in conjunction with a focused more intensive effort from the Risk Reduction Division.

### POLICY

#### Fire Safety Inspections – Company Inspection Program

All members assigned to the Field Operations Division will be required to conduct Company Level Fire Inspections in business occupancies as defined by the Arkansas Fire Prevention Code. The Risk Reduction Division will prioritize and assign inspections to each company via Fire House Inspector (or equivalent) on a quarterly basis. The City Wide Tour Commander is responsible for ensuring field operations personnel complete their assigned inspections prior to the quarterly deadline.

#### Inspection Guidelines

##### Arrival

Contact and introduce yourself to the primary contact (owner, manager, etc.). Explain the goal of your activity and request or verify that permission is granted to conduct the inspection. If permission is not granted, clarify the reason(s), leave the premises, and inform the City Wide Tour Commander and the Risk Reduction Division via an email to [firemarshal@rogersar.gov](mailto:firemarshal@rogersar.gov).

##### Prior to Inspection

- Confirm existing contact information is current and accurate. Correct any deficiencies.

- Ask that a person accompany you throughout the inspection, preferably a person with authority, knowledge and/or ability to access locked or secured areas.
- The inspection should be organized so that all areas of the occupancy are viewed.

### **During Inspection**

- Utilize Fire House Inspector (or equivalent) on the tablet assigned to the company.
- Start outdoors (verifying Knox Box contents are currently working, fire lanes marked, FDC capped, etc.) working to the interior. Each inspection should be thorough and systematic.
- View and evaluate all rooms and potential hazard areas including equipment and processes.
- Speculation, and personal opinion, on the inspection should be minimized. Instead, focus on the inspection software and the specific criteria contained within it.
- Enter notations about hazards and violations into the appropriate area of the inspection report.

### **Concluding the Inspection**

Using the electronic inspection report you completed during the inspection, review your findings in detail with a person of proper authority to cause deficiencies to be corrected. This person shall be the individual assigned responsibility and sign the completed electronic inspection report. This person, and any other pertinent contacts shall be included in the report and sent an email record of the inspection at the conclusion of the inspection.

- The person who accompanied the inspector may not be the person in the position to make corrections.
- Be organized and confident in the presentation of findings, especially those that should be corrected before leaving the premises.
- Protect the confidentiality of all information obtained during the inspection process.

The list below contains the types of violations that require immediate correction. If a company officer discovers a violation or hazard that appears to require immediate correction, but is not on this list, they should contact an Officer of the Risk Reduction Division for further instructions.

- A) Occupants are unable to freely exit a building.
- B) Required exit locked/inoperable from the egress side.
- C) Means of egress or exit way are substantially blocked or obstructed.
- D) Major portion or all of a fire protection system is hindered or inoperable. For example, a sprinkler system supply valve is shut off, or all hydrants around a complex are inoperable.

- E) A hazard exists because flammable liquid storage is too near an ignition source and a fire is imminent.

### **Violations**

The Risk Reduction Division shall be responsible for ensuring compliance with violations noted by company officers.

### **Conflict Resolution**

Should a conflict arise where the fire company inspection is strongly opposed by a business occupant or property owner, or during the inspection, attitudes and/or cooperation regresses to the point where the inspection is not conducive to its intended purpose, the company officer shall politely excuse himself/herself and exit the property with his/her crew. The Risk Reduction Division shall be immediately notified of the situation. Company officers will do this notification through their respective Battalion Chief. The Risk Reduction Division will do a follow-up on the conflict and will seek resolution.

### **Enforcement**

The Department has a progressive code enforcement program designed to ensure compliance with applicable fire protection codes. The Risk Reduction Division shall follow up on all violations noted and after repeated non-compliance, the business occupant or business owner may be issued a Notice of Violation. This notice outlines the specific sections violated of the Arkansas Fire Prevention Code; and also outlines potential punitive actions for non-compliance.

### **Report Filing, Entry, and Retention**

Any report completed for the purpose of a fire safety inspection shall be filed with the Risk Reduction Division.

All pertinent data shall be entered into the department's computer database system for future evaluation and analysis.

### **Training**

The department will provide training on company inspections annually to all members of the Field Operations Division.