

East Lake Tarpon Special Fire Control District		
	SOP 402 Safety Surveys	
	Implementation Date: 11/2000	Revision Date(s): 03/16/2015
	Reviewed Date(s):	
	Forms or Attachments: None	

Purpose

To familiarize all personnel with local businesses in the District, and to obtain emergency business information to complete building surveys, fire and life safety surveys (safety surveys), and pre-fire planning.

To gain knowledge of possible hazardous conditions which could result in other related emergencies. To maintain department records and documents for future reference that will require quick decisions and formulation of plans of attack based on the knowledge of the structure and its contents.

Responsibilities

Under the direction of the Fire Marshal, Engine Companies will perform, on an annual basis, safety surveys of all local businesses to obtain and maintain current information concerning re-evaluation of pre-fire plans and to update business emergency information. The (Division Chief) D/C from each shift will be responsible for final work product.

Fire Safety Surveys

Safety Surveys are the single most important non-fire fighting activity performed by the fire service. A well-planned fire prevention program executed by conscientious well-trained individuals can prevent many fires:

1. By detecting and eliminating fire hazards.
2. By collecting valuable information for the development of pre-fire plans.
3. By familiarizing the fire company with the facility and area.
4. By informing and educating people.
5. By improving public relations.

Method of Operation

An individual conducting a fire and life safety survey must have confidence in his/her ability to meet the public, to make a favorable impression, and to judge conditions.

1. Personnel are expected to present a good image and to conduct themselves professionally at all times.

2. Be prepared by reviewing the requirements for the occupancy type before you start the safety survey process.
3. Make a favorable impression in your greeting. Personnel shall identify themselves to the owner, manager, or person in charge and ask if it would be possible to conduct a Fire and Life Safety Survey of their occupancy. If they are too busy, ask if you could schedule the safety survey at a more acceptable time. Remember, a favorable impression is projected from an individual's attitude. The "I have the right", "I have the power" or "I have the authority" attitude is certain to antagonize or provoke them.
4. If possible, have the person in charge accompany you during the safety survey.
5. Make sure your safety survey is thorough. Utilize the department's safety survey forms at each establishment, making sure all areas are completed, unless they are not applicable. The following forms are needed to complete a safety survey:
 - a.) Fire and Life Safety Survey
 - b.) Pre- fire plan
6. If you feel occupancy exceeds your capabilities or if there are an excessive number of violations, the Fire Marshal should be notified.
7. Allow a reasonable amount of time for corrective action to take place (as soon as possible unless approved by the Fire Marshal). If corrective actions can be corrected immediately, then it should be done in your presence-and so noted the safety survey form.
8. When the safety survey is completed review your findings with the owner/occupant. If any corrective actions were noted, have the owner/occupant acknowledge by their signature on the Fire and Life Safety Survey form-and give them the yellow copy.

Building & Detail Report Forms

The previous building survey will be returned to each assigned individual for review.

II Fire and Life Safety Survey Form

NOTE: Remember to review the requirements for occupancy type before you conduct the safety survey. Be careful not to check a corrective action that may not be required for that occupancy type and if in doubt ask a Fire Inspector.

A. Safety Survey with corrective actions found

If a corrective action is marked, then write the correction needed in the remarks area of the form.

Have the owner/occupant acknowledge the corrective actions by their signature and give them the yellow copy.

1. The pink copy is to be sent to Fire Prevention office for their file.
2. The white copy is retained by the assigned individual.

NOTE: VERY IMPORTANT that we go back and do the resurvey within a reasonable amount of time. Also, if you are on leave or get a station change it is your responsibility to make arrangements to see that the safety survey gets done on time.

B. Resurvey - Some corrective actions still exist

If during a safety survey you find some corrective actions still exists then make out a new safety survey form and note in the remarks area that this is the 1st/2nd resurvey and that corrections still exists or have been corrected.

C. Resurvey - Found Satisfactory

1. If all the corrective actions are found corrected on your re-visit, then place your copy and the occupant's copy together and "check off" the Satisfactory block; mark in the resurvey date and sign the form.

2. Give the yellow copy back to the occupant and send your copy to the Fire Prevention office for filing.

3. If occupant lost yellow copy, complete new Fire and Life Safety Survey form leaving the white copy for occupant. Note on Safety Survey form that occupant lost original – 2nd copy.

D. Safety Survey - Found Satisfactory - First Visit

If a Fire and Life Safety Survey was found Satisfactory on a first visit then mark the block that states: "The above premises were surveyed and found to be satisfactory." Sign the form, give the yellow copy to the occupancy, send white and pink copy to the Fire Prevention office.

E. Safety Survey - Non-Compliance

If you have done two re-inspections of an occupancy and they still have not complied with Noted corrective actions then you may pass the safety survey on to Fire Prevention. Please attach a note to your last copies of the safety survey for that occupancy explaining why the occupancy did not pass the safety survey.

FIRE SAFETY SURVEY
FIRE PREVENTION BUREAU

Chapter 4A-48
Fire Safety Standard for Fire Alarm Systems

Recently, the State Fire Marshal's Office enacted a new rule, 4A-48, Fire Safety Standards for Fire Alarm Systems.

The purpose of this rule is to establish standards, by rule, for the installation, maintenance, alternation, repair, monitoring, inspection, replacement, or servicing of fire alarm systems. Specific Authority 633.70(4), F. S. Law Implemented 633.70, 633.701, F. S.

These rules apply to both new and existing fire alarm systems. This rule went into effect June 1990.

A test certificate shall be provided to the consumer when a fire alarm system is installed, serviced, tested, repaired, improved, or inspected. The local Fire Department may require more information if deemed necessary.

In addition, alarm systems shall be tested at least annually by those persons licensed pursuant to F. S. 489. A new standard service tag meeting the requirements of this rule, shall be securely affixed to the fire alarm control of each fire alarm system which is installed and each time a system is installed, service, tested, repaired, inspected, or improved.

The Fire Department may require corrective action for any system deemed non-functional.

If there are any questions, please do not hesitate to contact Fire Prevention.

ATTENTION

COMPANY IN-SERVICE INSPECTORS

<u>NOTICE</u>	
EAST LAKE TARPON SPECIAL FIRE CONTROL DISTRICT	
SHALL CONDUCT AN INSPECTION PRIOT TO	
OCCUPANCY PER FIRE PREVENTION CODE	
N.F.P.A 1 (CHAPTER 10, 2012)	
THIS NOTICE SHALL REMAIN POSTED UNTIL REMOVED BY A FIRE OFFICIAL CALL FOR INSPECTION	DATE: _____ FIRE MARSHAL 727-784-8668 ext. 7

We are using the above decal on vacant occupancies as we find them. Hopefully, this will give us a better knowledge of who is moving into our District.

Each engine crew will have decals available in case you come across a vacant occupancy. Decals should only be applied to glass surfaces, such as the door glass or window, where there is no chance of scratching/damaging the surface when decal is removed.

If you should post a decal, please fill out and forward to the Fire Prevention Office Safety Survey Report noting the occupancy is vacant. If there are any questions, please contact Fire Prevention.