

2017-111 Safety Surveys



Westbrook Fire & Rescue Department

Standard Operating Procedure

Section: Administrative

TOPIC: Safety Surveys

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POLICY REFERENCES:

APPROVED BY:

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Purpose:

To ensure that all multi-family and commercial occupancies are surveyed on a periodic basis by on duty shift personnel in order to identify basic fire and or life safety hazards and take initial steps to have them corrected.

Scope:

To manage a program in which all commercial occupancies and multi-family occupancies are inspected on an ongoing rotating basis and to identify basic and obvious fire and life safety hazards.

Policy:

The Westbrook Fire and Rescue Department will conduct Safety Surveys on occupancies/properties within the City of Westbrook that are commercial, public and have 3 or more residential units.

Inspections Assignments:

- The duty officer will verify that at least two safety surveys are assigned to each unit and they will make every effort to ensure that 8 inspections are completed each day at a minimum.
- The first day of the tour will be assigned to residential buildings and the second day will be focusing on commercial buildings.
- There will be a minimum of two people conducting each safety survey.
- Daily safety surveys may be deferred for situations that include but not limited to: inclement weather, no-routine trainings, elevated call volume and extended work details.

Documentation and Notification

- Safety Surveys will be completed in the Firehouse Inspection program. When using this program, the following elements will be included as part of the safety survey.
 - All contact information will be verified.
 - Pictures of violations should be taken and added to the survey.
 - If a building presentative is present, they must sign at the completion of the survey.
 - In cases where a severe life or fire safety conditions exist and there is a potential for imminent hazard, the fire inspector and Deputy Fire Chief will be notified immediately.



