

<b>DATE:</b>	JUNE 7, 2018
<b>NUMBER:</b>	H.7
<b>SUBJECT:</b>	FIRE/SAFETY INSPECTIONS, TESTING
<b>RELATED SECTIONS:</b>	<a href="#">H.5</a> , <a href="#">J.1</a> , <a href="#">J.2</a>

### PURPOSE

To establish procedures for inspecting and testing fire/safety equipment; and for the review and retention of the inspection documents.

### POLICY

Each facility shall have a designated Fire Safety Officer (FSO) who is responsible for coordinating regularly scheduled inspections, testing and reviews of fire/safety equipment and procedures.

### PROCEDURE

- I. The FSO shall be a sergeant or watch commander appointed by the facility commander. The FSO shall ensure a comprehensive and thorough monthly inspection of the facility is conducted for compliance with safety and fire prevention standards. If the monthly inspection is conducted by a designee, it will be reviewed and signed by the facility FSO.
  - A. Appropriate facility-specific inspection forms will be used to properly document such inspections.
  - B. A monthly Fire Safety Report, reflecting the results of the inspection, shall be attached to the completed inspection forms and retained at the facility for a period of two years.
  - C. A copy of these documents shall be forwarded for review to the facility commander, via the assistant facility commander.
- II. Facility personnel will immediately make written notification of any fire/safety violations or related problems identified or suspected. The written notification shall be forwarded to the FSO even if discrepancies have been previously noted. It shall be the FSO's responsibility to investigate all reported deficiencies on a timely basis and take corrective action.
- III. The FSO shall be responsible for the quarterly testing of all fire safety equipment and alarms to ensure the systems are in a constant state of readiness.
- IV. Any time facility personnel identify missing or faulty fire/safety equipment, a written request identifying the problem shall be forwarded to the FSO. The FSO will immediately arrange for maintenance, repairs, and/or replacement of the equipment.
- V. The FSO shall ensure the adequacy and operation of the facility's fire alarm and smoke detection systems are tested annually by the Department of General Services.

- VI. The FSO shall ensure an inspection of the facility by local or state fire officials is conducted every two years and any discrepancies are corrected.
- VII. The FSO shall ensure the availability of fire hoses or extinguishers at designated locations throughout the facility.
- VIII. The FSO shall establish a policy, specified in a facility green sheet, that all self-contained breathing apparatus (SCBA) be tested at the beginning of each shift. This testing will be documented on Department form J-5 and archived at each facility for a period of six (6) months.
- IX. The FSO shall review this policy and procedure section annually.