

City of Winter Park Fire-Rescue Standard Operating Guideline

400.01

**Title: Fire Prevention / Life Safety
Program**

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Purpose: To establish basic guidelines pertaining to the Fire Prevention / Life Safety Program and its delivery for the Winter Park Fire Department.

Scope: This guideline will cover all members of the Department. The Fire Chief will have final authority for changes to the Fire Prevention / Life Safety Program. Authority to vary from this guideline rests with the Fire Marshal or the Fire Chief.

General: The Winter Park Fire Department provides a Fire Prevention / Life Safety Program which places an emphasis on fire safety inspection skills and techniques to eliminate or minimize municipal losses. Enforcement jurisdiction is outlined in the Winter Park Code of Ordinances, Chapter 50, Article II based on the Florida Fire Prevention Code, 2003 edition (FFPC). The key program objectives for this program are as follows:

- Assess life safety and fire risks in comparison to the delivery of fire protection and its effects.
- Locate, record and affect corrections to common problems concerning life safety and property correction
- Create and maintain thorough records and database in order to measure and analyze the effectiveness of the fire prevention / life safety program.

Florida Statute 633 establishes the Fire Chief of the City of Winter Park as the Authority Having Jurisdiction (AHJ), and that the AHJ shall determine whether the provisions of the Code are met. The Fire Chief further designates the Fire Marshal as the AHJ for the City of Winter Park.

Any requirements that are essential for the safety of building occupants and that are not specifically provided for by the Code shall be determined by the AHJ. (FFPC 101 4.6)

The overall goal in the application of the Code is to provide what is considered to be a reasonable degree of safety. (FFPC Section 4.6)

400.01.01. Administration

The Fire Marshal shall oversee the Fire Prevention / Life Safety Program for the Department. Said Fire Marshal shall manage and administer the

program and perform other job functions as outlined in current job descriptions and as directed by the Fire Chief.

The Fire Marshal will remain apprised of all changes regarding requirements set for continued delivery of fire prevention tasks within the City; and will make recommendations to the Fire Chief on mandated changes to guidelines and policies.

400.01.02. Fire Safety Inspections – Fire Inspectors

The Office of the Fire Marshal shall establish a fire safety inspection schedule that meets the goals and objectives of the Department. Fire Inspectors will work to fulfill the inspection schedule based on the stated objectives in this guideline.

Fire Inspectors will use the Department's designated Fire Inspection Report to record and provide specific data and general information on possible hazards found in a business occupancy. Prior to separating copies of the report, the Inspector should carefully scan the form line by line to verify that all information is accurate and complete. Information contained on the report should be verbally summarized to the building occupant or property owner; and a copy of the report will be left with said building occupant or property owner. This will ensure the building occupant or property owner will be aware of the found hazards and corrective actions needed. Fire Inspection Reports are to be turned in for entry into the FirePrograms database system and for further report retention.

400.01.03. Fire Safety Inspections – Company Inspection Program

As provided in SOG 110.01, all members in the Fire - Rescue Division will be certified as Company Fire Inspectors. Authority to start, suspend or discontinue the Company Inspection Program rests with the Department's Administration at their discretion.

The Office of the Fire Marshal shall establish a company fire inspection schedule with the assistance of the Assistant Chief / Operations that meets the goals and objectives of the Department. Battalion Chiefs and Company Officers will work to fulfill the inspection schedule based on the stated objectives in this guideline. Inspections will be done by Fire – Rescue first run units with careful attention given to time efficiency and fuel conservation.

Company Inspectors will use the Department's designated Company Inspection Report to record and provide specific data and general information on possible hazards found in a business occupancy. Prior to

separating copies of the report, the Inspector should carefully scan the form line by line to verify that all information is accurate and complete. Information contained on the report should be verbally summarized to the building occupant or property owner; and a copy of the report will be left with said building occupant or property owner. This will ensure the building occupant or property owner will be aware of the found hazards and corrective actions needed. Company Inspection Reports are to be turned in to the Office of the Fire Marshal for entry into the FirePrograms database system and for further report retention.

400.01.04. Conflict Resolution

Should a conflict arise where the fire safety 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 Fire Inspector or Company Inspector shall politely excuse himself/herself and exit the property. The Fire Marshal shall be immediately notified of the situation.

Company Inspectors will do this notification through their respective Battalion Chief or Shift Commander. The Fire Marshal will do a follow-up on the conflict and will seek resolution. Inspectors will make every effort to complete the inspection. However, confrontations and conflicts will be handled with professionalism in mind.

400.01.05. Enforcement

This section shall be applicable to the Fire Marshal and Fire Inspector(s). Enforcement is not a duty of Company Fire Inspectors.

The Department has a progressive code enforcement program designed to ensure compliance with applicable fire protection codes. After a fire safety inspection, business occupants or property owners shall be afforded ample time and opportunity to remedy hazards noted. Upon non-compliance, the business occupant or business owner may be issued a Notice of Hazard/Violation. This notice outlines the specific sections violated of the Florida Fire Prevention Code; and also outlines potential punitive actions for non-compliance.

Further non-compliance by business occupants or property owners may result in the issuance of an Orange County Uniform Code Citation. Appeals of said citation may be made through the Orange County Criminal Court system.

400.01.06. Report Filing, Entry, and Retention

Any report completed for the purpose of a fire safety inspection shall be filed with the Office of the Fire Marshal of the Winter Park Fire Department. Additionally, information pertaining to the issuance of a Notice of Hazard/Violation, the issuance of an Orange County Uniform Code Citation, or the information pertaining to any plans review will be submitted to this division.

All pertinent data shall be entered into the FirePrograms database system for future evaluation and analysis. Additionally, all hard copies of information shall be filed and retained as outlined by the State of Florida Record Retention Archive laws.

400.01.07. Plans Review

All plans slated for review are submitted through the City's Building Department to the Office of the Fire Marshal. The Department reviews plans after all mandated permitting is completed.

All plans will be reviewed by the Fire Marshal or his designee using the appropriate plans review checklist. This will ensure a complete review and also compliance with State mandated fire codes and adopted City ordinances. If discrepancies are found, the person doing the review will generate a list of discrepancies and submit said list to the applicant for needed corrections.

Plans will be signed off on the Plans Review Check-In sheet, which is then filed for record-keeping and tracking purposes.