

	FIRE SAFETY ASSESSMENTS		
	AUTHORED BY: Capt. Mark Lyons	FESSAM # 5H.4 / 5H.5	EFFECTIVE DATE: 7/1/2015
APPROVED BY: Fire Chief Mark Miller <i>Mark Miller</i>		REVISION DATE: 7/1/2018	

## Procedure:

### Safety Assessments and Frequency:

Fire safety assessments/inspections shall be routinely completed based on occupancy classification.

Name	Abbreviation	Frequency	Occupancy
General	General	Every 1 Year	Group A, E, I
Hazmat Permit	Hazmat	Every 1 Year	Group B, F, H, M, S
2-year Safety Visit	2yrSafety	Every 2 Years	Group M*, S**
3-year Safety Visit	3yrSafety	Every 3 years	Group B***
Complaint	Copplaint	No Reoccurrence	
Firework Display	FireWKDisp	No Reoccurrence	
Firework Stand	FireWKStand	No Reoccurrence	
Haunted House/Maze	HauntHouseMaze	No Reoccurrence	
New Construction	NewCons	No Reoccurrence	
Pyrotechnics Effects	PyroFlamEffects	No Reoccurrence	
Review	Review	No Reoccurrence	
Special Event	SpecEvent	No Reoccurrence	
Self-Inspection	SelfInsp	No Reoccurrence	
Tent or Canopy	Tent/Canopy	No Reoccurrence	

\* Group M occupancies that require a hazmat permit shall be inspected annually

\*\* Group S occupancies that require a hazmat permit shall be inspected annually

\*\*\* Group B occupancies that require a hazmat permit shall be inspected annually

**General fire safety assessments** will be completed on an annual basis for occupancy groups A, E and I due to the accessibility of a high number of general public in group A occupancies, the age and high numbers of students in group E occupancies and the age, special needs and number of patients in group I occupancies. General fire safety assessments will also be completed for liquor license compliance by the City of Loveland.

**Hazmat permit assessments** will be completed in conjunction with a general fire safety assessment for those occupancies that require a hazmat permit as outlined in the International Fire Code, City of Loveland Municipal Code and Larimer County Adopted Regulations.

**Special permit assessments** is an official document or certificate issued by Loveland Fire Rescue Authority which authorizes performance of a specified activity and shall consist of, but is not limited to Christmas tree stands, fireworks stands, liquor licenses, temporary tent and canopy and special events.

**2-year safety visits** will be completed for all group M and S occupancies that do not require a hazmat permit. Group M occupancies typically have a low to moderate occupant load-density and the occupants are normally alert, mobile and able to respond to an emergency situation. Additionally, group M occupancies usually lack commercial cooking systems or have commodities displayed in a very organized manner. Group S occupancies generally have much lower occupant loads but may have higher fire loading and/or operations and processes that present increased risk of fire.

**3-year safety visits** will be completed for all group B occupancies. These occupancies have relatively low life-safety risks and limited risk for exposure to potential effects of fire due to low fuel loads and limited hours of operation.

**Self-inspection safety assessments** are completed by the building or business owner. These safety assessments are sent out in the mail to businesses selected by the Community Safety Division (CSD). After a self-inspection has been returned to CSD, a 2-year or 3-year safety visit should be conducted before the next self-inspection is sent to the same business.

**Complaint assessments** are used to track complaints from the public regarding a business or building. There is no frequency associated with these assessments because they are based on a specific need. Follow-up inspections can be documented within each created complaint assessment.

**New construction assessments** are used to track all types of new construction projects within the Loveland Rural Fire Protection District as well as for school district facilities. This assessment is used to track plan review changes, changes in occupancy, tenant finishes, remodels and new buildings.

#### **Minimum Target Completed Assessments:**

Each company will complete a minimum of five fire safety assessments each month.

Each FIT will complete a minimum of 20 fire safety assessments each month.

#### **Safety Assessment Assignments:**

Fire safety assessments shall be completed by front line engine companies, tower companies and rescue companies within a geographical area designated by a “division” number. Each fire station will have three (3) divisions assigned to an area that is consistent within their first due response area. Example: Station 1 divisions will be designated as 1-1, 1-2 and 1-3. Station 2 divisions will be designated as 2-1, 2-2 and 2-3. Each shift will be assigned a division of responsibility within their first due area; for example A-Shift will be assigned Division 1, B-Shift will be assigned Division 2 and C-Shift will be assigned Division 3. Therefore, Engine 1 A-Shift will be assigned all of the businesses within Division 1-1, Engine 1 B-Shift will be assigned all the businesses within Division 1-2 and Engine 1 C-Shift will be assigned all the businesses within Division 1-3.

Fire safety assessments shall be completed by all three (3) shift FIT's within a geographical area designated by a FIT-A, FIT-B and FIT-C. The FIT-A area of responsibility is all portions of the LFRA

response area north of 37<sup>th</sup> Street, spanning the response area from east to west. The FIT-B area of responsibility spans the LFRA response area from east to west between 37<sup>th</sup> Street and Highway 34/Eisenhower Blvd. The FIT-C area of responsibility is all portions of the LFRA response area south of Highway 34/Eisenhower Blvd, spanning the response area from east to west. FIT's will complete safety assessments on special permits and hazmat permits in addition to all other occupancy groups.

Members of CSD will perform fire safety assessments throughout the LFRA response area as directed by the fire marshal. Typical occupancies assigned to CSD include, but are not limited to Groups A, E and I. CSD members will also complete safety assessments for special permits in the event that a FIT is not available.

Fire Station 2 captains will assign each operations' division company a list of assessments to be completed each year based on occupancy type.

**Engine companies** will be assigned the following occupancies:

- Business Group B
- Factory Industrial Group F-1
- Factory Industrial Group F-2
- Mercantile Group M
- Storage Group S-1
- Storage Group S-2

**Rescue companies** will be assigned the following occupancies:

- High Hazard Group H-1
- High Hazard Group H-2
- High Hazard Group H-3
- High Hazard Group H-4
- High Hazard Group H-5

**Tower companies** will be assigned the following occupancies:

- Institutional Group I-1 (Assisted living facilities)
- Institutional Group I-2 (Hospitals/Nursing homes)
- Residential Group R-1 (Hotels/Motels)
- Residential Group R-2 (Apartments)

*\* Tower company assessments should be coordinated with the shift FIT so that the tower company can focus on completing a pre-plan of the facility/building.*

**Fire Inspection Technicians (FIT's)** will be assigned the following occupancies:

- Hazmat permit renewals in all occupancy groups
- Assembly Group A-1
- Assembly Group A-2 (specifically those requiring a liquor license and/or hood system)
- Assembly Group A-3
- Assembly Group A-4
- Assembly Group A-5
- Business Group B (specifically those requiring a liquor license, hood system or hazmat permit)
- Factory Industrial Group F-1

- Factory Industrial Group F-2
- Residential Group R-3
- Residential Group R-4
- Storage Group S-1
- Storage Group S-2
- Special Permits

\* Assist rescue companies with High Hazard Group H

**Community Safety Division (CSD)** will be assigned the following occupancies:

- Hazmat permit renewals in all occupancy groups
- Assembly Group A-1
- Assembly Group A-2 (specifically those requiring a liquor license and/or hood system)
- Assembly Group A-3
- Assembly Group A-4
- Assembly Group A-5
- Business Group B (specifically those requiring a liquor license, hood system or hazmat permit)
- Educational Group E
- Education Group E (Day Care)
- Residential Group R-3
- Residential Group R-4
- Storage Group S-1
- Storage Group S-2
- Special Permits

\* All 4<sup>th</sup> Street businesses or downtown area as directed by the fire marshal

#### **Immediate Compliance:**

In the event that a fire safety assessment identifies a fire code violation that presents a serious fire or life-safety hazard (i.e., blocked exit paths or storage of combustible material near heat sources), the violations must meet compliance before the assessment is complete.

#### **Compliance Follow-Up:**

In the event that a fire safety assessment identifies a fire code violation that is not of immediate fire or life-safety hazard (i.e., fire extinguisher out of service), a “Compliance Follow-Up” will be completed by the shift FIT for that engine company within 30 days.

#### **Documentation and Tracking:**

All safety assessments and permit inspections shall be documented using the corresponding paperwork for the type of assessment or permit inspection that is provided by CSD. All completed assessments and permit inspections information shall also be tracked using Loveland Fire Rescue Authority's Record Management System (RMS).

The information gathered during each assessment/inspection will include the building or premise information for pre-planning purposes in addition to fire code violations.

## Revision History

### References:

2012 International Fire Code (IFC)

City of Loveland Municipal Code

Division Maps: <V:\Fire\Program Management\Inspection Program\LFRA Premise Divisions.pdf>

<V:\Fire\Program Management\Inspection Program\LFRA FIT Divisions.pdf>