

# GLASGOW FIRE DEPARTMENT

## Standard Operating Guideline

<b>GUIDELINE: PRE-FIRE SURVEY &amp; INSPECTION BUREAU</b>			<b>SECTION: 104</b>
WRITTEN 09/13/1990	REVIEWED	REVISED 1\11\2012	Page 15

### PURPOSE

To provide members of the department with a well understood knowledge of the responsibilities that each rank has for pre-fire surveys.

### CAPTAINS' RESPONSIBILITIES

The Captains shall be responsible for maintaining the pre-plan book as well as a priority listing for updates based upon relative life hazard and property loss potential. The Captain shall also be responsible for making monthly assignments, with the advice of the Fire Chief, to each respective station and shift for updating the pre-plan book. He shall also be responsible to see that the drawing equipment and supplies for properly completing a plan for documents are available.

### PROCEDURE FOR ASSIGNMENT OF PRE-FIRE SURVEY LOCATION

1. After review by the Fire Chief, assignments shall be distributed by the training officer or Captain in charge of training. Typically, one location shall be assigned to each shift for any given month. Large and complex structures shall diminish the number of assigned buildings for each respective shift and station. Whenever possible, the pre-fire survey assignments shall be within each company's first response area.
2. Each station's Captain or Lieutenant shall be responsible for scheduling pre-fire survey assignment and supervising the completion of surveys by the end of each respective month. Prior to forwarding the completed surveys, the station Captain or Lieutenant shall review the pre-fire survey with those in his/her station.

### DRAWING PROCEDURE

1. Drawing and printing information on the survey shall be diagramed in ink.
2. Drawing shall illustrate only permanent building and business fixtures unless live loading constitutes a hazardous or tactical problem.
3. The drawing shall include:
  - a. Building dimensions
  - b. Exits
  - c. Location of hazards specific to the building/area
  - d. Exposures
  - e. Hydrant locations
  - f. Main sizes
  - g. Gas shutoff
  - h. Electrical shutoff
  - i. Indicate north on pre-plan survey

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- j. North should face the top of the page or the left of the page, whichever way the building will appropriately fill the page.

**REVIEW**

1. The survey shall be reviewed with the entire company for purposes of familiarization and accuracy.

**ROUTING**

1. Completed surveys shall be sent to the Administrative Office and then to the Fire Chief for review.
2. The surveys shall then be returned to the Captains for duplication and placed in the binder marked preplans on each truck.

**INSPECTION BUREAU**

1. One inspector will be assigned to each shift. Inspectors may be paid additional pay if funds are available.
2. Inspections shall be made in accordance with the Kentucky State Guidelines. Inspectors will work under the local authority of the Fire Chief, Assistant Chief and Battalion Chief.
3. Inspectors will participate in regular inspection training as required.

**DAILY DUTIES OF INSPECTORS**

1. Inspectors will perform duties as their rank mandates.
2. ~~Inspections will be done Monday through Friday beginning at 09:30 (except on Monday which will be at 13:00), with a minimum of three (3) inspections per day.~~
3. During inspection duties, the inspector will be required to respond to working structure fires, (all other responses will be made as required by the Shift Officer).

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