

5/6/25

TO: Asst. Ch. Kinzer

FR: Fire Chief Hagen

RE: Facility Safety Inspections

GENERAL INFORMATION

All fire department facilities will be inspected as follows to ensure that they remain free of safety and health hazards.

FACILITY SAFETY INSPECTION PERSONAL PROTECTIVE EQUIPMENT

- Personal protective equipment (Firefighting protective ensemble) will not be stored in direct sunlight or under continuously on fluorescent lights.
- Personal protective equipment will not be stored in and around personal clothing or in sleeping areas.
- Personal foul weather jackets will not be stored with turnout gear.
- SCBA's and integrated Pass devices are maintained and checked daily, and records are up to date.
- All Operations Division personnel have an EMS kit appropriately stocked with personal PPE such as
 - Laerdal pocket mask.
 - HEPA mask.
 - Safety glasses.
 - gown, and nitrile gloves.

Passport™ Nametags

- Each member who responds to emergencies has a minimum of six (6) Passport™ names tags.

Hearing and Eye Protections:

- Safety goggles are provided for use when operating powered lawn equipment.
- Safety goggles are provided for use when grinding.

- At least two types of hearing protection are provided for use while operating noise generating tools, equipment, or machinery, and while responding.
- Each member's PPE properly identified.

HAZARD COMMUNICATIONS

Hazardous chemicals or materials are properly labeled and stored.

FURNISHINGS

- Lockers, file cabinets (more than three-drawer) and bookcases are secured to the wall or floor to prevent tipping.
- Broken or unstable furniture is repaired or discarded. Bed Linens are cleaned semi-annually and a record kept of the cleaning dates.
- A (non-safety) bulletin board is available for other required notices.

DOORS

- Required fire doors are maintained in a closed position when not in use.
- The required exit doors are properly marked.

POLE HOLES

- Appropriate pole hole signage is visible and adhered to the door.
- Pole holes are guarded to prevent employees from walking directly into the pole hole opening.
- Rubber mats at the base of sliding poles are in place and in good condition.
- Nothing is stored within three (3) feet of the bottom of each sliding pole.

BATHROOMS

- Hand soap and paper towels are provided in each lavatory.
- Shower floors are equipped with rubber mats or other non-skid material.

STAIRWAYS

- Stairways are adequately illuminated and are equipped with handrails.
- Stairway treads have non-skid surfaces.

ELECTRICAL

- Electrical panel fuses or circuit breakers are identified and appropriately labeled.
- Electrical outlets have appropriate covers.
- Electrical extension cords are in good condition.

- Areas around electrical panels are kept free of obstructions for 36 inches.
- Electrical machinery and appliances are properly grounded.

PHYSICAL FITNESS EQUIPMENT & AREAS

- Exercise equipment is in safe condition and properly stored when not in use.
- All non-safety glass windows in sports and recreational areas are properly guarded while members are participating in these activities.

FLAMMABLE LIQUID AND CHEMICAL STORAGE

- Flammable liquids are properly kept in an appropriate cabinet under permit.
- Class I or II flammable liquids are not used for cleaning purposes.
- Flammable liquids are stored in approved flammable liquid safety cans.
- All facility fuel storage areas and/or rooms are posted “No Smoking.”
- Adequate ventilation of paint fumes is provided whenever touch-up painting of apparatus or equipment is done.
- Oily rags are stored in a covered metal container.

FUELING:

- A durable sign, visible from the fuel pump, is posted indicating the location of the emergency fuel shutoff switch. All Fire Department permits are posted.

SAFETY SYSTEMS

- Fire and life safety systems are confidence tested per applicable code.
- Facility fire extinguishers are properly mounted, are in operable condition and are checked monthly.
- Fire alarm system has had annual confidence testing. Smoke detectors are tested monthly.

APPARATUS BAY

- Apparatus bay backing lines are placed on the apparatus floor from the rear wheel (when parked) to the edge of the sidewalk to assist drivers in positioning apparatus. Even in drive through equipped facilities.
- Apparatus floors are kept free of grease, oil, water, and all tripping hazards.
- A minimum of 3 feet of clearance is maintained free of any storage or obstructions around apparatus.
- Apparatus floors have slip resistant surfaces where personnel normally mount or dismount apparatus.

- When available, all apparatus parked on a fire station apparatus floor will be connected to the exhaust extraction system.
- Battery chargers should be connected whenever apparatus are in quarters and not running.
- A visual inspection of the station exhaust system completed.

APPARATUS BAY DOORS

- The height of each apparatus door is properly marked with One-inch wide yellow numerals to identify actual clearance of each station's apparatus threshold when doors are open.
- Stations with roll-up doors have the actual clearance height stenciled on the center of the bottom inside edge of the door.
- Apparatus door emergency stops (i.e. electric eyes and/or pressure sensors) are tested monthly.
- A record of the monthly tests is retained.

HOSE TOWER

- Hose tower ladder climbing safety devices are checked annually for wear and damage.
- Hose tower block and tackle are inspected annually for wear and damage.
- Ropes used to hoist hose in the hose tower are in good condition with no signs of fraying or deterioration.
- A sign is posted that states “Helmets shall be worn by all persons in the hose tower whenever hose handling/hanging operations are taking place.”

DECON AREA

- An area is provided and identified for the cleaning and disinfecting of protective clothing, protective equipment, portable equipment, and other clothing.

An inventory of disinfecting supplies is available to include:

- 6 pairs - rubber gloves - mid-forearm to elbow in length.
- 2 each - soft bristled non-porus plastic brushes.
- 1 quart - germicidal cleaning solution.
- 1 case - red bio-hazard bags.
- 2 each - spray bottles for germicidal solution.

- The Department's disinfecting procedures are in a readily visible location within the cleaning area. A biohazards waste disposal container is provided and properly used.

TURNOUT GEAR CLEANING

- The following is maintained together available for use in each station to facilitate cleaning soiled turnout gear:
 - 4 oz. (1/2 cup) measuring cup.
 - Current turnout cleaning solution
 - 1 stiff bristle scrub brush.
 - Appropriately sized soaking container.

RAPELLING ANCHOR

- Where provided, rappelling anchors are in good condition and labeled "Rappelling Anchor."
- A copy of the rappelling anchor certification is available in station files.

STATION SECURITY

Station Security Inspection:

- All windows and doors to ensure that all hinges, latches, locks, and closers are in good repair and operating properly.
- All apparatus bay doors to ensure that they operate properly and that all remote door openers are operating properly.
- All outside lighting to ensure that it is in good repair and operating properly. This includes any automatic devices such as motion detectors, light sensors, and timers.
 - Landscaping to see that it is maintained in a condition so as not to provide concealment next to windows and doors of the station and that parked cars are visible.
- Station entrances are properly lit at night.
- All station parking areas are properly lit at night.
- All personal property is locked in a secure area.

- All money collected in the station, such as house dues, dinner clutches, etc., is stored in the station safe.
- That lists and/or phone books containing members' names, addresses, and phone numbers are not maintained in areas accessible to the public.

MISCELLANEOUS

- Overhead storage is secured in a safe manner.
- Facility hallways and aisles are maintained free of obstructions.
- Cracked or broken windows have been reported.
- Radiators and steam pipes are guarded or insulated to prevent burns.
- Outside of facility is maintained free of obvious safety hazards.
- Light fixtures in storage closets are at least 18" from combustible materials.
- A facility first aid kit is provided and located in an obvious location.
- All abrasive wheels and grinders have appropriate guards.

APPARATUS MOVEMENT And DOOR OPERATION:

- Apparatus does not move until:
 - All members seated and belted.
 - Route of travel has been determined.
 - Apparatus seat belts in good condition for all seated positions.
 - Each apparatus is equipped with a current DOT "North American Emergency Response Guidebook."
 - The height of any apparatus over 7 feet OR equipped with emergency lighting, is clearly labeled in a location viewable from the driver's position.
 - Apparatus with an obstructed view to the rear have a reverse signal alarm.
 - A current accident report kit is carried on each apparatus.
 - A first aid kit is available on all apparatus.
 - Daily/Weekly/Monthly apparatus checks are current.
 - Ladders stowed on the sides of apparatus, which protrude past the tailboard, have guards over the protruding ends.
 - Equipment carried on the outside of apparatus is properly secured, with sharp points and edges covered, to prevent injury.
 - All apparatus in excess of 10,000 pounds have the weight of the vehicle clearly labeled in a place where it can be easily seen by the driver.
 - Aerial ladders have nonskid protection on the rungs.
 - Turntable controls and valves for rotating, extending, or elevating the aerial ladder are clearly and distinctly marked as to function.

EQUIPMENT

- Gasoline powered equipment doesn't leak fuel.
- Electrically powered equipment is in good condition and properly grounded.
- The load capacity is stenciled on each portable jack.
- Chainsaw cutting teeth are covered.
- Equipment Guards on sharp areas present and in good condition.
- Straight Gas cans marked with one inch WHITE band
- Mixed fuel cans marked with one inch YELLOW band.
- Flammable gas cylinders are properly handled, stored, and utilized.
- Abrasive blades for Rescue saws are protected from contact with water, liquids, petroleum products and their fumes.

LADDERS

- All ladders are inspected after each use, weekly, and annually per current Department policy.
- The ladder inspection log is complete and up to date.
- Belt Axes worn by firefighters are provided with a scabbard.
- Life safety belts are inspected after each use and not less than semi-annually.
- Ropes that has been exposed to injurious chemicals or excessive heat are not used for load carrying purposes.
- All cones carried on the apparatus have a light-reflective band.

PORTABLE ELECTRICAL EQUIPMENT

- All lighting equipment is provided with heavy duty flexible cords. All lighting equipment is adequately maintained and have weather tight bodies and caps, 20 amp rated.
- Ground Fault Circuit Interrupters are tested monthly as part of safety inspection.

RECORDS

- A record of safety inspections for the previous 12 months is retained.
- A record of rescue rope inspections is kept up to date and available for inspection at all times
- Daily roster for members currently on duty (printed or electronic) is accurate, including the radio number assigned to each individual and **the correct name tags** are in position