

# Washington Township Fire Department Standard Operating Procedure

Division 700: Fire Prevention, Life Safety and Education

Section 701: Fire and Life Safety Inspection

Subject 701.09: Monthly Reporting of Division of Fire Safety Activities



Supersedes :

Approved By:

Date: September 17, 2007 Date Last Reviewed:

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## PURPOSE:

It is essential to record accurate and up-to-date information capturing the Division of Fire Safety activities. Inspectors record each interaction they engage in. The Division of Fire Safety produces a monthly report that tabulates and classifies the individual transactions. This policy explains the process for gathering and compiling Division endeavors.

## RESPONSIBILITY:

Division of Fire Safety personnel are required to submit recorded accounts of their activities. Administrative personnel, in turn, compile the endeavors into monthly, quarterly and annual reports. Members will familiarize themselves with and practice the provisions of this policy.

## PROCEDURES:

### Individual Transaction Reports

Data captured and recorded normally start with entering data upon the *Inspector's Route Card* (Form 54) or the *Report of Outside Activities* (Form 85). Entries on these forms include:

#### **Inspector's Route Card (Form 54)**

- "Inspector" - the Inspector's name or the Station Number (41, 42, 43, 44, or 45) identify who completed the form.
- "Date" – one card for each date, or if low activity for each date, enter the series of dates covered.
- A location/address.
- A "C" (city) or "T" (township) designation entered.
- Numbers in the "R" or "RI" column indicate the number of violations/hazards found during a regular/scheduled inspection ("R") or follow-up/re-inspection ("RI").
- "N.S." – Notice Served column has entries of "OK," "VO" (verbal order to correct a violation) or "WO" (written order to correct a violation).
- Space for explanation and clarification.

#### **Report of Outside Activities (Form 85)**

- Complete each item (i.e., tours, demonstrations, etc.) with as much detail as possible.

### Consolidated Inspection Report (Form 52, two pages)

- The data from the *Inspector's Route Card* (Form 54) and the *Report of Outside Activities* (Form 85) are compiled into monthly, quarterly, semi-annual, and annual reports.
- Statistics include (1) fire inspection activities (both engine company and Division of Fire Safety), (2) hydrant inspection activities, (3) investigations, (4) complaint follow up, (5)

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issuance of permits, (6) plans review and pre-incident plans completed, (7) lectures, (8) demonstrations, and (9) miscellaneous services.

- Statistics are entered as “IN CITY” or “IN TOWNSHIP,” then totaled for the period reported.
- Statistics from previous reporting periods are totaled and entered upon the sheet as indicated.
- Page 2 of the form provides SUPPLEMENTAL data for fire inspections and is normally completed before page 1.
  - The types of violations found in occupancy categories are entered into the appropriate “IN CITY” or “IN TOWNSHIP” columns.

Monthly, the Fire Records Clerk collects and tallies all appropriate data into the records management system. The aggregated end of the year data compiled in December is forwarded by January 15<sup>th</sup> to the Deputy Chief-Administration for inclusion in the *Annual Report*.