

ARTICLE XVIII

PREVENTION OF FIRE

Section 1. Mission Statement of the Fire Prevention Division:

GOAL: It is the goal of the District of Columbia Fire and EMS Department to prevent fires and to minimize the loss of life and property in the event a fire does occur.

The mission of the Office of the Fire Marshal, Fire Prevention Division, is the prevention of fire, and the safety of the citizens and persons who live and work in, or visit our city. Accomplishing this mission requires vigorous enforcement of the Fire Prevention Code, dissemination of fire safety education information, collection of fire related data, inspection of buildings and structures, accurate determination of the origin and cause of all fires that occur in the District of Columbia, and the arrest of persons suspected of committing the crime of Arson. Successful completion of our mission requires the support of every member of the District of Columbia Fire and Emergency Medical Services Department.

Section 2. Fire Prevention Division Branches:

The following comprise the branches of the Fire Prevention Division:

1. Fire Marshal
2. Administrative
3. General Code Enforcement Section
4. Technical Code Enforcement Section
5. Fire/Arson Investigation Unit
6. Juvenile Fire Setters Program
7. Fire Safety Education / Public Outreach Section

Section 3. Overview of the Fire Prevention Division:

The Fire Prevention Division (FPD) is commanded by a Deputy Fire Chief (Fire Marshal). This Bureau is divided into five major sections:

1. Administrative Section: This section provides administrative support to the FPD such as procurement, accounting of user fees, processing of fines issued, generation of monthly reports, records management, Freedom of Information Act (FOIA) requests and the administration of the National Fire Incident Reporting System (NFIRS).

2. Fire/Arson Investigations : The two sections of this unit are:
- a. **Origin and Cause Investigations:** This unit is staffed twenty-four hours daily. An accelerant detection canine is assigned to assist with the investigations. They are responsible for origin and cause investigations of all fires that occur within the District of Columbia, fatal fires or any suspicious fire. When Branch office staff are unavailable, the unit can assist in emergencies and serious fire code violations.
 - b. **Arson Investigations:** Members assigned have full police powers. They are responsible for follow up investigations of fires classified as arson or suspicious, and fatal fires.

When Code Enforcement Staff are unavailable, call OUC at (202) 673-3266.

3. General Code Enforcement Section: This section has Fire Inspectors assigned to all eight wards of the city. Their responsibilities include:
- a. Routine maintenance inspections of all buildings except federally owned or occupied buildings and single-family dwellings. Single-family homes shall be inspected only upon request or receipt of a complaint.
 - b. Investigation of fire code complaints.
 - c. Annual license renewal inspections for select occupancies such as health care facilities, rooming houses, Community Residential Facilities (CRF), etc.
 - d. Inspection of D.C. Public Schools.
 - e. Fire security for the President and other dignitaries when requested by the United States Secret Service.
 - f. Provide fire safety protection at festivals and large public gatherings.
 - g. Public assembly inspections of nightclubs, restaurants and theaters performed nightly and on weekends.
 - h. Assigned to the Mayor's Neighborhood Services Organization (Core Teams).
4. Technical Code Enforcement Section: The technical section performs specialized inspections:
- a. **Hazardous Materials:** Conducts inspections to include illegal dumping of hazardous materials, spills, tank installations, tank removals, explosives, fireworks, pyrotechnics, storage of hazardous materials and gas stations.
 - b. **Health Care Facilities:** Conducts inspections of hospitals, nursing homes and Institutional Care Facilities (ICF) and Community Residential Facilities (CRF).

- c. **Institutional Facilities:** Conducts inspections of correctional facilities, halfway houses, daycare facilities, foster homes, CRFs for children, colleges and universities.
5. Public Education Section: This section has two major functions: the Fire Safety Education Program and the Juvenile Fire Setters Program.
- a. **Fire Safety Education Program:**
 - Conducts public education programs on fire safety and prevention that target all age groups in the District of Columbia.
 - Distributes free battery operated smoke detectors to homeowners in the District of Columbia.
 - Provides fire safety demonstrations utilizing the Fire Safe House.
 - b. **Juvenile Fire Setters Program:**

The program provides short-term education - intervention programs designed to enlighten parents and children about fire safety and the consequences of fire. It is designed for children ages 2 through 17. Referrals shall be forwarded to (202) 727-1614 during business hours. In case of an emergency, contact the OUC at (202) 673-3266.

Section 4. Inspections Made by Whom:

Fire Prevention Inspections performed by the Firefighting Division, shall be made by officers and members assigned to each engine, truck and rescue squad company.

Section 5. Type of Occupancies to be Inspected:

The Firefighting Division shall be responsible for the annual inspection of all non-transient residential occupancies and homes within the District of Columbia. The definition of transient occupancies shall include: hotels, hostels, rooming houses and dormitories.

These building classes are:

- a. Class A – High-rise buildings, all buildings 6 stories or 75 feet from the lowest level of fire department access.
- b. Class B - Buildings over 3 stories in height; mid-rise.
- c. Class C- Buildings 3 stories or less in height.

Section 6. Inspection Routes - Established:

Captains of Engine Companies are responsible for establishing inspection routes for all required residential inspections located within their first due area. The Engine Company Captains shall ensure inspections are fairly divided between engine, truck and rescue squad companies. Battalion Commanders shall ensure all required buildings within their battalion are inspected annually.

Section 7. Scope of Inspection:

Company inspectors shall inspect for the following violations of the Fire Prevention Code:

- a. Exit doors shall remain unlocked any time the building is occupied.
- b. Exit doors shall be open able from the side of egress without a key, special knowledge or effort at all times the structure is occupied.
- c. Every sleeping room located in the basement of all residential buildings shall have at least one operable window (including windows with releasable security bars) or exterior door approved for emergency egress or rescue, or shall have access to not less than two approved independent exits.
- d. Exit signs shall be illuminated at all times the building is occupied.
- e. Fire escapes and exterior stairways shall be maintained in a safe condition.
- f. Storage shall not be stored or kept in any portion of an exit, stair or fire escape.
- g. High rise buildings shall have an approved emergency evacuation plan. This plan shall be approved by the FPD.
- h. Ensure fire detection and alarm systems are properly maintained and in service. Ensure the power on light is illuminated and the trouble light is not illuminated on fire alarm annunciator panels. When an annunciator panel is not installed, ensure fire alarm fuses are in place. Press the test light button on the annunciator panel to test the systems lights, however, **under no circumstances shall a fire alarm system be tested by a fire company.**
- i. Ensure control vales for sprinklers and standpipes are in the open position.
- j. Ensure fire department connections are unobstructed.
- k. Ensure fire department connections are properly identified.
- l. Ensure smoke detectors are installed outside of all sleeping areas.
- m. Ensure all smoke detectors are operable. This can be accomplished by pushing the test button.
- n. Fire extinguishers when installed, are in service and have been serviced annually by a fire extinguisher technician. Note: Fire extinguishers are not required in sprinkled residential buildings.
- o. Flammable and combustible liquids are properly stored.
- p. Ensure inside storage is neat, orderly, does not obstruct egress and is not located within two feet of a ceiling.
- q. Ensure inside trash storage is confined to approved containers. Trash containers should be metal with tight fitting lids.
- r. Fire regulations are posted in the lobby of apartments and condominiums.

- s. No condition exists which is dangerous from a fire standpoint. This will be based on training, experience and judgment.

Section 8. Inspection Reports:

Company officers shall complete an inspection report for every building inspected on a FD Form 22, Building Inspection Report. This report shall be completed for **all** inspections. The report should indicate any deficiencies found and should further indicate whether a responsible property owner/representative has been notified of those deficiencies, and if an order to abate same has been issued. This should be indicated in the remarks area. If the inspection results in no deficiencies found, this shall also be indicated in the remarks area. These reports shall be forwarded to the Fire Prevention Division via e-mail (fems.fireprevention@dc.gov), for action by the Code Enforcement Inspectors. This shall include those reports with no deficiencies found. A hard copy shall be forwarded to the respective Battalion Fire Chief, and a copy shall be retained for the company files.

Company commanders shall establish a file for all buildings that require inspection. This file will include the FD Form 45 and 45.1, and a copy of the current FD Form 22 Building Inspection Report.

If company inspectors observe a potentially life threatening violation that can not be abated immediately, they shall call the Fire Prevention Division during regular business hours at (202) 727-1614 or the Fire/Arson Investigations Unit after business hours at (202) 673-3370 or make a request through the Office of Unified Communications. This matter shall then be handled by the Fire Inspector or Fire Investigator. The company inspectors shall not leave the premises until a Fire Prevention Division representative is on the scene. Examples would include out of service fire protection systems, locked exit doors, or other violations that were not corrected in the company inspector's presence.

Section 9. Right of Entry:

When Company Inspectors perform routine inspections, the following procedures shall be used:

- a. Identification of Member: All members shall appear in proper uniform, and shall then state their names, present their Fire and EMS Department issued identification, and inform the owner, agent, manger, or occupant of the purpose of their visit.
- b. Private Residence: Members shall request permission to enter private residences, including, but not limited to apartment units, single family homes, rooms in boarding houses, rooming houses and hotel rooms. Only a person who is occupying the hotel room, apartment, single family home, or other residence may grant permission to enter his or her residence. Building managers, landlords, or agents who do not occupy the residence do not have authority to grant entry. For example, a resident manager does not have authority to grant permission to

inspect an apartment that is currently rented to a tenant. However, the resident manager may grant entry after the tenant has moved.

- c. Public Areas: Consent or a warrant is not required for entry into areas that are open to the public, such as the public areas of stores, restaurants, night clubs, banks, hotels, apartment buildings, condominiums and other businesses. However, if entry is denied, members shall immediately cease inspection and contact the FPD.
- d. Non-Public Areas of Businesses or Buildings: As with private residences, consent or a search warrant is needed to enter non-public areas of businesses or buildings, such as offices, kitchens, and storage areas. Consent may be given by an employee, agent, manager or owner.
- e. Exigent Circumstances: A private residence or the non-public areas of a business or building may be entered without consent or warrant when the member reasonably believes that “exigent circumstances” exist. “Exigent circumstances” are life-threatening conditions requiring immediate attention to prevent serious harm or death. Examples of “exigent” circumstances include actual fires or unsafe conditions that are highly likely to cause a fire or serious injury within the next few minutes or hours. Examples may include: live, exposed electrical wires; leaking hazardous materials such as propane; or any other highly dangerous situation requiring immediate attention. The company officer shall contact his or her Battalion Fire Chief. The FPD shall also be notified.
- f. Unsafe Conditions: If exigent circumstances do not exist, but the situation is unsafe, company officers shall contact FPD during business hours, or a Fire Investigator after business hours. The Fire Inspector or Fire Investigator shall take immediate action to secure a warrant, if necessary, so that the condition can be abated as soon as possible. These conditions may include locked exit doors, inoperative alarms, etc. The Battalion Commander shall be made aware of the situation and actions being taken.
- g. Single Family Homes: Single family homes shall be subject to inspection only upon request of the resident or receipt of a complaint.
- h. Remember the Fourth Amendment: The Fourth Amendment protects citizens from unreasonable searches and seizures. Care should be taken to avoid violating citizens’ rights. When in doubt, it is advisable to obtain a search warrant if permission to enter is denied.

Section 10. Interference with Normal Activities:

Company officers and members performing inspections shall avoid any action tending to create unnecessary interference with the normal activities of the facility being inspected.

Section 11. Building Inspection Reports:

Company officers and members who perform inspections, or who observe violations in buildings not within their scope of inspections, shall submit to the BFC, the F&EMSD Form 22, in duplicate, for each building inspected.

Company officers and members who perform inspections, or who observe violations in buildings not within their scope of inspections, shall submit to the Fire Prevention Division, the F&EMSD Form 22 "Building Inspection Report" for each building inspected. This can be submitted via e-mail [fems.fireprevention@dc.gov], and a hard copy shall be forwarded to the respective Battalion Fire Chief."

One copy of the form is placed in the company file. In those instances where no hazards are found, a statement to that fact shall be made in the "remarks" column. Those forms which indicate needed corrective action will be Xeroxed and returned to the company of origin with a notation of corrective action taken by the FPD.

The F&EMSD Form 45, Building Report, and the F&EMSD Form 45.1, Sprinkler Standpipe Report, shall be prepared, submitted and maintained as prescribed hereafter:

1. Building Reports - F&EMSD Form 45 and F&EMSD Form 45.1, if applicable, shall be submitted on non-transient residential buildings.

Copies of the forms are submitted to the BFC and shall be maintained in large loose leaf binders and carried for reference in the BFC's cars. They shall be arranged alphabetically and numerically by streets and updated as required. Forms prepared for a large institution shall be listed alphabetically under its name and an appropriate map attached thereto.

2. Distribution of the F&EMSD Forms 45 and 45.1:
 - a. Original to the DFC- FFD.
 - b. Copies to the first and second due engine companies, the first due truck company, the first due rescue squad, the first due battalion fire chief, and the inspecting company's battalion commander, if not first due to the fire alarm box nearest the building.

When the building concerned is equipped with a sprinkler and/or standpipe system, a copy of the F&EMSD Form 45.1 shall be attached to each copy of the F&EMSD Form 45 before distribution.

3. Fire Prevention Inspection (FPI) Folders - A folder, appropriately labeled, shall be maintained for each route. All buildings on the route involved shall be listed on the first page of the folder. The F&EMSD Forms 45 and 45.1 describing buildings listed on the company fire prevention route shall be placed in file folders with ACCO fasteners and arranged in the exact order as the inspection routes are outlined.

The file folder for the particular route to be inspected shall be carried by the company when on fire prevention inspection. If any change in the previous information is found during the inspection of a building listed on the forms, a revised form shall be executed and distributed by the company officer. If no change is found, the officer shall date and initial the form on the reverse side. When not in use, folders shall be filed in the company file cabinet.

4. Reports -Manner Of Filing -To be used as a cross reference, a F&EMSD Form 45 shall be inserted in lieu of a form removed from the original file and shall contain only the name and address of the building and the inspection route number to which it is assigned.

The F&EMSD Forms 45 and 45.1 which are not placed in inspection route folders shall be maintained on file in the company file cabinet immediately in front of the fire prevention inspection route file folders, arranged alphabetically and numerically according to street number, available for study and reference.

Section 12. Records - Company:

The Battalion Fire Chief will furnish each company of the battalion with a listing of all inspection routes assigned to the entire battalion and such lists will be kept current by company officers, acting upon information furnished by the battalion commander.

Section 13. Duties of the Battalion Commander:

With regard to fire prevention inspections, the battalion commander shall:

1. Through the company officer, assign structures to be inspected (within its immediate area when possible).
2. Record daily, the total number of inspections made and the number of hazards reported to the FPD.
3. Maintain such records as may be necessary to comply with the appropriate frequency of inspection.

Section 14. "On The Air" Company Inspections - General Rules:

The Deputy Fire Chiefs – FFD will select the battalion to perform inspections, on a daily basis, when feasible. A monthly inspection report will be completed by and submitted to the DFC by the BFC.

Structures to be inspected will be assigned by the battalion and company commanders concerned. When assigning structures for inspection, battalion and company commanders are to identify locations prioritized by any unusual hazard(s) for immediate and thorough inspection.

Companies will be placed out of service for one to two hours during inspection:

- a. Private dwellings.
 1. Upon request and by appointment.
 2. From June 1 through August 31, between the hours of 1730 and 2000.
- b. Multi-dwelling buildings.
 1. 1000 to 1200 hours.
 2. 1300 to 1500 hours.
- c. No inspection shall be held on Sundays or holidays.

All members, while on inspections, shall wear a clean work uniform (no hat). The official identification card shall be carried.

All on-duty personnel shall perform inspection work utilizing company apparatus. While performing inspection work, apparatus shall be placed so as to cause as little inconvenience as possible to the general public.

The message "street drills canceled for today" will also cancel "on the air" company inspections. Upon notification by the Communications Division of a multiple alarm, companies performing "on the air" inspections shall, unless they are given another assignment, return to quarters.

Section 15. Informative Inspections:

A detailed and comprehensive inspection of a building and an area in the company's Local Alarm District shall be made once each three (3) months by engine, truck and rescue squad platoon groups. The inspection shall be made by all members as a company.

The company officer shall select the building for inspection in the order of importance and hazard. The area inspected shall be the block, or equivalent area, in which the building is located.

A report shall be prepared including an informative description of the building, floor plan drawing of the building, and a map of the area. All members who participated in this inspection shall assist in preparing this report.

The following items, among others, shall be included:

1. Informative description of the building:
 - a. Height of the building, number of stairways (open or closed), elevators (open or closed), fire escapes, type of construction, type of heating plant, location of utilities cut-offs, heating cut-off and number of stories.

- b. Occupancy, including approximate number of persons, plans for evacuation, plans for advancing hose lines to all parts of the building, ventilating, laddering and exposures.
 - c. Type and flammability of stored materials.
 - d. Location of sprinklers and standpipes and controlling valves and drains. Hazardous locations.
 - e. Features of special interest or importance to the Department.
 - f. The names of participating members and the time spent on the inspection.
2. Floor plan:
- a. A detailed drawing of the basement, roof and at least one floor above the basement.
3. Area map:
- a. Width of streets and alleys, with a notation of accessibility by apparatus.
 - b. Hydrants, including the flow at 25 psi.
 - c. Sprinkler and standpipe connections. Utilities cut-offs.
 - d. Exposure hazards by reason of proximity or construction.
 - e. Features of special interest or importance to the Department.
4. Distribution of reports:
- a. Original to the appropriate Deputy Fire Chief- FFD.
 - b. Copies to the engine, truck, and rescue squad companies and the Battalion Fire Chief first due to the fire alarm box nearest the building.

Section 16. Metro Inspections:

Company officers shall notify the Communications Division prior to entering and leaving underground portions of Metro.

Units inspecting Metro stations shall advise the kiosk attendant that they will be inspecting all service and ancillary rooms so they may ignore any intrusion alarms activated because of the unit's activities.

Prior to entering and when leaving the ancillary areas, notify OCC via BLS wayside telephone that the Department is inspecting the area.

Units may use any Metro phone, for official business only, to make an outside call by dialing "0" for the Operator (weekdays from 0800 to 1630 hours), identifying yourself and asking for an

outside line. All members shall carry a flashlight or hand lamp and wear their helmet when inspecting Metro shafts.

If, while inspecting Metro shafts, or at any time when in the proximity of a track bed, members are observed by a train operator, the train operator will sound their horn to let you know the train is approaching. This signal should be acknowledged by waving your flashlight or arm parallel to or in line with the tracks in an up and down motion, catching the eye of the train operator, you are telling the train operator to proceed past. If you wave your flashlight or arm across or perpendicular to the tracks, the train operator will stop the train. If you do not acknowledge the train operator's signal at all, he/she may stop the train due to uncertainty of your intentions.

The F&EMSD Form 170.4 shall be executed on all emergency exit shaft inspections. The F&EMSD Form 170.5 shall be executed on all Metro station inspections.

Section 17. Members Selected for Security and Similar Details:

It must be borne in mind that details to places of public assembly are made primarily for the protection of life and that such details are among the most important which the Department has to cover. For that reason, battalion commanders shall see that competent members are assigned to this work. Probationary members are excluded from such assignments.

Section 18. Public Functions Attended by the Presidential Family:

The Deputy Fire Chief – FPD or his designee shall be in charge of Department details to the White House and all public functions that the President and/or his family may attend. It shall be his/her responsibility to insure that the Department is represented at security meetings with the U.S. Secret Service in order to set up the details for the function.

The Deputy Fire Chief – FFD shall be notified by the Deputy Fire Chief – FPD of the number of members required for the detail. The officer selected to be in charge of the detail shall be notified of the posts and the names of the members to be detailed under his/her command. These members shall be from approved lists and have their official identification cards with them.

Section 19. Fire Hazards Observed on the Fireground:

Whenever any apparent violation of the Fire Prevention Code enforceable by the Department (illegal gas or oil stoves, undue accumulation of flammables, etc.), or any fire hazard is observed by, or called to the attention of the incident commander, the F&EMSD Form 22 shall be submitted. If a Fire Investigator is on the scene, all violations or fire hazards will be addressed by said investigator and the submission of a F&EMSD Form 22 would not be necessary.

Section 20. Duties of the Public Information Office:

The Public Information Officer shall work in cooperation with the Fire Prevention Division to aid in promoting public awareness of fire safety messages and programs.

Section 21. Return to the Scene Response:

One of the many endeavors of the fire service is a “Return to the Scene Response”. This is a combined effort on the part of the Fire Prevention and Fire Fighting Divisions, where fire and life safety education and support are provided to the community following a fire death, serious injury, or other traumatic event. This effort provides fire and life safety education materials, smoke detectors or batteries as needed, and “Home Safety Surveys” to those residents who desire one. This venture is generally coordinated by the members of the Fire Prevention Division, under the direction of the Fire Marshal, and is supplemented by the Fire Fighting Division.

On occasion, this response is required at times other than the normal business hours of the Fire Prevention Division, such as weekends or holidays. If this should occur, the response will be initiated by the Fire Marshal, or his designee, and implemented by the on-duty Deputy Fire Chief of the Firefighting Division. The Fire Fighting Deputy Chief shall designate one Battalion Fire Chief to oversee the effort, and two firefighting companies to distribute the fire and life safety information, check smoke detectors and batteries, and provide those items as warranted. They will also conduct “Home Safety Surveys”, if the residents agree.

This effort shall be conducted utilizing instructions and materials provided with each “Return to the Scene” box, stored in the Battalion Offices. These boxes, supplied by the Fire Prevention Division, are categorized as either “Return to the Scene – Residential”, or “Return to the Scene – Apartment”, and contain appropriate materials for each situation as indicated. The contents of the boxes include, but are not limited to:

“Return to the Scene – Residential”

- Community Service Program Sheet
- EDITH Handout
- Winter Fire Safety Handout
- Home Safety Survey Sheet
- Smoke Detectors
- Batteries
- Return to the Scene Data Sheet
- Smoke Detector Waiver Form

“Return to the Scene – Apartment”

- Community Service Program Sheet
- EDITH Handout
- Apartment Fire Safety Handout
- Home Safety Survey Sheet
- Batteries
- Return to the Scene Data Sheet
- FD Form 22

The designated Battalion Chief shall select the type material that best fits the occupancy where the response is needed and deliver the material to the companies chosen. Those companies assigned to the response shall canvas the neighborhood/apartment complex in accordance with the provided instructions, recording all information indicated on the “Return to the Scene Data Sheet”. At the discretion of the Battalion Fire Chief, smoke detectors, from the battalion inventory, may be utilized, if additional devices are needed.

In the event that an incident occurs in an apartment building, the assigned companies shall conduct Fire Prevention Inspections utilizing the supplied FD Form 22. Any violations observed

shall be noted on the FD Form 22, for further action by the Fire Prevention Division. Members are reminded that apartment buildings are mandated to have operating smoke detectors in the living units, so any violations of that mandate shall be noted on the inspection form. If no violations are found, the FD Form 22 shall so indicate, and be forwarded to the Fire Prevention Division. Any life threatening fire code violations that cannot be immediately abated shall be brought to the attention of the on duty Fire Investigator.

At the conclusion of the "Return to the Scene" event, the companies shall submit the "Return to the Scene Data Sheet", any FD Form 22's completed, and any leftover materials, to the Battalion Chief. This data sheet and any inspection forms shall be forwarded by fax (found on the department roster), to the Fire Prevention Division, for action on the next business day. This should also include a request to replace the "Return to the Scene" box, indicating the type of box used. A representative of the Fire Prevention Division will supply the battalion office with a replacement box, and retrieve any leftover materials and the used box for restocking.

Section 22. Reporting of Unsafe Properties:

Officers in charge of companies who discover unsafe properties as a result of fires, inspections, during routine travel, or at any other time they are revealed, shall submit a report to the Deputy Fire Chief, Fire Fighting Division. This report should include the address and a brief statement indicating the conditions and hazards found. The Deputy Fire Chiefs shall forward this information to the Fire Marshal for placard posting of the structure, and to assure proper notifications to other appropriate city agencies.

Section 23. Emergency Building Closure

In the event that an officer or member encounters a problem in a residential building that may result in the building being closed, the following procedure shall apply:

1. If the officer is below the rank of Battalion Fire Chief, the officer shall contact the Office of Unified Communications to have a Battalion Fire Chief, Fire Investigator or Fire Prevention Officer proceed to the scene. The officer shall indicate why the official is being requested.
2. The officer shall relate all particulars to the arriving official, including any action taken regarding the utilities and structural integrity of the building, if known.
3. The arriving official shall ensure that the Office of Unified Communications has been notified of all of the actions taken at the incident.
4. The arriving official shall ensure that the Fire Prevention Deputy either directly or through a member of the division is made aware of all of the particulars regarding the initiation of the Emergency Building Closure procedure. This can be accomplished by notification to the Fire Prevention Division.

The Emergency Building Closure shall be initiated by the following officials only:

Deputy Fire Chief - Fire Fighting Division
Battalion Fire Chief - Fire Fighting Division
Member or Officer assigned to the Fire Prevention Division

Once it has been determined that the building will be closed, a conference call must take place. The conference call will be set up by the Emergency Management Agency. Because of the conference call, it is imperative that all pertinent information be communicated to the Office of Unified Communications and the Fire Prevention Deputy.

Section 24. Smoke Detector Give-Away Program:

In our continued commitment to serve and protect the public, the DC Fire and EMS Department distributes smoke detectors to the citizens of the District of Columbia through our Smoke Detector Give-Away Program. The majority of our smoke detectors are provided to us through grants and donations from various organizations. Regular request are made by these organizations to give an account of the number of smoke detectors we distribute. In order to ensure efficiency throughout the Department and provide a more accurate accountability system, the following procedures shall be followed:

- A predetermined number of smoke alarms will be distributed (by a member of the Fire Prevention Division) to each Battalion Chief for distribution to fire stations.
- If a citizen makes a request for a smoke detector, he/she must present a valid D.C. driver's license with their current address on it. He/she must then complete a FD Form 129 (Smoke Detector Waiver Form), which can be obtained on the LAN. Once the Form 129 is complete, the issuing official must fill in the line for the Engine\Truck Company providing the detector, and sign and date on the witness line. If more than 1 detector is issued to the receiving party, that additional number of detectors should be indicated on the FD Form 129. Reasonable prudence should be exercised when issuing multiple detectors.
- The Form 129 should then be forwarded to the Fire Prevention Division, care of the Smoke Detector Program Coordinator, through the Battalion office concerned. At Fire Prevention, the form will be entered into a database and matched to the inventory for that designated battalion. Based on availability and the number of Form 129's received, smoke detectors will be delivered to replenish that battalion's stock.
- Quarterly inventory reports (using JAJ0 schedule) from each Battalion, including all station inventories, should be submitted via e-mail [fems.fireprevention@dc.gov] to the Fire Prevention Division, Battalion Fire Chief, for delivery to the Smoke Detector Program Coordinator.

- If a citizen requests a “special smoke alarm” for the hearing or visually impaired, calls should be forwarded to the Fire Prevention Division at (202) 727-1614.
- If a citizen is elderly, disabled, or at the discretion of the issuing official, detectors may be installed by Firefighting Division Companies. Each Battalion has been issued a cordless power drill by the Fire Prevention Division in order to facilitate this process. Citizens should sign the additional waiver line on the Form 129 prior to smoke detector installation. Members shall install the smoke detector in accordance with manufacturer’s recommendations. Once installed, check for proper operation. The Fire Prevention Division has distributed a limited number of 9 volt batteries to each Battalion Chief’s office. If you find a resident’s batteries are defective and need replacement, contact the BFC’s office for availability.
- Any additional questions regarding procedures for the Smoke Detector Giveaway Program should be forwarded to the Smoke Detector Program Coordinator at (202) 727-1614.
- [If a station is out of stock for smoke alarms, the company officer will notify his/her respective Battalion Commander’s Office for replacement. Only Battalion Commanders will contact Fire Prevention Division for replacement smoke alarms prior to JAJO inventory replacement.]

Section 25. Knox Boxes:

Currently, Knox boxes are not required by the Building or Fire Prevention Codes. Building owners may voluntarily install Knox Boxes if they desire. These boxes are helpful to emergency service personnel, as they are designed to secure keys to entrance doors, service rooms, gates, and other access areas. In addition, the Knox Company makes secure devices that can hold MSDS sheets, telephone numbers, operating instruction sheets, as well as locking caps for fire department connections.

The Fire and EMS Department receives many requests to either install these boxes or for information regarding Knox Boxes. Building owners or contractors who wish to install a Knox Box or Knox devices must first acquire approval from the Fire and EMS Department. They must complete an application from the Knox Company, which can be obtained from either Knox, or the Office of the Fire Marshal. Once submitted to Knox, and subsequently approved by the Fire Marshal, the requestor can purchase the devices from the Knox Company. Building owners are encouraged to install the Knox Box adjacent to the entrance or access point being utilized, and mounting the device between 4 and 5 feet from the ground. Building owners do not have keys, therefore, after mounting the box, the building owner or contractor shall contact the Office of the Fire Marshal to have the pertinent information secured in the box. The Fire Marshal or his designee shall contact the Fire Fighting Division Deputy Chief and request that an Engine or Truck Company contact the owner or contractor, and make arrangements to have the box secured.

The Knox Company requires strict accountability of all keys issued. Officers are reminded to keep these keys secured. In the event a key is lost or stolen, this must be reported in accordance with the requirements set forth in the Order Book, (Art. XIX, Sec. 17). The Fire Marshal is the appointed liaison with the Knox Company. Any problems, lost keys, requests for applications, or application approvals shall be handled by the Office of the Fire Marshal.

Section 26. Records Management System (RMS)

The fire department utilizes a computer based Records Management System [RMS] to document the dispatch to incidents, type of situation found, and actions taken by the department on every incident.

In addition, this data is exported to the National Fire Academy for analysis through the National Fire Incident Reporting System [NFIRS] initiative. NFIRS reports that are created are used primarily for statistical and data reporting purposes. The NFIRS report is also the only document available to provide to insurance companies, investigators, property managers, home owners, and any other person making a Freedom of Information Act [FOIA] request for documentation of an incident.

It is the responsibility of the 1st due Company Officer to provide accurate information, in a timely manner, when completing these NFIRS reports.

All companies have been issued the NFIRS Reference Guide for instruction and reference, and this guide is available on the LAN in the F&EMS SO-GO-MO folder under "Online Manuals".

When completing the report, accuracy is very important. Additionally, a company narrative portion must be completed. This is accomplished by selecting the "Narrative" tab, selecting the "Add" button, selecting "Title", entering "company narrative", and then inserting a brief description of the incident in the narrative box. This narrative should be completed in layman's terms so that the person requesting the report will have an understanding of our actions and the situation found. This narrative should include:

- Type of Structure – Detached House, Apartment Building, Auto Shop, Row House, etc.
- Type of Incident Found – Fire, Gas Leak, Water Leak, Explosion, etc.
- Location of Incident – 1st Floor, Basement, Kitchen, Men's Room, Storeroom, Attic, etc.
- Extent of Damage – Object of Origin, Room of Origin, Floor of Origin, Entire Building.
- Injuries – Civilian and Firefighter. include the number of injuries, *no names*.
- Actions taken by company.

Auto Fires should include as much of the following as possible:

- Make, Model, Year, Tag Number & State, VIN if possible, and origin or area where the fire occurred.

On incidents where the Fire Investigator has responded and has completed a fire scene investigation, the Company Officer responsible for completion of the NFIRS report shall contact the Fire Investigator prior to departure from the scene and get a fire cause determination. This determination shall be inserted in the narrative as well as in the "Cause of Ignition" box on the "Fire" tab screen. If the Investigator has made no determination, insert "cause under investigation" in the box provided.