



# EAST JEFFERSON FIRE RESCUE

Assistant Chief, Brian Tracer • btracer@ejfr.org  
24 Seton Rd • Port Townsend WA 98368  
360.385.2626 • ejfr.org

## FIRE AND LIFE SAFETY INSPECTION PROGRAM HANDOUT

The Washington Surveying and Rating Bureau (WSRB), performs assessments for fire department performance capabilities in our State. The WSRB ranks East Jefferson Fire Rescue's (EJFR) capabilities and performance, setting our protection class and subsequently, your insurance rates. Various fire department practices and performance benchmarks are examined including the fire and life safety inspections we are mandated to conduct in existing buildings, which are compulsory each year. Nationwide fire departments are charged with ensuring existing buildings and businesses are safe for the public and the occupants. The EJFR Fire Marshal serves as the Fire Code Official within the District's boundaries as directed in the Inter-Local Agreement, section 1 and as defined in the International Fire Code. EJFR inspections are managed by our Fire Marshal and specially trained firefighters.

Our inspection program helps educate the public on methods of reducing risks before an emergency occurs, minimizing damage caused by a fire or other accident. Typical violations are minor and easily corrected at the time of our visit. Occasionally we work with business owners, guiding them with choices to make their building safer. When serious hazards exist or if access is denied, the code allows the fire department to confirm compliance and assures our ability to conduct an inspection, all in the name of the public's safety.

The majority of fire code violations are simple items which can be dealt with quickly and inexpensively. Examples of these types of violations are blocked exits, missing fire extinguishers, miss use of extension cords, multi strips and basic housekeeping. Major items may include lack of, or obstructions to required exits, violation of allowable occupancy load and inadequate fire separations. All mercantile, assembly, and multi-story mixed occupancies need annual inspections, this includes individual businesses.

### Inspection Procedure

- An inspector or firefighter will stop by requesting approval to inspect the occupancy
- The inspector will gather the current business information so our records will be complete
- A representative from the business should accompany the inspector so violations can be explained. If needed, a correction notice will be left with the business
- A re-inspection will be scheduled in about 2 weeks, confirming corrections were completed
- If more time is needed and progress is attempted, the inspector may grant an additional 2 weeks
- If at the end of that time the problem has not been resolved, additional measures will be needed to gain compliance.
- On major items additional time may be granted if a work plan has been submitted and approved by the Fire Marshal and the City's Development Services Department.

Our goal is to ensure the resilience and safety of our community, minimizing losses due to fire or other tragedy. There is no cost for this inspection. We look forward to the opportunity to work with you on providing a safer community. We appreciate your cooperation.

*Serving the Communities of*

*Port Townsend Port Hadlock Chimacum Irondale Kala Point Cape George Marrowstone Island*



## East Jefferson Fire Rescue Self-Inspection Worksheet Directions

Return Completed Forms By: \_\_\_\_\_

- A. READ INSTRUCTION SHEET.**
- B. PRINT any changes to your business name and address at the bottom of this form.**
- C. Walk through your business with this form in hand. Answer ALL questions. For items handled by your property manager, check "N/A".**
- D. Corrections must be made prior to returning forms. Insert an "X" in the box titled "CORR".**
- E. When inspection is completed and all corrections made, read the statement in the "Signature Box" on Page 2, then sign and date the form. Return THE ORIGINAL to the fire department by the due date (above).**

<u>ITEM</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>CORR</u>
1. Is your address visible, on contrasting color background?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there a Knox Box on your building? If so, is the proper key(s) to your business locked in it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are all exit aisles, hallways, doorways, stairways and/or walkways clear of any debris and/or obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all electrical breaker panels kept clear of obstructions (including storage)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you using multi-plug adapters, without breaker switches? (To correct, replace them with electrical "strips" equipped with self-breaking switches.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are light-duty extension cords being used in place of permanent wiring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are piles of paper, trash, weeds, etc., in an around your business, picked up and properly disposed of on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Have all fire extinguishers been <u>inspected, tagged and serviced</u> within the last year by a fire extinguisher company licensed by the State Fire Marshal? <u>See instructions concerning newly purchased extinguishers before completing this question.</u> Date Services: _____ Service Company: _____ Address: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does your facility have an automatic sprinkler system? Is the fire suppression system operational? Has the fire suppression system been inspected and certified for the calendar year? Date Services: _____ Service Company: _____ Address: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Does your facility have a fire alarm system? Is the fire alarm system operational? Has the fire alarm system been inspected and certified for the calendar year? Date Services: _____ Service Company: _____ Address: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you have a City, County or State Business License? Number: _____ Expiration Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide an afterhours/ emergency contact and phone number: \_\_\_\_\_

Do you have any questions? If so please call our Prevention/Inspection Division at (360) 385-2626

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURE BOX**

Your response to this self-inspection is required by law as set forth by East Jefferson Fire Rescue. Any person who willfully states as true any material matter herein which he/she knows to be false may be guilty of perjury.

Failure to return this form and correct deficiencies within 30 days will result in an inspection by the Fire Department with the cost of said inspection billed to you, per the current applicable East Jefferson Fire Rescue Department policy.

I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
Print Responsible Party Name

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Address of Business

\_\_\_\_\_  
Date Signed