

## Purpose of Fire Inspections

The Bismarck Fire Department has the responsibility to aid in the prevention of emergencies. The department's goal is to provide a safe environment for you and your customers and to prevent a disruption of your business from a fire.

Inspection services assist the business community in identifying potential and actual fire and safety hazards and minimizes potential losses through early intervention. Regular inspections also give firefighters an opportunity to become familiar with building layouts in order to plan firefighting strategies. This step reduces business loss by increasing efficiency during emergency operations.

The following are examples of some of the items the department will look at during the annual inspection:

- ◆ Exits being maintained unobstructed
- ◆ Emergency lighting operates properly
- ◆ Proper use of extension cords
- ◆ Combustible storage
- ◆ Exit signs illuminated
- ◆ Fire alarm testing and maintenance
- ◆ Sprinkler system testing and maintenance
- ◆ Hazardous material storage
- ◆ Posting of addresses
- ◆ Fire extinguisher maintenance

The department would like to take this opportunity during its annual inspection of your facility/place of business to introduce you to a few of the other programs that are available to you. The following services will enhance the level of fire protection available to your business:

- ◆ Knox Box
- ◆ Evacuation Plans
- ◆ Extinguisher Training
- ◆ Hazardous Material Storage

The Bismarck Fire Department is a full service organization that continually strives to anticipate and meet the needs of the public it serves. The Department provides education, enforcement and emergency services. The Department is committed to citizen safety. Our programs are designed to reduce the potential of fire and prepare for crisis situations. We look forward to helping you make your business and customers as safe as possible through compliance with the Fire Codes.



**Bismarck Fire Department**  
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## Bismarck Fire Department



## Fire Safety Risk Management and Inspection Program



For Emergencies DIAL 911  
Non-emergencies (701) 355-1400

# Bismarck Fire Department

**Combustible storage**-Combustible materials should be orderly and away from sources of ignition. They should not be stored in boiler rooms, mechanical rooms, electrical equipment rooms or in exits or exit enclosures. Combustibles should be stored 18" from the ceiling in sprinklered rooms and 24" in non-sprinklered rooms.

**Hazardous Materials Handling and Storage**-Even chemicals that are generally considered to be safe have potential to be hazardous under specific circumstances. Make sure chemicals and other hazardous materials are stored properly in order to prevent spills, uncontrolled reactions and minimize worker exposures. Some businesses are particularly challenged because of the number and variety of chemicals that are handled. All staff must be aware of the hazards each chemical presents. Material Safety Sheets shall be retained and consulted often when using a hazardous chemical.

**Portable Electric Space Heaters**-Portable electric space heaters are allowed provided they are listed and approved. They must be plugged directly into an approved outlet, **not** an extension cord. A 3 foot clearance from any combustibles must be maintained.

**Knox Box**-Installing a Knox Box enables the fire department to gain access to your business due to an emergency response such as a fire, medical call, fire alarm/sprinkler system activation without creating damage to doors during "after hours". Fire department personnel are the only individuals able to open the Knox Box to retrieve keys to your facility.



**Sprinkler and Fire Alarm Annual Inspections/ Testing**-Fire alarms and sprinkler systems shall be inspected and tested annually to ensure that they are operating properly and will function when needed. The outside fire department connections shall be inspected to ensure the caps are in place and clear of obstructions. Records are required to be on the premises.



**Exit signs and Emergency Lighting**-Exit signs and Emergency Lighting should be checked periodically for proper function. Power for the signs should be disconnected to check that the backup power is working properly. Records of monthly testing by the owner is required.

**Fire Alarm Monitoring**-Fire alarms/sprinkler systems should be remotely monitored. Having your fire alarm/sprinkler system remotely monitored ensures a quicker response time from the fire department and saves you from excessive smoke and water damage. Contact a fire alarm company for more information.



**Evacuation Plans**-Our department will assist you in developing evacuation plans and conducting fire drills. Fire drills are performed to train staff and occupants to evacuate safely and immediately. Businesses should conduct at least one fire drill each year for employees.

**Posting of Addresses**-Numbers shall be at least 4" high and 1/2" in width. Numbers shall be legible from the street and shall contrast with their background.

**Exit Ways**-All exit ways shall be maintained clear of all storage and/or combustible materials to provide for safe egress from the premises.

**Fire Extinguisher Services**-Fire extinguishers must be mounted on the wall no less than 4 inches off the floor

and no higher than 5 feet using approved hangers and brackets or a cabinet. They must be readily accessible and easy to identify. Most occupancies need a type 2A10BC extinguisher for every 75 feet of travel. All fire extinguishers need to be serviced annually.

**Extinguisher Training**-Fire extinguisher demonstration and use. Our department offers fire extinguisher training to city businesses with "hands on" use and training. Contact the Bismarck Fire Department for more information.



**Extension Cords**-Extension cards cannot be used for appliances if they extend through walls, ceilings, under doors or under floor coverings. When used, the ampacity cannot be exceeded or grounding feature altered. Extension cords cannot be used as permanent wiring.

**Power Taps or Strips**-Portable power taps must be plugged directly into a permanent wall outlet. They cannot be plugged into an extension cord, another power tap or the grounding feature disabled. Extension cords may be plugged into power strips.



Thank you for your time and cooperation. If you have any questions or would like additional information regarding any of the programs, please contact us at 701-355-1400.