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CITY OF CHARLOTTETOWN FIRE DEPARTMENT ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE: **FIRE PREVENTION DIVISION**

ORIGINATING DATE: **1997**

EFFECTIVE DATE: **JUNE 1, 1997**

REVISION DATE: **FEBRUARY 12, 2008**

REVISION DATE: **June 4, 2015**

APPROVED BY: **FIRE DEPARTMENT MANAGEMENT TEAM**

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General:

The City of Charlottetown Fire Department recognises the need to provide for comprehensive fire safety and education programs in order to assure the preservation of human life and to minimise the fire losses. This responsibility is assigned to the Fire Prevention Division through the provisions of the Fire Prevention Bylaw of the City of Charlottetown.

Fire Prevention Division:

The Fire Prevention Division consisting of the Fire Prevention Officer, Fire Inspectors and all others appointees under the provision of the Fire Prevention Bylaw will comply to the provisions set forth in the Bylaw.

The Fire Prevention Division will be responsible for the enforcement of the bylaws under the direction of the Fire Chief.

The Charlottetown Fire Prevention Division shall provide the following services:

- a) Fire Inspections
- b) Fire Investigations
- c) Fire Safety Education.

The scope of services shall include but is not limited to the following:

- a) Inspection of permanent and temporary buildings, processes, equipment, systems, and other fire and related life safety situations.
- b) Investigation of fires and explosions.
- c) Review of design and construction plans, drawings, and specifications for life safety systems, fire protection systems, access, water supplies, processes, Fire Safety Plans hazardous materials and other fire and life safety issues.
- d) Fire and life safety education of employees, responsible parties, and the general public.
- e) Existing occupancies and conditions, the design and construction of new buildings, remodelling of existing buildings, and additions to existing buildings.
- f) Design, alteration, modification, construction, maintenance, and testing of fire protection systems and equipment.
- g) Hazards from outside fires including (vegetation, trash, building debris, and other Materials).
- h) Regulation and control of special events including, but not limited to, assemblage of people, exhibits, trade shows, amusement parks, outdoor events, and other similar special temporary and permanent occupancies.
- i) Interior finish, decorations, furnishings, and other combustibles that contribute to fire spread, fire load, and smoke production.
- j) Storage, use, processing, handling, and on-site transportation of flammable and combustible gases, liquids, and solids.
- k) Storage, use, processing, handling, and on-site transportation of hazardous materials.

The intent of the scope of service is to inform and educate the public of the risk from fire. The risk remaining after deducting the cumulative effect of the Fire Prevention Division efforts is the responsibility of each individual, including owners, operators, occupants, and casual visitors to properties and areas. It is not the intent of this procedure to eliminate all risks or address all conceivable situations.