



#110

CITY OF CHARLOTTETOWN FIRE DEPARTMENT ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE: FIRE INVESTIGATIONS

ORIGINATING DATE: 1996

EFFECTIVE DATE: JUNE 1, 1996

REVISION DATE: FEBRUARY 19, 2008

REVISION DATE: June 4, 2015

APPROVED BY: FIRE DEPARTMENT MANAGEMENT TEAM

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General:

Policy created to provide guidance during the City of Charlottetown Fire Departments execution of duties involving origin and cause determination for fires and explosions.

1.) Investigation of Fires

- a.) The Fire Inspector will respond to and determine their origin and cause of all fires, which cause damage to property, injury or loss of life.
- b.) If an investigation is required during normal working hours the Fire Inspector will respond and carry out the investigation.
- c.) If an investigation is required after normal working hours the Fire Inspector will respond to the following:
 - i) All reported structure fires;
 - ii) All reported motor vehicle fires;
 - iii) All reported fires resulting in death, injury or property damage;
 - iv) All reported fires of a suspicious nature;
 - v) When requested to respond by a Chief Officer or his designate;
 - vi) When requested to respond by the Police Department;
 - vii) When requested to respond by central or station dispatch.

The Deputy Fire Chief will be notified the next working day when the Fire Inspector responds to a fire call after normal working hours.

- d.) The Fire Inspector will decide whether to, secure the fire scene for an investigation on the next working day or investigate the fire scene at that time.
- e.) In the event that the Fire Inspector is unavailable the Deputy Chief or the Fire Chief may be contacted in order to pursue the investigation.
- f.) The Fire Prevention Division will be required to have a written report on all fire investigations.
- g.) The Fire Inspector may request the assistance of the Provincial Fire Marshal or any other outside agency deemed necessary in the investigation of a fire.
- h.) The Fire Inspector or members of the Fire Prevention Division may be requested to assist the Provincial Fire Marshal's office outside the City and may do so provided the Deputy Fire Chief is immediately advised of this situation.
- i.) The Fire Inspector may assist with fire suppression efforts in the event of an emergency if properly trained and equipped to do so.
- j.) The Fire Inspector is authorized to participate in training sessions the Deputy Fire Chief deems valid.
- k.) Meals will be provide to fire investigative personnel who are required to work more than four (4) consecutive hours, as laid out in the collective agreement.
- l.) Personnel who work over night at a fire investigation are not required to report to duty the next day if in the opinion of the Deputy Fire Chief the health or safety of staff is in question.

The Fire Inspector may request a duty crew to assist in a fire investigation with the approval of the Deputy Fire Chief.

2. Investigation of Hazardous Situations:

When requested, the Fire Inspector will respond to, investigate and see that the appropriate corrective actions are taken, to the following;

- a.) spills of flammable liquids,
- b.) reports of odours, smoke, gas or chemicals;
- c.) reports of carbon monoxide, and
- d.) other fire or life safety hazards normally investigated by the Fire Prevention Division.

The Fire Inspector will provide a written report with the details of the incident and the corrective action taken.

3. Investigation of Automatic Fire Alarms:

The Fire Inspector will respond to, investigate and see that the appropriate corrective actions are taken as outlined below:

- a.) Automatic Fire Alarms responded to by the Fire Department during normal working hours repeated alarms to the same property during normal working hours.
 - i.) respond to and investigate cause of the alarm;
 - ii.) advise the owner/occupant of any corrective action that need to be taken;
 - iii.) if a recurring alarm occurs issue a written notice to the owner/occupant;
- b.) General Fire Alarms responded to by the Fire Department after normal working hours.
 - i.) “Report of smoke or fire”;
 - ii.) “No report of fire or smoke”, the next working day review the alarm report and if necessary investigate as outlined above.
- c.) When requested by central or fire station dispatch to investigate an Automatic Alarm.