

3000.01 Fire Prevention Standard Operating Procedure



This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

Related Policies: Article VII, Rules and Regulations Manual,

Applicable HI Statutes:

I. PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to establish clear guidelines and protocols for fire prevention activities within the Hawaii Fire Department. This SOP outlines the roles, responsibilities, and procedures for the effective implementation of fire safety inspections, public education programs, code enforcement, and fire investigations.

II. APPLICABILITY

This Policy is applicable to all personnel of the Hawai'i Fire Department.

III. PROCEDURES

Fire Prevention Program Overview:

The Fire Prevention Program aims to reduce fire risks and enhance safety through comprehensive fire prevention activities, inspections, enforcement, education, and investigations. It operates under the Fire Prevention Branch, which is responsible for ensuring compliance with fire safety codes, investigating fires, and promoting public awareness of fire hazards and safety.

1. Key Components of the Program:

a. Fire Inspections:

- Fire Prevention Inspectors and fire company personnel conduct routine inspections to detect and correct fire hazards.
- Specialized inspections are performed by Fire Prevention Inspectors for more technically complex properties, while fire companies focus on common fire hazards.
- Inspections may also be carried out during non-business hours to ensure compliance without disrupting operations.

b. Fire Investigations:

- The section conducts fire investigations to determine the origin, cause, and circumstances of fires.
- These investigations provide critical information for improving safety measures and understanding fire trends.

c. Plan Review and Construction Oversight:

- The section reviews and approves construction plans to ensure compliance with fire safety codes.
- This includes inspections for new and modified buildings, fire protection systems, and more complex structures.



- Reviews are coordinated with other public safety agencies and are critical for issuing building permits.
- d. Public Education and Outreach:
- This section organizes public education programs, including fire safety demonstrations, talks, and media outreach.
 - These initiatives aim to raise community awareness about fire hazards, emergency procedures, and fire prevention strategies.
 - The section also plays a key role during annual events like Fire Prevention Week, enhancing public understanding of fire safety.
2. General Duties and Responsibilities:
- a. Battalion Chief (Prevention): The Battalion Chief of Fire Prevention for the Hawaii Fire Department oversees the operations of the Fire Prevention Branch. This role includes managing the four key components of the Fire Prevention Branch which include the Inspection, Investigations, Plans Review and Public Outreach Divisions.
- Refer to the Class Specifications for Battalion Chief (Prevention) for this position.
- b. Fire Captain (Prevention): The Fire Captain of Fire Prevention for the Hawaii Fire Department supervises day-to-day fire prevention activities, including inspections, fire investigations, and enforcement of fire codes. The Fire Captain works closely with fire inspectors, ensuring that inspections are conducted efficiently and that fire hazards are addressed. They assist in reviewing building plans for compliance with fire safety regulations and help implement fire prevention education programs for the community. The Fire Captain also provides guidance and training to personnel within the Fire Prevention Branch, contributing to the overall effectiveness of fire safety efforts across the department.
- Refer to the Class Specifications for the Fire Captain (Prevention) for this position.
- c. Fire Inspector II: Fire Inspector II of Fire Prevention for the Hawaii Fire Department is responsible for conducting and supervising fire safety inspections of buildings and structures to ensure compliance with fire codes and regulations. They review construction plans and specifications to identify fire hazards and verify that fire safety measures are in place. The Fire Inspector II also plays a key role in enforcing fire safety laws, investigating the causes of fires, and educating the public about fire prevention. Additionally, they provide guidance to Fire Inspector I's, participate in inspections of complex structures, and collaborate with other agencies to promote fire safety within their assigned area.
- Refer to the Class Specifications for the Fire Inspector II for this position.
- d. Fire Inspector I: The Fire Inspector I of Fire Prevention for the Hawaii Fire Department conducts inspections of buildings and other structures to ensure compliance with fire prevention codes and regulations. They identify fire hazards, issue citations for violations, and recommend corrective actions to property owners and occupants. The Fire Inspector I also assists in investigating the origin and cause of fires, inspects fire protection systems and equipment, and may provide fire safety

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education to the public. They work under general supervision and may assist in reviewing construction plans or instructing others in fire prevention inspection techniques.

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