
S.O.P. #: 400-12

SUBJECT: COMPANY TOUR INSPECTION PROCEDURE

DIVISION: EMERGENCY OPERATIONS

Objective: A guideline for the scheduling and conducting of Company tours.

Section 1: Company Tours

A. Company tours are to be conducted monthly according to the following schedule:

One tour per company per shift.

B. Stations housing more than one company.

Officers-in-Charge should take all apparatus under their command on the same tour if, in their opinion, it will enhance the quality of the tour.

C. Scheduling Company Tours

1. Tours should be scheduled/conducted at a mutually agreeable time between Fire Department personnel and the owner/occupant.

It shall be the responsibility of the officer-in-charge to see that any cancellations made necessary, for any reason, are rescheduled as soon as possible.

2. If it will enhance the tour, the assistance of a District Fire Marshal in conducting a tour may be obtained by contacting the District Fire Marshal's Office.

3. When a tour is planned in their district, it is the responsibility of the Officer-in-Charge to notify volunteer companies 48 hours in advance.

4. Company Commanders should inform the Battalion/Division Chief when a tour is scheduled.

D. Reporting fire violations encountered on a tour.

1. Personnel discovering fire violations shall immediately report such violations to the Officer-in-Charge.

2. The Officer-in-Charge shall use discretion to remedy unsafe conditions or life safety hazards by tactfully explaining the potential danger and suggesting a method to eliminate or reduce the hazard. If needed, notify the Battalion Commander/Fire Marshal to enforce compliance.

3. All infractions of the fire code must be reported to the Fire Marshal's Office, using the Fire Inspection Report form.

E. Companies will remain available while conducting tours. If the tour is out of their first-due district, the commanding officer will advise Fire Dispatch that they are "available, out of their district."

F. When completed, a review of the company tour, including illustrations, should be conducted as soon as possible. This may be considered as station training.

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SUBJECT: Company Tour Inspection Program

- G. Records of all tours shall be kept in the station ledger.

- H. During Fire Prevention Week, school fire drills may be used as Company Tours, provided an inspection is made of the building.