

# Guidelines

for

*Louisiana*

*Fire Departments'*

Fire Prevention Bureaus

Revised June 2010

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# Fire Prevention Guidelines Review Committee

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## Preface

The purpose of these guidelines is to identify the relationship and responsibilities of certified Fire Prevention Bureaus and the State Fire Marshal. The Fire Marshal is responsible for enforcing the Life Safety Code, published by the National Fire Protection Association, and managing the process that enforces that Code. The Fire Marshal performs plan reviews of proposed construction projects and performs field inspections to verify code compliance, while the bureaus perform field inspections within their own districts of occupancies, as applicable, which would otherwise be performed by the Fire Marshal.

Problems have developed in the past because agencies were performing the same function while reporting to different authorities. In some cases, territoriality contributed to enhancing differences.

On November 18, 2005, an AP story stated that a federal judge dismissed Rhode Island's State Fire Marshal from a lawsuit stemming from the deadly Station Nightclub fire that killed 100 people and injured more than 200 others. "The judge also refused to dismiss the local fire inspector responsible for inspecting The Station, the town itself and a West Warwick police officer who was assigned to security at the club." This decision underscores the necessity for a clear understanding of responsibilities between the Fire Marshal and its affiliated inspection agencies. Communication and consistency are keys.

A well identified process that clearly articulates individual responsibilities should improve efficiency and consistency of application both locally and statewide. Productivity and morale should improve overall, as should the working relationships between local agencies and the State Fire Marshal. Such is the intent of these guidelines.

Many of us have faced special challenges over the past year and have responded well. The Office of State Fire Marshal is ready to meet new ones, and asks that you join with us to break new ground as we work cooperatively to build a better and safer Louisiana.

Henry H. Fry  
Deputy Assistant Secretary  
June 7, 2006

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# Vision, Mission, Philosophy and Goals

## Office of State Fire Marshal Code Enforcement and Building Safety

### **VISION:**

To provide the citizens of Louisiana with a safe environment to live, work, raise a family and retire.

### **MISSION:**

To uphold the law and provide for the protection of life and property from the hazards of fire or explosion, to ensure the safety of our citizens in the constructed environment, to provide equal access to disabled individuals, to promote the efficient use of energy in commercial building, and to encourage economic development.

### **PHILOSOPHY:**

To attain the mission of the Office of State Fire Marshal, Code Enforcement and Building Safety by being consistent, service oriented, professional and knowledgeable while demonstrating a positive attitude.

### **GOALS:**

- I. To encourage economic development in the State of Louisiana.
- II. To provide a safe constructed environment for citizens to live and work while reducing property loss and loss of life caused by fire.
- III. To increase efficiency and quality of inspections, plan review and investigations.

# *Criteria*

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## Establishment of a State Fire Marshal Certified Fire Prevention Bureau

A "fire prevention bureau" is defined as any agency of a locally governed jurisdiction staffed by full-time, qualified individuals whose qualifications have been reviewed by the State Fire Marshal whose primary responsibility under the laws or ordinances of that locally governed jurisdiction is to inspect structures, watercraft, and movables for compliance with the appropriate fire code applicable as provided in R. S. 40:1578.6.

A local governing authority may properly establish a fire prevention bureau by special ordinance and accompanying resolution and may apply for certification by the Fire Marshal to perform inspections on behalf of the Fire Marshal solely through adoption of the special ordinance which conforms to the following requirements which are applicable to existing fire prevention bureaus:

1. The fire prevention bureau must be headed by a chief of a fire department or a person designated by the chief of a fire department.
2. The fire prevention bureau must be staffed with qualified individuals whose credentials have been reviewed by the Fire Marshal and who have successfully completed, according to criteria established by the fire marshal, special training in fire inspection and fire codes in a course approved by the Fire Marshal at the Louisiana State University Fire and Emergency Training Institute or a course deemed equivalent or superseding by the Fire Marshal.
3. The fire prevention bureau must require adoption as a minimum standard those codes as adopted and enforced by the State Fire Marshal as described in La.R.S. 40:1563 and in Title 55:Part V:Chapter 1.
4. The fire prevention bureau must require copies of inspection reports to be filed with the State Fire Marshal's office. Forms shall include information as described in Section I.A., "The Inspection Report".

5. The fire prevention bureau must require continuing education as necessary to maintain standing through a training program recognized by the Fire Marshal.
6. The fire prevention bureau must recognize the authority of the Fire Marshal to monitor the performance of the fire prevention bureau in the performance of those functions which would otherwise be performed by the Fire Marshal.

To obtain this authority, the fire prevention bureau must submit the following to the State Fire Marshal in writing:

1. A copy of the special ordinance and accompanying resolution that organizes and recognizes the Fire Prevention Bureau;
2. A letter from the Fire Department Chief to the State Fire Marshal requesting the fire prevention bureau to conduct fire prevention inspections;
3. Local operating guidelines for inspections;
4. Names of the individuals and documentation of qualifications;
5. A 1" x 1" photograph of the qualified individual.

State Fire Marshal Certified Fire Prevention Bureaus shall agree to inspect buildings based on the adopted fire, life safety codes, handicapped accessibility laws, rules, regulations and the procedures of the Louisiana State Fire Marshal as described herein, and per L. R. S. 40:1563. NOTE: It is acknowledged that codes of local jurisdictions may be more stringent than that of the State Fire Marshal adopted laws, rules and regulations; however, the laws, rules and regulations of the State Fire Marshal shall be regarded as a minimum standard. Upon State Fire Marshal adoption of new codes, State Fire Marshal-Certified Fire Prevention Bureaus shall submit documentation to the State Fire Marshal that they have also adopted the new codes. The effective date shall coincide with the State Fire Marshal adoption date.

In accordance with La. R. S. 40:1563.C(2)(d), the State Fire Marshal shall reserve the right to rescind Certification for reasons including, but not limited to the following:

## 1. Bureau Certification

- a. Failure to submit reports of inspections for six consecutive months in accordance with R. S. 40:1563;
- b. Filing false qualification reports;
- c. Failure to maintain full-time staffing of qualified individuals to conduct inspections on behalf of the State Fire Marshal;
- d. Failure to notify the State Fire Marshal's office of the absence of individuals qualified to perform inspections (Note: upon retirement or termination of service of a qualified individual, the fire department chief shall return to State Fire Marshal headquarters in Baton Rouge any certifying documents issued by the State Fire Marshal's office to the qualified individual);
- e. Failure to comply with continuing education requirements for inspectors;
- f. Willfully and knowingly filing false inspection reports;
- g. If an investigation reveals that a complaint received concerning an inspector's conduct was unbecoming or unprofessional as defined in the "Code of Ethics" section herein;
- h. Failure to comply with Policies and Procedures as defined herein or with La. R. S. 40:1563.

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## Inspector Qualifications

1. The types of inspections that Fire Prevention Bureaus are authorized to perform on behalf of the State Fire Marshal are based on the qualifications and training of the individual inspectors as described in "3" and "4" below.
2. Inspectors certified as Inspector I and II as of July 1, 2001 shall retain their certifications through annual completion of required continuing education.
3. Fire Inspector I responsibilities consist of conducting basic maintenance type inspections within jurisdictional boundaries. Applications for Inspector I received after July 1, 2001, shall meet State Fire Marshal qualifications as outlined below:
  - a. Qualifications, including but not limited to any of the following, will meet the requirements for Inspector I:
    - i) Fire Inspector I Course: \*LSU Firemen Training Center (40) hour course and obtain certificate (or comparable course approved by the Fire Marshal); or,
    - ii) U. S. Fire Academy Course related to inspections of buildings and systems for protection of life and property, and certificate verifying completion of course. Course will require approval by the Fire Marshal prior to issuance of a State Fire Marshal certification for Inspector I. In addition, candidate will need to attend seminar on State Fire Marshal requirements; or,
    - iii) Associate's Degree in Fire Science. In addition, candidate for certification will be required to attend seminar on State Fire Marshal requirements.
  - b. In addition to the above, the candidate for certification must obtain a Fire Inspector I certification through National Fire Protection Association (NFPA) or International Fire Service Accreditation Congress (IFSAC) or comparable course approved by the Fire Marshal; and,
  - c. In addition to the above, the Fire Prevention Chief will be required to sign off on a quality control inspection checklist indicating that

the candidate for certification has conducted a satisfactory Inspector I-level field inspection under his or her observation.

4. Fire Inspector II responsibilities consist of all Fire Inspector I responsibilities plus Life Safety Code inspections on existing buildings. In addition, in jurisdictions where the Fire Prevention Bureau requests to perform final inspections in lieu of the State Fire Marshal, Fire Inspector II responsibilities consist of final inspections of new construction, additions and renovations that have been reviewed by the State Fire Marshal Plan Review Division for compliance with the Life Safety Code and with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Applications for Inspector II received after July 1, 2001 shall meet the new State Fire Marshal qualifications as outlined below:

- a. All Fire Inspector I required certifications as noted above;
- b. Completion of Life Safety Code course taught by LSU Fireman Training Center (40hours) or (a substitute course pre-approved by State Fire Marshal);
- c. Completion of ADAAG course conducted by the Office of State Fire Marshal or equivalent course as approved by the Office of State Fire Marshal prior to participation;
- d. Verification of a minimum of 16 hours of training in architectural plan review to be conducted by the State Fire Marshal's Plan Review Section located in the Baton Rouge headquarters of the State Fire Marshal's office (NOTE: not required if Fire Prevention Bureau does not conduct final inspections in lieu of the State Fire Marshal). This service is provided by the State Fire Marshal Plan Review Section by appointment.
- e. After completion of the above courses prior to State Fire Marshal Certification, the inspector will be required to conduct field inspection(s) under the observation of his or her Fire Prevention Chief. The Fire Prevention Chief will be required to sign off on a quality control inspection checklist provided by the State Fire Marshal indicating that the candidate for Inspector II certification has conducted satisfactory Inspector II-level field inspections as follows:
  - i) For bureaus conducting final inspections, inspectors will be required to inspect new construction of any three (3) of the following Life Safety Code occupancy types as per NFPA 101,

ADAAG, and reviewed State Fire Marshal stamped plans and of which one or more of the occupancy types must include inspection of a sprinkler, fire alarm and hood suppression system:

- (1) Assembly
- (2) Educational
- (3) Residential
- (4) Lodging or Rooming House
- (5) Apartment Building
- (6) Hotel
- (7) Dormitory
- (8) Mercantile
- (9) Business
- (10) Industrial
- (11) Storage

ii) For bureaus conducting annual inspections of existing facilities but not final inspections, inspectors would be required to inspect the following Life Safety Code occupancy types:

- (1) School
- (2) Assembly
- (3) One of the following:
  - (i) Hotel
  - (ii) Apartment
  - (iii) Dormitory

5. Fire Prevention Bureau Inspectors shall agree to participate in 12 hours of continuing education training annually. It is the Fire Prevention Bureau's responsibility to submit to the State Fire Marshal's office continuing education records for all State Fire Marshal-certified inspectors in the bureau. State Fire Marshal certification shall be suspended on any individual who does not complete 12 hours of continuing education annually, until the quota is obtained. The Chief of the Fire Department shall write a letter of request for reinstatement of certification. The State Fire Marshal shall consider reinstatement of certification on a case-by-case basis and may stipulate a requirement for an increased number of hours of continuing education for the subsequent year. Continuing education shall be courses and seminars approved by the State Fire Marshal prior to participation. All inspectors with State Fire Marshal Inspector certification shall:

- a. Obtain continuing education training including but not limited to the following NFPA standards: NFPA 72, 13, 13R, 17, 17A, 96, 30, 30A, 70, 54;
- b. The Inspector II shall participate in the Life Safety Code seminar class taught by NFPA or comparable instructor approved by the State Fire Marshal's office every 3 years on the latest NFPA 101 edition.
- c. Consideration shall be made by the State Fire Marshal on a case-by-case basis for granting continuing education credit for managerial duties and meetings with educational content. Request for consideration for the above shall be made and approval granted prior to commencement of duties/meetings.
- d. Consideration shall be made by the State Fire Marshal on a case-by-case basis for granting continuing education credit for the following other opportunities (request for consideration shall be made and approval given prior to implementation of activities):
  - i) "in-house" courses sponsored by the individual fire prevention bureaus;
  - ii) fire education, inspection and investigation activities focused on improving Life Safety Code inspection knowledge and consistency of application.

# *Guidelines*

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# The Inspection Report

## I. COMPLETING THE INSPECTION REPORT

- A. Upon completion of an inspection, the Inspector will complete an Inspection Report. The report shall be legible, when handwritten. Reports for all inspections (except where indicated) shall be in 8-1/2" x 11" format and shall indicate the following (refer to the "Sample Inspection Report" in the Appendix of these guidelines):
1. All project Numbers for new construction and renovations (if performing a final inspection in lieu of the State Fire Marshal);
  2. Date of Inspection;
  3. Name, address and parish of building;
  4. Name, address and phone of owner;
  5. Number of stories of building;
  6. Type of inspection;
  7. Occupancy classification;
  8. Year built;
  9. Capacity of building;
  10. NFPA 101 Code edition used;
  11. Code Section Referenced;
  12. Deficiencies cited;
  13. Correction dates;
  14. Whether building has partial, complete or no smoke detection, automatic sprinkler or fire alarm system;
  15. Name, [badge number] and signature of inspector;
  16. Signature and title of person to whom requirements were explained;
  17. Square Footage
- B. The section of the inspection report which lists the deficiencies shall include the numerical code number for each section of each applicable code violated. Where the Inspection Report is used to cite deficiencies from more than one code then all Life Safety Code deficiencies shall indicate "NFPA 101" and the chapter and section reference.
- C. A narrative description of the code deficiency shall be included in the inspection report. This description should sufficiently explain the deficiency so that anyone reading the report will be able to understand the nature of the deficiency.

1. When no deficiencies have been observed, the words "**No apparent deficiencies at time of inspection**" should be noted in the body of the report. This will be followed with either the words "**Acceptable for occupancy or use**", as appropriate.
  2. If, prior to or during the course of an inspection of a structure under construction or renovation, the responsible party is unable to produce a set of Fire Marshal stamped/reviewed plans, the Inspector shall properly cite this deficiency, confer with his/her supervisor in reference to issuing a Cease and Desist construction order. **Note: the State Fire Marshal shall be notified prior to issuing a Cease and Desist order.**
    - a. The Inspector shall note on the Inspection Report "**Occupancy is not permitted until satisfactory plan review by the Office of State Fire Marshal and subsequent inspections are completed**".
- D. "**Correction Dates**" shall be noted with dates by which the deficiencies are to be corrected and should be dependent upon the number and seriousness of deficiencies found.
1. Life threatening deficiencies that are observed may require immediate action to include the issuance of a Cease and Desist Order or implementation of a fire watch. The inspector should confer with his/her Supervisor concerning the date and time that the Cease and Desist order will take effect or the fire watch shall be implemented. **Note: the State Fire Marshal shall be notified prior to issuing a Cease and Desist order.**
- E. An exit interview, explaining any deficiencies found during the inspection, shall be conducted with a responsible party associated with the structure. This person will then sign the Inspection Report.
1. "**Responsible party**" is defined as the owner/manager/principal/architect/engineer/person responsible for the building.
- F. The Inspector shall complete the report and distribute to the responsible party.
1. In those instances in which further research or investigation is necessary, or circumstances prevent the responsible party from receiving a copy of the Inspection Report on the day of the inspection (i.e., closing hour arrives or a complex structure is

being inspected), it is incumbent upon the Inspector to deliver a copy of the report to the responsible party upon completion of the report.

- G. Upon returning to a site for reinspection, the Inspector should proceed as outlined above, primarily to determine whether previously cited deficiencies have been corrected.

## **II. SUBMITTING THE INSPECTION REPORT**

- A. Bureaus conducting the following types of inspections shall submit copies of reports on forms that include all the information listed in Section II. A. above and shall use the Life Safety Code reference applicable for that facility:

1. Final inspections and construction visits: shall include project number(s);
2. Annual inspections of schools;
3. Complaints when received by the State Fire Marshal if forwarded to the bureau for inspection;
4. Special requests for inspection by the Office of State Fire Marshal;
5. Reinspections, when required for all of the above inspection types.

- B. Reports shall be sent to the following address:

Louisiana Office of State Fire Marshal  
8181 Independence Blvd.  
Baton Rouge, LA 70806  
Attn: Inspections Division.

Electronic filing may be acceptable if conversion to Louisiana State Fire Marshal system is compatible.

- C. The Office of State Fire Marshal will submit to Certified Fire Prevention Bureaus inspection reports and plan review letters of state-owned and occupied buildings which are located within the jurisdictional boundaries of the certified Fire Prevention Bureaus. When possible, the Office of State Fire Marshal will notify Certified Fire Prevention Bureaus of scheduled final inspection dates of state-owned buildings for their participation in final inspections. The Office of State Fire Marshal will provide copies of plan review letters and inspection reports to Fire Prevention Bureaus of new and renovated construction within each Fire Prevention Bureau jurisdiction.

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## Ordering a Fire Watch

The inspector should cite the following on his/her inspection report when a required fire alarm or sprinkler system is not operative:

**“LA. R. S. 40:1578.6 (C) This inspector deems that a serious life hazard exists due to the lack of a required operative (Inspector: indicate “fire alarm” or “sprinkler”) system. Therefore the currently adopted edition of the life safety code shall be implemented as per the following:**

**(Inspector: indicate “NFPA 101:9.6.1.7 - Fire Alarm” or “NFPA 101:9.7.6.1 - Automatic Sprinkler”, or current code reference)**

**Where a required fire alarm/sprinkler system is out of service for more than 4 hours in a 24-hour period the authority having jurisdiction (the State Fire Marshal’s office and the local Fire Prevention Bureau/Fire Department) shall be notified. The facility shall be evacuated or an approved fire watch shall be provided throughout the entire building. Exception: unoccupied buildings unless the authority having jurisdiction deems that a hazardous condition exists.**

**The facility shall implement a fire watch by (Inspector: indicate time and date that reflects 4 hours from the time you entered the facility). The local authority having jurisdiction shall be consulted to determine the existence of local ordinances addressing fire watch requirements. Fire watch shall be in accordance with fire watch guidelines, a copy of said guidelines given to (Inspector: indicate name of person to sign inspection report), and said fire watch shall remain in effect until the system is back in service and an inspection has been conducted by this office to verify compliance.”**

The document “Requirements for Temporary Fire Watch” should be given to a person of authority who will sign the inspection report.

If a subsequent inspection by the inspector finds that the facility has not been evacuated or a fire watch has not been implemented as per the fire watch guidelines, then the facility shall be ordered to cease and desist operation. The facility shall not reopen until a fire watch is verified by the inspector as having been conducted by the local fire department or an independent agency capable of conducting the fire watch.

In this case, the inspector should cite the following:

**“LA. R. S. 40: 1575 (3) At the close of business on (Inspector: indicate date), this facility shall not reopen until a fire watch has been implemented in accordance with state fire marshal guidelines, a copy of said guidelines given to (Inspector: indicate name of person to sign inspection report). The fire watch shall be conducted by the local fire department having jurisdiction or an independent agency capable of conducting the fire watch. The fire watch shall remain in effect until the (Inspector: indicate “fire alarm” or “sprinkler”) system is back in service and an inspection has been conducted by this office to verify compliance.”**

NOTES TO THE INSPECTOR:

- The person who signs the inspection report should be someone of authority: (principal, assistant principal, owner, manager).
- All code references shall be entered on the inspection report.
- Among the causes which render a structure, watercraft, or movable especially liable to fire or dangerous to life are the following as defined in Louisiana Revised Statutes, 40:1575.C:
  - (1) Want of repairs.
  - (2) Age or deteriorated condition.
  - (3) Lack of sufficient fire alarm or fire extinguishing apparatus.
  - (4) Lack of adequate means of ingress and egress.
  - (5) Lack of adequate, unrestricted passageways to the entrances and exits.
  - (6) Presence of combustible, explosive, or inflammable material.

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## Facility Requirements for Temporary Fire Watch

In the event that a required fire alarm/sprinkler system is determined to be not in working order for more than (4) four hours in a (24) twenty hour period or is not installed, the following actions shall be taken by the facility or the building shall be evacuated:

1. Notify the State Fire Marshal District Office, the local fire department and all facility personnel, in writing, that the fire alarm system is not operational.
2. Establish a temporary fire watch by individuals<sup>1</sup> who are **dedicated solely to fire watch duty**.
3. A fire watch shall be established to:
  - a. Prevent entry of unauthorized persons.
  - b. Control the activities of people authorized to be on the property, but who are not aware of procedures established for the prevention of fire.
  - c. Control pedestrian and vehicular traffic throughout the normal working day as directed by management, and during exit drills, and evacuation of the property due to emergencies.
  - d. Control gates and vehicular traffic to facilitate access to the property by the public fire department, members of any private fire brigades, law enforcement, emergency medical services, and off-duty management personnel in the event of fire and other emergencies.
4. Provide fire watch personnel with a means of identifying themselves as authorized representatives of the facility.
5. Each route to be covered by fire watch personnel shall be designed by the facility and approved by the State Fire Marshal Inspector.

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<sup>1</sup> It shall be the responsibility of the facility management to ensure that fire watch personnel are capable of performing all functions of a fire watch as defined in this document. Note: Local ordinances may require the fire department having jurisdiction to conduct the fire watch; however the fire watch guidelines as stated in this document shall be implemented.

6. The route shall be explicitly defined to ensure that the fire watch personnel patrols the correct area.
7. The fire watch personnel assigned to each route shall be provided with instructions, all details regarding route, and the functions to be carried out in covering the route.
8. Fire watch personnel shall make rounds at one-half hour intervals. When operations in the property normally are suspended, officers shall make rounds hourly. **During the rounds, the fire watch personnel shall make a thorough inspection of all buildings or spaces including concealed areas, such as attics, unoccupied storage areas, etc.** Fire watch personnel shall sign a log sheet maintained in the facility main office or other location approved by this office or fire department. **Log sheet shall state begin time and end time of each individual round.**
9. Procedures shall be established for orderly conduct of the operations at the property including procedures for fire loss prevention both by employees of the property protected and by outside contractors, and the prompt reporting of any fires discovered by calling the public fire department and the fire brigade of the property (if available on the shift).
10. Each facility shall establish programs for fire watch personnel to ensure they are familiar with the property being protected, including:
  - a. All buildings, occupancies, and hazards;
  - b. Fixed fire protection systems;
  - c. Manual and automatic detection and alarm systems;
  - d. Portable fire protection equipment;
  - e. Emergency shutdown procedures and equipment for which they are responsible;
  - f. The facility emergency action plan.
11. Each facility shall ensure that fire watch personnel are familiar with the site-specific emergency plans for dealing with fires and other emergencies.
12. Each facility shall ensure that fire watch personnel are familiar with the procedures to follow in the recognition and reporting of an emergency, including:

- a. When and how to use radio equipment, telephone, and private or public alarm boxes to summon aid.
  - b. How to notify the fire brigade, the municipal fire department, and other emergency response organizations.
  - c. The personnel to be contacted.
13. Fire watch personnel shall be provided with a means for continuous communication (i.e., two way radio; walkie-talkies; etc.) with a constantly attended location such as the administrative office where a public address announcement can be made throughout all buildings in the event of an emergency.<sup>2</sup>
14. Each facility manager/administrator shall ensure that:
  - a. Fire watch personnel are not permitted to change the time record charts.
  - b. The changing and review of time record charts is done by the manager/administrator or the manager/administrator's responsible designee.
  - c. Time record charts of fire watch personnel are promptly reviewed.
  - d. Files are maintained for review by representatives of any authority having jurisdiction.
  - e. All irregularities are investigated, recorded, and corrective action is taken.
15. A continuously updated directory of names, telephone numbers, and other information to assist in making emergency calls shall be kept at the facilities administrative office. This directory shall include the telephone numbers of key facility personnel to be notified in an emergency, fire, police and emergency medical service departments, and other outside agencies needed in an emergency.

**PLEASE BE ADVISED THAT THE DURATION OF THE TEMPORARY FIRE WATCH WILL BE DETERMINED ON A CASE BY CASE BASIS.**

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<sup>2</sup> Buildings or areas of the building without public address systems, there shall be a sufficient number of fire watch personnel to initiate evacuation procedures throughout the building in an orderly manner.

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## Complaints in Certified Fire Prevention Bureau Territories

1. For facilities within the Fire Prevention Bureau's jurisdiction, complaints regarding fire alarm, sprinkler or hood suppression systems that have been red-tagged or yellow-tagged longer than allowed by Louisiana Administrative Code shall be forwarded to the respective Fire Prevention Bureau. This may be accomplished by use of a "Request for Inspection" form submitted by the State Fire Marshal's office. Upon completion of its investigation of the complaint, the Fire Prevention Bureau shall submit its inspection report to the State Fire Marshal Headquarters in Baton Rouge. Refer to the sample "Request for Inspection" form in the appendix of these guidelines.
2. Complaints regarding facilities inspected by the Fire Marshal's Office within the jurisdiction of the Fire Prevention Bureau (for example, state licensed facilities) shall be investigated by the State Fire Marshal.
3. Complaints from the public shall be inspected by the State Fire Marshal's Office in accordance with R. S. 40:1563.C(5) or, at the discretion of the State Fire Marshal, shall be turned over to the respective Fire Prevention Bureau for inspection. Turning over complaints to the Fire Prevention Bureau may be accomplished by use of a "Request for Inspection" form submitted by the State Fire Marshal's office. Upon completion of its investigation of the complaint, the Fire Prevention Bureau shall submit its inspection report to the State Fire Marshal Headquarters in Baton Rouge. Refer to the sample "Request for Inspection" form in the appendix of these guidelines.
4. Upon receipt of a complaint to be investigated by the State Fire Marshal, the State Fire Marshal District Supervisor shall:
  - a. Research State Fire Marshal records for existing files;
  - b. Contact the Fire Prevention Bureau to advise of the nature of the complaint and to request a copy of the associated file;
  - c. After a review of the files, if an inspection is warranted or there is no existing file, schedule an inspection and advise the Fire Prevention Bureau of the scheduled date and time so that a

representative of the Bureau may accompany the State Fire Marshal inspector on the inspection. Inspector shall identify on his/her inspection report the Fire Prevention Bureau inspector present at the time of inspection. If a Fire Prevention Bureau inspector does not attend the inspection, forward a copy of the inspection report to the Bureau;

d. If there are other life safety code deficiencies at the time of the complaint inspection, inspector shall cite the deficiencies and give an acceptable correction date. If the complaint is in regard to an assembly occupancy and no agency has set a capacity, the State Fire Marshal Inspector shall set a capacity. Inspector shall state on the report, "Local Fire Prevention Bureau will be notified of the above life safety code deficiencies";

e. State Fire Marshal inspector will conduct re-inspections until deficiencies are corrected.

5. A complaint lodged against a Fire Prevention Bureau shall be forwarded to the State Fire Marshal Inspection Manager or Administrator for review and response.

6. The State Fire Marshal shall be notified of the complaint.

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## Impairment Notifications

Upon receipt of an Impairment Notification by the State Fire Marshal Administrator's office, the notification shall be distributed to the appropriate Fire Prevention Bureau.

### FIRE PREVENTION BUREAU RESPONSIBILITIES:

1. When the Fire Prevention Bureau receives an Impairment Notification, an inspection shall be scheduled as soon as possible due to Life Safety Code deficiencies.
2. When all deficiencies have been corrected, the Fire Prevention Bureau is to send a copy of that final inspection report to the State Fire Marshal Administrator's office. A copy of the Impairment Notification is to be attached to the inspection report.

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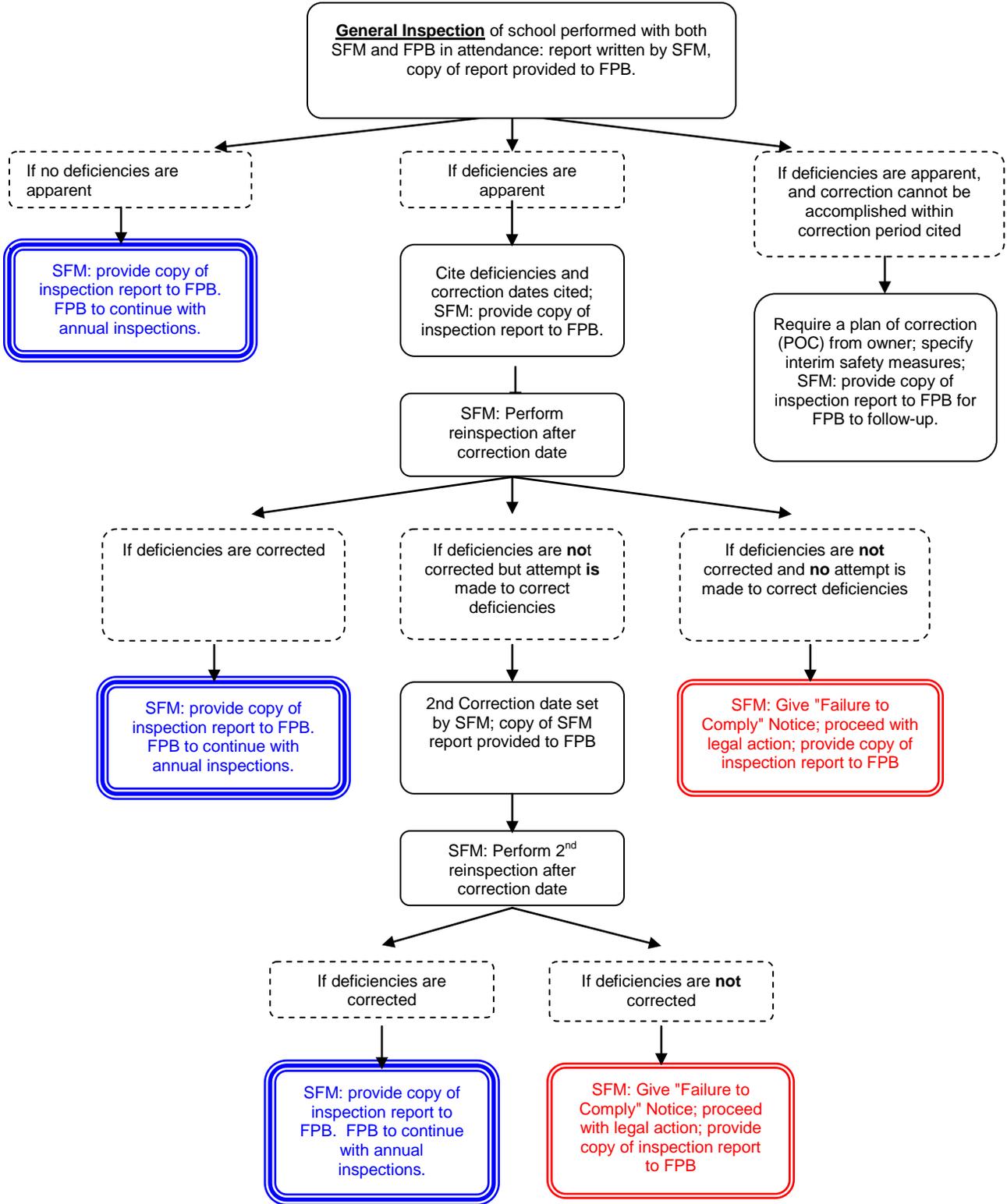
## Transfer of School Inspections to Certified Fire Prevention Bureaus

Each local governing authority requesting to do so shall be responsible for conducting fire inspections and investigations in existing schools within its jurisdiction through its State Fire Marshal Certified Fire Prevention Bureau. (NOTE: As referenced herein, the term schools shall include public, parochial and private elementary and secondary schools. Where the Fire Prevention Bureau is conducting inspections of schools in lieu of the State Fire Marshal, prior to the transfer of school inspections to the Certified Fire Prevention Bureaus, and in order to maintain consistent enforcement of life safety standards, concurrent inspections shall be conducted by the bureaus and the State Fire Marshal (SFM) district offices and appropriate transfer of documentation shall occur. Pursuant to La. R. S. 40:1563 (C), the State Fire Marshal shall monitor inspections by Certified Fire Prevention Bureaus via receipt and review of inspection reports to ensure the equal, effective enforcement of the state's adopted fire protection, life safety, and handicapped accessibility laws, codes, rules and regulations by requiring copies of inspection reports to be filed with this office.

Procedures for the transfer of school inspections to Certified Fire Prevention Bureaus shall be as follows:

1. Each Certified Fire Prevention Bureau shall provide the Office of State Fire Marshal with a list of all schools within its jurisdiction.
2. The Office of State Fire Marshal shall contact each Certified Fire Prevention Bureau to schedule a General Inspection of each school (within the jurisdiction of the Certified Fire Prevention Bureau) with both the State Fire Marshal inspector and the Fire Prevention Bureau inspector in attendance.
3. The State Fire Marshal inspector shall write the current General inspection report and provide a copy of the report to the Certified Fire Prevention Bureau inspector. The report shall document the names of all inspectors in attendance.
4. Any re-inspections associated with the General Inspection shall be conducted by the State Fire Marshal's Office until deficiencies are corrected.

5. The Certified Fire Prevention Bureau shall file copies of all reports with the Office of State Fire Marshal in accordance with the section of these guidelines entitled, "The Inspection Report".
6. Any "Failure to Comply" notices issued subsequent to inspection by the State Fire Marshal's Office shall be addressed by the State Fire Marshal's Office. Any "Failure to Comply" notices issued subsequent to inspection by the Certified Fire Prevention Bureau shall be addressed by the Certified Fire Prevention Bureau. The State Fire Marshal shall be notified of "Failure to Comply" notices.
7. The State Fire Marshal shall continue to inspect all licensed facilities (e.g., day care and head start centers) and occupancies other than educational that may be located within the referenced school facilities.



SFM State Fire Marshal Inspector  
 FPB Fire Prevention Bureau Inspector

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# Code of Ethics

## I. Code of Conduct

### A. Definitions

1. **Office** – Office of the State Fire Marshal
2. **Inspector** – A Fire Prevention Bureau inspector whose credentials have been reviewed by the fire marshal and who has successfully completed, according to criteria established by the fire marshal, special training in fire inspection and fire codes in a course approved by the Fire Marshal at the Louisiana State University Fire and Emergency Training Institute or a course deemed equivalent or superseding by the Fire Marshal. The responsibility of the Fire Prevention Bureau inspector, under the laws or ordinances of that locally governed jurisdiction, is to inspect structures, watercraft, and movables for compliance with the appropriate fire code applicable as provided in R. S. 40:1578.6.

### B. General Responsibilities

#### 1. Conduct Unbecoming

- a. Inspectors shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Office. They shall not conduct themselves in a manner that is unbecoming of an inspector certified by the State Fire Marshal or that is detrimental to the mission of the Office.
- b. Unbecoming conduct is that conduct which:
  - (1.) Brings the Office or any of its subdivisions into disrepute; or
  - (2.) Reflects discredit upon the inspector as being certified by the Office; or
  - (3.) Impairs the operations or efficiency of the Office or the State of Louisiana; or
  - (4.) May reasonably be expected to destroy public respect for representatives of and/or confidence in the Office of the State Fire Marshal.

## **2. Enforcement Action While Off Duty**

- a. An Inspector has the authority and responsibility to take necessary action with regard to all serious matters brought to his or her attention while off duty, and which fall within his or her enforcement powers. Good judgment should be exercised when deciding to act off duty, with due regard given to the seriousness of the matter; the availability of assistance, if required; the availability of appropriate credentials; the danger or threat of danger to other person(s) and related issues.
- b. If an Inspector encounters what he or she believes to be a danger or threat of danger to the public with regard to the Life Safety Code in a location outside of his or her jurisdiction, he or she shall notify the owner/manager of the facility, the respective State Fire Marshal District Supervisor and the local Fire Prevention Bureau Chief to advise of the situation. Contact names and numbers for key State Fire Marshal and Fire Prevention Bureaus are located in the appendix of these guidelines and shall be updated periodically by the Office of State Fire Marshal.
- c. An off duty inspector should exercise enforcement authority always with the greatest care and with prudent consideration for the above standards.

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# Inspection Guidelines for State Fire Marshal Certified Fire Prevention Bureaus

## **I. PURPOSE AND SCOPE**

- A. The purpose of this section is to provide guidelines for those Inspectors performing Fire and Safety inspections to ensure that inspections will be conducted in a consistent and thorough manner.
- B. Scope -- The diverse and technical nature of inspection work prohibits the establishment of specific steps that must always be followed during each inspection. Rather, this order seeks to establish guidelines that direct the Inspector, in conjunction with training, experience, and sound judgment, to perform consistent and thorough inspections accompanied by sufficient written documentation. Such inspections shall be conducted in accordance with applicable laws, rules, regulations, Codes and established guidelines of the Office of State Fire Marshal.

## **II. REQUESTS FOR INSPECTION**

- A. Inspectors will receive requests for inspections from many different sources. These include, but are not limited to:
  - 1. General public:
    - a. Owners
    - b. Architects or contractors
    - c. Citizen complaints
  - 2. Public agencies:
    - a. Office of State Fire Marshal
    - b. Fire departments
    - c. Police departments
    - d. Other governmental units:
      - 1. Permit office
      - 2. Licensing agency(s)

3. Internal sources:

- a. Supervisor
- b. Computer generated annual inspections
- c. Personal observation

- B. All requests shall be handled promptly and professionally regardless of the source. Those requests originating within an established Certified Fire Prevention Bureau will be directed to that Bureau for disposition where appropriate.

### III. CONDUCTING THE INSPECTIONS

- A. After arriving at the inspection site, the Inspector should locate a person of responsibility or authority (i.e., owner, manager, contractor, architect, etc.) in order to explain the purpose of the visit and to facilitate the inspection process.

Often it will be helpful to have this responsible party accompany the Inspector on the actual inspection. This will allow the Inspector to easily gain access to all necessary inspection areas as well as allow the Inspector to make this party immediately aware of deficiencies or potential deficiencies so that compliance issues are fully understood.

- B. An important factor to be considered by the Inspector prior to beginning the inspection is the occupancy class of the structure to be inspected. This will determine how detailed the inspection should be while giving due consideration to the applicable code requirements.
- C. The Inspector is required to conduct a thorough inspection of each structure to ensure compliance with applicable laws, safety codes, and other regulations.
1. Each inspection shall be conducted in accordance with the provisions of the edition of the Life Safety Code in effect at the time of construction of the structure being inspected. If the edition of the Life Safety Code is not known, the Existing chapter of the current Life Safety Code shall be used to conduct the inspection.
    - a. The Code edition used must be noted on the inspection report.
  2. Notation shall also be made of additional laws, codes and guidelines that may be applicable, to include American National Standards Institute (ANSI), Americans with Disabilities Act

Accessibility Guidelines (ADAAG), referenced National Fire Protection Association (NFPA) codes, Louisiana Administrative Code, the Louisiana Criminal Code, and the Louisiana Revised Statutes.

- D. A systematic methodical approach to the inspection is recommended so that potential deficiencies are not overlooked. For example, the Inspector may consider starting on the top floor of a multi-story building and working his/her way down in order to avoid missing any area of the building.
- E. The Inspector should take detailed notes during the course of the inspection, noting code deficiencies, potential hazards or other deficiencies in order to complete the report at the conclusion of the inspection.
  - 1. The specific location of deficiencies shall be noted for future reference by the building owner/manager, etc. and to facilitate reinspection activities.
  - 2. Photographs of deficiencies may be taken for inclusion with the report.

#### **IV. THE INSPECTION REPORT**

The inspection report shall be completed and submitted in accordance with "The Inspection Report" in the Policies and Procedures section.

## *Statutes and Rules*

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# Responsibilities of Local Governing Authorities with Fire Prevention Bureaus

## Louisiana Revised Statutes 40:1563

### **§1563. Powers and duties generally; use of deputies; responsibilities of local governing authorities with fire prevention bureaus; open structures and process structures; fees**

A. The fire marshal shall take all steps necessary and proper to protect life and property from the hazards of fire and of panic which may arise from fire or from the threat of fire or explosion.

B. Except for those open structures and process structures as defined in Subsection J of this Section the fire marshal shall supervise the following:

(1) The construction and maintenance of exits, including fire escapes, exit doors, and emergency lighting.

(2) The installation and operation of heating, air conditioning, and ventilating systems.

(3) The use of flammable materials for decorative purposes in places of public assembly.

(4) The inspection of all structures, except one- and two-family dwellings and movables, for the purpose of reducing or eliminating fire hazards.

C.(1) The fire marshal shall not conduct or supervise inspections pursuant to the provisions of Paragraphs (1), (2), (3), and (4) of Subsection B of this Section within the jurisdiction of any local governing authority in which a fire prevention bureau has been properly established by special ordinance and accompanying resolution as provided in this Section, except as provided in Paragraph (5) of this Subsection.

(2) The local governing authority may properly establish a fire prevention bureau by special ordinance and accompanying resolution as provided in this Section and a fire prevention bureau thus established may apply for certification by the fire marshal to perform inspections on behalf of the fire marshal solely through adoption of the special ordinance which conforms to the following requirements which are applicable to existing fire prevention bureaus:

(a) The fire prevention bureau must be headed by a chief of a fire department or a person designated by the chief of a fire department.

(b) The fire prevention bureau must be staffed with qualified individuals whose credentials have been reviewed by the fire marshal and who have successfully completed, according to criteria established by the fire marshal, special training in fire inspection and fire codes in a course

approved by the fire marshal at the Louisiana State University Fire and Emergency Training Institute or a course deemed equivalent or superseding by the fire marshal.

(c) Requiring adoption as a minimum standard those codes as adopted and enforced by the state fire marshal.

(d) Requiring copies of inspection reports to be filed with the state fire marshal's office on forms acceptable to the fire marshal.

(e) Requiring continuing education as necessary to maintain standing through a training program recognized by the fire marshal.

(f) Recognizing the authority of the fire marshal to monitor the performance of the fire prevention bureau in the performance of those functions which would otherwise be performed by the fire marshal.

(3) The fire marshal shall revoke certification of a local fire prevention bureau for cause, including but not limited to failure to submit reports of inspections for six consecutive months, after notice and an administrative hearing, in accordance with the Administrative Procedure Act.

(4) The fire marshal shall remain responsible for all institutional occupancies requiring a state or federal license, detention, colleges, universities, state-owned and state-leased buildings, and schools where applicable, and the applicable federal and state life safety codes shall be the codes applying to these facilities. Nothing contained herein shall limit the right of the local fire department to consult with the fire marshal or otherwise restrict the authority of the local fire department to conduct fire preplanning for any occupancy within its jurisdiction.

(5) The fire marshal shall not conduct or supervise inspections in all remaining matters where a fire prevention bureau is properly certified unless specifically requested by the fire prevention bureau or the local governing body of that jurisdiction or upon complaint of any citizen. The fire marshal may, at his discretion, report any complaint received from a citizen to the appropriate fire prevention bureau and the fire marshal may conduct a joint inspection with the fire prevention bureau.

(6) The monitoring function conferred upon the fire marshal by this Section is solely intended to achieve the equal, effective enforcement of the state's adopted fire protection, life safety, and handicapped accessibility laws, codes, rules, and regulations. It is not intended that the fire marshal shall retain or assume responsibility or liability for inspections performed by fire prevention bureaus. The local governing authority shall, by specific resolution accompanying the ordinance creating the fire protection bureau, assume the responsibility for and release the fire marshal and any other state entity from responsibility or liability for those inspections performed by the fire prevention bureau, or the consequences thereof, within the jurisdiction of the governing authority.

D. For the purpose of this Part, a "fire prevention bureau" is defined as any agency of a locally governed jurisdiction staffed by qualified

individuals whose qualifications have been reviewed by the fire marshal whose responsibility it is under the laws or ordinances of that locally governed jurisdiction to inspect structures, watercraft, and movables for compliance with the appropriate fire code applicable as provided in R.S. 40:1578.6 and to conduct investigations of fires in accordance with the provisions of R.S. 40:1566 and R.S. 40:1568.

E. In the execution of the duties imposed upon him by this Part, the fire marshal may designate any of his regular, salaried deputies to act for him except with respect to matters of appeal from notices for the abatement of hazardous conditions, as provided in R.S. 40:1577.

F. The fire marshal shall have the authority in order to carry out the purposes of this Part or any other law for which he is given responsibility for supervision or enforcement, including but not limited to R.S. 40:1561 et seq., R.S. 49:148 et seq., R.S. 51:650 et seq., and R.S. 51:911.21 et seq., to prepare, adopt, and promulgate rules and regulations in accordance with the Administrative Procedure Act, and he shall compile a written set of current rules and regulations setting forth state laws and regulations governing fire hazards and life safety requirements and shall distribute to building owners copies of such compilation upon request. He shall also have available copies of said regulations for release upon request of any interested person and copies of state laws and regulations shall be distributed to all fire fighting agencies within the state.

G.(1) The fire marshal shall have authority to charge fees for conducting inspections, both as to private persons, and the state. Such fees shall be designed to cover, but not exceed, the actual cost of the inspections. The inspection fee shall be based on the time required for the inspection multiplied by 2.5 times the average hourly pay rate for inspectors; provided however, all nonpublic elementary and secondary schools shall be exempt from the payment of such fees imposed herein.

(2) As used in this Subsection, the following definitions shall apply:

(a) "Inspection" (INSP) means a survey of a single-story building, each floor of a multi-story building, or buildings having multiple occupancies or multiple building additions separated by horizontal two-hour fire rated construction which require separate surveys.

(b) "Reinspection" (REINSP) means a follow-up to an inspection or final inspection to determine if proper remedial action was taken to correct deficiencies.

(c) "Final inspection" (FINAL INSP) means an inspection to determine if a new construction, renovation, remodeling, addition, or change of occupancy in accordance with R.S. 40:1574 is in compliance with applicable state laws and regulations.

H.(1) The fire marshal, in order to carry out the purposes of this Part or any other law for which he is given responsibility for supervision, enforcement, licensure, or regulation, including but not limited to R.S.

40:1662.1 et seq., R.S. 51:650 et seq., R.S. 51:911.21 et seq., and R.S. 40:1484.1 et seq., upon reasonable suspicion that a violation of the foregoing has occurred or is about to occur, shall have the authority to swear out and, upon issuance by a judge, execute search warrants.

(2) A court may issue search warrants on application of the fire marshal, in accordance with law, which warrant shall authorize the search for and seizure of anything within the territorial jurisdiction of the court in aid of the enforcement of the laws under the supervision, enforcement, licensure, or regulation of the office of fire marshal.

(3) The search warrant shall be directed to the fire marshal or his designated representative and shall describe the premises to be searched. The fire marshal or his designated representative to whom the warrant is directed shall make proper return thereon of the action taken on it and shall describe all property or records seized, if any. Any property or records seized shall be retained under the custody and control of the fire marshal or his designated representative until further order of the court or as may be provided by law.

I.(1) The fire marshal, in order to carry out the purposes of this Part or any other law for which he is given responsibility for supervision, enforcement, licensure, or regulation, including but not limited to R.S. 40:1662.1 et seq., R.S. 51:650 et seq., R.S. 51:911.21 et seq., and R.S. 40:1484.1 et seq., shall have the authority to request the issuance of subpoenas to compel the attendance of witnesses and the production of documents, papers, books, records, and other evidence before him in any matter over which he has jurisdiction.

(2) A court, upon application and acceptable presentation, may order a subpoena or subpoena duces tecum to be issued requiring a witness to appear before the fire marshal to give testimony or to produce evidence.

Upon filing such order in the office of the clerk of the appropriate court, the clerk shall issue the subpoena or the subpoena duces tecum according to law.

(3) Punishment for failure to comply with a subpoena or a subpoena duces tecum, proof of service of which appears of record, shall be subject to the sanctions available by law to the issuing court.

J.(1) Process structures as defined herein shall conform to the requirements of the National Fire Protection Association's Life Safety Code as provided in R.S. 40:1578.6, except that stairs, guard rails, and hand rails shall comply with the applicable worker safety requirements of the Occupational Safety and Health Administration.

(2) "Open structure" means a structure that supports equipment and operations not enclosed within building walls, but which may include a roof or canopy, found in oil refining, chemical processing plants, power plants, pulp and paper mills.

(3) "Process structure" means a naturally ventilated structure enclosed within building walls whose primary function is to protect equipment from the environment in oil refining, chemical processing plants, power plants, pulp and paper mills, and which structure is normally not occupied.

K. The fire marshal shall take steps that are necessary and proper to perform services as required by the state emergency operations plan.

Amended by Acts 1952, No. 340, §1; Acts 1974, No. 232, §1; Acts 1977, No. 348, §1; Acts 1981, No. 781, §1; Acts 1984, No. 231, §1; Acts 1984, No. 421, §1, eff. July 6, 1984; Acts 1984, No. 614, §1, eff. July 12, 1984; Acts 1984, No. 410, §1, eff. July 6, 1984; Acts 1990, No. 268, §1; Acts 1990, No. 356, §1; Acts 1991, No. 278, §1; Acts 1991, No. 664, §1; Acts 1995, No. 1054, §2, eff. Aug. 1, 1995; Acts 1997, No. 954, §1; Acts 1999, No. 173, §1, eff. June 9, 1999; Acts 2001, No. 393, §1, eff. June 13, 2001; Acts 2003, No. 414, §1; Acts 2003, No. 426, §1; Acts 2009, No. 130, §1.

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## Restriction on the Use of the Titles "Fire Marshal" and "Deputy Fire Marshal"

### **Louisiana Revised Statutes 40:1563.3**

#### **§1563.3. Restriction on the use of the titles "fire marshal" and "deputy fire marshal"**

No employee of any department, division, or agency of the state or any municipality, parish, or other political subdivision of the state except employees of the office of state fire marshal, code enforcement and building safety, Department of Public Safety and Corrections, shall use or allow to be used the title of "fire marshal" or "deputy fire marshal".

Acts 1989, No. 181, §1; Acts 1997, No. 1187, §2.

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# Orders for Repair or Removal of Dangerous Conditions

## **Louisiana Revised Statutes 40:1575**

### **§1575. Inspection of premises; orders for repair or removal of dangerous conditions**

A. Upon complaint of any person or upon his own initiative when he thinks necessary, the fire marshal or any of his authorized representatives may inspect any structure, watercraft, or movable within the state except the interiors of private and one- or two-family dwellings.

B. Whenever the inspecting officer finds any such structure, watercraft, or movable, which, for any cause, is especially liable to fire or dangerous to life or which is so situated as to endanger other property or the occupants thereof, he shall order the dangerous materials removed, the condition of the premises remedied, or the premises razed. The occupant of the structure, watercraft, or movable shall not permit it to be used until the fire marshal certifies that the hazardous conditions have been eliminated.

C. Among the causes which render a structure, watercraft, or movable especially liable to fire or dangerous to life are the following:

- (1) Want of repairs.
- (2) Age or deteriorated condition.
- (3) Lack of sufficient fire alarm or fire extinguishing apparatus.
- (4) Lack of adequate means of ingress and egress.
- (5) Lack of adequate, unrestricted passageways to the entrances and exits.
- (6) Presence of combustible, explosive, or inflammable material.

Amended by Acts 1952, No. 340, §5; Acts 2003, No. 414, §1.

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## Life Safety Code; Existing Hazardous Buildings

### **Louisiana Revised Statutes 40:1578.6**

#### **§1578.6. National Fire Protection Association's Life Safety Code; Southern Standard Building Code; applicability to high rise structures; minimum standards; existing hazardous buildings; appeal**

A. Adequate protection for life safety shall be afforded in every structure or movable as those terms are defined in R.S. 40:1573. To afford such protection, all newly constructed structures and movables shall comply with the rules and regulations to be promulgated by the fire marshal in conformity with the Administrative Procedure Act which shall establish as minimum standards the provisions of the Life Safety Code of the National Fire Protection Association, and Section 518 - Special Provisions for High Rise, of Chapter IV of the Southern Standard Building Code, applicable to high rise structures as both are annually or periodically amended, and the fire marshal shall be the authority having jurisdiction to enforce compliance with such regulations. The effective date for enforcement shall be one hundred eighty days after adoption and promulgation under the Administrative Procedure Act.

B. A parish or municipality which, prior to January 1, 1975, had adopted and is enforcing a nationally recognized model building code and/or fire prevention code or a code equal to a nationally recognized building code and/or fire prevention code may continue to enforce such codes in place of the codes required in the paragraph above; however, such codes shall contain requirements that are substantially equal to the fire marshal's code with respect to high rise buildings, mandatory automatic sprinkler and extinguishment systems, and fire detection systems.

C. This Section shall not apply to existing buildings, except as provided for by R.S. 40:1641 et seq., which were lawfully constructed and maintained unless the fire marshal deems that a serious life hazard exists due to a particular condition, at which time he can require the institution of proper fire protection measures to alleviate the particular hazards noted according to the chapter on existing buildings of the latest edition of the N.F.P.A. Life Safety Code, as most recently adopted by administrative rule by the office of the state fire marshal, code enforcement and building safety.

Such directives of the fire marshal may be appealed to the board of review. "Lawfully constructed and maintained" as used in this Subsection means in conformance with the laws, codes, rules, and regulations in force at the time of original construction.

Added by Acts 1974, No. 656, §1, eff. Jan. 1, 1975. Amended by Acts 1979, No. 495, §2, eff. July 13, 1979; Acts 1985, No. 987, §1; Acts 1988, No. 422, §1; Acts 1995, No. 353, §1; Acts 1997, No. 343, §1.

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## Title 55: Public Safety - Part V. Fire Protection

Refer to the Louisiana Administrative Code for the current version of Title 55: Public Safety - Part V. Fire Protection

For online publications of the Louisiana Administrative Code, refer to the following websites:

<http://www.doa.louisiana.gov/osr/lac/books.htm>

<http://www.doa.louisiana.gov/osr/lac/55v01/55v1-17.doc>

# *Appendix*

**Office of State Fire Marshal  
8181 Independence Blvd.  
Baton Rouge, LA 70806**

**Request for Inspection**

**Date:**

**Return No Later Than:**

<b>Assigned to Fire Department:</b>	<b>E-Mail Address:</b>
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<b>Address:</b>	<b>Phone #:</b>
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<b>City:</b>	<b>Fax #:</b>
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**Contact Person at Location:**

<b>Name of Location of Complaint:</b>	<b>Phone #:</b>
---------------------------------------	-----------------

<b>Address:</b>	<b>Fax #:</b>
-----------------	---------------

**City:**

Comments:  
Reason For Inspection

<b>1. Fire Alarm</b>	<b>4. Hood System</b>	
<b>2. Sprinkler</b>	<b>5. Other*</b>	
<b>3. Hood Suppression</b>		

\* Explain reason why:

DATE	FOLLOW UP - NEXT ACTION	NEXT REVIEW

<b>District:</b>	<b>Phone #:</b>
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<b>State Fire Marshal Contact:</b>	<b>E-Mail Address:</b>
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**State of Louisiana Office of the State Fire Marshal  
Licensing Section**

To: All Fire Protection and Sprinkler Contractors

From: Boyd Petty, Manager  
Licensing Section

Re: Red Tags and Written Notification Procedures for Contractors

This memo is to reiterate the requirements and procedures for sending written notification to this office when fire protection or sprinkler systems are red tagged due to impairments. Pursuant to Louisiana Administrative Code (L.A.C.) 55:V:3043.C.2 & 4, a system shall be red tagged whenever the system is impaired to the point that life safety is at risk or to the point that the automatic or manual discharge system will be prevented from functioning as intended or where life safety is in imminent danger. Written notice shall be made to the owner and to the Office of the State Fire Marshal Inspection Section by the contractor as soon as is practically possible, but shall not exceed two (2) working days after the impairment is discovered. Additionally, when a system which has been yellow tagged and the deficiencies are not corrected within sixty (60) days, the contractor is also required to notify, in writing, the Office of the State Fire Marshal Inspection Section. Upon receipt of an impairment notice, this office or a local fire prevention bureau will conduct an inspection to ensure the system is functioning properly and necessary repairs made.

The following are the specific procedures for contractors to use when notifying this office of impaired systems:

1. Submit a completed Impairment Notification form (copy enclosed) within two (2) working days upon the red tagging of a fire protection or sprinkler system. Additional **Impairment Notification** forms can be obtained from the Fire Marshal's web site located at [www.dps.state.la.us/sfm/](http://www.dps.state.la.us/sfm/). Click on the **Licensing Section**, then on **Forms/Tags** and finally scroll down to the **Impairment Notification** form.
2. Attach a copy of the firm's **Inspection** or **Service** report to the **Impairment Notification** form.
3. Send all documents to the Office of the State Fire Marshal's Inspection Section. Documents can be mailed to 8181 Independence Blvd., Baton Rouge, LA 70806 or can be faxed to [\(225\) 925-3813](tel:2259253813). Additionally, the documents can be e-mailed to [Red.Tag@dps.state.la.us](mailto:Red.Tag@dps.state.la.us).
4. Non-deficient reports are not to be sent to this office unless specifically requested.
5. Refusals of inspection by a building owner does not equate to a red tag condition and therefore, do not need to be reported to this office.
6. Impairment notification forms shall not be used for a yellow tag condition unless sixty (60) days has expired since the tag was placed on the system and the deficiencies have not been corrected.

**Office of the State Fire Marshal  
8181 Independence Blvd.  
Baton Rouge, LA 70806  
IMPAIRMENT NOTIFICATION**

Dear Building Owner/Manager:

The below listed firm has found impairments to the fire protection system or equipment in the building listed below. Per Louisiana Administrative Code Title 55:V:3043, the firm is required to notify the Office of the State Fire Marshal Code Enforcement and Building Safety within two (2) days in writing of any impairment which may jeopardize the life safety of the building's occupants. The impairments are listed below. A deputy from this office or the local fire prevention bureau will be sent out to verify the impairments and to order corrections to be made.

Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type of System/Equipment (include manufacturer and model number) \_\_\_\_\_

NFPA Code/Standard used for Inspection: \_\_\_\_\_

Impairments: \_\_\_\_\_

Date of Impairment: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Firm License Number: \_\_\_\_\_

Firm Telephone Number: \_\_\_\_\_

Technician's Name: \_\_\_\_\_ (print) \_\_\_\_\_ (signature)

Technician's License Number: \_\_\_\_\_

Building Owner or Representative: \_\_\_\_\_ (print)

Building Owner or Representative: \_\_\_\_\_ (signature)

Date: \_\_\_\_\_

**\*\*\* NOTE TO TECHNICIAN: Please attach a copy of your firm's service report to this notification.**



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# State Fire Marshal Contact Information

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## ADMINISTRATION

**(225) 925-4911 or (800) 256-5452 Fax: (225) 925-4593**

[H. "Butch" Browning](#), State Fire Marshal

[Shantelle Brent](#), Administrative Assistant

[Dan Wallis](#), Assistant Fire Marshal

[Cathy Mayers](#), Administrative Assistant

[Felicia Cooper](#), Assistant Fire Marshal

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## PLAN REVIEW, BATON ROUGE HEADQUARTERS

**(225) 925-4920 or (800) 256-5452 Fax: (225) 925-4414**

[Don Zeringue](#), Chief Architect

[Joe Delaune](#), Architect, CBO

[Fidel Fremin](#), Architect Supervisor

[Janeiro Johnson](#), Administrative Supervisor

[Cindy Obier](#), Architect Supervisor

[Linda Burch](#), Architect Supervisor

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## INSPECTIONS, BATON ROUGE HEADQUARTERS

**(225) 925-4784 or (800) 256-5452 Fax: (225) 925-3813**

[Steve Gogreve](#), Manager

[Pat Aronstein](#), Manager

[Sue Cormier](#), Administrative Assistant

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## BATON ROUGE DISTRICT INSPECTIONS

**(225) 925-3650 or (800) 256-5452 Fax: (225) 925-4520**

[Dean Guidry](#), Supervisor

[Mark Jewett](#), Assistant Supervisor

[Alton Teekel](#), Assistant Supervisor

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## LAFAYETTE DISTRICT INSPECTIONS

**(337) 886-1273 or (800) 554-0006 Fax: (337) 886-7938**

[Lance Carruth](#), Supervisor

[Bo Carter](#), Assistant Supervisor

[Chris Burleigh](#), Assistant Supervisor

[Lindsay Simar-Tauzin](#), Assistant Supervisor

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## NEW ORLEANS DISTRICT INSPECTIONS

**(504) 219-4600 or (888) 634-7689 Fax: (504) 219-4601**

[Nunzio Marchiafava](#), Supervisor

[Jerry Melanson](#), Assistant Supervisor

[Mike Delaune](#), Assistant Supervisor

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## SHREVEPORT DISTRICT INSPECTIONS

**(318) 676-7145 or (888) 634-7682 Fax: (318) 676-7597**

[W.K. Matlock](#), Supervisor

[James Myers](#), Assistant Supervisor

[Robbie Baker](#), Assistant Supervisor

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## HEALTH CARE INSPECTIONS

**(225) 925-4270 or (800) 256-5452 Fax: (225) 925-3699**

[Traci Roberts](#), Supervisor

[Becky Roberts](#), Assistant Supervisor

[Traci Travis](#), Assistant Supervisor

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## LIFE SAFETY AND PROPERTY PROTECTION LICENSING

**(225) 925-7047 or (800) 256-5452 Fax: (225) 925-3699**

[Boyd Petty](#), Manager

[Mike Polito](#), Supervisor

[Linda Luneau](#), Administrative Supervisor

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## ARSON INVESTIGATION

**(225) 925-4205 or (800) 256-5452 Fax: (225) 925-3813**

[Donald Carter](#), Manager

[Lance LaMarca](#), Supervisor

[Stephanie Glaser](#), Administrative Coordinator

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## FIRE INFORMATION

**(800) 256-5452 or (225) 925-1716**

[Cindy Gonthier](#), Program Specialist

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## MANUFACTURED HOUSING INSPECTIONS

**(225) 362-5500 or 5501 or 5502 or (800) 256-5452 Fax: (225) 925-3813**

[Sammy Hoover](#), Administrator, Federal Consumer Complaints

[Fred Conner](#), Supervisor

[Denise Woods](#), Administrative Coordinator, Licensing

[Troxie Snearl](#), Administrative Coordinator, State Installation Complaints

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## MECHANICAL SAFETY INSPECTIONS

**(225) 925-3657 or (800) 256-5452 Fax: (225) 925-3813**

[Bill Owens](#), Manager

[Donnie Lesage](#), Supervisor

[Johanna Gonzales](#), Administrative Coordinator

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## EMERGENCY SERVICES

**(225) 925-4911 or (800) 256-5452 Fax: (225) 925-4479**

[Joel Domangue](#), Emergency Services Director

## Fire Prevention Bureau Contact Information

F P CHIEF	Agency Name	Address	City	Zip Code	F P PHONE	F D CHIEFS	F D PHONE
Larry King	Alexandria Fire Prevention Bureau	1000 Bolton Avenue	Alexandria	71301	318-441-6607	Bernard Wesley	318-441-6607
David Jester	Bastrop Fire Prevention Bureau	P.O. Box 431	Bastrop	71221	318-283-3353	Eric Montgomery	318-283-3353
Wilton Ray Cutrer	Baton Rouge Fire Department	8011 Merle Gustafson Drive	Baton Rouge	70807	225-354-1431	Ed Smith	225-354-1400
Elizabeth Fuselier	Bayou Cane Fire Protection District	6166 West Main Street	Houma	70360	985-580-7230	Jerry Gautreaux	985-580-7230
Francis Fromenthal	Berwick Volunteer Fire Department	P.O. Box 36	Berwick	70342	985-385-1646	Francis Fromenthal	985-385-1646
Jerry Nuckolls	Bossier City Fire Prevention Bureau	620 Benton Road	Bossier City	71111	318-741-8704	Samuel J. Halphen	318-741-8700
Joseph Frank	Bunkie Fire Department	P.O. Box 705	Bunkie	71322	318-346-6678	Joseph Frank	318-346-6678
Bobby Eller	Central Fire Protection District #4	11646 Sullivan Road	Baton Rouge	70818	225-261-2000	Bill Porche	225-261-2000
Marvin Whiddon	DeRidder Fire Prevention Bureau	200 South Jefferson Street	DeRidder	70634	337-462-8929	Marvin Whiddon	337-462-8929
Kevin Sanchez	District Six Fire Department	7878 Prescott Rd.	Baton Rouge	70812	225-355-3110	Donald R. Yelverton	225-355-3110
Chuck Montero	Donaldsonville Fire Department	P.O. Box 470	Donaldsonville	70346	225-473-0664	Chuck Montero	225-473-0664
Jonathan Dixon	East Side Fire Protection District #5	15094 Old Hammond Highway	Baton Rouge	70816	225-272-7779	S. Dale Hancock	225-272-7779
Donald Peyton	East St. Charles Parish Fire Department	P.O. Box 668	Destrehan	70047	985-764-8112	Donald Peyton	985-764-8112
Ronnie Schillace	Hammond Fire Prevention Bureau	P.O. Box 2788	Hammond	70404	985-542-3490	Paul Collura	985-542-3475

**Continued on next page.**

**Please notify the State Fire Marshal's office of any changes of Fire Department Chief or Fire Prevention Chief or of any contact information.**

<b>F P CHIEF</b>	<b>Agency Name</b>	<b>Address</b>	<b>City</b>	<b>Zip Code</b>	<b>F P PHONE</b>	<b>F D CHIEFS</b>	<b>F D PHONE</b>
Terry Thibodaux	Harvey Volunteer Fire Co. No. 2	P.O. Box 1053	Harvey	70059	504-364-3767	Scott Berthelot	504-364-3766
Mike Millet	Houma Fire Department	600 Wood St.	Houma	70361	985-873-6393	Reed Callahan	985-873-6391
Dennis Guidry	Jefferson Parish Fire Department	1221 Elmwood Park Blvd, Ste 704	Jefferson	70123	504-736-6200	David Saunders	504-736-6200
Hulin Theriot	Jennings Fire Department	110 North Broadway	Jennings	70546	337-821-5507	Hulin Theriot	337-821-5508
David Roberts	Jonesboro Fire Department	104 4th Street	Jonesboro	71251	318-259-5028	David Roberts	318-259-5028
Donnie Littleton	Jonesville Fire Department	P.O. Box 428	Jonesville	71343	318-339-8596	Donnie Littleton	318-339-8596
Keith Crimen, Jr.	Kenner Fire Department	2226 Williams Boulevard	Kenner	70062	504-468-4006	John Hellmers	504-468-4000
Travis Morgan	Lafayette Fire Prevention Bureau	1307 Bertrand Drive	Lafayette	70506	337-291-8704	Robert Benoit	337-291-8704
Ted Bellanger	Lafitte Barataria Crown Point Fire Department	2385 Jean Lafitte Blvd	Lafitte	70067	504-689-2086	Linton Duet	504-689-2086
T. A. Jones	Lake Charles Fire Prevention Bureau	P.O. Box 1703	Lake Charles	70602	337-491-1368	David Manuel	337-491-1360
Donnie McKee	Leesville Fire Department	109 E. South Street	Leesville	71446	337-239-7950	Donnie McKee	337-239-7950
Eric Bacon	Live Oak Manor Volunteer Fire Department	160 Modern Farms Road	Waggaman	70094	504-431-9899	Elvis Smith	504-431-7092
Kenneth Green	Monroe Fire Department	P.O. Box 71	Monroe	71210	318-329-2474	Jimmie Bryant	318-329-2474
Mark Stephens	Morgan City Fire Department	P.O. Box 2622	Morgan City	70381	985-380-4617	Richard Anderson	985-380-4617
Jerome Smith	New Iberia Fire Department	225 Prairie Avenue	New Iberia	70560	337-369-2380	Ronald Bourque	337-369-2380

**Continued on next page.**

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<b>F P CHIEF</b>	<b>Agency Name</b>	<b>Address</b>	<b>City</b>	<b>Zip Code</b>	<b>F P PHONE</b>	<b>F D CHIEFS</b>	<b>F D PHONE</b>
Elbert Thomas	New Orleans Fire Department	317 Decatur Street	New Orleans	70130	504-658-4770	Charles Parent	504-658-4700
Casey Cummings	Pineville Fire Prevention	35 Purser Street	Pineville	71360	318-449-5666	Eddie LaBorde	318-449-5665
Charles Stephens	Port Allen Fire Subdistrict No. 3	740 North Jefferson Avenue	Port Allen	70767	225-346-5676	Rick Boudreaux	225-346-5676
Jonathan Guillot	Rapides Parish Fire District #2	5104 Ransbottom Drive	Alexandria	71302	318-445-3323	William Bordelon	318-445-8124
David Glass	Shreveport Fire Department	505 Travis Ste 510	Shreveport	71101	318-673-6740	Brian Crawford	318-673-6650
Thomas Stone	St. Bernard Fire Department	8201 W. Judge Perez Dr., Rm 206	Chalmette	70043	504-278-4275	Thomas Stone	504-278-4275
Darian Williams	St. George Fire Department	13686 Perkins Road	Baton Rouge	70810	225-454-6575	Gerard Tarleton	225-454-6550
Neil Ricca	St. Tammany Fire Protection District No. 1	1358 Corporate Square Dr.	Slidell	70458	985-646-4387	Larry Hess	985-649-3665
Matthew Parish	St. Tammany Fire Protection District No. 11	37546 Pine Street Ext.	Pearl River	70452	985-863-3132	Matthew Parish	985-863-3132
Keith Berry	Sulphur Fire Department	P.O. Box 1309	Sulphur	70664	337-527-2058	Danny Dupre'	337-527-4545
Roy Heindel	Terrytown-Fifth District Volunteer Fire Dept	341 Heritage Avenue	Gretna	70054	504-364-3764	Bryan Adams	504-349-5551
Robert Frame, Sr.	Third District Volunteer Fire Department	10423 Jefferson Highway	River Ridge	70123	504-738-3258	Brian Cannatella	504-738-3258
Todd Smith	West Monroe Fire Department	4341 Cypress Street	West Monroe	71291	318-397-0758	Bobby Buchanan	318-397-0758
Jonathan Duff	Westlake Fire Department	2401 Guillory Street	Westlake	70669	337-436-7417	Jacques E. Picou	337-436-7417
Manuel Torano	Westwego Volunteer Fire Company No. 1	677 Avenue "H"	Westwego	70094	504-347-7385	Keith Bouvier	504-347-7385

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