

## Instructions For Completing The Electronic Questionnaire

At the bottom of the screen you will find "Tabs" similar to the file folders you might see in a filing cabinet. Each tab represents a separate worksheet. To the left of the Tabs you will see arrows used to navigate between the worksheets. Move around within each worksheet by scrolling and clicking on the Underlined or Boxed Data Entry Areas or by pressing the Tab Key on your keyboard. **Enter either an "X" or other information in each data box as is applicable for your graded area.**

Data may be entered directly into the electronic worksheets. The worksheets may also be printed out, completed, then the data may be entered into the electronic worksheets or mailed to PIAL.

When completed, please print a copy of all tabs and worksheets for your records. Make a copy then send the copy, via US Mail, along with all supporting documentation, to PIAL. Finally, please e-mail a copy of this electronic questionnaire to the PIAL Field Representative who sent the questionnaire to you. (See Listing Below)

Please refer to PIAL's Water Hauling Guidelines for information regarding completion of forms necessary to receive Water Hauling Credits (if applicable).

<u>Name</u>	<u>E-Mail Address</u>	<u>Phone #</u>	<u>Mailing Address</u>
Blaine Rabe`:	brabe@pial.org	504-836-7988	ATTN: Blaine Rabe' 433 Metairie Rd., Ste 400 Metairie, LA 70005
Randy Loe:	rloe@pial.org	318-518-1211	ATTN: Randy Loe P.O. Box 5216 Bossier City, LA 71171
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**Please read this cover sheet carefully as some items have changed.**

Attached is a Public Fire Protection Survey Questionnaire. **This is a multi-part questionnaire**. The first part is a Communications Center Questionnaire and is intended to gather information related to emergency call-taking and dispatching arrangements, telecommunicator performance and telecommunicator training and certification. This questionnaire may best be completed by the director of the communications center servicing your area or may be completed by the fire chief. **Prior to completion, the fire chief must define the graded year in paragraph 1 of the Communications Questionnaire.** The second and third parts are the General Information Questionnaire and the Fire Department Questionnaire. These should be completed by the Fire Chief or his duly authorized representative and are intended to gather information related to the community as well as fire department operations. The fourth part, the Water System Questionnaire may be completed by the Fire Department or by the Water Department and is designed to gather information related to water system capacity, system accessibility and delivery rates. The fifth part is a Community Risk Reduction Questionnaire. This portion of the survey is optional. "Bonus Credit" may be awarded if these activities are conducted in your district. Complete this questionnaire only if "Bonus Credit" for these activities is desired.

After gathering requested information, the Fire Chief must complete the affidavit(s) and have it/them notarized. Please return all questionnaires along with supporting documentation, and the signed and notarized affidavit(s), to PIAL through the U.S. Postal Service. This information will assist us in establishing a fire insurance rating classification for your district. **RETAIN A COPY FOR YOUR RECORDS.**

The enclosed map is furnished for your convenience. We need the following information clearly marked on this map or on a similar map you may provide:

1. District boundaries. **(ATTACH A COPY OF THE LEGAL DESCRIPTION)**
2. Fire station locations.
3. All draft site locations if water hauling credit is to be considered.
4. Requested water hauling demonstration site(s) (if applicable).

On a separate, to scale map, include the following:

1. Hydrant locations.
2. Water main sizes.
3. Wells.
4. Pressure zone boundaries.
5. Impounding reservoirs.
6. Elevated tank locations and capacities.
7. Major buildings.

Please fill out one "APPARATUS & EQUIPMENT INVENTORY" form for each truck and attach a recent photograph of the unit to the corresponding form.

**WARNING: FAILURE TO COMPLETE AND RETURN THESE SURVEY QUESTIONNAIRES WILL ADVERSELY AFFECT YOUR RATING.**

If you have any questions or need additional information, do not hesitate to call.

**An electronic copy of this questionnaire is available by e-mail from any PIAL Municipal Field Representative.**

# Return Document Inventory

This page is provided for your use to ensure all required documents are included when returning this information to PIAL. Please include this page with returned documents.

ITEM	Included (X)	Not Applicable (X)
<b>Affidavit</b>	<a href="#">Go There</a>	
<b>Communications Questionnaire</b>	<a href="#">Go There</a>	
Call Detail Report(s) (Call Answering and Processing Times)	<a href="#">Go There</a>	
Shift Schedule(s) for PSAP Call-takers / Dispatchers	<a href="#">Go There</a>	
Emergency Power Test Record(s)	<a href="#">Go There</a>	
<b>General Information Questionnaire</b>	<a href="#">Go There</a>	
Legal Description of Graded Area	<a href="#">Go There</a>	
Copy of Statute Authorizing Fire Protection Service Charge	<a href="#">Go There</a>	
Listing of Additional Local Officials	<a href="#">Go There</a>	
<b>Fire Department Questionnaire</b>	<a href="#">Go There</a>	
Membership Roster from Graded Year	<a href="#">Go There</a>	
Paid On-duty Manning Worksheet	<a href="#">Go There</a>	
Working Fire Worksheet	<a href="#">Go There</a>	
Non-working Fire Worksheet	<a href="#">Go There</a>	
Fire Stations & Equipment Worksheet	<a href="#">Go There</a>	
Tall Building Worksheet	<a href="#">Go There</a>	
LSU Training Transcripts	<a href="#">Go There</a>	
Training Summary Worksheet	<a href="#">Go There</a>	
Copies of Training Certifications	<a href="#">Go There</a>	
Mutual and Automatic Aid Agreements	<a href="#">Go There</a>	
Pump Test Worksheet With Copies of Three (3) Most Recent Pump Tests	<a href="#">Go There</a>	
Aerial Test Worksheet With Copies of Five (5) Most Recent Aerial Tests	<a href="#">Go There</a>	
Map Showing Fire Station Locations		
Apparatus Inventory Sheets (with photographs)	<a href="#">Go There</a>	
<b>Water Supply Questionnaire</b>	<a href="#">Go There</a>	
Map of Rural Fire District Showing Locations of Suction Sources and Hydrants.		
To-scale Map of City/Town/Village Showing Municipal Water System Hydrants, Mains, etc...(Contact PIAL if GIS Shape Files are available for transmittal to PIAL)		
Schematic Diagram and Photographs of Water Plant Piping, Wells, etc...		
Water Hauling Worksheets (See Water Hauling Guidelines)	<a href="#">Go There</a>	
Map Showing Proposed Demonstration and Water Supply Sites		
<b>Community Risk Reduction Questionnaire and Associated Attachments</b>	<a href="#">Go There</a>	

# Affidavit

STATE OF LOUISIANA

PARISH OF \_\_\_\_\_

BEFORE ME, the undersigned authority personally came and appeared:

\_\_\_\_\_

(Fire Chief or Duly Authorized Representative's Name)

A person of the full age of majority, who upon being first duly sworn, did depose and declare that:

Undersigned affiant is the duly authorized representative of the fire department listed below and understands that this affidavit is being signed under oath and subject to the law of perjury as provided by the State of Louisiana;

The undersigned is aware of the fact that the information provided in this questionnaire is given to the Property Insurance Association of Louisiana for the sole purpose of establishing a Fire Insurance Public Protection Rating Classification for the territory served by the undersigned fire department;

The undersigned declares the following:

1. The information which accompanies the questionnaire to which this affidavit is attached and all other information supplied for this grading is correct and complete.
2. All fire department vehicles listed in this questionnaire are sound from major defects that would prohibit their use on structural alarms within the area being graded, carry the water capacity as stated in the questionnaire, and are ready for operation at the call of an alarm without delay.
3. All training facilities and associated fire training props listed in this questionnaire meet the construction criteria defined in NFPA 1402, *Guide to Building Fire Training Centers*.

The undersigned is aware that the intent of this fire protection survey is not for property loss prevention or life safety purposes and that no life safety or property loss prevention recommendations will be made.

\_\_\_\_\_

Name of Fire Department

BY:

\_\_\_\_\_

Signature of Fire Chief or Duly Authorized Representative

Date:

\_\_\_\_\_

Sworn to and subscribed before me,

This \_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_

Notary Public Signature

Print Name:

\_\_\_\_\_

Bar No:

\_\_\_\_\_

My commission expires

\_\_\_\_\_

# GENERAL INFORMATION QUESTIONNAIRE

PIAL USE	
FR Assigned:	
Survey Dates:	

**Please provide the following information so that we may complete the Fire Insurance Rating and notify the appropriate agencies of the results.**

(\*) The "Grading Year" is defined as a time period of 12 consecutive months. This may be either the prior calendar year or the 12 months immediately preceding the completion of this questionnaire. Thus for items requiring record keeping you may choose either time frame, but the same time frame must be used for all items requiring record keeping. Please advise which time frame has been chosen.

1.  Prior Calendar Year  
 12 Month Period from  to

2. Community/Fire District(s) to be graded:

Graded Area Name(s)	Type of Community (City, Town, Fire District, Other, etc.)	Incorporated?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

3. If "Type of Community is "Other", Please explain:

4. Parish(s):

5. Has the Fire Department implemented a Fire Protection Service Charge as authorized by LA Statute RS 40:1502?  Yes  No

*If so, please attach a copy of the statute.*

## FIRE ALARM SUMMARY

6. Describe the fire alarm procedure from the time a structural fire is observed until fire fighters are dispatched and the apparatus responds. Include equipment used by the primary and secondary dispatch circuits (if needed), repeater sites locations, and any other equipment or processes required to dispatch the fire department.

7. RESPONSES WITHIN BOUNDARIES OF CITY/FIRE DISTRICT TO BE GRADED:

- a. Total # of Structural Fire ALARMS during the Grading Year:
- b. Total # of Non Structural Fire ALARMS during the Grading Year:  
(auto, brush, control burns, etc.)
- c. Total # rescue and ambulance ALARMS during the Grading Year:
- d. Total Alarm responses (a + b + c) during the Grading Year:

8. RESPONSES OUTSIDE BOUNDARIES OF CITY/FIRE DISTRICT TO BE GRADED:

- a. Total # Automatic Aid Responses during the Grading Year:
- b. Total # Mutual Aid Responses during the Grading Year:
- c. Responses during the Grading Year to areas where no contract or

# GENERAL INFORMATION QUESTIONNAIRE - Contacts

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9. Provide contact information for the following people (if applicable): Mayor(s), Police Jury/Parish President(s), Water Superintendent(s), Fire District Chairman, and Fire Chief.

Fire Chief
(Name)
(Name of Fire Department)
(Street Address)
(City, State Zip)
(Phone)
(Other)

Mayor
(Name)
(Jurisdiction)
(Street Address)
(City, State Zip)
(Phone)
(Other)

Police Jury or Parish President
(Name)
(Jurisdiction)
(Street Address)
(City, State Zip)
(Phone)
(Other)

Fire District Chairman
(Name)
(Jurisdiction)
(Street Address)
(City, State Zip)
(Phone)
(Other)

# GENERAL INFORMATION QUESTIONNAIRE - Contacts

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## PSAP 1 Director

(Name)

(Jurisdiction)

(Street Address)

(City, State Zip)

(Phone)

(Other)

## PSAP 2 Director

(Name)

(Jurisdiction)

(Street Address)

(City, State Zip)

(Phone)

(Other)

## Water System 1 Superintendent

(Name)

(Jurisdiction)

(Street Address)

(City, State Zip)

(Phone)

(Other)

## Water System 2 Superintendent

(Name)

(Jurisdiction)

(Street Address)

(City, State Zip)

(Phone)

(Other)



# GENERAL INFORMATION QUESTIONNAIRE - Contacts

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Other
(Name)
(Jurisdiction)
(Street Address)
(City, State Zip)
(Phone)
(Other)

Other
(Name)
(Jurisdiction)
(Street Address)
(City, State Zip)
(Phone)
(Other)

Other
(Name)
(Jurisdiction)
(Street Address)
(City, State Zip)
(Phone)
(Other)

Other
(Name)
(Jurisdiction)
(Street Address)
(City, State Zip)
(Phone)
(Other)

# Communications Questionnaire

**NOTE: Information on this questionnaire must be provided by all Public Safety Answering Points (PSAPs) involved in receiving emergency calls from the public and in dispatching emergency fire apparatus within that PSAP's span of control.**

1. Place an "X" in the box for the scenario which best applies:

- The data below is from the calendar year prior to receipt of this survey.  
 The data below is from the 12 month period beginning  and ending

2. **The following items apply to the initial answering point for fire emergency calls (the "Primary PSAP").**

3. Where is the Primary PSAP located?

Name of Agency:	<input type="text"/>
Street Address:	<input type="text"/>
City, State & Zip:	<input type="text"/>
PSAP Director's Name:	<input type="text"/>
PSAP Director's Phone:	<input type="text"/>
Director's Mailing Address:	Street: <input type="text"/>
	Town, state & zip code: <input type="text"/>

## **PRIMARY PSAP EMERGENCY REPORTING**

4. Which of the following best describes the method of operations for emergency calls received by the Primary PSAP? **Choose all that apply**.

- A.  Calls are answered, information taken and fire departments dispatched from the Primary PSAP.

**This method of operation applies to the following municipalities and/or fire districts:**

- B.  Calls are answered and fire calls are 1-button transferred to Secondary PSAP for their action.

**This method of operation applies to the following municipalities and/or fire districts:**

- C.  Calls are answered, information is taken and that information is relayed to another agency that dispatches fire departments. **This method of operation applies to the following municipalities and/or fire districts:**

- D.  Other. Please Explain:

5. What type of Emergency Reporting System Does This PSAP Have? **Choose only one.**

Basic or No E9-1-1 Service

(PSAP does not have customer-premises equipment to enable receipt of Enhanced 9-1-1 calls. Basic 9-1-1 systems do not have provisions for selective routing and may have automatic number identification (ANI and/or automatic location identification (ALI).)

Enhanced E9-1-1 Service

(PSAP has customer-premises equipment to enable receipt of Enhanced 9-1-1 calls with associated automatic number identification (ANI) and automatic location identification (ALI) from callers in the PSAP's jurisdiction, including selective routing.)

6. If an Enhanced E9-1-1 system is in place, what features are available? **Choose ALL that apply.**

#### **E9-1-1 Wireless**

Wireless Phase I Using Static ALI Functionality

(The PSAP is Phase I Wireless-capable for at least one wireless service provider in the jurisdiction or has made a valid formal request for Phase I wireless service with the WSPs doing business in its jurisdiction.)

Wireless Phase II Using Dynamic ALI Functionality

(The PSAP is Phase II Wireless-capable for at least one wireless service provider in the jurisdiction or has made a valid formal request for Phase II wireless service with the WSPs doing business in its jurisdiction.)

#### **E9-1-1 Voice over Internet Protocol**

Static Voice over Internet Protocol using Static ALI Functionality

(The PSAP is capable of receiving and processing static VoIP calls with associated call back number and caller location information.)

Nomadic Voice over Internet Protocol using Dynamic ALI Functionality

(The PSAP is capable of receiving and processing VoIP calls utilizing dynamic ALI updates (callback number and caller location information).)

## Computer-Aided Dispatch (CAD)

Basic CAD

(The PSAP provides its telecommunicators with software to assist in initializing calls for service, dispatching, and maintaining the status of responding resources in the field.)

CAD with Management Information System

(The PSAP has the ability to automatically accept, display and plot caller location data on an electronic map display (GIS) and access historical incident information.)

CAD with Interoperability

(The PSAP can transmit call information directly to responders, alternate PSAPs, and others. PSAP has the ability to provide data and interoperate electronically with other agencies and communications centers.)

This capability applies to the following departments:

Geographical Information System (GIS/AVL)

(The PSAP uses a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments.)

This capability applies to the following departments:

## 7. Primary PSAP Telecommunicators - Alarm Receipt

How many telecommunicators at the Primary PSAP are dedicated to receiving calls **and** dispatching emergency services:

During the day:  At night:  24-hour Average:

(Please attach a typical 1-month shift schedule)

Are on-duty telecommunicators at the Primary PSAP allowed to sleep at any time while on duty?  Yes  No

If so, during what hours?

How many valid emergency calls were answered at the Primary PSAP during the graded year? (A valid emergency call is **any** call requiring dispatch of emergency personnel or equipment).

Calls

What % of valid emergency calls are answered within 15 seconds of receipt? (Provide Call Detail Report if available)

Unknown

What % of valid emergency calls are answered within 40 seconds of receipt? (Provide Call Detail Report if available)

Unknown

8. **Primary PSAP Telecommunicators - Alarm Processing**

{Alarm Processing time includes the time needed for caller interrogation and resource selection [determination of which emergency response unit (ERU) will respond] up to the start of the Emergency Response Facility notification process.}

What % of **FIRE** alarms were either dispatched or transferred within 60 seconds of receipt?   Unknown

*(Provide Call Detail Report if available)*

What % of **FIRE** alarms were either dispatched or transferred within 106 seconds of receipt?   Unknown

*(Provide Call Detail Report if available)*

9. **Primary PSAP Telecommunicators - Use of Emergency Dispatch Protocols (EDPs)**

{EDPs are standard sequences of questions used by telecommunicators that provide post-dispatch or pre-arrival instructions to callers.}

Do telecommunicators at the Primary PSAP utilize Emergency Dispatch Protocols for the Fire Service to provide prearrival instructions to emergency responders and callers?  Yes  No

10. **Primary PSAP Telecommunicators - Training and Certification**

Are telecommunicators trained and certified in the knowledge, skills, and abilities corresponding to their job functions in accordance with NFPA 1061 and/or APCO ANSI 301103.1?  Yes  No

Briefly describe the Primary PSAP's telecommunicator training and certification process:

11. **Primary PSAP Telecommunicators - Continuation Training and Quality Assurance Programs**

Do telecommunicators participate in continuing education and/or in-service training programs as appropriate for their positions?  Yes  No

Briefly describe the Primary PSAP's continuing education program:

Do telecommunicators participate in quality assurance programs as appropriate for their positions?

Yes  No

Briefly describe the Primary PSAP's quality assurance program:

**12. PRIMARY PSAP DISPATCH CIRCUITS (This area is specific to the department being graded)**

What fire department(s) or district(s) does the following information apply to?

13. What is the **primary** means of notifying this fire department of alarms in their jurisdiction?

- High- or Low-Band Radio (radio circuit or voice paging system)
- Alphanumeric paging system under direct control of the Authority Having Jurisdiction
- Alphanumeric paging system **NOT** under direct control of the Authority Having Jurisdiction
- 700 MHZ LWIN Radio
- Wired circuit such as Fax or Tear & Run System
- Auto-ringdown telephone system
- Standard commercial telephone system
- Outside Coded Sounding Device such as a coded siren, air horn, etc...
- Outside Non-Coded Sounding Device such as a siren, air horn, etc...
- Cell Phone voice or text dispatch system
- Other...Specify:

14. Are all critical components associated with the primary dispatch circuit (including all wired circuits, radios and commercial power status at the PSAP and applicable repeater sites) monitored for integrity? (See NFPA 1221)  Yes  No

If yes, how are dispatchers made aware of circuit failure?

Audible Alarm  Yes  No  
Visual Alarm  Yes  No

Other:

Is there always a responsible person on duty at the location where circuit trouble signals are received?  Yes  No

For radio circuits, is there a duplicate transmitter for use at the Primary PSAP in case of primary transmitter failure?  Yes  No

If yes, can the duplicate transmitter be switched into use within 30 seconds?  Yes  No

15. Is there an Emergency Power Supply System (EPSS) available at the Primary PSAP?  Yes  No

If so, what is the arrangement?

<input type="checkbox"/>	Auto-start generator
<input type="checkbox"/>	Manual-start generator
<input type="checkbox"/>	Batteries with Manual-start generator
<input type="checkbox"/>	Batteries only

In addition to the EPSS, is there an Uninterruptable Power Supply (UPS) in use at the Primary PSAP?  Yes  No

16. Is the emergency power supply system at the Primary PSAP tested under load?  Yes  No

If so, how often is it tested?

During testing, how long is the emergency power supply kept under load before transferring back to commercial power?  hours

*(If tested, please provide a copy (if available) of the test record for the grading period. This record should show the date and either the duration or the start/stop times of each test.)*

17. Are any repeater sites in use for the primary dispatch circuit?  Yes  No

If yes, how many are there?

Do repeater sites have Emergency Power Supply Systems  Yes  No

If yes, how many of each of the following type(s) of systems are in use at the repeater sites?

Auto-start generator:	<input type="text"/>
Manual-start generator:	<input type="text"/>
Central Battery System:	<input type="text"/>
No EPSS:	<input type="text"/>

Describe the frequency and duration of EPSS tests at the repeater sites:

*Provide records (if available) showing date, and duration or start/stop times of each test for each EPSS at the repeater*

18. If there is more than one means of notifying this fire department of alarms, what is the secondary means?

- High- or Low-Band Radio (radio circuit or voice paging system)
- Alphanumeric paging system under direct control of the Authority Having Jurisdiction
- Alphanumeric paging system **NOT** under direct control of the Authority Having Jurisdiction
- 700 MHZ LWIN Radio
- Wired circuit such as Fax or Tear & Run System
- Auto-ringdown telephone system
- Standard commercial telephone system
- Outside Coded Sounding Device such as a coded siren, air horn, etc...
- Outside Non-Coded Sounding Device such as a siren, air horn, etc...
- Cell Phone voice or text dispatch system
- Other...Specify:

Are all critical components associated with the secondary dispatch circuit (including all wired circuits, radios and commercial power status at the PSAP and applicable repeater sites) monitored for integrity? (See NFPA 1221)  Yes  No

If yes, how are dispatchers made aware of circuit failure?

Audible Alarm  Yes  No  
Visual Alarm  Yes  No  
Other:

Is there a responsible person always on duty at the location where  Yes  No  
circuit trouble signals are received?

Are any repeater sites in use for the secondary dispatch circuit?  Yes  No

If yes, how many are there?

If the secondary circuit uses the same repeater sites as the primary circuit, place an **x** in the box to the left and skip to item .

Do repeater sites have Emergency Power Supply Systems  Yes  No

If yes, how many of each of the following type(s) of systems are in use?

Auto-start generator:   
Manual-start generator:   
Battery bank:   
No EPSS:

Describe the frequency and duration of EPSS tests at the repeater sites:

*Provide records (if available) showing date, and duration or start/stop times of each test for each EPSS at the repeater*



19. **The following items apply to the SECONDARY PSAP if applicable.**

20. Where is the SECONDARY PSAP located?

Name of Agency:	N/A	
Street Address:		
City, State & Zip:		
PSAP Director's Name:		
PSAP Director's Phone:		
Director's Mailing Address:	Street:	
	Town, state & zip code:	

**SECONDARY PSAP EMERGENCY REPORTING**

21. Which of the following best describes the method of operations for emergency calls received by the SECONDARY PSAP? Choose all that apply.

A.  Calls are answered, information taken and fire departments dispatched from the Secondary PSAP.

**This method of operation applies to the following municipalities and/or fire districts:**

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B.  Calls are answered and fire calls are 1-button transferred to Secondary PSAP for their action.

**This method of operation applies to the following municipalities and/or fire districts:**

--

C.  Calls are answered, information is taken and that information is relayed to another agency that dispatches fire departments. **This method of operation applies to the following municipalities and/or fire districts:**

--

D.  Other. Please Explain:

--

22. What type of Emergency Reporting System Does This PSAP Have? **Choose only one.**

Basic or No E9-1-1 Service

(PSAP does not have customer-premises equipment to enable receipt of Enhanced 9-1-1 calls. Basic 9-1-1 systems do not have provisions for selective routing and may have automatic number identification (ANI and/or automatic location identification (ALI).)

Enhanced E9-1-1 Service

(PSAP has customer-premises equipment to enable receipt of Enhanced 9-1-1 calls with associated automatic number identification (ANI) and automatic location identification (ALI) from callers in the PSAP's jurisdiction, including selective routing.)

23. If an Enhanced E9-1-1 system is in place, what features are available? **Choose ALL that apply.**

**E9-1-1 Wireless**

Wireless Phase I Using Static ALI Functionality

(The PSAP is Phase I Wireless-capable for at least one wireless service provider in the jurisdiction or has made a valid formal request for Phase I wireless service with the WSPs doing business in its jurisdiction.)

Wireless Phase II Using Dynamic ALI Functionality

(The PSAP is Phase II Wireless-capable for at least one wireless service provider in the jurisdiction or has made a valid formal request for Phase II wireless service with the WSPs doing business in its jurisdiction.)

**E9-1-1 Voice over Internet Protocol**

Static Voice over Internet Protocol using Static ALI Functionality

(The PSAP is capable of receiving and processing static VoIP calls with associated call back number and caller location information.)

Nomadic Voice over Internet Protocol using Dynamic ALI Functionality

(The PSAP is capable of receiving and processing VoIP calls utilizing dynamic ALI updates (callback number and caller location information).)

**Computer-Aided Dispatch (CAD)**

Basic CAD

(The PSAP provides its telecommunicators with software to assist in initializing calls for service, dispatching, and maintaining the status of responding resources in the field.)

CAD with Management Information System

(The PSAP has the ability to automatically accept, display and plot caller location data on an electronic map display (GIS) and access historical incident information.)

CAD with Interoperability

(The PSAP can transmit call information directly to responders, alternate PSAPs, and others. PSAP has the ability to provide data and interoperate electronically with other agencies and communications centers.)

This capability applies to the following departments:

Geographical Information System (GIS/AVL)

(The PSAP uses a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments.)

This capability applies to the following departments:

**24. SECONDARY PSAP Telecommunicators - Alarm Receipt**

How many operators at the SECONDARY PSAP are dedicated to receiving calls and dispatching emergency services:

During the day:  At night:  24-hour Average:   
(Please attach a typical 1-month shift schedule)

Are on-duty telecommunicators at the SECONDARY PSAP allowed to sleep  Yes  No at any time?

If so, during what hours?

How many valid emergency calls were answered at the SECONDARY  Calls PSAP during the year being considered? (A valid emergency call is any call requiring dispatch of emergency personnel or equipment).

What % of valid emergency calls are answered within 15 seconds of receipt? (Provide Call Detail Report if available)   Unknown

What % of valid emergency calls are answered within 40 seconds of receipt? (Provide Call Detail Report if available)   Unknown

25. **SECONDARY PSAP Telecommunicators - Alarm Processing**

{Alarm Processing time includes the time needed for caller interrogation and resource selection [determination of which emergency response unit (ERU) will respond] up to the start of the Emergency Response Facility notification process.}

What % of **FIRE** alarms were either dispatched or transferred within 60 seconds of receipt?

Unknown

*(Provide Call Detail Report if available)*

What % of **FIRE** alarms were either dispatched or transferred within 106 seconds of receipt?

Unknown

*(Provide Call Detail Report if available)*

26. **SECONDARY PSAP Telecommunicators - Use of Emergency Dispatch Protocols**

{EDPs are standard sequences of questions used by telecommunicators that provide post-dispatch or pre-arrival instructions to callers.}

Do telecommunicators at the SECONDARY PSAP utilize Emergency Dispatch Protocols for the Fire Service to provide prearrival instructions to emergency responders and callers?

Yes

No

27. **SECONDARY PSAP Telecommunicators - Training and Certification**

Are telecommunicators certified in the knowledge, skills, and abilities corresponding to their job functions?

Yes

No

Briefly describe the SECONDARY PSAP's telecommunicator training and certification process:

28. **SECONDARY PSAP Telecommunicators - Continuation Training and Quality Assurance Programs**

Do telecommunicators participate in continuing education and/or in-service training programs as appropriate for their positions?  Yes  No

Briefly describe the SECONDARY PSAP's continuing education program:

Do telecommunicators participate in quality assurance programs as appropriate for their positions?  Yes  No

Briefly describe the SECONDARY PSAP's quality assurance program:

29. **SECONDARY PSAP DISPATCH CIRCUITS (This area is specific to the department being graded)**

What fire department(s) or district(s) does the following information apply to?

30. What is the SECONDARY means of notifying this fire department of alarms in their jurisdiction?

- High- or Low-Band Radio (radio circuit or voice paging system)
- Alphanumeric paging system under direct control of the Authority Having Jurisdiction
- Alphanumeric paging system **NOT** under direct control of the Authority Having Jurisdiction
- 700 MHZ LWIN Radio
- Wired circuit such as Fax or Tear & Run System
- Auto-ringdown telephone system
- Standard commercial telephone system
- Outside Coded Sounding Device such as a coded siren, air horn, etc...
- Outside Non-Coded Sounding Device such as a siren, air horn, etc...
- Cell Phone voice or text dispatch system
- Other...Specify:

31. Are all critical components associated with the SECONDARY dispatch circuit (including all wired circuits, radios and commercial power status at the PSAP and applicable repeater sites) monitored for integrity? (See NFPA 1221)  Yes  No

If yes, how are dispatchers made aware of circuit failure?

Audible Alarm  Yes  No  
Visual Alarm  Yes  No

Other:

Is there always a responsible person on duty at the location where circuit trouble signals are received?  Yes  No

For radio circuits, is there a duplicate transmitter for use at the SECONDARY PSAP in case of primary transmitter failure?  Yes  No

If yes, can the duplicate transmitter be switched into use within 30 seconds?  Yes  No

32. Is there an Emergency Power Supply System (EPSS) available at the SECONDARY PSAP?  Yes  No

If so, what is the arrangement?

<input type="checkbox"/>	Auto-start generator
<input type="checkbox"/>	Manual-start generator
<input type="checkbox"/>	Batteries with Manual-start generator
<input type="checkbox"/>	Batteries only

In addition to the EPSS, is there an Uninterruptable Power Supply (UPS) in use at the SECONDARY PSAP?  Yes  No

33. Is the emergency power supply system at the SECONDARY PSAP tested under load?  Yes  No

If so, how often is it tested?

During testing, how long is the emergency power supply kept under load before transferring back to commercial power?  hours

*(If tested, please provide a copy (if available) of the test record for the grading period. This record should show the date and either the duration or the start/stop times of each test.)*

34. Are any repeater sites in use for the SECONDARY dispatch circuit?  Yes  No

If yes, how many are there?

Do repeater sites have Emergency Power Supply Systems  Yes  No

If yes, how many of each of the following type(s) of systems are in use at the repeater sites?

Auto-start generator:   
Manual-start generator:   
Central Battery System:   
No EPSS:

Describe the frequency and duration of EPSS tests at the repeater sites:

*Provide records (if available) showing date, and duration or start/stop times of each test for each EPSS at the repeater*

35. If there is more than one means of notifying this fire department of alarms, what is the **secondary** means?

- High- or Low-Band Radio (radio circuit or voice paging system)
- Alphanumeric paging system under direct control of the Authority Having Jurisdiction
- Alphanumeric paging system **NOT** under direct control of the Authority Having Jurisdiction
- 700 MHZ LWIN Radio
- Wired circuit such as Fax or Tear & Run System
- Auto-ringdown telephone system
- Standard commercial telephone system
- Outside Coded Sounding Device such as a coded siren, air horn, etc...
- Outside Non-Coded Sounding Device such as a siren, air horn, etc...
- Cell Phone voice or text dispatch system
- Other...Specify:

Are all critical components associated with the secondary dispatch circuit (including all wired circuits, radios and commercial power status at the PSAP and applicable repeater sites) monitored for integrity? (See NFPA 1221)

Yes  No

If yes, how are dispatchers made aware of circuit failure?

Audible Alarm  Yes  No  
Visual Alarm  Yes  No

Other:

Is there a responsible person always on duty at the location where circuit trouble signals are received?  Yes  No

Are any repeater sites in use for the secondary dispatch circuit?  Yes  No

If yes, how many are there?

If the secondary circuit uses the same repeater sites as the SECONDARY circuit, place an x in the box to the left and skip to item .

Do repeater sites have Emergency Power Supply Systems  Yes  No

If yes, how many of each of the following type(s) of systems are in use?

Auto-start generator:   
Manual-start generator:   
Battery bank:   
No EPSS:

Describe the frequency and duration of EPSS tests at the repeater sites:

*Provide records (if available) showing date, and duration or start/stop times of each test for each EPSS at the repeater*

36. Other notes:



## FIRE DEPARTMENT QUESTIONNAIRE

1. Membership - Enter the number of members by rank:

	Career	Volunteer or On-Call
Chief		
Assistant Chiefs		
District and/or Battalion Chiefs		
Captains		
Lieutenants		
Drivers		
Fire Fighters		
Other (Specify)		

2. How many "career" members are employed by the fire department?

3. How many "volunteer" members participate with the fire department?

4. Total number of members involved in fire suppression:

Attach a roster of all active members  
involved in fire suppression showing Name,  
Rank, Position, and the date entered that  
Rank or Position.

**DO NOT Include Social Security Numbers  
or other sensitive information!**

5. Minimum number of CAREER members who respond on structural fire alarms and who are on duty each day:

6. Average number of CAREER members who respond on structural fire alarms and who are on duty each day:

7. Describe working schedule of Career / On-Duty FIRE FIGHTERS:

8. Does the fire department have any formal (written automatic or mutual aid agreements with other fire departments in the area which have been approved by the local governing authority?  Yes  No

If so, attach copies of the agreements.

9. **ON-DUTY MANNING: Please complete the On-duty Manning Worksheet.** Include all personnel assigned to respond on first alarm to structural fire alarms who were on duty at the fire station each day. Example: if you have one person on duty 24/7, and one firefighter who worked an 8-hr shift on-duty at the fire station, the count for that day would be 1.33, etc....
10. **MANPOWER RESPONSE - WORKING FIRES: Please complete the Working Fires Worksheet.** Include the 20 most recent structural fire alarms (within the graded year) for which hose was pulled and water was used to extinguish a fire.
11. **MANPOWER RESPONSE - NON-WORKING FIRES: Please complete the Non-Working Fires Worksheet.** Include the 20 most recent structural fire alarms (within the graded year) on which you were dispatched that were not working fires.
12. **FIRE STATIONS & EQUIPMENT: Please complete the Fire Stations & Equip Worksheet.** Include all equipment owned by the department being graded as well as all AA apparatus that responds into the graded area.
13. How many sets of Personal Protective Equipment Ensembles are available to responding members while on the fire scene?

All members are issued PPE

-or-

Sets of PPE

## ON-DUTY STRENGTH

This worksheet records the on-duty membership at the fire stations in career and combination departments as well as departments with paid part-time manning at its fire station(s). *It is not applicable to departments with all volunteer membership.* Please list on-duty strength for each day during the "Grading Year". Limit your count to only those that respond on first alarm to fires in buildings. (See the example below.)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												

Example: Your department has a total of 2 members on duty at their assigned fire station(s) 24/7/365. In addition, the fire chief (who responds on first alarm to structural fire alarms), works a standard 40-hr week (8-hs/day on the 5 weekdays). If the chief was on-duty the daily manning for the day will be 2.33 and if the chief were not on duty the daily manning will be 2.00.

## ALARM RESPONSE - WORKING FIRES

Beginning in the last month of the "Grading Year" and working backwards through the year, list all STRUCTURAL WORKING FIRES, not to exceed 20 during the "Grading Year", within the City/Fire District to be graded. This includes all fires that required extinguishment using hose and water delivered by apparatus or fire hydrant. Do not include any alarms for which you provided Automatic or Mutual Aid to another department.

Number	Date	Alarm Time	Incident Number	Type (Comm or Res)	On-call / Volunteer Personnel * (See Below)	PIAL Use Only
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

\* Example: Your department has 6 firefighters on duty, at the fire station, 24 / 7 / 365. In addition to this, the Chief works a 40-hr week. Do not include the 6 on-duty firefighters in the personnel count (because they are counted elsewhere). Do not include the Chief in the personnel count if the alarm occurred during the chief's scheduled duty time and the chief responded. Include all members, including the chief, that responded while off duty.

## ALARM RESPONSE - NON-WORKING FIRES

Beginning in the last month of the (\*) "Grading Year" and working backwards through the year, List all STRUCTURAL FIRE ALARMS, not including working fires, not to exceed 20 during the (\*) "Grading Year", within the City/Fire District to be graded. ***STRUCTURAL FIRE ALARMS include but are not limited to: Fire Alarm Activation, Smell of Smoke, Electrical Fires, etc...*** ***Do not include any alarms for which you supplied Mutual Aid to another department.***

Number	Date	Alarm Time	Incident Number	Type (Comm or Res)	PIAL Use Only
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					



**FIRE DEPARTMENT QUESTIONNAIRE (Continued)**

**TRAINING**

14. Are pre-fire planning inspections made by the fire department?  Yes  No

15. Do Pre-fire plans follow general formats defined in NFPA 1620?  Yes  No

16. Are pre-fire plans available to incident commanders at (or enroute to) alarm locations?  Yes  No

17. Dates of the 3 most recent pre-planning inspections (month/year):

Most Recent:	<input type="text"/>
Second Most Recent:	<input type="text"/>
Third Most Recent:	<input type="text"/>

18. Total number of commercial properties in the area to be graded (Including commercial, industrial, institutional, apartment complexes over 4 units and other similar type buildings.):

19. Total number of commercial properties PRE-FIRE PLANNED:

20. Describe Pre-fire planning procedure:

21. Number of buildings (commercial & residential) in the area to be graded that are 3-story or 32 feet (to the eaves) or more in height:

If any, list on the Tall Building Worksheet and **please indicate location on map provided.**

22. Name and rank of individual responsible for fire department training:

23. Are regular training meetings held?  Yes  No

24. Is a designated FIRE TRAINING GROUND available?  Yes  No

If so, complete the following:

The training grounds are at least  acres.

The training grounds has an NFPA compliant live fire training structure with a smoke room.

The training grounds has an NFPA compliant drill tower that is 3 or more stories in height.

25. Did the fire department use an NFPA compliant mobile drill tower during the graded year?  Yes  No

26. Did the fire department use an NFPA compliant mobile live fire training prop with a smoke room during the graded year?  Yes  No

27. If OUTSIDE TRAINING (such as LSU F&ETI) was held during the grading year, please attach copies of these training records **(Please "black-out" or remove any social security numbers or other "sensitive" information).**

28. Are the current editions of the following manuals within your library?

a. Complete set of NFPA Codes (hard copy, CD, or Subscription)?  Yes  No

b. Complete set of IFSTA (or equivalent) Manuals? (See PIAL website for Equivalency List)  Yes  No

c. Fire Protection Handbook?  Yes  No  
Edition #:

d. Fire Chief's Handbook?  Yes  No  
Edition #:

e. Managing Fire and Emergency Services?  Yes  No  
Edition #:

29. Are the following training aids available within the department?

a. VCR/DVD Player?  Yes  No  
b. Slide/Overhead Projector?  Yes  No  
c. Hydrant Cutaway?  Yes  No  
d. Pump Cutaway?  Yes  No



30. Are documented records of in-house (non-LSU) training available for review? Training records should indicate date, subject, class duration and members present.  Yes  No

Please complete the Training Summary Worksheet and attach copies of class training rosters (Black out or remove any sensitive information).

31. Number of Recruits trained within the (\*) "Grading Year":

32. How long is the Recruit training program?  hours.  
(Provide syllabus during PIAL field visit)

33. Number of New Driver Operators trained within the grading year:

34. How long is the New Driver training program?  hours.  
(Provide syllabus during PIAL field visit)

35. **BONUS CREDIT FOR CERTIFIED TRAINING**

***Bonus credit is available for certifiable training received by members who respond on 1st alarm to reported structure fires. Members who are certified in one or more of the topics defined below, regardless of the date of that certification, AND who receive at least 45 hours of company training during the graded year are eligible for this credit. Company training completed in departments other than that of the graded area is not eligible for consideration in this area.***

Creditable certifications are: Fire Fighter I, Firefighter II, Fire Instructor I, Fire Instructor II, Fire Department Vehicle Driver/Operator, Aerial Driver/Operator, Fire Officer I, Fire Officer II, Fire Officer III, Hazardous Materials Awareness Level, Hazardous Materials Operational level, and Hazardous Materials Technician Level.

Equivalent certifications from outside sources such as local or state governments, other states, Pro-Board, or military training programs may be acceptable provided the title of the certification matches the above list. Attach copies for case-by-case evaluation by PIAL.

(Please provide copies of Certification documents for each individual sorted in alphabetical order by last name. **Certifications are limited to one (1) Certification per firefighter.**)

36. Total number of certified members who respond on 1st alarm to structural fire alarms **AND** who have at least 45 hours of company training earned within the graded area fire department:

**FIRE DEPARTMENT QUESTIONNAIRE (Continued)**

**TESTING**

37. Is fire hose tested in accordance with NFPA 1962?  Yes  No

a. At what pressure is hose <3.5" in diameter tested?  psi

b. At what pressure is hose ≥3.5" in diameter tested?  psi

c. Dates of three most recent tests (mo/yr):

d. Describe hose testing procedure:

38. Are pumpers SERVICE TESTED from draft in accordance with NFPA 1911?  Yes  No

39. List test dates on the FIRE STATIONS & EQUIPMENT Worksheet and attach copies of three (3) most recent tests for each pumper.

40. Describe Pumper test procedure:

41. Are Aerial Apparatus inspected/tested in accordance with NFPA 1914?  Yes  No  N/A

42. List test dates on the FIRE STATIONS & EQUIPMENT Worksheet and attach copies of five (5) most recent tests for each aerial unit.

43. Describe aerial test procedures:

**DEPLOYMENT ANALYSIS**

44. Does the jurisdiction, communications center, or fire department track deployment analysis data in accordance with NFPA 1710?  Yes  No

45. If so, what % of alarms meet NFPA 1710 criteria for the first arriving pumper? (Attach Documentation)

46. If so, what % of alarms meet NFPA 1710 criteria for the full dispatch complement (2nd due pumper, if needed, and service or ladder company)? (Attach Documentation)









10. Are fire hydrants inspected in accordance with American Water Works Association Manual 17 (AWWA M17)?  Yes  No

a. If yes, dates of the 3 most recent inspections (month/year):

b. Describe hydrant inspection and maintenance procedure:

c. Do fire hydrant inspections include a flushing program?  Yes  No

d. Do fire hydrant inspections include a pressure test?  Yes  No

11. Total number of DRY hydrants in the area being graded:

12. Do dry-hydrants have identification signs?  Yes  No

a. How often are dry-hydrants inspected?

- Every year
- Every two years
- Every three years
- Every four years
- Every five years
- Other Explain:

- Every six years
- Every seven years
- Every eight years
- Every nine years
- Every ten years or more

c. Describe dry-hydrant testing and maintenance procedures:

13. Does the dry-hydrant testing program include back-flushing the hydrant?  Yes  No

14. Total number of DRAFTING POINTS in the area being graded:





18. If a hydraulic model is **NOT** in use, are fire hydrants flow tested in accordance with NFPA 291?  Yes  No

a. If yes, how often is **each** fire hydrant flow tested?

- Every year
- Every two years
- Every three years
- Every four years
- Every five years
- Other Explain:

- Every six years
- Every seven years
- Every eight years
- Every nine years
- Every ten years or more

**(NOTE: the PIAL field rep will review hydrant flow testing records during their field visit)**

b. Describe hydrant flow testing procedures:

19. Is there a hydrant marking program in accordance with the general criteria of NFPA 291 or AWWA M17?  Yes  No

If yes, what is the basis for the marking program?  Flow rate  Main Size  Other

**WATER HAULING**

20. Are you currently receiving or anticipate receiving water hauling credit?  Yes  No

If so, how many times was the water hauling procedure used on a structural fire alarm response during the grading year?

What flow rate are you seeking credit for?  gpm

Is this flow rate the same as, lower, or higher than previous rates for which PIAL has given you  Same  Lower  Higher

**Any request for increased shuttle delivery rate credit must be done by letter specifying pump capacity for each shuttle, drop tank capacity for the shuttle, a completed apparatus line-up worksheet for each shuttle location, and completed Tanker Delivery Estimator worksheets (see PIAL website at [www.pial.org](http://www.pial.org)) for each relay tanker planned to be used in the shuttle(s).**

21. Attach copies of all written contractual agreements for any privately owned or mutual aid equipment to be used in the demonstration.

22. Attach copies of written authority to use water supplies on private property.

23. Complete the attached Water Hauling Demonstration Form including participating department(s) and the accurate road-mile distance to the nearest tenth (0.1) of a mile from all participating stations to the demonstration site.
24. Indicate on the district map the location of the proposed draft sites and the demonstration site(s).

DRAFT



# Community Risk Reduction

This questionnaire is for gathering information on the following Community Risk Reduction activities:

- 1020. Fire Prevention Code Adoption and Enforcement
- 1030. Public Fire Safety Education
- 1040. Fire Investigation

Use of this section is **optional**. A credit of up to five point five (5.5) BONUS POINTS can be allocated which may be added to the overall credits earned by the graded area.

**NOTE:** Only those jurisdictions who, in accordance with LA RS 40:1578.6, have adopted NFPA 101 in addition to NFPA 1 and who have a Fire Prevention Bureau recognized by the Louisiana Office of the State Fire Marshal (LA OSFM) are eligible for credit in Section 1020. The only exception to local adoption of NFPA 1 is if, in addition to NFPA 101, the jurisdiction adopted the Southern Fire Prevention Code now known as the ICC International Fire Code (IFC) prior to July 9, 1999.

**Community / Fire District:**

**Parish(s):**

**1020 FIRE PREVENTION CODE ADOPTION AND ENFORCEMENT**

Does your jurisdiction have a Fire Prevention Bureau recognized by the LA OSFM?  Yes  No

If "no", skip to Section 1030.

If "yes", What is the Date of the Ordinance Establishing the Bureau? \_\_\_\_\_

***Attach a copy of the ordinance establishing the bureau. If not provided, no credit allocated.***

What is the Date of Bureau Recognition by the LA OSFM? \_\_\_\_\_

**1021 Fire Prevention Code Regulations**

a. Have Fire Prevention Codes Been adopted?  Yes  No

If "yes", which of the following codes have been adopted?

<input type="checkbox"/> NFPA 1, Fire Code	Date of Code: <input style="width: 80px; height: 20px;" type="text"/>	Date of Adoption: <input style="width: 100px; height: 20px;" type="text"/>
<input type="checkbox"/> ICC International Fire Code	Date of Code: <input style="width: 80px; height: 20px;" type="text"/>	Date of Adoption: <input style="width: 100px; height: 20px;" type="text"/>
<input type="checkbox"/> NFPA 101, Life Safety Code	Date of Code: <input style="width: 80px; height: 20px;" type="text"/>	Date of Adoption: <input style="width: 100px; height: 20px;" type="text"/>

Notes:

***Please provide a copy of the Ordinance(s) adopting the latest Model Code(s). If not provided, no credit allocated.***

**1022 Fire Prevention Staffing**

**a. Frequency of Fire Prevention Inspections**

How many non-residential properties are located within the graded area?

How many of these properties receive annual Fire Prevention Inspections?

**b. Fire Prevention Inspectors**

***Provide a list of all personnel who conduct Fire Prevention Inspections (see the Fire Inspector Worksheet).***

**1023 Fire Prevention Certification and Training**

**a. Fire Inspector Certification**

Are all personnel who conduct Fire Prevention Inspections certified by the LA OSFM?  Yes  No

***If "yes", please indicate on the Fire Inspector Worksheet and attach a copy of each Fire Inspector's card issued by the Louisiana Office of the State Fire Marshal. If not provided, no credit allocated.***

**b. Fire Inspector Continuing Education**

Do Fire Prevention Inspectors participate in a continuation training program?  Yes  No

***If yes, please indicate the number of hours per year (limited to 24 hrs/inspector/year) on the Fire Inspector Worksheet and attach copies of training completion certificate(s) for each qualifying class attended.***

**1024 Fire Prevention Programs**

**a. Plan Review**

Are plans for all non-residential construction, additions, remodeling, etc reviewed by the LA OSFM for code compliance (includes apartments with >4 units in the building)?  Yes  No

Are plans for all non-residential construction, additions, remodeling, etc. reviewed for compliance with the adopted fire prevention codes?  Yes  No

**b. Inspections for Certificates of Occupancy (CO)**

Does the jurisdiction perform a fire prevention inspection of all new residential construction before issuing the certificate of occupancy?  Yes  No

What office issues the CO? \_\_\_\_\_

Does the jurisdiction perform a fire prevention inspection of all new non-residential construction before issuing the certificate of occupancy?  Yes  No

What office issues the CO? \_\_\_\_\_

**c. Quality Assurance Program for Enforcement and Inspection Programs**

Does the jurisdiction have a quality assurance program that applies to all fire prevention code inspectors as appropriate for their position?  Yes  No

If "yes", describe the program.

**d. Code Compliance Follow-up**

Does the jurisdiction perform follow-up inspections to verify code compliance with any previous violations?  Yes  No

**e. Inspections of Private Fire Protection Equipment**

Do Fire Prevention Inspections include review of 3rd party documentation of private fire protection equipment inspections?  Yes  No

**f. Fire Prevention Ordinances**

Has the jurisdiction adopted ordinances governing fire lanes, fireworks, hazardous material routes, barbecue grills and the wildland-urban interface (WUI) or weeds and trash?  Yes  No

*Please provide a copy of the ordinance governing these areas.*

**g. Coordination with Fire Department Training and Pre-Incident Planning**

Is the information gathered by Fire Inspectors shared with the training and pre-fire planning program?  Yes  No

*If yes, please provide a copy of the policy for doing so.*

**1030 PUBLIC FIRE SAFETY EDUCATION**

**1031 Public Fire Safety Educators Qualifications and Training**

**a. Fire Safety Education Course**

Are all public fire safety education personnel trained in methods of teaching in accordance with NFPA 1035?  Yes  No

*Indicate on the Safety Educator Worksheet and attach a copy of each educator's training credentials. If not provided, no credit allocated.*

**b. Fire Safety Education Continuing Education**

Do all public fire safety education personnel receive annual continuation training related to public fire safety education techniques and processes?  Yes  No

*Please indicate, on the Safety Educator Worksheet, the number of hours of continuation training received by each Public Safety Educator. If not provided,*

1032 Public Fire Safety Education Programs

a. Residential Fire Safety Program

What percentage of the population in the graded area are reached each year through residential fire safety programs?

Describe programs used to provide residential fire safety information to the public:

***Attach documentation showing delivery of residential fire safety education programs to the Safety Education Classes Worksheet.***

b. Fire Safety Education in Schools

Do all schools in the graded area conduct at least one (1) fire exit drill each month that the campus is in session?  Yes  No

***Attach documentation showing conduct of fire drills to the Safety Education Classes Worksheet.***

Do all schools present developmentally appropriate classroom instruction on fire safety to students in early childhood education?  Yes  No

***Attach documentation of teaching fire safety education in early childhood education programs to the Safety Education Classes Worksheet.***

c. Juvenile Firesetter Intervention Program

Does the jurisdiction have a program to refer all juveniles identified as involved in fire-play or firesetting behavior for educational intervention and/or other intervention services?  Yes  No

***Attach documents describing the Juvenile Firesetter Intervention Program to the Safety Education Classes Worksheet.***

c. Fire Safety Education Program for Occupancies Having Large Loss Potential or Hazardous Conditions

Does the jurisdiction have a process for identifying occupancies that have large loss potential or hazardous conditions?  Yes  No

Does the jurisdiction conduct specific fire safety education programs in these occupancies?  Yes  No

How many such occupancies exist in the graded area?

How many of these occupancies have been reached through fire safety education programs?

**1040 Fire Investigation Organization and Staffing**

**a. Fire Investigation Organization**

Is there an office or agency that conducts fire cause investigations within your civil jurisdiction?

Yes  No

Does the office performing the fire cause investigation have authority established by ordinance by the civil jurisdiction?

Yes  No

***If yes, provide a copy of the Ordinance adopted by the civil jurisdiction giving the agency authority to perform initial cause and origin investigations. If not provided, no credit allocated.***

**b. Fire Investigation Staffing**

How many structure fires occurred in the graded area during the graded year? (Include all structural fires regardless of whether or not they required extinguishment by fire department personnel.)

How many of these incidents received initial cause and origin determinations by a qualified fire investigator?

**1042 Fire Investigator Certification and Training**

Please attach a list of all personnel assigned to conduct Initial Cause and Origin Determinations or to conduct Fire Investigations (see the Fire Investigator Worksheet).

a. Are all personnel assigned to conduct Fire Investigation duties certified as meeting the requirements of NFPA 1033?

Yes  No

***If yes, provide a copy of each investigator's certification document(s) to the Fire Investigator Worksheet. If not provided, no credit***

b. In each of the last 3 years, how many hours of training per member have investigators received that were related to fire cause & origin determination (average)?

***Please provide copies of training for each Fire Investigator for the previous three (3) years to the Fire Investigator Worksheet. Training must be related to Fire Investigation related topics. If not provided, no credit allocated.***

**1043 Use of the Louisiana Fire Incident Reporting System (LFRS)**

a. Does your department submit LFRS to the Fire Marshal's Office?

Yes  No















# Apparatus Equipment Inventory

(NOTE: Creditable Ladder Company equipment is in addition to that creditable for a Service Company)

City:  Date:  Type:  No.:

Make:  Year Built:  F.S. Location:

Status:  Pump Capacity:  gpm Pump Test Deduction:  Height of AL/EP:  Ft. AL/EP Test Deduction:

Supply Hose: 2" Hose Carried:  Ft 2-½" or Larger Hose Carried:  Ft Hose Test Deduction:

AA Factor:  Weight Factor:  Brownout Factor:

Please fill in ONLY the column labeled "No." (Number)		Engine		Service & Ladder		Ladder Only	
No.	Wt.	Max Wt	Pts	Max Wt	Pts	Max Wt	Pts
Water Tank (Gals)	1/10	30					
Hose (Feet)							
15' Soft Suction (S) or 20' Hard Suction (H)	12	12					
1-½ or 1-¾", or 2" Pre-Connected	3/50	24					
Elevated Stream Device	100					100	
Master Stream Appliance (1,000 gpm)	100	100					
Large Spray Nozzle (Min 500gpm)	16					16	
2-½" Playpipe w/Shutoff and 1", 1-1/8" & 1-1/4"	20	20					
Combination Nozzle With Shutoff	1-½ or 1-¾"	10	20				
	2-½"	30	30				
SCBA (30-Minute Minimum)	24	96		96			
Spare Cylinders (Carried)	6	24		24			
Salvage Covers (Minimum 12'x14')	2	4		12			
Electric Generator (Kilowatts)				25			
Portable Flood Lights (500 Watt)	4			12			
Smoke Ejector (5,000 cfm)	20			20			
Portable Thermal Cutting Unit	20			20			
Power Saw	20			20			
Hand Lights	2	4		8			

Please fill in ONLY the column labeled "No." (Number)		Engine		Service & Ladder		Ladder Only	
No.	Wt.	Max Wt	Pts	Max Wt	Pts	Max Wt	Pts
Hose Clamp	4	4					
Hydrant Hose Gate (2-½")	4	4					
Pike Poles	3' - 4'	2		4			
	6' or Longer	2		8			
Gated Wye 2-½" x 1-½" x 1-½"	4	4					
Radio	Mounted	32	32		32		
	Portable	16	16		16		
Ladders:							
24' or Longer Extension	16	16		25			
14' Combination (or longer)	5			5			
35' Extension (or longer)	25					25	
12' to 16' Roof	10	10					
16' Roof (or longer)	25			25		25	
10' Collapsible (or longer)	4			4			
Aerial Ladder or Elevating Platform	200					200	
Hose	Test Interval (years)		50				
Pump	Test Interval (years)		100				
AL/ EP	Test Interval (years)		Most Recent Non-Destructive Load Test Date (mo/yr)		50		
Total Apparatus Equipment Credit:							

Additional Equipment			
	Number		Size
Axes		Claw Tool	
Crowbars		Fire Extinguisher	
Bolt Cutters		Strainers (For Suction Points)	

Does this apparatus carry a portable pond?  If so, how many gallons?  gallons

Is this apparatus capable of dumping or pumping water into a portable pond  If so, Diameter of Dump Chute or Outlet:  inches

NOTES

Type:  No.: