



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

## PURPOSE

The purpose of this policy is to ensure the safety of the Fire, Building & Safety Division personnel.

## POLICY

It is the responsibility of each member of the Division to wear proper and approved PPE at all times on the job site. The inspector shall assess the jobsite to determine if hazards are present or hazards that are likely to be present. The inspector shall have the responsibility to determine the level of personal protective equipment (PPE) needed. If an inspector chooses to use equipment (e.g. ladders, hard hats, lifts) provided by a contractor, it is the inspector's responsibility to inspect the condition and safety of such equipment. If at any time, the inspector feels that the equipment provided is not safe, discontinue the use of equipment and notify the contractor that you are requesting a safe means of conducting the inspection.

Division issued PPE may include some or all of the following: safety helmet, safety glasses, earplugs, safety boots (closed-toe), gloves, N95 respirator, safety vest. Site visits may include the donning of a hair net and/or beard/mustache net. All PPE shall meet the minimum requirements or standards set forth in regulating agencies including, but not limited to UL, ANSI, OSHA, and NFPA.

### Inspections in Crawl Spaces:

At no time shall an inspector conduct an inspection that requires the inspector to crawl into a crawl space without a second inspector onsite to monitor their condition.

### Lifting:

Only in an emergency situation shall an inspector assist in moving or lifting objects on a jobsite.

### Lightning Strikes:

Inspectors are not to conduct outdoor inspections if a lightning strike has been within three miles of their location. The inspector shall remain inside of his/her vehicle or inside an enclosed structure for such time no lightning strikes have been noted within a three-mile area for a period of fifteen minutes. Inspectors shall use the count method to determine the distance from the lightning strike. The count method is based on the principle that sound travels at approximately one-fifth of a mile per second. The approximate distance to the storm can be determined by counting the number of seconds between the flash of lightning and the sound of thunder. Divide the number of seconds by 5 to arrive at the approximate distance of the strike in miles.

### Tornado:

In the event that a tornado warning has been issued for the City of Russellville, inspectors are to immediately stop their inspection and take shelter. If an inspector is driving and a tornado warning is issued, the inspector is to attempt to find shelter at a city facility or a critical infrastructure facility (e.g. hospital, school). After the inspector has sought shelter, they are to call the Division office and report the location.

Approved

Fire Chief

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**Flooding:**

During a flash flood warning, inspectors are to cancel any inspections that require them to cross over any FEMA identified floodplain.

**Winter Weather:**

Inspectors are to dress properly to prevent cold stress/hypothermia. When possible, inspectors are to keep one extra set of clothing handy in the event clothing becomes wet. Inspectors are to utilize Department issued PPE to help prevent them from succumbing to cold stress. Watch for symptoms, which include, but are not limited to; uncontrollable shivering, fatigue, loss of coordination, confusion, and numbness in extremities. If symptoms are noticed, immediately stop work and seek an area of warmth (e.g. heated indoors, vehicle). If the temperature is below 32°F, the inspector shall leave the vehicle running with the heater set to high. Inspectors shall secure their vehicle and carry an extra set of keys. Use extra precaution when driving on snow and ice. Inspectors shall fill fuel levels to full, one business day ahead of a forecast of snow or ice.

**Summer Weather:**

Inspectors are to dress properly to prevent heat exhaustion/hyperthermia. Watch for symptoms, which include, but are not limited to, nausea, headache, dizziness, fatigue, loss of coordination, confusion, rapid heartbeat, and profuse sweating. If symptoms are noticed, immediately stop work and seek an area to cool down (e.g. indoors, vehicle). If the temperature is above 85°F, the inspector shall leave the vehicle running with the air conditioner set to high. Inspectors shall secure their vehicle and carry an extra set of keys.

Approved

Fire Chief

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