



RIVERSIDE COUNTY FIRE DEPARTMENT
OFFICE OF THE FIRE MARSHAL
CITY OF LAKE ELSINORE



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Letter to Building Owners/Tenants

I would like to formally introduce myself, Doug Bloom, as the Fire Marshal for the City of Lake Elsinore. I am grateful for the opportunity to continue to serve the city, since I have worked in Lake Elsinore for the last ten years through the Riverside County Fire Department. I have been in the fire prevention field for the last fifteen years, and truly believe that this is where I am supposed to be. I enjoy working with people by educating them about fire safety requirements and developing better ways to implement safety systems to increase safety and reduce strain on business. I believe that with this City's rich history and vast natural resources it can attain elite status within the Inland Empire and that is where I want the fire prevention program as well.

My philosophy is that an ounce of prevention is worth a pound of cure. In that philosophy, I want to encourage everyone to do their part to make this city the safest in the Inland Empire. I know that most people want to do their part to protect their family, friends, patrons, and their businesses from unnecessary hazards. That is why I have developed a list designed to educate the average business owner of what they can do to create a safer workplace.

My goal is to provide information to businesses and building owners about the periodic maintenance and inspections required by law to maintain the life safety systems installed to protect life and property. These systems are installed to protect the occupants of the business and to reduce the impact of a fire occurring inside of a building. Maintaining these systems will have dramatic effect during a fire event. It will allow the life safety systems to operate as intended and maximize their effect.

FIRE PROTECTION SYSTEMS

All fire protection systems require maintenance, just like your vehicle to operate properly when needed. These fire systems require licensed personnel to conduct these inspections and to perform maintenance. No building or business owner should allow unlicensed, untrained personnel to conduct these inspections. There have been recent cases where unlicensed personnel claiming to be fire inspectors have gone into buildings and billed large sums of money for "fire inspections" that do not meet code or enhance Life and Safety. In extreme instances Murrieta reported of cases where theft has occur during these inspections.

Fire Sprinkler Maintenance: [Title 19 \(Life Safety Code\)](#) requires periodic inspections that ensure the sprinkler system is obstruction free and operable. This major inspection of the system is conducted every five years. Inspection and testing is not only required when the system is installed, it is an ongoing process with required inspections as often as every week. Records are required to be maintained onsite, documenting all tests and inspections that have been performed on a system within the last year. The Title 19 report is required to be retained onsite until a replacement test has been performed. There are two parts to the Title 19 the first is the inspection results that will either pass or fail. A failed inspection report requires that the noted deficiencies are corrected. No

storage shall be located within the riser room or in areas with an exposed riser it shall be accessible and no storage shall be located within 3 feet of the riser.

Fire Alarm Maintenance: All fire alarm systems shall be maintained in accordance with the currently adopted codes. The current [NFPA 72 is the 2013](#) edition. Any beeping from an annunciator shall not be silenced and shows that the alarm system or fire suppression system may be in disrepair. You will need to contact your fire alarm company immediately and contact the fire department of any sounding alarm.

Hood Suppression Systems: All hood suppression systems shall be tagged and maintained every 6 months in accordance with NFPA 17A (2009 Edition), NFPA 25 (2011 CA), UL 300, and Title 19. Any replacement of appliances or rearrangement of equipment shall be reviewed and approved by the fire department since the system is designed only for specific appliances and will not function appropriately if modified. Wet chemical extinguishers shall be broken down every 5 years. All extinguishers shall be inspected monthly by the tenants to ensure the fire extinguisher is operable and “in the green”.

Fire Extinguishers: Fire extinguishers shall be located in all buildings and should be located no less than within 75’ of travel of all portions of the building. Some situations may require shorter travel distances for fire extinguishers. All fire extinguishers shall be inspected by a California State Fire Certified company and affix the inspection label in accordance with Title 19. Dry chemical extinguishers shall be discharged and refilled every 6 years and shall be hydrostatically tested every 12 years. All extinguishers shall be inspected monthly by the tenants to ensure the fire extinguisher is operable and “in the green”.

BUILDING COMPONENTS

Exit Lighting: For egress lighting the duration to function after a power loss is 90 minutes minimum. This normally can be tested by pressing the “Test” button normally located on the bottom of the light assembly. A recommended period of time to test is for at least 30 seconds to be sure that the battery maintains a full charge.

Exit Signs: Exit signs shall produce no less than 5 ft. candles of illumination. These can be tested by pressing a test button for approximately 30 seconds.

Knox Rapid Entry Systems: Keys from the tenant space are placed into a vault system designed to allow rapid access in the event of a fire for the fire department. If you have changed the locks recently please contact either the Fire Marshal or the closest fire station to replace them. This system is only utilized by the fire department with a unique key system to prevent unauthorized entry and the fire department highly recommends the alarm monitoring of the Knox box. These are

Building Address: The building address is a critical means of locating the source of an emergency. Lettering shall be as follows 12” lettering for all buildings 25’ in height or less at the highest architectural projection of the building and 24” letters for all building greater than 25’. Suites shall also be marked with no less than 6” letters on the front and back doors.

Fire Protection Equipment Identification and Access: Doors shall be labeled to assist in the rapid extinguishment of fire. The following areas shall be labeled: All “Fire Sprinkler Riser” rooms, “Electrical shut-off” rooms, “Fire Alarm Control Panels”, “Roof Access” rooms, and “Solar Disconnect” areas. No equipment areas shall be used as

storage locations and nothing shall be placed into such areas that may impede fire department access.

FIRE SAFETY AND EVACUATION

Fire Evacuation Plans: The following items are required to be included into a fire evacuation plan:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for assisted rescue for persons unable to use the general *means of egress* unassisted.
4. Procedures for accounting for employees and occupants after evacuation has been completed.
5. Identification and assignment of personnel responsible for rescue or emergency medical aid.
6. The preferred and any alternative means of notifying occupants of a fire or emergency.
7. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
8. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
9. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

Fire Safety Plans: The following items are required when preparing a Fire Safety Plan:

1. The procedure for reporting a fire or other emergency.
2. The life safety strategy and procedures for notifying, relocating, or evacuating occupants.
3. Site plans indicating the following:
 - a. The occupancy assembly point.
 - b. The locations of fire hydrants.
 - c. The normal routes of fire department vehicle access.
4. Floor plans identifying the locations of the following:
 - a. Exits.
 - b. Primary evacuation routes.
 - c. Secondary evacuation routes.
 - d. Accessible egress routes.
 - e. Areas of refuge.
 - f. Exterior areas for assisted rescue.
 - g. Manual fire alarm boxes.
 - h. Portable fire extinguishers.
 - i. Occupant-use hose stations.
 - j. Fire Alarm annunciators and controls.
5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
7. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

FIRE AND EVACUATION DRILL FREQUENCY AND PARTICIPATION

Group A	Quarterly	Employees
Group B ^c	Annually	Employees
Group E	Monthly ^a	All occupants
Group F	Annually	Employees
Group I	Quarterly on each shift	Employees ^b
Group R-1	Quarterly on each shift	Employees
Group R-2 ^d	Four annually	All occupants
Group R-4	Quarterly on each shift	Employees ^b

- a. The frequency shall be allowed to be modified in accordance with Section 408.3.2.
- b. Fire and evacuation drills in residential care assisted living facilities shall include complete evacuation of the premises in accordance with Section 408.10.5. Where occupants receive habilitation or rehabilitation training, fire prevention and fire safety practices shall be included as part of the training program.
- c. Group B buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
- d. Applicable to Group R-2 college and university buildings in accordance with Section 408.3.

(For more information Occupancy Group please see The California Building Code Chapter 3 or visit www.Lake-Elsinore.org under Office of the Fire Marshal for the complete copies of the fire and building codes)

Hazardous Materials: All hazardous materials in amounts in excess of table 105.6.20 shall be permitted. All MSDS sheets shall be readily available as a paper copy on the premises that the materials are stored. All hazardous materials storage areas shall have NFPA 704 placards identifying the hazards stored. Individual containers of hazardous materials shall be conspicuously label to identify the hazard. There shall be a person responsible for the operations, that the hazardous materials is being used, that is trained in the chemical nature of the materials and the appropriate mitigating actions in the event of a fire, leak, or spill. Hazardous materials management plans shall be updated to ensure proper action is taken in the event of a hazardous condition.

Emergency Power Systems: All emergency generators shall be maintained in accordance with NFPA 110 and NFPA 111. Written records shall be maintained and provided to the Fire Marshal when requested.

These maintenance requirements are from *The 2013 California Fire Code*. Due to every situation being different this letter will not include every possibility but it is designed to assist the average business in very basic compliance.

My position in the fire department and the city is to protect the public, property and the lives of the firemen working to protect you. Please help me to protect you.

Doug Bloom
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