

CITY OF BEND FIRE RESCUE
STANDARD OPERATING GUIDELINES

TITLE: Buildings Unsafe to Occupy Posting and Notifications
NUMBER: B-2

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A. SIZE-UP/ASSESSMENT OF CONDITIONS

- 1) The incident commander or designee is responsible for this process.
- 2) Determine if a building is unsafe or unfit for human habitation?
- 3) If the building is deemed unsafe: post the property and notify Code Enforcement.
- 4) Follow COB Unsafe to Occupy Procedure SOP to convey that information.
- 5) Provide information to Dispatch and Fire Operations of unsafe conditions as needed.

B. SAFETY CONSIDERATIONS AND CHECKLIST

- 1) Personnel/scene safety is priority.
- 2) Keep spectators away from area. Call police for crowd control if necessary.
- 3) Set out warning cones, fire line tape and/or barriers to prevent unwanted entry.

C. OPERATIONAL GUIDELINES

- 1) Determine if a building is unfit or unsafe conditions (Oregon Fire Code Section 114) after a fire or incident where the health and/or safety of the building is in question:
 - OFC 114.1: Structures or existing equipment that are or hereafter become unsafe, insanitary or deficient because of inadequate means of egress, inadequate light and ventilation, or that constitute a fire hazard, are otherwise dangerous to human life or the public welfare or involve illegal or improper occupancy or inadequate maintenance shall be deemed an unsafe condition.
- 2) Post notification on the building in the form of an Unsafe to Occupy sign.
 - Fill out the department issue Unsafe to Occupy sign
 - Secure the sign to the building near the front door or area facing the addressed side.
 - Take photo of reason for the posting.
 - Take photo of the sign on the structure.
 - Secure the building as per department policy and procedures. IE board up, fencing, flagging.

CITY OF BEND FIRE DEPARTMENT
POLICY, PROCEDURE, AND INSTRUCTION

- Consider having the owner/occupant of the property secure the area to prevent entry including the use private security. If the owner/occupant are unable to do so the fire department can request it and the cost can be billed back to the owner after the fact.
- Document reason for posting and status of all utilities in the appropriate department records system.
- Submit notification by following the COB Unsafe to Occupy Procedure SOP via the Portal.
- Notify dispatch of this posting as a warning notification on CAD
- Send appropriate notifications to dispatch, building department, code enforcement, fire department, etc as needed for each incident, include case number.