

NFPA®

1730

**Standard on Organization
and Deployment of Fire
Prevention Inspection and Code
Enforcement, Plan Review,
Investigation, and Public
Education Operations**

2019



Documents

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NFPA® 1730

Standard on

Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation, and Public Education Operations

2019 Edition

This edition of NFPA 1730, *Standard on Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation, and Public Education Operations*, was prepared by the Technical Committee on Fire Prevention Organization and Deployment. It was acted on by NFPA at its June Association Technical Meeting held June 11-14, 2018, in Las Vegas, NV. It was issued by the Standards Council on August 14, 2018, with an effective date of September 3, 2018, and supersedes all previous editions.

This edition of NFPA 1730 was approved as an American National Standard on September 3, 2018.

Origin and Development of NFPA 1730

The 2016 edition was the first edition of NFPA 1730. The initial request for a document dealing with staffing a fire prevention office was submitted by the NFPA Southern Regional Fire Code Development Committee. This standard addresses the organization and deployment of a fire prevention organization, which includes code enforcement, plans examination, investigation, and public education.

The 2019 edition of NFPA 1730 incorporates updates to comply with the most recent edition of the *Manual of Style for NFPA Technical Committee Documents* as well as minor reorganization to enhance the ease of use of the standard. Other changes were made to better correlate with other NFPA documents, such as changing all instances of the word *juvenile* to *youth* as in NFPA 1035, and adding a reference to NFPA 921 in relation to fire investigation evidence handling.

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NOTE: Membership on a committee shall not in and of itself constitute an endorsement of the Association or any document developed by the committee on which the member serves.

Committee Scope: This Committee shall have primary responsibility for documents on the organization, operation, deployment, and evaluation of code enforcement, public fire and life safety education, plan review, and fire investigation operations. They shall also have responsibility for documents related to developing the process to conduct Community Risk Assessments and Reduction Programs.

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2019 Edition

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NOTICE: An asterisk (*) following the number or letter designating a paragraph indicates that explanatory material on the paragraph can be found in Annex A.

A reference in brackets [] following a section or paragraph indicates material that has been extracted from another NFPA document. As an aid to the user, the complete title and edition of the source documents for extracts in mandatory sections of the document are given in Chapter 2 and those for extracts in informational sections are given in Annex D. Extracted text may be edited for consistency and style and may include the revision of internal paragraph references and other references as appropriate. Requests for interpretations or revisions of extracted text shall be sent to the technical committee responsible for the source document.

Information on referenced publications can be found in Chapter 2 and Annex D.

Chapter 1 Administration

1.1 Scope.

1.1.1* This standard contains minimum requirements relating to the organization and deployment of fire prevention inspection and code enforcement, plan review, investigation, and public education operations.

1.1.2 The requirements address functions and objectives of fire prevention organization (FPO) service delivery, capability, and resources.

1.1.3 This standard contains the minimum requirements of a community risk assessment (CRA), adequate program selection, management of resources, records management, training, communications, and health and safety.

1.1.4 This standard addresses the strategic and policy issues involving the organization and deployment of fire prevention programs and does not address methods for carrying out specific fire prevention services, activities, and programs.

1.2 Purpose.

1.2.1 The purpose of this standard is to specify the minimum criteria addressing the effectiveness and efficiency of the FPO functions of fire prevention inspection and code enforcement, plan review, investigation, and public education operations by fire departments and other organizations based on an approved community risk reduction (CRR) plan.

1.2.2 Nothing herein is intended to restrict any jurisdiction from exceeding these minimum requirements.

1.3 Conflicts. The provisions of this standard shall not be deemed to nullify any provisions of local, state, provincial, tribal, or federal law.

1.4 Equivalency. Nothing in this standard is intended to prohibit the use of systems, methods, or approaches equivalent or superior to those prescribed by this standard. Technical documentation shall be submitted to the authority having jurisdiction to demonstrate equivalency.

Chapter 2 Referenced Publications

2.1 General. The documents or portions thereof listed in this chapter are referenced within this standard and shall be considered part of the requirements of this document.

2.2 NFPA Publications. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.

NFPA 1021, *Standard for Fire Officer Professional Qualifications*, 2014 edition.

NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, 2014 edition.

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 edition.

NFPA 1035, *Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist, and Youth Firesetter Program Manager Professional Qualifications*, 2015 edition.

NFPA 1037, *Standard on Fire Marshal Professional Qualifications*, 2016 edition.

2.3 Other Publications.

2.3.1 ASTM Publications. ASTM International, 100 Barr Harbor Drive, P.O. Box C700, West Conshohocken, PA 19428-2959.

ASTM E860, *Standard Practice for Examining and Preparing Items That Are or May Become Involved in Criminal or Civil Litigation*, 2007 (2013).

ASTM E1188, *Standard Practice for Collection and Preservation of Information and Physical Items by a Technical Investigator*, 2011.

N 2.3.2 Other Publications.

Merriam-Webster's Collegiate Dictionary, 11th edition, Merriam-Webster, Inc., Springfield, MA, 2003.

2.4 References for Extracts in Mandatory Sections. (Reserved)

Chapter 3 Definitions

3.1 General. The definitions contained in this chapter shall apply to the terms used in this standard. Where terms are not defined in this chapter or within another chapter, they shall be defined using their ordinarily accepted meanings within the context in which they are used. *Merriam-Webster's Collegiate Dictionary*, 11th edition, shall be the source for the ordinarily accepted meaning.

3.2 NFPA Official Definitions.

3.2.1* Approved. Acceptable to the authority having jurisdiction.

3.2.2* Authority Having Jurisdiction (AHJ). An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

3.2.3 Shall. Indicates a mandatory requirement.

3.2.4 Should. Indicates a recommendation or that which is advised but not required.

3.2.5 Standard. An NFPA Standard, the main text of which contains only mandatory provisions using the word "shall" to indicate requirements and that is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions are not to be considered a part of the requirements of a standard and shall be located in an appendix, annex, footnote, informational note, or other means as permitted in the NFPA Manuals of Style. When used in a generic sense, such as in the phrase "standards development process" or "standards development activities," the term "standards" includes all NFPA Standards, including Codes, Standards, Recommended Practices, and Guides.

3.3 General Definitions.

3.3.1* Critical Infrastructure. The assets, systems, and networks, whether physical or virtual, that are so vital to the community that their damage or destruction would have a debilitating effect.

3.3.2 Fire Prevention Organization (FPO). The organization having authority to provide fire prevention, inspection and code enforcement, plan review, investigation, and fire and life safety education.

3.3.3 Occupancy.

3.3.3.1* High-Risk Occupancy. An occupancy that has a history of high frequency of fires, high potential for loss of life or economic loss, or that has a low or moderate history of fires or loss of life but the occupants have a high dependency on the built-in fire protection features or staff to assist in evacuation during a fire or other emergency.

3.3.3.2* Low-Risk Occupancy. An occupancy that has a history of low frequency of fires and minimal potential for loss of life or economic loss.

3.3.3.3* Moderate-Risk Occupancy. An occupancy that has a history of moderate frequency of fires or a moderate potential for loss of life or economic loss.

Chapter 4 Organization

4.1 Fire Prevention Organizational Statement.

4.1.1 The authority having jurisdiction (AHJ) shall maintain a written statement or policy that establishes the following:

- (1) Existence of the FPO
- (2) Services that the FPO will provide
- (3) Basic organizational structure
- (4) Expected number of FPO members
- (5) Functions that FPO members are expected to perform

4.1.2 The FPO organizational statement shall provide service delivery objectives, including specific objectives for fire prevention inspection and code enforcement, plan review, investigation, and public education.

4.2 Organizational Structure.

4.2.1 The FPO shall have a leader and an organizational structure that facilitates efficient and effective management of its resources to carry out its mandate.

4.2.2* The FPO shall have an organizational structure of the size and complexity required to accomplish its mission.

4.3 Management Information Systems (MIS).

4.3.1 The FPO shall develop an MIS.

4.3.2 An MIS shall be maintained to support the management of the FPO by providing the leaders with data that indicate the effectiveness of the organization in its programs and procedures.

4.3.3 Incident records shall be reviewed each year.

4.3.4 The MIS shall provide a means of measuring performance outcomes and trends for each area established through the organizational statement.

4.4 Finance.

4.4.1 Responsibility for the functions of budget control shall fall under the direction of the FPO leader.

4.4.2 The FPO budgetary system shall reflect and support the organization's goals, objectives, and expected outcomes.

4.4.3 The FPO shall have a system of accounts for financial administration that includes a record of funds received and expended.

4.4.4 The FPO shall follow generally accepted accounting practices (GAAP) or similar financial operating practices required by the AHJ.

4.5 Records.

4.5.1 Applicable record-keeping practices shall be developed, instituted, and maintained in accordance with nationally recognized standards, as well as federal, state or provincial, and local requirements.

4.5.2 The FPO's records on purchases shall be sufficiently detailed to permit the FPO leader to have data available for the actual cost estimates needed for planning and budgeting

purposes and specifications for purchases shall be based on applicable standards.

4.5.3 The FPO shall publish an annual report.

4.6 Community Risk Assessment (CRA).

4.6.1 The FPO shall conduct a CRA (*see Chapter 5*).

4.6.2 The CRA shall be reviewed at a minimum of once every 5 years or more frequently when changes take place that affect the original assessment.

4.6.3 The CRA shall be distributed to agencies, departments, and employees having responsibilities designated in the community risk reduction (CRR) plan established in accordance with 5.3.8(1).

4.6.4 A record shall be kept of all holders of the CRA.

4.6.5 A system shall be implemented for issuing all changes to or revisions of the CRA to all holders.

4.7 Personnel.

4.7.1* The resources and personnel required to provide the level of service(s) outlined in 4.1.1 shall be determined by the FPO or by the AHJ.

4.7.2* The FPO shall examine opportunities to utilize all personnel for activities within the standard.

4.8 Training.

4.8.1* The FPO shall have training and education programs and policies to ensure that personnel are trained and that competency is maintained in order to effectively, efficiently, and safely execute all responsibilities.

4.8.2 The FPO leader shall coordinate training, maintain training records, and assist in evaluating the effectiveness of the program.

4.9 Authority Having Jurisdiction. The AHJ shall develop, establish, and implement policies and procedures to ensure compliance with this standard.

Chapter 5 Community Risk Assessment

5.1* Scope. This chapter establishes a process to identify and analyze community risks that impact the services of the FPO as outlined in 4.1.1. (*See Annex B for additional information.*)

5.2* Purpose. The purpose of that process is to assist in the development and implementation of a community risk reduction (CRR) plan and programs to reduce, mitigate, or eliminate the community's risks.

5.3 Administration.

5.3.1 The FPO shall conduct a CRA to identify the needs and the circumstances of the community and to establish the level of fire prevention activities.

5.3.2* The CRA shall be conducted every 5 years or more frequently based on community need. An annual review of the FPO's loss and injury statistics shall be conducted to identify emerging trends that could impact the current CRR plan and risk reduction programs.

5.3.3* The CRA shall include the following profiles to describe the community:

- (1) Demographics
- (2) Geographic overview
- (3) Building stock
- (4) Fire experience
- (5) Responses
- (6) Hazards
- (7) Economic profile

5.3.4 The FPO shall analyze the profile data and identify risks facing the community.

5.3.5 The FPO shall identify and seek out stakeholders and employ an inclusive process to solicit input on the risks facing the community, and shall revise the identified risks as necessary in accordance with the input process.

5.3.6* The FPO shall categorize the risks based on their probability and impact.

5.3.7* The FPO shall conduct a needs analysis on the risks and identify strategies to include in a CRR plan.

5.3.8 The FPO shall carry out the following:

- (1) Develop a CRR plan that identifies program and resource priorities that will reduce a community's risks consistent with 4.1.1
- (2) Obtain required approval of the CRR plan
- (3) Develop the risk reduction programs
- (4) Allocate resources for risk reduction programs

5.3.9 The FPO shall assess the performance of the risk reduction programs on an ongoing basis to evaluate efficiency and effectiveness and modify the programs accordingly.

Chapter 6 Fire Prevention Inspection and Code Enforcement Activities in Existing Occupancies

6.1 Scope. This chapter establishes the organization and deployment of fire prevention resources for fire prevention inspection and code enforcement activities in existing occupancies. New construction and renovation inspections are contained in Chapter 7.

6.2 Purpose. The purpose of this chapter is to specify the minimum frequencies for fire prevention and code enforcement inspections and the minimum staff necessary to perform those inspections in existing occupancies.

6.3 General Requirements.

6.3.1 Fire prevention inspection and code enforcement services, including department personnel, equipment, and all support and resources, shall be structured to meet the organizational objectives required by Chapter 4.

6.3.2 Fire prevention inspection and code enforcement shall be conducted to ensure compliance with adopted codes and standards.

6.4 Risk Assessment. The CRA shall be the basis for the development of the fire prevention inspection and code enforcement program per Chapter 5.

6.5 Qualifications of Personnel. Personnel responsible for fire prevention and code enforcement activities shall meet the job performance requirements in NFPA 1031 for the inspection duties they perform.

6.6* Required Personnel. The AHJ shall determine the minimum resources, personnel, and equipment levels necessary to perform code enforcement and inspection activities.

6.7 Minimum Inspection Frequency. Existing occupancy fire prevention inspection and code enforcement inspection frequencies shall not be less than those specified in Table 6.7.

Table 6.7 Minimum Inspection Frequency

Occupancy Risk Classification	Frequency
High	Annually
Moderate	Biennially
Low	Triennially
Critical infrastructure	Per AHJ

Chapter 7 Plan Review

7.1 Scope.

7.1.1 This chapter establishes the organization and deployment for plan reviews and field acceptance inspections for new construction and renovation of existing buildings. Code enforcement inspection in existing occupancies is contained in Chapter 6.

7.1.2 This chapter identifies the tasks necessary to complete initial plan reviews through to the certificate of occupancy.

7.2 Purpose. The purpose of this chapter is to establish the organization and deployment for the FPO as it relates to plan review for emergency vehicle access, water supply, new construction, change of occupancy use, renovations, change or addition of fire and life safety systems, and associated acceptance field inspections.

7.3 General Requirements. Plan reviews and new construction fire inspection services, including department personnel, equipment, and all support and resources, shall be structured to meet the organizational objectives required by Chapter 4.

7.4 Risk Assessment. The FPO shall evaluate and incorporate the CRA as referenced in Chapter 5 when establishing the plan reviews and field acceptance inspections.

7.5 Qualifications of Personnel. Personnel who perform plan reviews or field acceptance inspections shall meet the job performance requirements in NFPA 1031.

7.6 Required Personnel.

7.6.1 The FPO shall determine the minimum resources, personnel, and equipment levels necessary to perform plan reviews and field acceptance inspections.

7.6.2* Plan review times can be determined based on the area of the structure or facility and the life safety complexity of different occupancy classifications or hazardous processes.

7.6.3* Plan review services times can be calculated based on the number of sprinkler heads in a sprinkler protection system, the number of fire alarm devices in a fire alarm system, and other defined times for special extinguishing systems.

7.6.4* Field inspection times can be determined by doubling the plan review times that are defined in the plan review process.

7.7 Minimum Plan Review Elements.

7.7.1* Initial Fire Protection Environmental Impact (Feasibility Study). The developer and the FPO shall conduct a preliminary review of the project.

7.7.2 Water Supply and Fire Flow. A site plan review shall be conducted to ensure that the water supply meets jurisdiction requirements.

7.7.3* Emergency Vehicle Access. A review of emergency vehicle access shall be conducted to ensure that it meets jurisdictional requirements.

7.7.4* Construction Building Plans Related to Fire Protection Features. A review of plans shall be conducted to verify compliance with applicable codes and standards for fire protection features.

7.7.5* Certificate of Occupancy Inspections. Certificate of occupancy inspections shall be conducted to ensure compliance with applicable codes and standards and approved plans.

7.7.6* Hazardous Materials and Processes. A hazardous materials and processes review shall be conducted to ensure compliance with applicable codes and standards.

7.7.7* Fire Protection System Plans. A fire protection system plan review shall be conducted to ensure compliance with applicable codes and standards.

7.7.8* Fire and Life Safety Systems Field Acceptance Inspections. A fire and life safety system field acceptance inspection shall be conducted to ensure compliance with applicable codes and standards.

7.7.9 Certificate of Occupancy Issued. After the certificate of occupancy has been issued, the FPO shall notify the responsible party for fire prevention and code enforcement inspections.

Chapter 8 Investigations

8.1* Scope. This chapter establishes the organization and deployment of investigation activities.

8.2* Purpose. The purpose of this chapter is to establish the organization and deployment of the FPO as it relates to the origin, cause, and circumstances of any fire, explosion, hazardous materials incident, or other hazardous condition.

8.3 General Requirements. (Reserved)

8.4 Risk Assessment. Data collected as a result of investigations conducted in accordance 8.7.1 and recorded in accordance with 8.8.1 shall be used as the basis for the CRA.

8.5 Qualifications of Personnel.

8.5.1 All personnel conducting the investigation of the origin, cause, and circumstances of any fire, explosion, hazardous materials incident, or other hazardous condition shall be trained and qualified commensurate with the duties they are expected to perform.

8.5.1.1 A training, education, and professional development program with a goal of preventing occupational deaths, injuries, and illnesses shall be provided.

8.5.2* Personnel assigned to investigation activities shall comply with the job performance requirements of NFPA 1033.

8.5.2.1* All fire officers determining the preliminary origin, cause, and circumstances of any fire, explosion, hazardous materials incident or other hazardous condition; securing the incident scene; and protecting evidence or potential evidence from damage or destruction shall meet the job performance requirements of NFPA 1021.

8.6 Required Personnel — Staffing Levels.

8.6.1* The resources and personnel required to provide the level of service required by this chapter shall be determined by the AHJ in accordance with this standard.

8.6.1.1 The FPO shall have a standard operating guideline (SOG) for the staffing levels for fire scene examination.

8.6.1.2 The time necessary to conduct investigation activities under this chapter shall be evaluated as follows:

- (1) On scene: Time spent on activities conducted at a fire scene
- (2) Off scene: Time spent on activities conducted away from the fire scene
- (3) Travel time: Total travel time related to an activity
- (4) Court appearance: Time required to attend or testify in court
- (5) Preparation time: Time required to prepare for testimony
- (6) Report writing: Time spent generating reports
- (7) Telephone/Email: Time spent on calls and emails attributed to the fire investigation
- (8) Process reports: Time spent entering, approving, formatting, distributing, copying
- (9) Data entry: Time spent by administrative staff to enter data
- (10) Data search: Time spent searching and retrieving data
- (11) Filing: Time spent by administrative staff for general filing
- (12) Human resources (HR): Time spent by administrative staff for general HR duties
- (13) Financial: Time spent on general budget and accounting duties
- (14) Legal/disclosure: Time spent copying or preparing disclosure
- (15) Cost recovery: Time spent on cost recovery

8.7 Authority.

8.7.1 The FPO shall investigate or shall cause to be investigated the origin, cause, and circumstances of any fire, explosion, hazardous materials incident, or other hazardous condition that occurs in its legal jurisdiction.

8.7.1.1 Where the FPO does not have the authority or jurisdiction to investigate criminal matters, and when evidence of criminal activity is detected or suspected, the FPO shall notify the appropriate law enforcement agency.

8.7.2 The policies of the FPO shall set forth the requirement for post-incident investigations.

8.7.3 Post-incident investigation activities shall be organized to ensure that the investigation capabilities include personnel,

equipment, and resources to meet the activities required by Chapter 4.

8.7.4 Evidence.

8.7.4.1 The FPO shall have the authority to take custody of or cause custody to be taken of all physical evidence related to the cause of a fire, explosion, hazardous materials incident, or other hazardous condition in accordance with local laws, policies, and procedures.

8.7.4.2* The FPO shall have an SOG for the collection, examination, testing, preservation, and storage of evidence in accordance with ASTM E860, *Standard Practice for Examining and Preparing Items That Are or May Become Involved in Criminal or Civil Litigation*, and ASTM E1188, *Standard Practice for Collection and Preservation of Information and Physical Items by a Technical Investigator*.

8.7.5 Procedure.

8.7.5.1* The investigation shall follow a systematic approach in the investigation of the origin, cause, and circumstances of any fire, explosion, hazardous materials incident, or other hazardous condition.

8.7.5.2* The investigation shall identify or shall cause to be identified any violations of fire or building legislation/codes or other conditions that could have caused or contributed to the cause or spread of fire or any injuries or fatalities, including both civilians and fire personnel.

8.7.5.3* The FPO shall have an SOG for investigation scene safety, including the need for site-specific plans.

8.7.5.4* Complex Investigations. The FPO shall have an SOG for conducting and participating in a complex investigation.

8.7.6 Limiting Access. The FPO shall have the authority to limit access to emergencies or other similar conditions.

8.8 Reporting.

8.8.1* The FPO shall fully report or shall cause to be fully reported all investigations of the origin, cause, and circumstances of any fire, explosion, hazardous materials incident, or other hazardous condition as required by local law and for the purpose of determining community risk.

8.8.2 Investigation programs shall be adequately evaluated to determine whether they are appropriate, effective, and efficient. Evaluation shall include formative, process, impact, and outcome phases.

8.8.3 Trade Secret. Information that could be related to trade secrets or processes shall not be made part of the public record except as could be directed by a court of law.

8.8.4 Youth Information.

8.8.4.1 Information that could be related to the identification of youths shall not be made part of the public record except when directed by a court of law.

8.8.4.2 Youths determined to be involved in fires shall be referred to the appropriate programs or authorities.