**Purpose:** *A number of businesses within the Okolona Fire Protection District are “time-sensitive” operations. Emergencies occurring at these facilities must be resolved quickly so as to allow the facility to resume operations as soon as safely possible. The production time lost may be a greater monetary loss to the business than the actual emergency itself. Through pre-planning, facility tours and a continuing dialog with the facility, emergencies can be handled as expediently as possible. It is also the intent of this program for the fire department to establish a rapport with the facility.*

**Procedure:**

1. The following facilities are deemed as “time-sensitive” operations: General Electric Appliance Park, Ford Louisville Assembly Plant, Commerce Crossings, UPS Supply Chains Solutions, UPS facilities located at the airport, FAA Air Traffic Control Tower, UPS Outer Loop Hub, Humana Data Center Southgate complex and CSX Osborne Yard. Other facilities may be added to this list as approved by the fire chief.

2. Each facility shall have a fire department member assigned as the facility liaison. There shall be a list of the Outreach Facilities on the fire department website and the associated facility liaison. The facility liaison shall be responsible to performing the tasks listed below.

3. When a facility liaison has been newly assigned to a facility and the tasks listed below have not been started or completed, the tasks should be completed within a six (6) month period.

4. The facility liaison shall personally meet with the facility manager, facility safety manager, facility maintenance manager and other facility representatives deemed appropriate by the facility liaison. This meeting shall include a description of the fire department’s Industry Outreach Program, and the program’s goal of resolving emergencies as rapidly as possible. At this meeting the facility representatives should agree upon one person to be the facility contact person.

5. A pre-planning form shall be prepared for the facility using the fire department’s standard pre-planning form. Completed pre-planning forms shall be incorporated into the street books, or a special binder for pre-planning documents located in fire department vehicles.

6. The facility liaison shall be responsible for periodic review and update of the pre-planning form.

7. A power-point presentation shall be created for each facility. The power-point presentation shall show the buildings on the facility premises, type of construction, access points including to attics and basements where present, special hazards (such as quantities of hazardous materials), a description of the facility’s lock-out/tag-out program, a description of the operating hours to include peak operating times, emergency power systems, the facility’s emergency policy/procedures and any other information deemed appropriate for inclusion by the facility liaison officer. Also to be included are fire protection equipment such as sprinkler systems, standpipe systems, smoke removal systems and fire pumps.

8. The facility liaison shall be responsible for annual review and updating of the power-point presentation.

9. The facility liaison shall coordinate with the training officer to schedule a review of the facility’s pre-planning form and power-point presentation to be conducted during regularly scheduled training. Winter months and inclement weather are excellent opportunities for such reviews.

10. The facility liaison shall coordinate with the training officer to schedule company inspection at facilities identified as appropriate for the Industry Outreach Program. Company inspections shall occur at least once every three years. If a substantial change has occurred at the facility, such as new construction or processes, a company inspection should be scheduled upon completion or just prior to completion.

11. The facility liaison shall regularly contact the facility contact person, not less than once every three months, just to “touch base” and see if anything of interest has occurred since the last contact.

12. The regular contact with the facility may be in the form of a personal visit or telephone call, however at least two times per year, the contact shall be a personal visit. It is anticipated that when such contacts are made, they will likely be brief, lasting no more than 15 minutes, unless special issues have arisen, or there are new items of interest.

13. During the regular contact, the facility liaison shall review the accuracy of emergency contact information as found on the pre-planning form, and if changes have been made, the form shall be updated.

14. It should be noted that the Industry Outreach Program is not intended to replace or eliminate the regular fire prevention inspection to determine code compliance. When the regular fire prevention inspection is to be conducted at a facility included in the Industry Outreach Program, the facility liaison should be informed as to when the inspection will occur. If the fire prevention inspection takes place when the facility liaison is on duty, the facility liaison should accompany the inspector during the inspection.

15. If the fire department makes a response to the facility, the facility liaison should be informed of the incident. The facility liaison should telephone the facility contact person as soon as practical afterward to determine how well the incident was handled. False fire alarm activations, fires outside the structure (such as vehicle fires) and emergency medical calls are exempt from the follow-up telephone call, unless issues were discovered during the incident response.

16. Issues that are discovered when an emergency response is made shall be communicated by the Incident Commanderto the facility liaison, unless the issue pertains to a fire code matter in which case the issue is to be communicated to the fire prevention bureau.