



# ***Southaven Fire Department***

**Division of Fire & Emergency Medical Services**

**8710 Northwest Drive**

**Southaven Mississippi 38671**

**Phone: 662-393-7466**

**Fax: 662-280-6521**

## **Frequently Asked Questions**

### **General Questions**

#### ***What is the fire insurance rating for the City of Southaven?***

The fire insurance rating for all locations within the City of Southaven is a Class 3.

#### ***What does the fire insurance rating mean for individual insurance rates?***

The Mississippi Fire Insurance Rating Bureau evaluates all fire departments and districts within the state to determine how insurance rates should be applied by insurance companies. The scale runs from one to ten with one being the best rating. There are many factors considered in order to determine the rating. Some of those are area covered by fire stations, apparatus and equipment, training, certifications of various personnel, inspections of commercial properties, water supplies and others.

#### ***How can I dispose of hazardous materials found within my home or garage?***

Trash collection is regulated by the Southaven Public Works Department. Questions related to disposal of any waste materials should be referred to them. Any items that are not allowed to be discarded in that manner must be disposed of in a proper manner. There are private companies that can dispose of hazardous materials. Those might be found in the phone book. In addition the Desoto County Emergency Management Agency can be contacted regarding hazardous materials questions.

#### ***Does Southaven require “Right to Know” reporting for hazardous materials in commercial properties?***

“Right to Know” information should be submitted to the Southaven Fire Prevention Bureau and the Desoto Emergency Management Office as required. Tier II reporting information and forms can be found on the Desoto County EMA web site. A link is provided on our page.

#### ***Who do I call when I want to take a fire protection system out of service for repair or maintenance?***

See the policy included on this web page. The fire dispatch office must be contacted at the phone number provided within that policy.

***Who do I call if the fire hydrant is leaking or damaged, or somebody is stealing water from a hydrant?***

The Southaven Utility Department should be contacted so that they can schedule maintenance or ensure that water is paid for. It is important to report these incidents to be sure that the integrity of our water supply is not jeopardized.

***Who do I call if I hear a fire alarm sounding or a fire sprinkler bell ringing?***

The Southaven Fire Dispatch Office should be contacted at 9-1-1 or 662-393-7441.

***What should I do if my child is playing with lighters, matches, or setting fires?***

Contact our office for information or consult the link to the United States Fire Administration. We can provide brochures that aid in determining the cause of the behavior and determine when counseling might be appropriate. You can contact our office to have our Public Education Officer contact you.

***What do I do if I know about any unsafe condition that might cause a fire or other injury or contamination of the environment by hazardous materials?***

You can contact our office and leave your contact information or anonymously. Please provide as much information as possible so that we might investigate. We will notify any other agencies that should be concerned.

## **Code and Ordinance Related**

***What codes are enforced by the Southaven Fire Department?***

The City of Southaven has recently adopted the 2012 International Codes published by the International Code Congress. Copies can be purchased online by visiting their website at [iccsafe.org](http://iccsafe.org). NFPA standards are applicable as referenced within the International Fire Code.

***Do I need to submit plans for review? How long does it take to complete the plan review process?***

Plans are reviewed for all buildings, fire protection systems, alarm systems, hazardous material storage, tank installation, and all of the various items listed in the International Fire Code. The normal expected response is within two weeks. Peaks in submittals can delay responses. Plans are reviewed according to the order in which they are received. Plan review reports are normally sent to the submitting design professional unless otherwise designated. Most issues can be addressed by a letter stating that the appropriate corrections will be made. There are times when a sheet or portion of the drawings must be corrected to ensure that the contractors have the appropriate instructions for code compliance.

***How many sets of drawings are required?***

One set of drawings is kept for our records. Any drawings that will be provided for contractors or the owner can be submitted for a stamp of approval. Please provide self-addressed, stamped envelopes with postage paid for any drawings to be returned. Drawings can be picked up at the Southaven Municipal Complex in the Building Dept. when completed. The address is: 8710 Northwest Drive, Southaven, MS. All submittals of construction drawings are required to be provided in electronic format in addition to printed versions. All details, calculations, specifications, etc. related to the submittal must be included.

***Can I obtain a list of permits that are required for construction or operations?***

A list of permits required along with fees and an application permit can be found on our web page. Applications should accompany plans submittals for review. Fees for plan review of various systems related to new building projects are included within the initial plan review and building permit fees collected by the Building Dept. at the time of the original submittal for review. Fees are applicable to any addition, modification, or change to an existing location or system.

***How do I schedule an inspection?***

Inspections must be scheduled by calling or emailing the Fire Prevention Bureau or any of the personnel listed within that division. Requests for inspections must be made a minimum of two working days in advance to allow proper time for scheduling. Exceptions might be considered on an individual basis based on circumstances related to justifiable extenuating circumstances. The Fire Code Official shall determine if a request will be granted based on availability.

***Is there a process for appealing interpretations of the Fire Prevention Bureau?***

The process for appeal is located within the administrative section of the 2012 International Fire Code. An appeal board will hear requests for determinations on interpretations or alternate materials or processes that meet the intent of the code. There is no process for eliminating the enforcement of any specific section within the code as adopted. The code is considered to be the minimum required to produce a safe built environment for our citizens.

***Does the Southaven Fire Department conduct annual inspections for existing buildings?***

The Southaven Fire Prevention Bureau is currently developing and conducting annual inspections based upon occupancy type and the number of occupants affected should there be an emergency within that facility or any hazardous operations that might exist. Any requests for inspections will be scheduled.

***Can I obtain a list of requirements for the installation of specific items or systems?***

There are checklists provided for some specific issues related to construction. Those are included on the Fire Prevention web page.