



City of Savannah Fire Fee Discount Manual

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SECTION 1 – GENERAL INFORMATION

The existence of on-site fire protection/suppression facilities and/or programs which mitigate the risk of fire thereby reducing the burden associated with responding to a fire event should be taken into account when establishing the fire protection service fee charge for a particular property.

Consideration of such factors will occur in the form of a fire fee discount, or a percentage reduction in the fire fee for a given property. The total discount available to a property owner is intended to be generally proportional to the effect that such facilities, systems, or emergency management programs have on mitigation of the fire risk associated with the property, and the reduction in cost associated with provision of fire protection and/or emergency management services to a property.

This Fire Fee Discount Manual (the “Manual”) outlines the criteria and procedures for property owners to obtain a discounted fee for their property. The discount is only applicable to Savannah Fire - approved activities/construction that are designed, constructed (or implemented) and maintained in accordance with this Manual and applicable National Fire Protection Association (NFPA) and International Code Council code provisions, as amended.

Fire Fee Discounts may be applied for by the property owner or his/her legal designee only.

Definitions

The following words, terms and phrases, when used in this Manual, shall have the meanings ascribed to them in this section:

SDS Fire Services Area: Land area for which the City of Savannah has committed to providing first-responder fire services in the most recently adopted Service Delivery Strategy that has been approved by the State of Georgia.

Single-Family Residential Property: Developed property containing one residential structure with no more than two dwelling units in or attached thereto, situated upon a single lot of record. Improved property may be classified as SFR even if supplemental accessory structures are present such as garages, carports, storage buildings, carriage houses, guesthouses, caretaker’s quarters, cottages or barns, or the presence of a commercial use within the residence. SFR properties shall not include: improved property containing structures used primarily for non-residential purposes; manufactured homes located within manufactured home parks where the land is owned by someone other than the owners of the manufactured homes; or vacant/undeveloped property.

Non-Single Family Residential: All property which does not meet the definition of Single Family Residential Property or Undeveloped Land classifications.

Undeveloped Land: Land on which no structures have been constructed or improvements appear.

Commercial: Professional office space (e.g., law offices, doctors’/ dentists’ offices, realtors, etc.), retail, and service-related commercial activities including, but not limited to, uses such as bars, restaurants, shops, lodging, gas stations, and grocery stores. Indicia of commercial use includes, but is

not necessarily determined by, issuance of a business tax certificate by the Revenue Department for business activity conducted on such property.

Industrial: High intensity land uses such as manufacturing, assembly, packaging and repackaging, and processing activities where noise, particulate matter, vibration, smoke, dust, gas, fumes, odors, radiation, or other nuisance characteristics may result, as well as industrial land uses such as wholesale trade and distribution.

Public/Institutional: Federal, state, or local government uses, and institutional land uses. Government uses include city halls, government buildings, police and fire stations, public libraries, post offices, and schools. Institutional uses include colleges, churches and hospitals. This category is also used to describe areas of land specifically designed for active recreational use (e.g., parks, playgrounds, marinas, and public swimming pools), tracts of land dedicated for use by public utilities such as electricity, gas, and water services (e.g., power plants, and sewer treatment plants).

Fire Fee: The user fee charge imposed by the City through the Savannah Fire Utility for providing fire protection services. This term shall exclude special charges to the owners of particular properties for services or facilities related to fire protection identified in the annual Revenue Ordinance, including, but not limited to, charges for fire inspections for which a corresponding fee is collected for the service rendered.

Fire systems and facilities: All personnel, equipment, physical works, properties and improvements which are used to provide fire protection services.

Summary of Fire Protection Fee Discounts

Table 1 summarizes the user fee discounts available to public and private property owners. Please refer to the following sections of this document for further detail on the various discounts, policies, procedures and other pertinent information. A single property may be eligible to receive more than one of the discounts listed below. However, the total Fire Fee Discount cannot exceed 20% for any parcel in the City of Savannah, with the exception of parcels "Served by an Alternative Fire Department," as described herein.

The discounts summarized in the following table will be offered by the City in accordance with the discount policy outlined in this Manual. To obtain a discount, customers must submit an application to the Revenue Department, which contains all specified or otherwise necessary supporting documentation. Eligibility will also depend on demonstrating compliance with all applicable building and codes.

Table 1: Summary of Fire Protection Fee Discount

Discount	Qualifying Customer	Discount Description	Percent Discount
Fire Devices	All customers	For devices that either help to suppress fire or warn occupants, including smoke alarms, CO detectors (if the building is served by gas), fire extinguishers, and hood suppression systems.	5% per type of device up to 15%
Residential Fire Evacuation Drills	Single Family Residence (SFR)	For SFRS that develop an evacuation plan, and practice that plan in an annual drill.	5%
Residential Fire Home Safety Survey	Single Family Residence (SFR)	For residents who request a home fire safety survey of their household.	5%
Automatic Sprinkler System Discount	All Customers	Area covered by the fire protection system shall be removed from the needed fire flow calculation	Up to 15% discount for the area covered by the sprinkler system
24-Hour Fire Team	Industrial or Commercial Non-Single Family Residence	For facilities that have 24-hour staff on site with active duties that include fire safety, detection and prevention.	5%
Emergency Operations Plan (EOPs)	Any Non-Single Family Residence (NSFR)	For facilities that adopt EOPs that address fire safety, evacuation, and response and NFPA or Life Safety standards, are annually reviewed, updated, and rehearsed.	5%
Praise and Preparedness Program	Houses of Worship and Non-Profits	For houses of worship and approved non-profits that participate in this Georgia Emergency Management and Homeland Security Agency (GEMA) program.	Up to 15%
Fire Safety Educational Training	Educational Facilities	For educational facilities that provide or facilitate fire safety training of their students by Savannah Fire.	5%
Fire Wall	Any Non-Single Family Residence (NSFR)	For buildings that have a two-hour fire rated dividing wall that encloses at least 20% of the total structure area.	5%
Served by another Fire Department	Hunter Army Airfield; 165th Air National Guard	Applies only to those properties in the City limits officially served by another fire department, where the City is not the authority having jurisdiction and primary statutory authority, and where the property is not located within the City's Fire Service Area.	100%

Fire Protection Fee Discount Policies

The City has established the following general policies regarding consideration and approval of Fire Protection fee discounts.

- No discount or combination of discounts shall reduce the fire fee for any individual parcel more than 20%, with the exception of parcels served by an Alternative Fire Department where the City is not the authority having jurisdiction.
- Fire fee discounts may be applied for by the property owner or his/her legal designee only.
- Applications for a fire fee discount for existing facilities may be submitted to the City of Savannah Revenue Department during the designated application period of April 15th to June 1st, in order to be applied to the fire fee billing that is issued in September of that same year.
 - For the initial billing scheduled for September 2018, customers will have until **June 1, 2018**, to submit a complete discount application and have approved discount(s) applied to the 2018 fire fee bill. Complete discount applications submitted after the designated application period, will not be reviewed until the next designated application period of the following year.
- Applications for a fire fee discount associated with new development (or redevelopment) sites may be submitted once the building is constructed, the building has been inspected by representatives of Savannah Fire.
- Discounts are only approved for (and applied to) eligible customers that meet applicable criteria as set forth in the Manual. The fire fee is being charged to individual property owners via the City property tax billing system as outlined in the Fire Fee Ordinance. If the property changes ownership, the new owner will be required to re-apply for the discount with the City.
- All applicants will certify that building(s) on their property have their street number properly displayed in accordance with City Code of Ordinances Part 4- Public Services; Chapter 1; Article C- House Numbers; Section 4-1061- Required. Reference: International Fire Code; Chapter 5; Section 505. The property address identification shall:
 - Be legible, and placed in a position that is visible from the street.
 - Contrast with their background.
 - Be Arabic numbers or alphabetical letters. Numbers shall not be spelled out.
 - Have each character not less than 4 inches high with a minimum stroke width of 1/2 inch.
- By applying and signing the affidavit, applicants are certifying that their property meets all applicable standards and requirements. All properties that have applied for a discount may be subject to inspection and review by Savannah Fire. Representatives of Savannah Fire, at their discretion, may request to conduct an inspection of the building and/or property for which a fire fee discount has been granted. If a property owner refuses such inspection request, the discount

will be rejected and the owner will become liable for the entire fire fee at the non-discounted rate. If, at the time of inspection, the property does not meet the criteria to receive a discount, that discount shall be immediately revoked, and that property shall be ineligible to reapply for a discount for a period of three (3) years.

Fire Protection Fee Discount Application Process

The following is a general summary of the Fire Protection fee application process.

- Applicants should obtain a Discount Policy Manual and application package either online at the following web address www.savannahga.gov/firefee or in hard copy from the City of Savannah Revenue Division, 132 E. Broughton Street, Savannah, Georgia, 31402.
- The applicant should review the Discount Policy Manual to determine the discounts for which their property may be eligible.
- The applicant seeking the discount must submit a complete application package to the City for review based on procedures outlined in the Manual. *A separate application must be completed for each parcel for which an applicant is seeking a discount.*
- The City staff, or their designee, will review the application package for completeness and to determine whether the submission satisfies the applicable criteria in the Manual. Incomplete application packages will not be considered by the City and will be returned to the customer for completion and/or revision within 15 business days of the receipt of the application.
- Upon receipt of a complete application, the City will notify the customer if the request for a discount is denied, no later than 20 business days from receipt, which shall contain a written explanation for the denial.
- If the complete discount application is received during the designated application period, the City will apply the Fire Protection fee discount to the next customer billing cycle in September of that same year.
- Approved discounts will result in a corresponding reduction of the customer's fire protection fee charge.

SECTION 2 – DISCOUNT POLICY AND PROCEDURES

This section explains the procedures involved in applying for a fire protection fee discount. The procedures include step-by-step instructions and eligibility requirements for obtaining the fire protection fee discount.

Fire Devices Discount

This credit will be issued for devices that either help to suppress fire or warn occupants reducing risk to life and property. These devices include Code-compliant smoke alarms, CO detectors (if the building is served by gas), fire extinguishers, and hood suppression systems, where applicable. This discount is available to fire fee customers who employ one or more of the practices or devices described below:

Fire Device	Credit Available (Not to exceed 15%)	Commercial/Industrial Non-Single Family Residence	Non-Profit/Institutional Non-Single Family	Single Family Residence
Fire alarm system with a 24 hour monitoring agreement.	5%	X	X	X
An approved fire alarm system installed throughout the facility.	5%	X	X	X
An approved smoke evacuation system installed throughout the facility with an audible alarm as required by the City's building code.	5%	X	X	
Smoke alarms (installed and maintained on all levels).	5%		X	X
Carbon monoxide (CO) detectors installed and maintained where gas appliances are in use (installed and maintained on all levels).	5%	X	X	X
A specialized commercial hood fire suppression system within the food preparation area.	5%	X	X	
Approved fire extinguishers installed and maintained within the facility.	5%	X	X	X
Privately owned fire hydrants located on the property, inspected and tested annually.	5%	X	X	
Private underground fire mains, inspected and tested annually.	5%	X	X	

A discount of 5% per acceptable type/category of device will be awarded, with a maximum credit of 15 % for fire devices. The applicant must provide proof that the device is installed and operational. Proof of installation can be a third-party inspection for all commercial and industrial customers. For residential or non-profit/institutional customers, documentation can include: the make, model and serial number for each device, as well as the year of installation. All applicants must sign a certification stating that the devices are properly installed and operational.

Documentation Required to be Submitted with Fire Fee Discount Application

The Fire Utility customer shall provide the following documentation when applying for a Fire Protection fee discount for Fire Devices:

1. Fire Fee Discount Application with Certification Statement; and
2. Documentation as follows: Commercial and Industrial customers must provide third party inspection. Residential and non-profit customers can provide the make, model and serial number for each device, as well as the year of installation.

Residential Fire Evacuation Drill

Single Family Residential properties may receive a credit for developing a fire escape plan and practicing a fire evacuation drill. This discount is intended to help residential property owners prepare for fire event. Homeowners can visit the following website to learn more about residential fire plans: <https://www.nfpa.org/Public-Education/By-topic/Safety-in-the-home/Escape-planning/Basic-fire-escape-planning>

Documentation Required to be Submitted with Fire Fee Discount Application

The Fire Protection Fee customer shall provide the following documentation when applying for a Fire Protection fee discount for “Fire Evacuation Drill”:

1. Fire Fee Discount Application with Certification Statement;
2. Fire Escape Plan, with the date and time of the most recent fire escape practice drill

Residential Home Fire Safety Survey

Single Family Residential properties may receive a credit by requesting a Home Fire Safety Survey of their property and building from Savannah Fire by email to SavannahFireInfo@savannahga.gov or by calling: (912) 651-6756. Homeowners must provide their name, street address, and phone number when requesting a Home Fire Safety Survey together with a statement that they agree to permit Savannah Fire personnel to enter their premises to perform the safety survey.

Documentation Required to be Submitted with Fire Fee Discount Application

The Fire Protection Fee customer shall provide the following documentation when applying for a Fire Protection fee discount for “Home Fire Safety Survey”:

1. Fire Fee Discount Application with Certification Statement;
2. Copy of documentation indicating a Fire Safety Survey was completed (if applicable)

Automatic Sprinkler System Discount

In buildings protected by an approved automatic sprinkler system or other approved automatic fire protection systems (as outlined below), the area covered by the fire protection system shall be eligible to receive a Sprinkler System Discount. To qualify for this discount, the automatic sprinkler system must be installed and maintained as outlined in the National Fire Protection Association (NFPA) Standard 13

Standard for the Installation of Sprinkler Systems, NFPA 13D Standard for the Installation of Sprinkler Systems in One-and-Two Family Dwellings and Manufactured Homes, NFPA 13R Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height, NFPA 25 Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems, and any and all requirements as specified by the ICC Codes, as adopted and amended by Rules and Regulations of the Safety Fire Commissioner 120-3-3 Rules and Regulations of the State Minimum Fire Safety Standards. Systems must also be inspected and approved annually by a third party contractor to qualify for a discount. The types of sprinkler systems eligible for a credit for the customer types are identified in the table below.

Sprinkler System Type	Credit Available	All Customers
An approved sprinkler system installed throughout 100% of the facility.	15%	X
An approved sprinkler system installed in greater than 50% of the facility	10%	X
An approved sprinkler system installed in less than 50% of the facility	5%	X
An approved standpipe system not combined with a sprinkler system	5%	X
An approved sprinkler monitoring panel only	5%	X

Savannah Fire considers a system “approved” if it meets the following minimum conditions:

1. Annual sprinkler inspection, test and maintenance report of a compliant system by a certified sprinkler company. Documentation of this must be provided to the City contemporaneous with the discount application.
2. All sprinklers must be tied to a monitored fire alarm system so that if there is activation or a fire, the Savannah Fire response is not delayed. Audible water gongs not monitored are not eligible for approval.
3. All sprinklers OS/Y valves must be chained with a breakable lock or monitored with a tamper switch in open position.
4. All post indicator valves must be painted red and be visible at all times. The device must be chained with a breakable lock or monitored with a tamper switch in the open position.
5. Savannah Fire connections shall be visible, accessible, and secured with Knox locking plugs. All Savannah Fire connections shall also have signage per NFPA codes.
6. Zone posting on all alarms as follows:
 - a. All Alarm panels must be labeled with descriptive labels that tell the Savannah Fire what zone the fire is located
 - b. A Zone Map must be provided to Savannah Fire for the preplans and must be posted on the wall next to the sprinkler/fire alarm panel.
7. The sprinklered building must have assured maintenance. Shut down, idle, or vacant structures must have an acceptable watchman or water flow and control-valve supervision (remote or central station) or a caretaker. A caretaker is a responsible person who visits the premises not less than weekly.

- a. In this case the name and a 24-hour contact number for the watchman or caretaker must be provided to Savannah Fire. A master key is to be provided in a secured Knox box placed on the facility.
8. If a sprinkler system is inactivated due to maintenance, the building operator must notify Savannah Fire. If the system is to be impaired more than four hours, then the facility must provide a staffed fire watch or evacuate the building.
9. Systems must have evidence of flushing and hydrostatic tests of both the underground and overhead piping in accordance with NFPA Standard-25. A full flow main drain test must have been witnessed within the last 12 months by certified professionals. Dry-pipe installations must have evidence of a satisfactory or partly satisfactory dry-pipe trip test conducted within the last 48 months. Fire-pump installations have evidence and results of a fire-pump test conducted within the last 12 months.

Documentation Required to be Submitted with Fire Fee Discount Application

The Fire Protection Fee customer shall provide the following documentation when applying for a Fire Protection fee discount for Automatic Sprinkler System:

1. Fire Fee Discount Application with Certification Statement;
2. Records of the most recent inspection completed by a certified professional, i.e. copy/photo of “green” riser inspection compliance tag.

Upon receipt of the discount application or at any time after the discount has been awarded, Savannah Fire reserves the right to contact the applicant to schedule a site inspection. Plans for the sprinkler system, illustrating the area of the building covered by the sprinkler system must be available on-site for review during such an inspection. Based on the application and the results of any inspections, the City shall approve or deny the discount application.

24-Hour Fire Team

Facilities with 24-hour staff on site whose duties specifically include fire safety, detection and prevention shall be eligible for this credit, recognizing the additional costs and risk reduction afforded by the activities associated with this discount. The facility must provide documentation to the City, in the form of an Emergency Operations Plan, evidencing the presence of dedicated 24-hour staff, adequately trained to recognize and implement the Plan in the event of a fire, and whose specific job duties require this activity. Employer training must include fire extinguisher training in accordance with OSHA 29 CFR 1910.157(g)(1). , and the 24-hour Fire Team assigned duties outlined in the Emergency Operations Plan.

Documentation Required to be Submitted with Fire Fee Discount Application

The Fire Protection Fee customer shall provide the following documentation when applying for a Fire Protection fee discount for “24-Hour Fire Team”:

1. Fire Fee Discount Application and Certification Statement;

2. An Emergency Operations Plan to include 24-hour on-site phone number and a description of the duties for 24-hour staff assigned to fire safety and prevention;

Emergency Operations Plan

This discount is available to non-residential properties that adopt an Emergency Operations Plan (EOP) that addresses fire safety, evacuation, and response in accordance with the currently adopted International Fire Code standards:

- International Fire Code: Chapter 4 provides plan requirements
 - <https://codes.iccsafe.org/public/document/IFC2012/chapter-4-emergency-planning-and-preparedness>
- International Fire code: Chapter 3 defines occupancy classifications.
 - <https://codes.iccsafe.org/public/document/IFC2012/chapter-3-general-requirements>

EOPs must include training and be reviewed, updated, and rehearsed annually, and meet the following minimum conditions in order to be eligible for this credit:

1. “You are here” evacuations signs/maps must be posted throughout the building to aid not only evacuations but also in location of zones and exits especially in large buildings and warehouses; and
2. All exit and emergency lighting must be maintained and is subject to random test throughout the year by Savannah Fire and Code Enforcement personnel.

Savannah Fire reserves the right to review the EOP both prior to and after approval of the discount application to determine if the property is eligible for this credit.

Documentation Required to be Submitted with Fire Fee Discount Application

The Fire Protection Fee customer shall provide the following documentation when applying for a Fire Protection fee discount for the EOP discount:

1. Fire Fee Discount Application and Certification Statement;
2. Emergency Operations Plan in accordance with Chapter 4 of the International Fire Code, a Conduct Incident Management Team Functional Training exercise/ Evaluations amended;
3. Documentation of most recent rehearsal including summary of activities and date of occurrence; anConduct Incident Management Team Functional Training exercise/ Evaluationd

Praise and Preparedness Discount

The City encourages and supports the efforts of houses of worship and other qualifying non-profit organizations to offer assistance to the citizens of Savannah in the event of an emergency. The Georgia

Emergency Management Agency has created the “Praise and Preparedness Program” to provide resources to Faith-based organizations wishing to play an integral role in local readiness and recovery efforts. See <http://www.praise.ga.gov/>. In an effort to recognize the costs associated with providing these types of services, the City offers a Praise and Preparedness discount that may be applied as a user fee discount to the eligible customer’s fire protection fee bill.

The Praise and Preparedness discount will be available to houses of worship and non-profit organizations that can document active participation in this program. In order to receive the full discount, the fire protection fee customer must also participate in one or more of the three elements of this program including:

- 1) Facilities, by creating an Emergency Plan that addresses fire safety and evacuation;
- 2) Congregation, by educating members about home emergency preparedness; and
- 3) Community, by getting involved in community disaster relief.

Participation in each element of the Praise and Preparedness program will be worth a 5% discount for a total discount of 15% if all elements of the program are implemented by the applicant. Additional information on this program can be requested from Savannah Fire and can also be found at the following link: <http://www.praise.ga.gov/>.

Documentation Required to be Submitted with Fire Fee Discount Application

The Fire Protection Fee customer shall provide the following documentation, as applicable, when applying for a Fire Protection fee discount for Praise and Preparedness:

1. Fire Fee Discount Application and Certification Statement;
2. Copy of the Emergency Plan, including documentation of most recent rehearsal including summary of activities and date of occurrence;
3. Documentation of any applicable member education;
4. Documentation from partnering organization of participation in community disaster relief; and

Fire Education & Training

Educational facilities, to include: public and private schools, colleges, universities, and technical schools, may receive a discount on their fire fee for facilitating an approved fire safety education program for their students and staff. This credit will apply to the properties where training is provided only. Buildings for which fire safety training and/or education does not apply will be ineligible for this credit. Training must include fire safety, prevention and evacuation, with at least one practiced evacuation drill per year, to qualify. The facility must maintain a written fire safety education plan on-site, which is available for review by Savannah Fire upon request, in order to be eligible for this credit. Furthermore, documentation of compliance with that plan will be required for the facility to receive and retain a discount. Documentation includes reporting of required fire drill(s) online at the Georgia Office of Insurance and Fire Safety Commissioner website at <https://www.oci.ga.gov/publiceducation/schoolfiredrills.aspx>.

For assistance in developing a fire education and training plan that is acceptable, please contact Savannah Fire for assistance at the following email address: SavannahFireInfo@savannahga.gov

Documentation Required to be Submitted with Fire Fee Discount Application

The Fire Protection Fee customer shall provide the following documentation when applying for a Fire Protection fee discount for Fire Education & Safety:

1. Fire Fee Discount Application and Certification Statement;
2. Documentation of compliance with educational plan, including summary of activities and annual fire drill schedule; and

Division Wall Credit

Non-Single Family Residence customers with an acceptable division wall may be eligible for this credit. Division walls must be constructed entirely of noncombustible materials with a fire resistance rating of not less than two hours, or of masonry materials, and shall:

- Extend from one exterior wall to another (or form an enclosed area within the building that is larger than 20% of the total area of the building);
- Extend from one masonry or fire-resistive floor to another masonry or fire-resistive floor, or from a masonry or fire-resistive floor to a roof of any construction; and
- Have all openings within division walls protected with listed fire rated opening/closing assemblies.

Documentation Required to be Submitted with Fire Fee Discount Application

The Fire Protection Fee customer shall provide the following documentation when applying for a Fire Protection fee discount for the Division Wall discount:

1. Fire Fee Discount Application and Certification Statement;
2. Site and construction plans, to show evidence of building construction consistent with the credit terms above;

Served by Another Fire Department

If the property owner can demonstrate that they are served by a Fire Department or Service other than Savannah Fire, that their property is not within the City's Fire Service Area as outlined in the current Chatham County Service Delivery Strategy, and that the City of Savannah is not the authority having jurisdiction, they shall be eligible for a 100% credit. To qualify for this credit, an entity must maintain a standing fire department which covers its defined jurisdiction. They must also be able to provide fire protection assistance to the City's Fire Department in accordance with GA Code § 25-3-5. This shall be the only credit that may exceed 20% without approval of the City Manager or his/her designee.

Documentation Required to be Submitted with Fire Fee Discount Application

The Fire Protection Fee customer shall provide the following documentation when applying for a Fire Protection fee discount for being served by Another Fire Department:

1. Fire Fee Discount Application and Certification Statement;
2. Copy of a map showing the location of the applicant's property and the Savannah Fire Service Area, and documentation from the alternative Fire Department or Agency that services are provided to that property.

SECTION 3 – DISCOUNT SUPPORTING INFORMATION

1. Fire Devices
 - a. Commercial and Industrial customers must provide Inspection.
 - b. Residential and non-profit customer can provide make and model for each device and year of installation.
2. Home Fire Escape Plan
 - a. Fire escape plan with date and time of most recent fire escape practice drill.
3. Residential Home Fire Safety Survey
 - a. Copy of documentation indicating a Fire Safety Survey was completed by Savannah Fire (if applicable).
4. Automatic Sprinkler System Discount
 - a. Records of the most recent inspection completed by a certified professional (copy/photo of “green” riser inspection compliance tag).
5. 24-Hour Fire Team
 - a. Copy of Emergency Operations Plan to include 24-hour on-site phone number and a description of the duties for 24-hour staff assigned to fire safety and prevention
6. Emergency Operations Plan
 - a. Copy of Emergency Operations Plan in accordance with Chapter 4 of the International Fire Code, a Conduct Incident Management Team Functional Training exercise/Evaluation.
 - b. Copy of most recent rehearsal including summary of activities and date of occurrence; Conduct Incident Management Team Functional Training exercise/ Evaluations
7. Praise and Preparedness Information
 - a. Emergency Operations Plan Template including documentation of most recent rehearsal including summary of activities and date of occurrence
 - b. Family Emergency Checklist
 - c. Documentation of any applicable member education
 - d. Disaster Release Registry
8. Fire Education & Training
 - a. Copy of documentation of compliance with educational plan, including summary of activities and annual fire drill schedule
9. Division Wall Credit
 - a. Site and construction plans to show evidence of building construction consistent with the credit terms indicated in this manual.
10. Served by Another Fire Department
 - a. Copy of map showing applicant’s property is outside of the Savannah Fire service area.
 - b. Documentation from the alternative Fire Department or Agency that provides service to the property.