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| PRE PLAN GUIDELINES | |
| Dauphin Island Fire and Rescue | OG-2000.50 |

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PURPOSE

To provide DIFR personnel with a guideline to utilize in performing pre-plan tours of businesses and high risk structures. To establish a consistent procedure and forms for conducting pre-plans on an regular basis or as needed on target hazards.

SCOPE

All

PROCEDURE

1. The Fire Chief or designee with the assistance of this SOG and forms will oversee the preplanning process including scheduling, quality assurance, and standardization.
2. Once scheduled, building occupants shall be notified by telephone or face-to-face of the need to conduct a pre-plan tour of the building and grounds. The tour should be scheduled at a date and time that will be most convenient to the occupant so as to cause a minimum of business interruption.
3. Check files for any existing preplan on the building to be toured beforehand. Take a copy of the existing preplan form.
4. Once on-site, make contact with building management and request someone to accompany fire department personnel on the tour to answer questions and get access to locked areas.
5. Make scale drawings of building floor plans and site plan for the building. If occupant has an 8 1/2" X 11" scale drawings ask for copies in lieu of making drawings.
6. If the size and complexity of the building warrant, take aerial photography of roof and exposure areas.
7. Complete the preplan information sheet with the following:

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- A. Water Supply, including hydrant locations and drafting locations within 1000 feet of the structure. Mark hydrants on site plan map.
- B. Exterior fire protection devices, including post indicator valves and outside screw & yoke valves. Check for proper operation of standpipe and sprinkler connections, and proper operation of swivels, etc. Mark on site plan map and building map.
- C. Interior fire protection devices, including standpipe and sprinkler cut off valves, alarm system annunciator and main panels, location and type of standpipe and/or sprinkler system. Makes notes on information sheet and mark on building map.
- D. Utilities, note type and location of ways to secure on the information sheet. Note if the building has any type of emergency power system (UPS, generator, etc.).
- E. Building characteristics, note size and dimensions of building, note construction material. If possible access roof of building, note the access location, check and note for heavy objects (A/C units). Note any potential fall hazards or similar. Note conditions of fire walls that may contribute to fire spread or failure.
- F. Elevators, note type and operation of door and location of override keys.
- G. Forcible entry and ventilation, note any unusual forcible entry problems and the best method of ventilating the building. Consider taking pictures of roof and other special hazard areas. Obtain authorization from management before taking pictures of interior of building. Request information and take note of any unusual security features such as gates, doors, dogs, etc.
- H. Hazardous materials, note type and location of hazardous materials, mark on building map. Note location of MSDS sheets.

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- I. Exterior exposure, note any possible exterior fire spread potential. Indicate exposures (including above ground propane tanks or similar hazards) on site plan or building map

- J. Determine apparatus response assignments and level II staging location. Indicate on response sheet.

- K. Place finished copies in station preplan book as well as apparatus preplan book. Include attached copies of photos if taken.