

PRE-FIRE PLAN POLICIES AND PROCEDURES

OBJECTIVES

A successful pre-fire plan program depends upon careful inspections, a logical and clearly understandable plan, and effective application in the field. Before any plan or program can be established, it is essential that fundamental objectives be established. Although procedures to achieve these objectives may vary slightly within battalion or company districts, due to geographical and/or occupancy content, the principal objectives remain the same. The basic objectives are:

- A. To assemble and analyze facts concerning fire protection of occupancies and their contents.
- B. To develop accurate pre-fire plans.
- C. To establish an effective and efficient means to use the pre-fire plans.
- D. To familiarize personnel with their jurisdictional occupancies.
- E. To determine occupancy factors:
 - 1. What factors must the Incident Commander know to be effective.
 - 2. What factors will the Incident Commander have difficulty seeing from the Command post.
 - 3. How serious are the unseen factors.

PURPOSE

The pre-fire plan program has been designed to provide a means of compiling accurate and current information on specific occupancies which will aid personnel in handling an emergency incident. Further use of the pre-fire information is designed for training purposes, in station and in the field.

Original documents, plans, and related materials used in preparing the plan need not be retained unless deemed necessary for training purposes. The pre-fire plan program requires accuracy and thoroughness; therefore, the quality of information should never be sacrificed for the quantity of occupancies surveyed. The material contained in the pre-fire plan will be available for use by numerous personnel; therefore, the plan should be as legible and accurate as possible. The basic purpose of the plan will be to show those factors that cannot be seen from the Command Post.

DISTRIBUTION

Completed pre-fire plans will be submitted to a company's respective Battalion Chief. After approval by the Battalion Chief, the plans will be forwarded to Station #16 for duplication and distribution. Station #16 will distribute the plans according to the following procedure:

- A. The Fire Alarm Office will receive one (1) copy of all pre-fire plans.
- B. Battalion headquarters will receive two (2) copies of all pre-fire plans in the battalion, one (1) for the Battalion Chiefs' vehicle, and one (1) for battalion files.
- C. All first alarm companies will receive two (2) copies, one for the apparatus, and one for station files. Multi-company stations will receive only one copy for station files.
- D. The occupancy may receive one (1) copy of its pre-fire plan if the occupancy owner or agent desires a copy.

COMPANY RESPONSIBILITY AND INSPECTION ZONES

The fire company's area of responsibility shall be established by Alarm assignment, and Company Officers shall:

- A. Be jointly responsible for coordination of inspection activity between shifts.
- B. Equalize the workload between the shifts according to areas within a company's established inspection district. This may be accomplished by assigning areas geographically and/or by the number of occupancies to be covered.

PLANNING AND SCHEDULING INSPECTIONS

Company officers must plan their inspection workload systematically prior to any attempt at making tours in the field. To accomplish this, the following factors merit careful consideration:

The time of day, the day of the week, or even the season of the year selected for inspection work can be based upon the convenience of the occupants, or area desired.

OCCUPANIES REQUIRING PRE-FIRE PLANNING

A pre-fire plan will be required on those occupancies, which in the opinion of the Battalion Chief and Company Officers concerned, present:

- A. High life hazard.
- B. High potential property loss
- C. Conflagration hazard
- D. Contain hazardous materials
- E. Have frequent fire occurrence

Examples of occupancies which fit this description may include but are not limited to:

- A. Hospitals or sanitariums
- B. High rise buildings
- C. Hotels
- D. Condominium or apartment complexes
- E. Manufacturing facilities
- F. Hazardous materials storage or processing plants
- G. Piers
- H. Airports
- I. Occupancies having a large amount of combustible storage

RESPONSIBILITIES FOR PRE-FIRE PLANNING

A. Battalion Chiefs

Battalion Chiefs will be responsible for coordination and supervision of the pre-fire plan programs within their battalion. They will consult with and assist their Company Officers in designating occupancies which may require a pre-fire plan.

They will review and approve all pre-fire plan information forwarded by their respective Company Officers.

B. Company Officers

Company Officers shall be responsible for the implementation and completion of pre-fire plan program responsibilities as assigned. They shall be responsible for conducting training sessions for company members concerning an occupancy's pre-fire plan, either in-station or on-site.

- C. A Company Officer will be responsible for recommending occupancies which may require a pre-fire plan, within a company's district. In order to eliminate the possibility of duplication, the Company Officer will inform the Company's Battalion Chief as to which occupancy is planned to be inspected.
- D. A Company Officer will be responsible for the pre-fire plan inspections and the forwarding of completed plans.
- E. Company Officers are responsible to be familiar with the structural configuration, hazardous conditions, operational procedures, and resources available in resolving emergencies existing in the occupancies which have a pre-fire plan within their first-in response district.
- F. Occupancies having pre-fire plans should receive an on-site plan inspection at least annually by the first-in engine and truck company on each division. Affected company officers should make every effort to coordinate and combine these inspections. These on-site plan inspections will count as the companies monthly pre-fire plan. (Only after all pre-fire inspections have been initially inspected.)
- G. All members shall be responsible to become familiar with pre-fire planning practices, policies, and procedures.

PREPARATION FOR PRE-FIRE PLAN INSPECTION

A. Pre-evaluating the occupancy

Company Officers assigned to develop a pre-fire plan shall endeavor to obtain as much information as possible on facts relating to the occupancy, prior to the actual inspection.

Fire defenses can be evaluated and determined in advance. Such information will be useful in planning operations later. Study of the area through use of district maps, water system maps, former pre-fire plans, the actual fire record of the occupancy, and other records will resolve many questions before going to the pre-fire plan site. Circumstances that should be determined are:

- 1) the nature of the hazard
- 2) characteristics of the area
- 3) access within the area
- 4) structural conditions in the area
- 5) overall water supply system
- 6) existing fire protection systems

Company Officers shall consider all resources available for preparation of a pre-fire plan. Utilizing the initiative, imagination, talents, and services of all company members in the planning and preparation phases should be encouraged. The effect of this teamwork produces comprehensive understanding of the occupancy by all crew members. This diversified knowledge at an emergency is invaluable.

Company Officers should make prior arrangements with the owner/occupant before making a pre-fire inspection.

1. Enter the occupancy at the main entrance or office.
2. Introduce yourself as a member of the San Diego Fire Department, explaining the nature of your business and emphasizing your interest in fire safety for the occupancy and its occupants. Your voice and manner should express friendliness and interest.

Example: "I'm Captain Smith from Engine Company 1. We would like permission to tour your facility, so that in the event of an emergency, we may serve you more effectively. By familiarization of your premises we may possibly minimize damage and loss. We will be concerned about entry, fire protection systems, hazardous areas, and access areas within the occupancy."

Note: A tour of the premises may be postponed pending a more favorable time for the occupant.

3. Make the inspection in company with the owner or representative familiar with the premises and its operations. An occupancy with several different business located within, normally will have a manager or maintenance engineer for the entire occupancy.
4. At all times personnel shall be courteous and considerate, and shall refrain from shopping or making purchases.
5. Address the owner or occupancy by name, prefaced by Mr. or Mrs.. be courteous, and avoid profanity or undue familiarity.
6. In most multi-story occupancies, the basement, first floor, and roof will usually be all that is necessary to inspect and to diagram. If in-between floors have a different floor plan or hazard, it should be noted.
7. In large apartment and condominium complexes, a tour of the area should be conducted noting ingress and egress relating to the area, private fire protection systems, etc. A general floor plan of one unit may suffice for all.

- c. In the event that no keys are available to the Fire Department and the doors are in the locked position, in an emergency the Fire Department will gain entrance as quickly as possible. This does not preclude severe damage to the door if no other alternative exists.

2. Procedure for obtaining a Knox-Box:

- a. The building owner or agent shall contact the Fire Prevention Bureau to obtain information and an application.
- b. The owner or agent shall fill out the application and return it to the Fire Department.
- c. The application will be authorized by the Fire Department and forwarded to the Knox-Box Company.
- d. The Knox-Box will be delivered to the owner or agent in the open position without the key. The Fire Department will have the only key to the Knox-Box. All the Knox-Boxes in the City of San Diego have the same key.
- e. When the Knox-Box is installed and the building keys are available, the owner shall contact the Fire Prevention Bureau to have the box locked.

C. Routing the Inspection

Hi-rise and large area occupancies require systematic inspection procedures. It is suggested that personnel start the tour of the building on the roof or upper floors. A surveillance of the entire complex can be obtained from this vantage point for reference later in the tour. Since fire travels in an upward path, hazardous conditions that are recognized during the tour should be noted and called to the attention of the occupant or owner. A referral to the Fire Prevention Bureau may be necessary.

PREPARING THE PRE-FIRE PLAN

A. Objectives

The pre-fire plan form was designed to provide information necessary for an emergency which can be extracted quickly. The advantages of the form are uniform location of information, concise information, and ease of filling out the form. Adherence to instructions will provide an accurate and complete pre-fire plan package. There are three components of the pre-fire plan:

1. Pre-fire Plan Information Form
2. Occupancy Diagram
3. Elevator Information Form

B. Pre-Fire Plan Information Form

7 An instruction sheet has been provided which coincides with the numbered lines on the form. Use a black felt tip pen to fill out the form, it will be easier to read. Concerning item #24, Hazards, hazardous materials symbol transfers will be provided which will coincide with DOT hazardous materials labels. These are to be applied in the margin to the right of item #24. This will enable the user to quickly ascertain the presence of hazardous materials.

C. Occupancy Diagram

Occupancy diagrams shall be submitted on 8-1/2" x 11" paper. A heading will be placed in the upper left-hand corner. The heading may be typed or hand printed. If hand printed, letters are to be at least one-eighth (1/8) inch in height, neat and legible. In order to provide conciseness and quick extraction of information, the diagram should be limited to one page; however, supplemental diagrams should be used if necessary for complete information. (Indicate the number of pages on the third line of the heading, example, page 1 of 2, pg. 2 of 2.) The heading will consist of:

- Line 1. The address of the occupancy
- 2. The name of the occupancy
- 3. The number of pages in the diagram, if more than one

Example:

101 First Street

San Diego Bldg.

Pg. 1 of 2

An arrow showing the direction of North shall be placed in the upper left-hand corner of the diagram. The drawing may be positioned on the page in any manner which will allow the best utilization of space on the page in relation to the occupancy configuration.

Symbols used on the diagram to indicate building features shall conform to established pre-fire plan symbols. The use of pre-fire plan and hazardous materials symbol transfers will accommodate uniformity of symbols and ease of preparing occupancy diagrams.

The scale used for the drawing should be consistent with the required format, utilizing as much of the space as possible.

Final drawings shall be neat and clean (smudges or excessive erasures will show on reproductions). The final drawing shall include the following items:

1. Orientation - Indicate streets that are immediately adjacent to the building and any alleys and/or fire lanes that provide access.
2. Access/Entrance - Indicate access openings and entrances to the occupancy. Specify entrances which would normally be used by fire department personnel.
3. Basement - show the basement areas within the occupancy and also the entrance. Note the location of any basement drains or sump systems.
4. Stairs - indicate the floors or areas served by each stairway in the occupancy and which stairway goes to the roof. If the occupancy is equipped with smoke towers, indicate their location. Indicate which stairways exit at ground level and to exterior of building. Indicate where fire fighters can gain ingress to building from ground level exterior.

5. Elevators - locate passenger and service elevators within the occupancy and indicate the floors served.
6. Fire escapes - show location of all fire escapes.
7. Corridors - locate corridors within the occupancy and their entrances/exits.
8. Standpipes - indicate the location of standpipe inlets and outlets. If there is a shut-off for a combination standpipe system, indicate location.
9. Sprinklers - indicate the areas served if the occupancy is equipped with a sprinkler system, location of inlets, shut-offs, and drains.
10. Utilities - indicate the location of shut-offs for water, gas, electrical, or any other service which should be turned off in case of emergency.
11. Machinery room or boiler room - indicate location and their purpose.
12. Exposures - show only severe exposure problems.
13. Indicate the location of any item deemed pertinent to effective operations at an incident using appropriate pre-fire symbols or notes.

14. Perimeter streets, hydrant location, and main size - provide, on an inset in the diagram, a reduced scale drawing of the block in which the occupancy is contained. Bound the block with the names of the appropriate streets. This inset drawing should at least have the dimensions two (2") by one and one-half inches (1-1/2"). It shall have the same North orientation as the master diagram. The preferable location for the inset is at the lower right-hand corner of the master diagram. However, if another location is more appropriate it may be placed there.

Indicate fire hydrant locations and main sizes on the perimeter streets using standard hydrant symbols and corresponding numbers for main sizes, respectively. (For large occupancies covering a block or more, hydrant locations may be incorporated into the master drawing thereby eliminating the need for an inset drawing.)

D. Elevator Information Form

Since elevators require a substantial amount of information, space on the pre-fire plan form was not provided for information on subject. The form is self-explanatory, but its accuracy is imperative for efficient and effective emergency elevator operations and rescue procedures. Use this form to provide specific information concerning an occupancy's elevators.

USING THE PRE-FIRE PLAN

A. Use

A standardized method of using the pre-fire plan has been established in order to provide uniformity, conciseness and ease of There are two main components of this method: 1) a means of storage and, 2) an indexing system.

B. Storage

The pre-fire plan of an occupancy will be enclosed in a vinyl plastic packet. The packet is open on one end to enable the plan to be removed from the packet. The purpose of the packet is to allow the user to take the plan wherever the information contained within may be needed.

The packet containing the pre-fire plan will be placed in a container, to be supplied by the department, together with the other pre-fire plans in a company or battalion district.

The container will be cube shaped, with an open top. This will provide ease of selecting and obtaining the individual pre-fire plan desired.

C. Indexing System

In order to provide an easy and uniform method of selecting the desired pre-fire plan from the container, a standardized indexing system shall be used. Each pre-fire plan will be numbered in sequence as received. The numbers will be placed in the lower left and upper right hand corners of the information form. The important point is to assign each pre-fire plan a number, whatever method is used.

Appendix A

S.D.F.D. Pre-Fire Plan (1-80)



1. FORD BLD.
2. 2500 2ND AVE
3. WAREHOUSE
4. E, 3, 5, T-5, B2
5. 2ND & FIG

FIRE PROTECTION SYSTEMS

6. SPRINKLERED: YES ☒ NO ☐
7. AREA SPRINKLERED ALL
8. F. D. CONNECTION S.W. CORNER
2ND & FIG

9. STANDPIPE: YES ☐ NO ☒

10. TYPE: FSS WET DRY

OTHER: _____

F. D. CONNECTION _____

12. OUTLET LOCATION: _____

24. HAZARDS: NO SPECIAL HAZARD25. LOCK BOX: YES ☒ NO ☐ LOCATION OVER FRONT DOOR1st UNIT ARRIVAL: WATCHMAN CAN BE LOCATED @
3000 BLK FIG OR TELEPHONE 783-980726. SPECIAL FEATURES: ROOF CONTAINS 3 4'X8' SKYLIGHTS
WHICH MAY BE USED TO VENTILATE

STRUCTURAL ASPECTS

13. HEIGHT: 2
14. SQ. FOOTAGE: 5000
15. ROOF: WOOD JOIST FLAT TRUSS ☐
CONVENTIONAL ☒
16. WALLS: WOOD FRAME, WOOD CLAD
17. FLOOR: CONCRETE
18. BASEMENT: YES ☐ NO ☒
19. PENTHOUSE: YES ☐ NO ☒
20. ELEVATOR: YES ☐ NO ☒

UTILITIES

21. GAS REAR OF BLD. (MIDDLE)
ELECTRIC FIG
WATER FIG
OTHER _____
22. NAME FRED JONES
23. EMERGENCY NO. 783-9807

DATE: 1-1-81 CAPT. SMITHDIV. "A"

INSTRUCTIONS FOR COMPLETING PRE-FIRE PLAN INFORMATION FORM

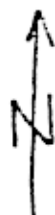
Appendix B

1. Name of building or complex.
2. Address.
3. Type of Business: Hotel, Apartments, Restaurant, Warehouse, Office Bldg.
4. 1st Alarm assignment.
5. Location of nearest hydrant.
6. Is building sprinklered? Check one.
7. Portion of building sprinklered: Basement, kitchen, garage, completely sprinklered.
8. Location of sprinkler connection: Ex. On 6th Avenue, NW corner.
9. Is there a standpipe? Check one.
10. Type of standpipe system. Check one.
11. Location of connections and quantity: Ex. 1 on 6th, NW Corner, 1 on a SW Corner.
12. Location of standpipe outlets: Ex. Smoke tower: off fire escape.
13. Height of building in stories.
14. Square footage of ground floor.
15. Construction of material of roof structure: Wood, metal, concrete. (Check one - Truss or conventional framing).
16. Construction material of wall: Wood, metal, brick, block, wood with brick veneer.
17. Construction material of floor: Wood, concrete.
18. Basement: Check one.
19. Penthouse: Check one.
20. Elevator: Check one. (See elevator information form)
21. Utilities: Shut-Off: Location of natural gas, electricity, water, other types.
22. &
23. Name and telephone number to use if building unoccupied.
24. Hazards - type, quantity, and location of hazardous materials and conditions:
Hazardous materials, high voltage, hazardous conditions concerning structure.
25. Lock Box - Check one. Enter location.
1st Unit arrival - Location to obtain additional information concerning incident.
26. Special features: Features peculiar to the structure which may assist in extinguishment, rescue, ventilation, salvage, or exposure protection: Location of available ventilating systems, OS & Y valves, unique structural configurations, air conditioning or heating systems, re-setting alarm system, etc.
27. Date, Capt. Div. KMOX Box under 26? DAI 16/B

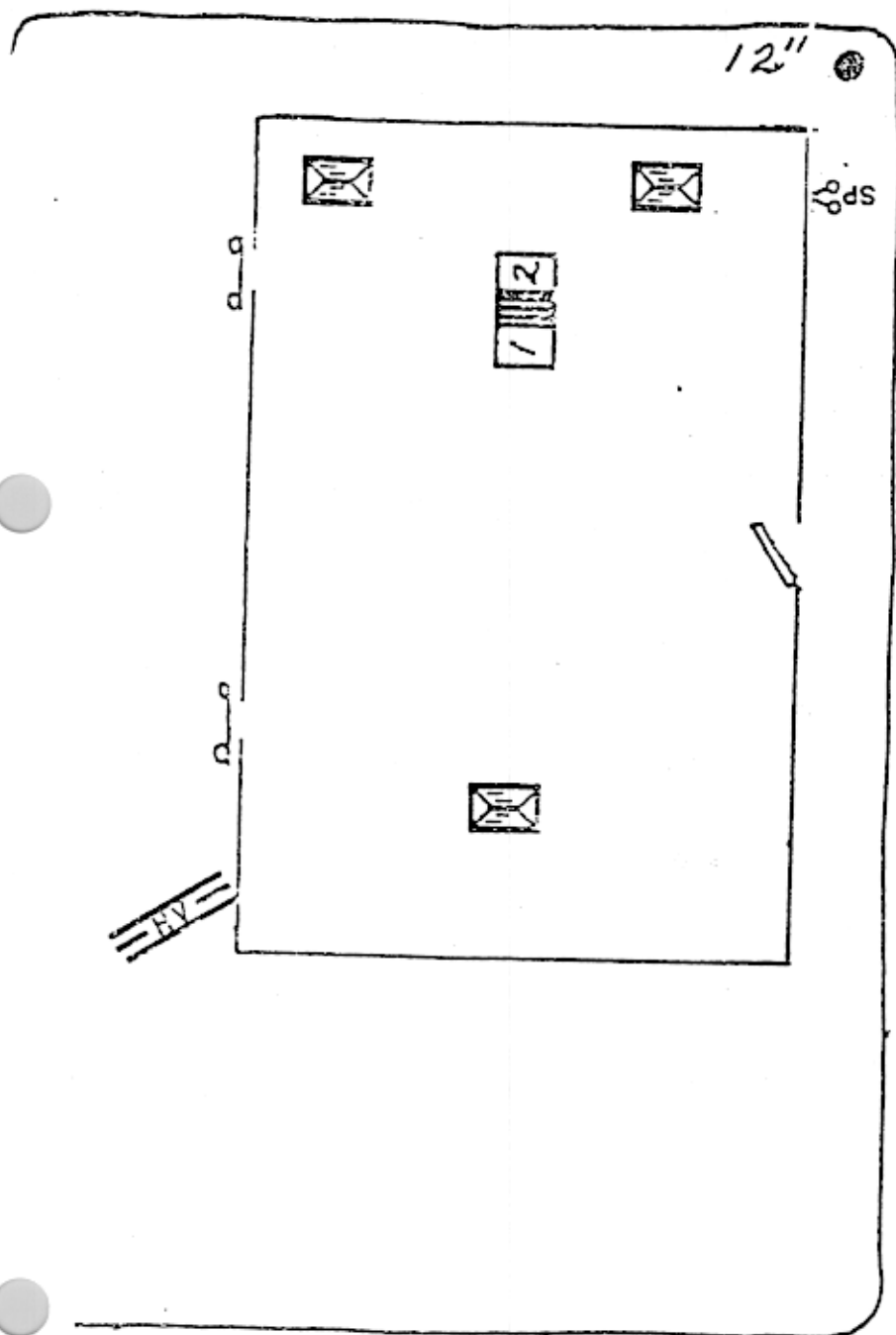
2500 2ND AVE.

FORD BLD.

1 OF 1

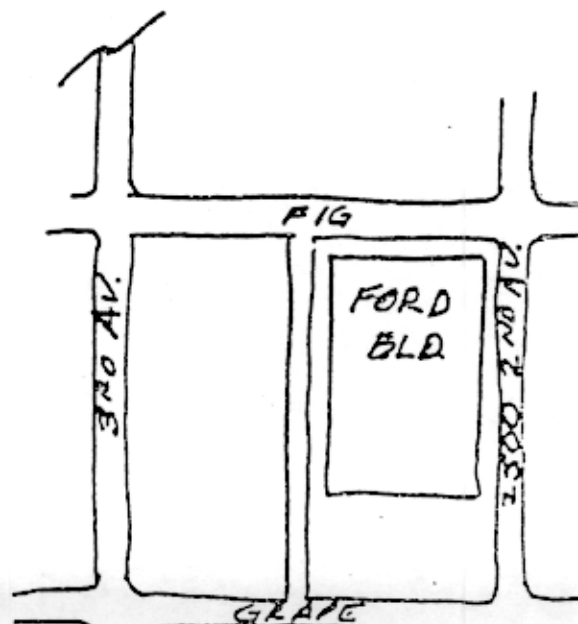


FIG



Appendix C

2500 2ND AVE



PREFIRE PLAN SYMBOLS

Appendix E

WALLS

WF-wood frame, wood clad
B - brick
CB- Concrete block
RC- reinforced concrete
PC- precast concrete
BV- brick veneer
MC- metal clad over wood frame
SMC- skeleton metal clad, or
metal over metal frame
ST- stucco clad wood frame

ROOF

J- wood joist flat roof
A- wood arch
M- metal covered wood rafters
SH W - wood shingles rafters

OTHER

MEI- all metal construction
FR-fire resistive construction
including floor and roof
HT-heavy timber construction

ABOVE GROUND TANK

ACCESS TO BUILDING

ANNUNCIATOR PANEL

AUTOMATIC SPRINKLER

BASEMENT, (2B means
second basement
level, etc.)

BOILER ROOM

CHUTE, LINEN

CHUTE, RUBBISH

DIP TANK

DOOR

DUST COLLECTOR

ELEVATOR (showing
lowest and highest
floor served)

ELEVATOR, SERVICE

FENCE (ea. mark 1')

FIRE ESCAPE

HAZ. MATLS. STOR.
w/note for type

HIGH VOLTAGE WIRES

HYDRANTS:

city

underground

private

main size

INSPECTORS TEST VALVE

LIGHT WELL

MEZZANINE

OS & Y VALVE

POST IND. VALVE

REQUIRED EXIT

ROLLING STEEL
FIRE DOOR

ROOF

SPRINKLER CONN.

STANDPIPE CONNECTIONS:

Standpipe, combination

Standpipe, dry

Standpipe,
fire service system

STANDPIPE OUTLET:

Dry

Wet 1/2" - 2 1/2"

SPRINKLER CONTROL

SWINGING FIRE DOOR

SLIDING FIRE DOOR

SPRAY BOOTH

STAIRWAY, OPEN
(showing lowest
and highest floor
served)

STAIRWAY,
ENCLOSED

SMOKE TOWER

STREET LEVEL

SKYLIGHT

UTILITIES:

air conditioning

electricity

gas

refrigeration

steam

water

VENTILATOR

REFER TO NOTES

RAILROAD TRACKS

ROOF HATCH

HAZARDOUS MATERIALS
SYMBOLS

