

Washington Township Fire Department Standard Operating Procedure

Division 700: Fire Prevention, Life Safety and Education
Section 702: Fire Preplanning
Subject 702.01: Development and Utilization of Fire Preplans
Supersedes: N/A



Approved By:

Date: April 21, 2004

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PURPOSE:

The purpose of this procedure is to provide guidelines for building selection; how and what information is to be obtained and the development and use of fire preplans, hereinafter, referred to as preplans.

RESPONSIBILITY:

It is the responsibility of all members to know where completed preplans are located and how to obtain and utilize preplans. All department officers must have a thorough knowledge and other personnel be familiar with what information is needed and how this information is to be formatted up to the point of data entry into FireZone; the department's designated software for the development of preplans in their final format.

PROCEDURES:

The Chief will designate personnel to be trained in the utilization of the FireZone software to develop preplans. These individuals will be referred to as preplan developers. The preplan developers must input the preplan data as outlined in the FireZone software instruction manual.

The following are the guidelines for selecting and prioritizing buildings for fire preplanning.

Preplan Prioritization

Preplan efforts will be concentrated toward occupancies as ranked in the following categories:

- Any commercial structure with an Occupancy Vulnerability Assessment Profile (OVAP) as determined by the Risk, Hazard, and Value Evaluation (RHAVE) program, to be in the Maximum or Significant category
- Places of Assembly
- Educational Facilities
- Any commercial structure designated a priority by the Fire Chief, Deputy Chief or Fire Marshal.

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New Commercial Construction

The plans reviewer must submit to the preplan developers all information necessary for producing a preplan on all new construction or building remodeling. Information must include, but is not limited to, the following:

- Construction type and user group
- Square footage
- Occupancy load
- Fire suppression early notification systems
- Evacuation plans
- Special hazards
- Building drawings on standard 8 ½" x 11" paper
- Available water flow
- Knox box location
- Utility disconnect location

Existing Structures

Each fire district is responsible for gathering preplan information on every existing commercial structure in their respective inspection district. This information must be gathered during annual commercial inspections.

Districts will use WTFD Form #118 (copy attached) to record the preplan information or updates. Upon completion, this form must be forwarded to the preplan developers. It should be noted that a significant portion of the information required to complete the form is available in the inspection file with the balance of the data to be gathered during the on site inspection.

Preplan Approval Process

The preplan developer must submit the first draft to the Fire Safety Section for review. If changes are needed, the draft will be returned to the developer so the changes may be made.

Once the preplan draft has been approved by the Fire Marshal, the preplan draft will be forwarded to the Deputy Chief and Chief for their approval. Once approved, a copy of each new or modified preplan must be presented for discussion at the next available combined fire training session. Once each preplan has been presented at training, the document will be ready for distribution.

Preplan Distribution

The Support Services Division, Fire Safety Section is responsible for the distribution of all approved preplans. All preplans will be placed in sheet protectors prior to distribution.

Fire preplan books (binders) will be placed in the following locations:

- Headquarters library "Master" fire preplan book
- All front line and reserve apparatus
- All command staff vehicles
- Emergency Operation Centers
- Fire Alarms Office

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- Accreditation manager

In an effort to maintain content accuracy, each preplan must be reviewed on an annual basis. This function may take place during the annual inspection process or sooner if the need arises.

Utilization of Preplans

The person occupying the officer's seat on the apparatus should review the preplan while responding to any reported fire or fire alarm at any preplanned facility. Battalion Commanders and Chief Officers should utilize preplans upon their arrival as needs dictate.

Removal of Preplans from Circulation

Preplans may be removed from circulation only by order of the Chief. When fire preplans are removed from circulation, notification must be made at training sessions and a notice posted in every fire station.