A GUIDE FOR CONDUCTING FACILITY PRE-FIRE PLANS

1. Sketch Each Floor
2. Show Roof access of venting devices
3. Show approaches to the facility
4. Indicate the size of the facility (Length and Width)
5. Show location of attic access doors, hatches, or ladders
6. Show roof access ladders
7. Show the location of the master electrical shutoff(s), other electrical shutoffs should be shown.
8. Show the location of the master gas/LPG shutoff.
9. Show the Direction of north by an arrow.
10. Show specific types of doors for other than standard personnel doors.
11. Show Fences and gates.  
   NOTE: Symbols are used to standardize and simplify information on the sketches the symbols that will be used are on included in this packet.
12. Show all major partitions and doors.
13. Show room numbers if they are marked on the facility, otherwise indicate the use of the room.
14. Show the location of stairs and stairwells.
15. Show the locations of elevators.
16. Show locations of firewalls, and fire doors.
17. Show fire or smoke partitions in concealed spaces such as attics.
18. Show locations of fire hydrants and other available water sources.
19. Show the location of fire alarm control panels
20. Show the location of annunciator panels.
21. Show the location of all carbon dioxide, FM200, or clean agent fire extinguishing systems.
22. Show the location of all sprinkler risers, if applicable.
23. If the facility is only partially sprinkled, indicate areas that are protected.
24. If the facility has more than one sprinkler riser, indicate the area protected by each riser.
25. If the facility does not have a sprinkler system or if the facility is protected completely by a sprinkler system place the proper symbol at the top of the sketch.
26. Show the location of all Post Indicator Valves and show which risers the valves control.
27. Show the location of all standpipes, hose cabinets and outlets.
28. Show the location of any installed fire pumps.
29. Indicate the location of hazards in the building, such as explosives, radiation, flammable liquids, toxics, ect. That constitute an uncommon hazard to the firefighter.
30. Indicate the location of where Material Safety Data Sheets (MSDS) are stored.
A sample letter to provide to business owners to help with completing your pre-planning program

ACME FIRE DEPARTMENT
P.O. Box 111
Anywhere, NM, 88888

Dear Business owner,

Enclosed you will find a graph sheet in which we are requesting you draw the outline of your business. This will help us in case of an emergency should one arise. Please show the location of the following items in your drawing,

1. Doors and windows
2. Power Shutoff
3. Gas/LPG Shutoff
4. Sprinkler Connection
5. Fire Alarm Panel
6. Non-Usable Doors or Windows
7. Any Special Hazards (Explosives, Chemicals, Etc.)

At the bottom of this drawing please list the following,

1. Type of Business you conduct
2. Emergency Contact phone numbers
3. Number of employees normally on site.
4. Business Name and Address.
5. Insurance Company

Please return your drawings to the following address or contact us at the following numbers listed below,

(Your FD’s Name and Address)
(Name of Fire Chief)
Phone Number of FD
Pre-Fire Plan Data Entry Form

Date: _________________________  Fire Department/District: _____________________________________

Business Name: ____________________________________________________________________________

Address: _________________________________________________________  Bldg/Suite #: ____________

City: _____________________________________________________________  Phone #:____________________

Type of Business: ___________________________________________________  Dept. Map Page #: ______________

Owner Name: _____________________________________________________  Phone #:____________________

Manager Name: ___________________________________________________  Phone #:____________________

Other Name: _____________________________________________________  Phone #:____________________

Nearest Cross-Street is: ______________________________________________

Primary Hydrant Number: _______________  Located at: _________________________________________________

Other water source is: _______________________________  Square footage: _______  Stories in Height: ________

Occupancy Class Code: ___________  Location of Heating: _________________________________

Construction Class Code: ________  Gas Shutoff: ____________________________  Type of Heat: ☐ Natural Gas ☐ LPG

Electrical Shutoff Location: ____________________________________________  Alarm Panel: ______________________

Basement: ☐ YES ☐ NO  Remarks: ________________________________________________

Elevator: ☐ YES ☐ NO  Remarks: _________________________________________________

Lock Box: ☐ YES ☐ NO  Remarks: _________________________________________________

F.D.C.: ☐ YES ☐ NO  Remarks: _________________________________________________

Standpipes: ☐ YES ☐ NO  Remarks: _______________________________________________

Sprinkler System: ☐ YES ☐ NO  Remarks: __________________________________________

# of Sprinkler Risers: ___________  Remarks: __________________________________________

Location of Sprinkler Controls: _________________________________________________

Location of Water Shutoff Valves: _______________________________________________

Exposure Information: _______________________________________________________________________

COMMENTS: _______________________________________________________________________________
## PRE-INCIDENT PLAN FORM

<table>
<thead>
<tr>
<th>FIRE DEPARTMENT</th>
<th>PRE-PLAN #</th>
</tr>
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<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Business Name:</td>
<td>District</td>
</tr>
<tr>
<td>Emergency Contacts:</td>
<td></td>
</tr>
<tr>
<td>Occupancy and Hazards:</td>
<td></td>
</tr>
<tr>
<td>Construction:</td>
<td></td>
</tr>
<tr>
<td>Fire Protection Systems:</td>
<td></td>
</tr>
<tr>
<td>Water Supplies:</td>
<td></td>
</tr>
<tr>
<td>Nearest Large Volume Water Supply:</td>
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</tbody>
</table>

### INITIAL DISPATCH

<table>
<thead>
<tr>
<th>Involvement</th>
<th>GPM</th>
<th>ENGINES</th>
<th>LADDERS</th>
<th>CHIEFS</th>
<th>SPECIAL UNITS</th>
<th>EMS</th>
<th>OTHERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 %</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100%</td>
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<td></td>
<td></td>
<td></td>
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</tbody>
</table>

### SPECIAL RESOURCES:

### EXPOSURES:

### STRATEGIES:

### COMMENTS:
<table>
<thead>
<tr>
<th><strong>Sample Completed Pre-Plan Form</strong></th>
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<tbody>
<tr>
<td><strong>FIRE DEPARTMENT</strong></td>
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<tr>
<td><strong>Address:</strong></td>
</tr>
<tr>
<td></td>
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<td><strong>Business Name:</strong></td>
</tr>
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<td><strong>Emergency Contacts:</strong></td>
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</tr>
<tr>
<td></td>
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<tr>
<td><strong>Occupancy and Hazards:</strong></td>
</tr>
<tr>
<td><strong>Construction:</strong></td>
</tr>
<tr>
<td><strong>Fire Protection Systems:</strong></td>
</tr>
<tr>
<td><strong>Water Supplies:</strong></td>
</tr>
</tbody>
</table>

**Water Supply- Needed Fire Flow:**

<table>
<thead>
<tr>
<th>Involvement</th>
<th>GPM</th>
<th>ENGINES</th>
<th>LADDERS</th>
<th>CHIEFS</th>
<th>SPECIAL UNITS</th>
<th>EMS</th>
<th>OTHERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>50%</td>
<td>1500 GPM</td>
<td>E-1 &amp; E-3</td>
<td>1</td>
<td>R-1 &amp; Police Dept</td>
<td>County Tankers, As needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100%</td>
<td>2800 GPM</td>
<td>E-1, E-3 &amp; E-7</td>
<td>1</td>
<td>R-1, 7 Police Dept</td>
<td>County Tankers, As needed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SPECIAL RESOURCES:**

Tankers from County Fire Districts can be sent to the City Yards, at 155 7th street if a fill site for drafting is needed.

**EXPOSURES:**

- Side-B: Exposure to Sam's Cabinet Shop, wood frame construction
- Side-D: Exposure to Pete's Pet Shop, metal frame 10' clearance between buildings.

**STRATEGIES:**

Disconnects for Gas and Electric on Side D of structure. Protect exposure on Sides B & D.

**COMMENTS:**

Police Department must be requested to help in securing the scene as this is a fire arms store, which stores ammunition and weapons. They will be needed to take custody of the scene upon completion of any fire suppression.
Direction: N
Address: 147 South 7th Street

Name of Occupancy: Frank's Shooting Sports

PRE-INCIDENT PLAN DIAGRAM

PRE-PLAN # 2011-14

DISTRIBUTION 1

147 St

NOT TO SCALE
<table>
<thead>
<tr>
<th>Direction</th>
<th>Address</th>
<th>PRE-PLAN #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of Occupancy: 

NOT TO SCALE
# Standard Map Symbols

## FIRE PROTECTION
- Fire Department Connection
- Fire Detection System - Label Type
- Sprinkler Riser (size indicated)
- Vertical Openings
  - Skylight Lighting Top Story Only
  - Skylight Lighting 3 Stories
  - Skylight with Wired Glass in Metal Sash
- Vertical Pipe or Standpipe
- Water Tank
- Fire Alarm Box
- Single Hydrant
- Double Hydrant
- Triple Hydrant
- Quadruple Hydrant of the High Pressure Fire Service
- Water Pipes of the High Pressure Fire Service
- Water Pipes of the High Pressure Fire Service as Shown on Key Map
- Public Water Service
- Private Water Service
- Parapet 6’ above Roof
- Frame Cornice
- Parapet 12’ above Roof
- Parapet 24’ above Roof
- Occupied by Warehouse
- Metal, Slate, Tile or Asbestos Shingle Roof Covering
- Parapet 48’ above Roof
- 2 Stories & Basement
  - 1st Floor Occupied by Store
  - 2 Residential Units above 1st Auto in Basement
  - Drive or Passageway
  - Wood Shingle Roof
- Iron Chimney
- Iron Chimney: (with Spark Arrester)
- Vertical Steam Boiler
- Horizontal Steam Boiler
- Width of Street between Block Lines, not Curb Lines
- Ground Elevation
- House Numbers nearest to buildings are official or actually up on buildings. Old House Numbers are farthest from buildings.
- Brick Chimney
- Gasoline Tank
- Fire Pump

## MISCELLANEOUS
- Number of Stories
- Height in Feet
- Composition Roof Covering

## COLOR CODE FOR CONSTRUCTION
- Materials for Walls
  - Brown: Fire-Resistive protected steel
  - Red: Brick, hollow tile
  - Yellow: Frame — wood, stucco
  - Blue: Concrete, stone or hollow concrete block
  - Gray: Noncombustible unprotected steel

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Figure 21.21 Standard map symbols that firefighters may choose to use.