

Egg Harbor Fire Department and First Responders Standard Operating Guideline

SUBJECT: PREPLAN PROCEDURE

SOG 004

PURPOSE: The EHFD will conduct preplan inspections for the purpose of collecting information about structures for the purpose of keeping the EHFD firefighters informed about potential hazards and strategy and tactics that may be necessary to conduct life safety and fire suppression operations in a safe and efficient manner.

SCOPE: This procedure applies to all members of the Egg Harbor Fire Department.

PROCEDURE:

1. An assigned officer shall administer the preplanning program including scheduling, quality assurance, and standardization among shifts.
2. Once scheduled, building occupants shall be notified by telephone or face-to-face of the EHFD's need to conduct a pre-plan inspection of the building. Explain to occupant that this is only to help the Fire Department plan for emergencies and **not** to find any violations. The inspection 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. Fire Department personnel shall dress in appropriate Fire Department clothing.
4. Check any existing preplan file on building before leaving the station. Take copy of existing preplan inspection.
5. Once on-site, make contact with building management and request someone to accompany inspection personnel on the inspection to answer questions and get access to locked areas.
6. Make scale drawings of building floor plans and site plan for the building. Detail the drawings with information relevant to fire operations. If occupant has 8 ½" x 11" scale drawings ask for copies in lieu of making drawings.
7. If the size and complexity of the building warrant, take aerial digital photography of roof and exposure areas.
8. Complete the Preplan Information sheet with the following:
9. Utilities: Note type and location of cutoffs on information sheet. Note if there is any emergency power system. Note gas shutoffs and any type of fuel storage areas. Show accessibility to these areas.
10. Building Characteristics: Note size and dimensions of building. Note construction materials. Check roof of building; note access to roof; check for heavy objects. Note any potential fall hazards or similar. Note conditions of fire walls that may contribute to fire spread or failure.
11. Elevators: note type and operation of door and location of override keys.

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12. Forcible entry and ventilation: note any unusual forcible entry problems and the best method of ventilating building. Consider taking digital pictures of roof or other special hazard areas. Obtain permission from management before taking pictures inside building. Ask about and note and unusual security when building is closed such as security gates, / doors, guard dogs, etc.
13. Hazardous materials: Note type and location of hazardous materials, mark on building floor plan map. Note location of MSDS sheets.
14. Exterior exposures: Note any possible exterior fire spread potential. Indicate (including above ground propane or similar hazards) on preplan drawings.
15. Once back in station, review notes. Complete Information Sheet and drawings. Color code fire protection items in red.
16. Submit finished copies to the officer in charge for review. Include attached copies of photographs if taken.
17. Turn over preplan paper work, drawing, and pictures over to the chief for processing.
18. Completed preplans will be maintained on all Engines and both stations.