

Standard Operating Procedure	NO: 04-03-07
Scriba Volunteer Fire Department Scriba, NY	Date: 04/15/2017
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Title: PREPLANS	Revision: 0 Date:

PURPOSE:

The purpose of this procedure is to provide guidance for building selection, information collection, 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 them.

GUIDELINE:

- The Chief will designate personnel to be trained in the development of preplans. These individuals will be referred to as preplan developers.
- The preplan developers are responsible for leading a preplan team on a site inspection and completing the department paperwork and drawing.

Preplan Prioritization

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

- Any commercial structure with an;
 - Occupancy greater than 20
 - Restaurants / Bars
 - Daycare Facilities
 - Public assembly
 - Known Fire Hazards
 - Hazardous Materials
 - Repair Centers
 - Heavy fuel loads
- Remaining Commercial Structures

Plan developers along with their designated preplanning team will inspect the building for the following information and complete the department plan:

- Construction type and Occupancy
- Square footage
 - Length x Width
- Occupancy load
- Fire suppression, detection, notification systems
- Special hazards
- Building drawings on standard 8 ½” x 11” paper
- Nearest Hydrant / Water Supply
- Utility disconnects location

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Preplan Distribution

All preplans after review and approval by the Chief will be copied and placed in the following locations.

- Originals filed in the Chiefs office
- Plans will be converted to PDF and loaded onto Departments iPads and I am Responding

A list of all building that have preplans should be kept. This list should include building name, address, contact information, and the date of the last inspection.

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