

SPRINGFIELD FIRE DEPARTMENT

Series 500

Title:	Pre-Incident Plan	503
Category:	Fire Prevention	7/2017

Springfield Fire Department will implement an inspection program that meets the standards outlined in NFPA 1620, Pre-Incident Planning. The inspection will result in documents developed by gathering general and detailed data to be used by responding personnel to determine the resources and actions necessary to mitigate anticipated emergencies at specific facilities.

Inspection

A. Facilities

Facilities shall be selected for pre-incident planning based on the following criteria:

- Pre-identified high hazard occupancies
- All other occupancies

B. Inspector

The fire chief or his designee shall conduct the pre-incident plan inspection or update pre-incident plan inspection.

Inspectors are to pre-incident plan inspect a building using the following guidelines.

1. Inspector shall call and schedule date and time for inspection.
2. Give consideration to the proprietor, employees, and customers by maintaining the inspection to the task at hand.
3. Inspector shall conduct themselves professionally.

C. Documents to be completed to design a pre-incident plan

The documents shall be used to collect information during the inspection taking care to fill it out as completely as possible.

1. Field Collection/Date Sheet: Contains all pertinent information regarding the occupancies contact information, structural components, and fire protection features.
2. Site Plan Sheet: Site plans provide a visual reference to how the occupancy is aligned on the property and location of key construction and protection features.

3. Inspection Form: Any code violations observed while conducting inspection shall be documented and procedures for Fire Inspection Program followed.

D. Tools/equipment needed on inspection

- Class B Uniform and ID badge
- Eye protection
- Ear protection
- Field Collection/Date Sheet
- Site Plan Sheet
- Tape measure
- Previous pre-plan

Data

A. Field Collection requirements

1. Building Information: A written description of the building including the following:
 - Building name, address, and phone number
 - Building status
 - Size of building
 - Number of stories
 - Construction type
 - Roof covering
 - Roof access
 - Utilities
 - Alarm System
 - Extinguishing System
 - Areas that may present a hazard to firefighters
2. Emergency Contact: At least two after-hour emergency contacts for each address and/or business is required. This contact should be the most readily available representative to allow access to the premise.
3. Hazardous Materials: If hazardous materials are to be on the premises the chemical name, ID#, quantity and location are to be noted.

B. Site Plan requirements

1. Exterior drawing
 - The building footprint on parcel.
 - All roads and drivable areas suitable for fire apparatus.
 - At least one (1) city hydrant (the closest) and all private hydrants.

- The partial outline of the neighboring buildings that could become exposures (within 50')
- The main entrance.
- Gas shutoff.
- Overhead wires that may hinder the use of an aerial device.
- Electrical shutoff.
- Fire Department connections
- Knox Box location

2. Interior Drawing

- Building footprint
- Show all fire rated separations and their rating
- Show openings to all rooms
- Stairs, Elevators etc.
- Electrical panel.
- Alarm reset and Annunciator location.
- Firefighter hazard locations.
- Room or area names or uses
- Hazards

C. Photos

Photos may be taken as part of the pre-incident plan inspection if there are unique circumstances of the building's interior or exterior.

D. Revision cycle

All pre-identified high hazard occupancies shall be revised every two years. All other occupancies shall be updated every five years

E. Dissemination and Retention

The fire chief shall issue completed and approved pre-incident plans to all units for placement in their respective pre-plan book. Original copies will be kept on file.