

SOG# 506-4	Standard Operating Guideline	
	Cumberland Road Fire Department Inc. <input type="text" value="Pre-Incident Planning"/>	Effective Date
		<input type="text" value="February 11, 2016"/> Approved By <input type="text" value="Kenneth E. Hall"/>

PURPOSE:

Pre-Incident planning is a vital part of the size-up phase of firefighting. The fire company pre-incident plan program is designed to conduct pre-incident planning of various target hazards and identify construction features that can influence firefighting operations. It is the intent of these plans to assist responding personnel in effectively managing emergencies for the protection of occupants, responding personnel, property, and the environment. All data relating to pre-incident plans, risk assessments, and inspection activities will be stored in the Firehouse records management system.


DEFINITIONS:

Pre-Incident Plan – A document developed by gathering general and detailed data that is used by responding personnel in effectively managing emergencies for the protection of occupants, responding personnel, property, and the environment.

PROCEDURE/POLICY:


It shall be the policy of the Cumberland Road Fire Department that all commercial buildings have a current up to date pre-incident plan documented in the Firehouse records management system.

- The Assistant Chief of Administration will maintain a current list of commercial buildings within the Cumberland Road Fire Department District. The Assistant Chief of Administration will set a weekly schedule for Operations personnel to perform pre-incident planning and also designate a point of contact to enter all information into the Firehouse records management system. .
- Shift Captains shall be responsible for performing pre-incident planning on scheduled times and ensuring all pertinent information is gathered on the quick access sheet to include a comprehensive hand sketch of the facility. Shift Captains will forward all information and pre-incident forms to the Assistant Chief’s designee for entry into the Firehouse records management system. Shift Captains will also perform a pre-fire plan entry into the Firehouse Daily Log upon completion of the pre-fire plan.
- Shift Captains will select occupancy from the approved list provided by the Assistant Chief of Administration.
- When possible, an appointment shall be made with the manager/owner of the occupancy at the earliest convenience to facilitate crews performing the pre-incident plan.

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- Upon arrival at the occupancy the Shift Captain should make contact with the owner/manager and explain the purpose and intent of the pre-incident plan. Crews should also request someone escort them while performing the pre-incident plan if possible.
- Shift Captains shall ensure that their crews are utilizing the quick access sheet provided to accurately obtain necessary information. They shall also designate someone to perform the hand sketch of the occupancy and ensure all necessary information is properly labeled on the drawing.

- Pre-incident plan drawings shall contain at a minimum the following information, however, crews are encouraged to identify as much information as possible:
 - a. Building Dimensions
 - b. Number of Floors
 - c. Roof Construction
 - d. Roof Access
 - e. Note ventilation problems
 - f. Roof hazards
 - g. Hydrant locations to include distance from the occupancy
 - h. Sprinkler/Standpipe locations
 - i. Means of ingress/egress to include direction of door swings
 - j. Exposures to include distance from the occupancy
 - k. Problems with forcible entry
 - l. Location of all stairways on the interior/exterior
 - m. Locate and identify all gas, water and electrical controls both interior and exterior.
 - n. Hazardous material storage within the occupancy
 - o. Any hazards to firefighting operations within the facility
 - p. Current point of contact information to include emergency contacts

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q. Fire alarm panel location and service provider for the alarm system

- Fire flow for occupancies will be calculated utilizing the National Fire Academy's fire flow formula by the Assistant Chief's designee and entered into the Firehouse records management system.
- Pre-incident plan drawings will be performed by the Assistant Chief's designee utilizing the Fire Zone drawing program and all final drawings will be attached to the occupancy file in the Firehouse records management system.