

## 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.

West Side RFPD  
Station #2  
1185 Tucker Road  
Hood River, Oregon 97031

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:

1185 Tucker Road, Hood River, OR 97031  
Fire and Life Safety Preplans  
Attn: Administration  
541-386-1550  
[josh.beckner@westsidefire.com](mailto:josh.beckner@westsidefire.com)  
[www.westsidefire.com](http://www.westsidefire.com)

**Pre-Fire Plan Data Entry Form**

Date: \_\_\_\_\_

Fire Department/District: **West Side RFPD**

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

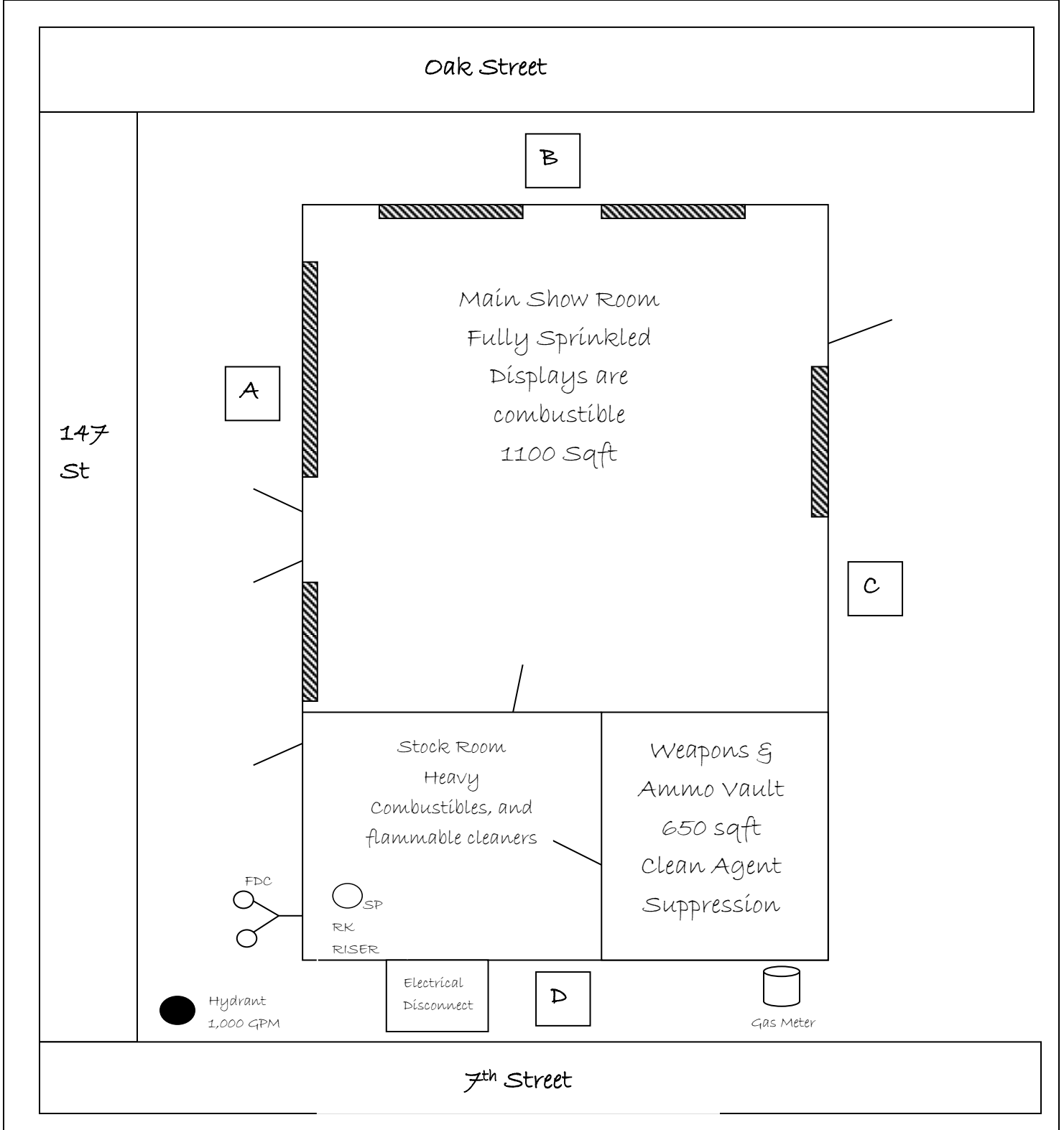
<b>FIRE DEPARTMENT</b>	West Side RFPD	<b>PRE-PLAN #</b>	
Address:			
Business Name:			District
<b>Emergency Contacts:</b>			
<b>Occupancy and Hazards:</b>			
<b>Construction:</b>			
<b>Fire Protection Systems:</b>			
<b>Water Supplies:</b>	Nearest Large Volume Water Supply:		
<b>Water Supply-Needed Fire Flow:</b>			
<b>INITIAL DISPATCH</b>			
<b>Involvement</b>	<b>GPM</b>	<b>ENGINES</b>	<b>LADDERS</b>
50 %			
100%			
<b>CHIEFS</b>	<b>SPECIAL UNITS</b>	<b>EMS</b>	<b>OTHERS</b>
<b>SPECIAL RESOURCES:</b>			
<b>EXPOSURES:</b>			
<b>STRATEGIES:</b>			
<b>COMMENTS:</b>			

**SAMPLE COMPLETED PRE-PLAN FORM**

<b>FIRE DEPARTMENT</b>		Southwest Fire Department				<b>PRE-PLAN #</b>	2011-14	
Address:		147 South 7 <sup>th</sup> Street						
Business Name:		Frank's Shooting Sports				District SWFD		
<b>Emergency Contacts:</b>		Frank Martinez, Owner (505) 555-1234 Jim Romero, Manager (505) 555-5678 ABC Alarm Co. (505) 555-9112						
<b>Occupancy and Hazards:</b>		Gun Shop, with Bulk Ammunition storage, and shooting supplies. Ammunition is stored in Back room in concrete enclosure, solvents in fire proof lockers. Will have to force entry into store and ensure all emergency escape routes are clear before making an interior attack.						
<b>Construction:</b>		Steel Frame Building.						
<b>Fire Protection Systems:</b>		Full Sprinkler System, with Clean agent extinguishing system in Weapons/Ammo vault.						
<b>Water Supplies:</b>		Hydrant located at 7 <sup>th</sup> street and 147 <sup>th</sup> St. Hydrant provides 1,000 GPM @ 75 PSI. Dispatch will send 2 County Fire Districts with tankers for support. If tankers are not needed, personnel sent will be used on fire ground. <b>Nearest Large Volume Water Supply:</b> As Above or Hydrant at 147 <sup>th</sup> and Pine 200 Ft. South of above hydrant						
<b>Water Supply-Needed Fire Flow:</b>		<b>INITIAL DISPATCH</b>						
<b>Involvement</b>	<b>GPM</b>	<b>ENGINES</b>	<b>LADDERS</b>	<b>CHIEFS</b>	<b>SPECIAL UNITS</b>	<b>EMS</b>	<b>OTHERS</b>	
50 %	1500 GPM	E-1 & E-3		1	R-1 & Police Dept		County Tankers, As needed	
100%	2800 GPM	E-1, E-3 & E-7		1	R-1, 7 Police Dept		County Tankers, As needed	
<b>SPECIAL RESOURCES:</b>		Tankers from County Fire Districts can be sent to the City Yards, at 155 7 <sup>th</sup> street if a fill site for drafting is needed.						
<b>EXPOSURES:</b>		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.						
<b>STRATEGIES:</b>		Disconnects for Gas and Electric on Side D of structure. Protect exposure on Sides B & D.						
<b>COMMENTS:</b>		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.						

**PRE-INCIDENT PLAN DIAGRAM**

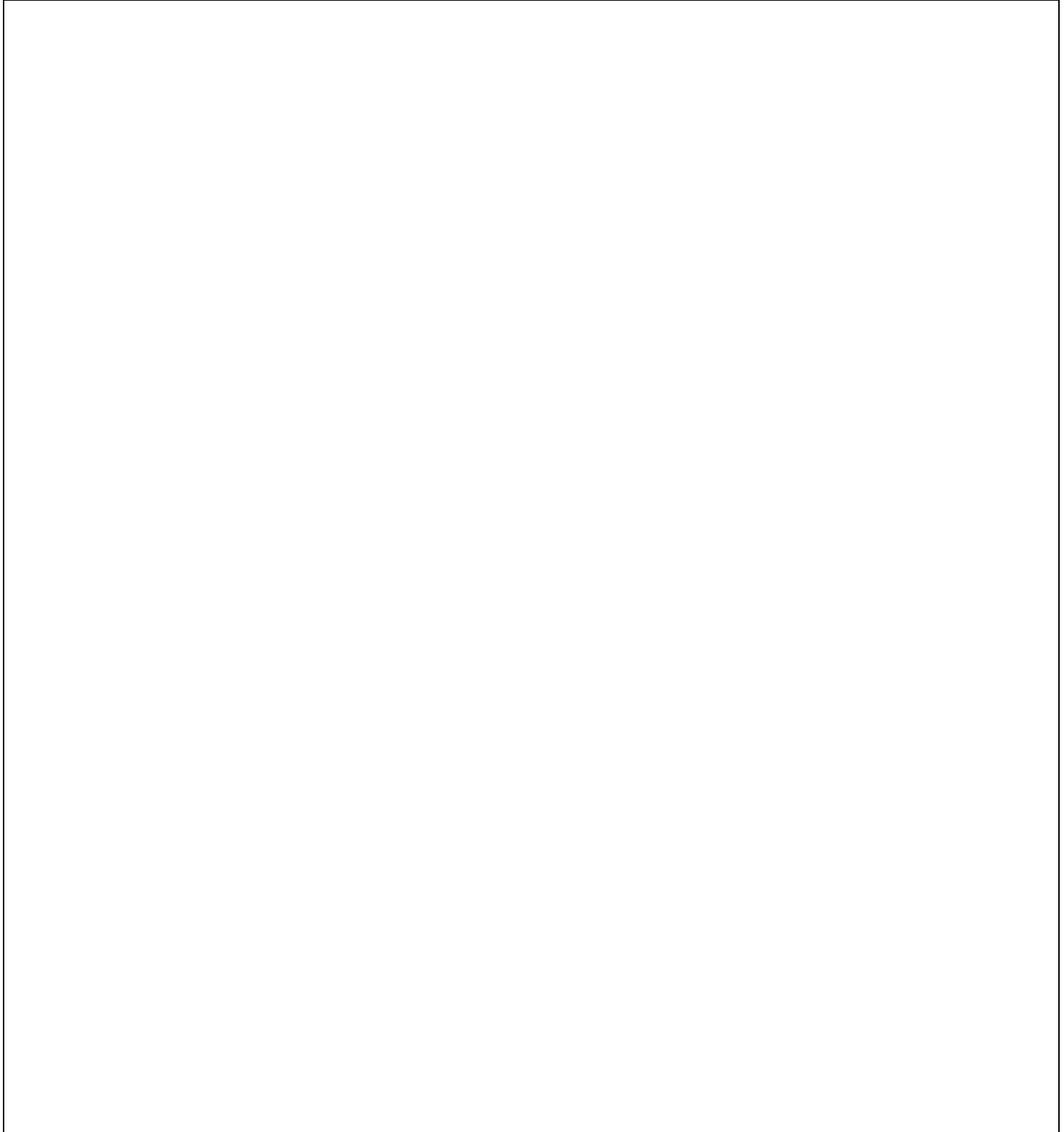
<p>Direction</p> 	<p>Address:</p> <p>147 South 7<sup>th</sup> Street</p>	<p>PRE-PLAN #</p> <p>2011-14</p>
	<p>Name of Occupancy:</p> <p>Frank's Shooting Sports</p>	<p>DISTRICT</p> <p>1</p>



**NOT TO SCALE**

**PRE-INCIDENT PLAN DIAGRAM**

<p>Direction</p> 	<p>Address:</p>	<p>PRE-PLAN #</p>
	<p>Name of Occupancy:</p>	



**NOT TO SCALE**

# Standard Map Symbols

## FIRE PROTECTION

- Fire Department Connection
- Automatic Sprinklers throughout contiguous sections of single risk
- Automatic Sprinklers all floors of building
- Automatic Sprinklers in part of building only (Note under symbol indicates protected portion of building)
- Not Sprinklered
- Automatic Chemical Sprinklers
- Chemical Sprinklers in part of building only (Note under symbol indicates protected portion of building)
- Vertical Pipe or Standpipe
- Automatic Fire Alarm
- Water Tank
- Fire Escape
- 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

- Fire Detection System - Label Type
- Alarm Gong, with Hood
- Sprinkler Riser (size indicated)

## VERTICAL OPENINGS

- Skylight lighting top story only
- Skylight lighting 3 stories
- Skylight with Wired Glass in Metal Sash
- Open Elevator
- Frame Enclosed Elevator
- Frame Enclosed Elevator with Traps
- Frame Enclosed Elevator with Self-Closing Traps
- Concrete Block Enclosed Elevator with Traps
- Tile Enclosed Elevator with Self-Closing Traps
- Brick Enclosed Elevator with Wired Glass Door
- Open Hoist
- Hoist with Traps
- Open Hoist Basement to 1st
- Stairs

## MISCELLANEOUS

- Number of Stories  
Height in Feet  
Composition Roof Covering

- 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 Arrestor)

- Vertical Steam Boiler
- Horizontal Steam Boiler

- Width of Street between Block Lines, not Curb Lines

- CURB LINE
- Ground Elevation
- House Numbers nearest to buildings are official or actually up on buildings. Old House Numbers are farthest from buildings.

- CURB LINE
- Brick Chimney
- Gasoline Tank
- Fire Pump

## 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

Figure 2.21 Standard map symbols that firefighters may choose to use.