

POLICIES AND PROCEDURES

STANDARD OPERATING PROCEDURES

Inspection and Pre-plan Procedures

SECTION II 13.0 – 13.1

July 1, 2013

Approved by R. Dale Horne – Fire Chief

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13.0 PURPOSE:

- a. The AFD will conduct inspections and pre-plans for the purpose of correcting fire code violations and collecting information about structures for the purpose of keeping the AFD 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.

13.1 PROCEDURE:

- a. The Assistant Chief shall administer the inspection and preplanning program including scheduling, quality assurance, and standardization among shifts.
- b. Once pre-plans are scheduled, building occupants shall be notified by telephone or face-to-face of the AFD's need to conduct a pre-plan inspection of the building. 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.
- c. Preplans may be performed at the same time fire prevention inspections are conducted. Normally, this will not be a target hazard type building. In this case the building occupants need not be notified in advance.
- d. Check any existing preplan on building in file and in Firehouse before leaving the station. Take copy of existing preplan inspection.
- e. Once on-site, make contact with building management and request someone to accompany inspection company(s) on the inspection to answer questions and get access to locked areas.
- f. Record all fire code violations.
- g. Make scale drawings of building floor plans and site plan for the building using graph paper. 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.
 - i. Drawings are not necessary for non-target hazard type structures.
 - ii. If the size and complexity of the building warrant, take digital photography of roof and exposure areas from aerial ladder.

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- iii. Complete the Preplan Information sheet including the following:
- 1) Proper mailing address of property.
 - 2) Contact person(s).
 - 3) Water Supply, including hydrant locations and drafting locations within 1,000 feet of the structure. Check condition of all caps on hydrant and ease of opening hydrant, as well as proper draining. Mark hydrants on site plan map. Document on Information Sheet with hydrant number.
 - 4) Exterior Fire Protection Devices, including post indicator valve's and outside screw & yoke valves. Check for proper operation of standpipe and sprinkler connections, and proper operation of swivels, etc. Mark on site plan map and building map.
 - 5) Interior Fire Protection Devices, including standpipe and sprinkler cutoffs, alarm cutoffs, location and type of standpipe and/or sprinkler system: Make notes on information sheet, and mark on floor plan map.
 - 6) Utilities: Note type and location of cutoffs on information sheet. Note if there is any emergency power system.
 - 7) Building Characteristics: Note size and dimensions of building. Note construction materials. Go to 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.
 - 8) Elevators: note type and operation of door and location of override keys.
 - 9) Knox Box location, if applicable.
 - 10) 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.

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- Obtain permission from management before taking pictures inside building. Ask about and note any unusual security when building is closed such as security gates, / doors, guard dogs, etc.
- 11) Hazardous materials: Note type and location of hazardous materials, mark on building floor plan map. Note location of MSDS sheets.
 - 12) Exterior exposures: Note any possible exterior fire spread potential. Indicate exposures (including above ground propane or similar hazards) on preplan drawings.
- iv. Once back in station enter inspection and preplan information into Firehouse program including:
- 1) Address Page; be sure the correct Zip code is entered for the property
 - 2) Building Page
 - 3) Owners & Contacts Page; this is important key holder information
 - 4) Inspections & Activities Page; complete the fire inspection and add separate preplan inspection if completed at the same time
 - 5) Additional Records Page; this is information that will be printed on the preplan forms that will be placed in the trucks
- v. Completed inspections and preplans will be maintained on Firehouse and assessable through the I-Pads on apparatus