1.0 PURPOSE

1.1 This policy is adopted by the Snohomish County Fire Chiefs’ Association for the purpose of:

(a) Encouraging the creation of pre-incident plans.

(b) Standardizing the template and layout of pre-incident plans that are stored in the county-wide CAD/RMS.

(c) Reducing firefighter and civilian injuries and fatalities.

(d) Assisting firefighters in their quest to effectively manage emergencies for the protection of occupants, responding personnel, property, and the environment.

2.0 AGENCIES AND PERSONNEL AFFECTED:

2.1 All Snohomish County fire agencies.

3.0 REFERENCE

3.1 NFPA 1620 “Standard for Pre-Incident Planning”, 2010 edition

3.2 New World Systems Aegis Fire Records User Manual

3.3 International Fire Code, 2012 edition

3.4 Pre-Incident Planning Template (see Appendix 8.1).

3.5 DHS Document #DHS2002C034 NAPSG Symbology Work Group

4.0 POLICY

4.1 It is the policy of the Snohomish County Fire Chiefs’ Association that pre-incident plans should be created by fire agencies for the built environment which contain one or more of the following potential detriments:

(a) Life safety hazard, including emergency responder hazards

(b) Operational complexity during fireground operations
4.2 It is the policy of the Snohomish County Fire Chiefs’ Association that pre-incident plans shall be stored within the New World Systems Aegis system such that it can be viewed by Fire Mobile applications. Such plans shall comply with this policy.

4.3 It is the policy of the Snohomish County Fire Chiefs’ Association that existing pre-incident data and plans be modified to comply with this policy and entered into Aegis FireRMS no later than August 1, 2014.

4.4 It is the policy of the Snohomish County Fire Chiefs’ Association that terminology utilized within published pre-incident plans comply with the reference documents in §3.0 of this policy. No modifications to the templates may be made without prior approval from this Association, except as specified in Appendix 8.1.

4.5 It is the policy of the Snohomish County Fire Chiefs’ Association that proprietary or sensitive information obtained during the pre-incident planning process shall not be disclosed, and shall not be a part of the pre-incident plan.

4.6 It is the policy of the Snohomish County Fire Chiefs’ Association that published pre-incident plans should be utilized during incidents as part of the incident management system.

5.0 DEFINITIONS

5.1 Aegis FireRMS: shall mean Snohomish County’s county-wide New World Systems’ Aegis Records Management System for the fire service. In this policy, this term shall be comprehensive of all components of the Aegis system, including but not limited to computer-aided dispatch, mobile applications, and online applications.

5.2 FireMobile: the Aegis FireRMS CAD / Mapping / RMS application that is available to responding fire units.

5.3 Pre-incident plan: a document or collection of documents or data either manually or automatically generated by gathering general and detailed information used by responding personnel to effectively manage emergencies. Pre-incident plans should include a site plan; floor plan; known building hazard data; and may include strategic considerations or
suggested tactics for various situations that may be encountered during emergency operations.

5.4 Published: shall mean pre-incident plans which have been uploaded to the Aegis FireRMS.

6.0 RESPONSIBILITY

6.1 Member agencies are responsible for performing building surveys and pre-incident planning analysis as well as creating and publishing pre-incident plans in accordance with this policy.

6.2 Fire chiefs are responsible to ensure this policy is implemented and followed within his / her agency.

6.3 Responding units with FireMobile are responsible for utilizing published pre-incident plans during fireground and emergency operations.

6.4 Fire chiefs shall ensure that personnel receive pre-incident plan training and familiarization.

6.5 Incident command officers are responsible for evaluating the adequacy and accuracy of pre-incident plans following an emergency or event, and for directing the revision of the plan as necessary.

7.0 PROCEDURE

7.1 PRE-INCIDENT PLANNING PROCESS - The pre-incident plan is encouraged to be a cooperative effort among the pre-incident plan developer, facility management and operations staff, and responding personnel.

(a) Persons who are able to provide valuable input, including technical experts who do not actually respond to an incident should be consulted in the development of the plan when appropriate.

(b) Information from and about responding agencies (which may or may not be fire-based) and their particular availability and capabilities should be solicited and documented.

(c) It is highly encouraged that the pre-incident plan be developed after available records have been reviewed, an on-site survey has been conducted, and a determination made about what data is critical to the user of the plan.

7.2 PHYSICAL & SITE CONSIDERATIONS – Both the built environment and the site should be evaluated and included in the pre-incident analysis.
(a) The following minimum information about the structure’s physical characteristics should be recorded in the pre-incident plan.

(i) Building construction type noted with code edition, building area, building height, year of original construction.

Example: Type II (2012 IBC) / 65,000sf / 35’ tall / constructed in 2010.

(ii) Wall construction and insulation.

(iii) Roof construction.

(iv) Floor construction.

(v) Other building features.

(vi) Location, types, and construction of access features.

(vii) Areas where fire, products of combustion, or other contaminants could spread due to a lack of structural barriers.

(viii) Atriums.

(ix) Structural integrity of walls, roofs, and floors.

(x) Storage arrangements.

(xi) Location of and access to fire command centers and fire control rooms and ratings of area fire walls.

(b) The following minimum information about the structure’s site and outdoor features should be recorded in the pre-incident plan.

(i) Points of access.

(ii) Obstacles to access, such as limited height; width; or weight.

(iii) Internal and external security measures (Note: See §4.5, above).

(iv) Height, construction, and ingress / egress points of fences or other barriers.

(v) Use and number of security animals.

(vi) Communications systems and impact.
7.3 BUILDING MANAGEMENT SYSTEMS & UTILITIES – Emergency contact information for persons responsible for managing the building systems and its utilities. This information may include persons possessing knowledge of supervisory control of similar systems. The following information should be recorded in the pre-incident plan.

(a) Facility utility systems

(i) Location of transformers filled with combustible and flammable fluids.

(ii) Location of high-voltage electric utility rooms.

(iii) Location and duration of emergency power components.

(iv) Emergency power systems requiring manual action.

(v) Water shutoff locations and information about processes that require uninterrupted water supplies.

(vi) Location of compressed and liquefied gas compressors, containers, and their shutoff means.

(vii) Location of steam lines, boilers, associated equipment and their shutoff means.

(viii) Information about systems that can change from one fuel source to another.

(ix) Location of gas shutoff valves.

(x) Location and size of LPG systems storage tanks and shutoff valves.

(xi) Location of fuel pumps, tanks, regulating equipment, and shutoff valves.

(b) Elevators

(i) Elevation location and information.

(ii) Presence of fire- or smoke-resistant elevator lobbies.

7.4 OCCUPANT CONSIDERATIONS – Information should be collected about the number and type of occupants, their physical and mental conditions, and their abilities to ambulate. The following minimum information about the structure’s occupants should be recorded in the pre-incident plan.
(a) Life safety considerations
   (i) Hours of operation
   (ii) Occupant load
   (iii) Occupant accountability
   (iv) Assistance for people with disabilities
   (v) Strategies for protecting occupants

(b) Evacuation considerations
   (i) Shelter-in-place or evacuate
   (ii) Evacuation location and transportation arrangements

(c) Means of egress
   (i) Number of exits
   (ii) Location of exits
   (iii) Special locking conditions
       (1) Delayed release
       (2) Limited security access
       (3) Locking stairwells

7.5 ON-SITE EMERGENCY ORGANIZATION – All emergency action plans and hazardous materials management plans should be considered during pre-incident plan creation. The location of these plans, along with any critical information should be recorded in the pre-incident plan, along with this other information.

(a) Emergency response capabilities of facility
(b) Coordination procedures of facility response with firefighters
(c) Special operations, process, and hazards
(d) Emergency operating procedures of systems and processes

7.6 FIRE PROTECTION WATER SUPPLIES AND SYSTEMS – Water supplies for fire suppression operations and fire protection systems should be described in the pre-incident plan. The following minimum information about fire protection water supplies and systems should be recorded in the pre-incident plan.
(a) Required fire flow

(b) Available water supply
   (i) Mitigation plan when fire flow exceeds available supply

(d) Water supply sources
   (i) Public and private water supply sources
   (ii) Static water supply sources
      (1) Method of drafting
      (2) Seasonal variations

(e) Fire Protection Systems
   (i) Water-based systems
      (1) Location of riser and valves
      (2) Extent of coverage
      (3) Means of manual activation
   (ii) Standpipe systems
      (1) Location of control valves
      (2) Location of hose valves
      (3) Presence of pressure-reducing valves
   (iii) Fire pumps
      (1) Location, access, capacity
      (2) Source of water supply
      (3) Areas served by fire pump
   (iv) Fire department connection
      (1) Physical location and area supplied
      (2) Size, type, means of locking
   (v) Fire protection system
(1) Hazard / area protected
(2) Type
(3) Location of control panel
(4) Information about release hazards

(vi) Fire alarm system
(1) Area of coverage
(2) Location of alarm panel
(3) Method of system activation
(4) Extent / method of occupant notification

(vii) Portable fire extinguishers
(1) Location of wheeled or specialized extinguishers

(viii) Smoke control systems
(1) Location and areas served
(2) Location of control systems
(3) Location of manual override controls
(4) Location of supply and discharge arrangement

(ix) Smoke and heat vents
(1) Location and type of activation

7.7 SPECIAL HAZARDS – Special hazards which present extraordinary life safety or operational challenges should be fully documented. The following minimum information about special hazards should be recorded in the pre-incident plan.

(a) Transient conditions
   (i) Length of time hazard expected to be present
   (ii) Addressing large-scale public gatherings

(b) Inventory and location of hazards
   (i) Hazardous materials
   (ii) Explosives
(1) Quantity, by class and division
(2) Isolation and evacuation distances
(3) Propensity to be affected by fire, heat, and pressure

(iii) Flammable and combustible liquids
(1) Drainage / runoff
(2) Secondary containment
(3) Specialized extinguishing agent requirements

(iv) Toxic or biological agents
(1) Impact on neighboring or downwind occupancies

(v) Radioactive materials
(1) Isolation and evacuation distances

(vi) Reactive chemicals and materials
(1) Isolation and evacuation distances

(vii) Special atmospheres
(1) Location and description of rooms or buildings using special gases or vapors, and oxygen-deficient atmospheres

7.8 DIGITAL PHOTOGRAPHS – Digital photographs should be obtained during site surveys and included with pre-incident plan documents. Whenever possible, photographs of structural framing and roofing should be obtained during construction of the building.

(a) Elevation – photo of each side of the building

(b) Rooftop – whenever possible, an aerial photo looking down at the roof should be included.

(c) Special hazards – photos of storage arrays and locations of special hazards should be obtained.

7.9 ORTHOPHOTOGRAPHS – When helpful to the Pre-Incident Plan, a color orthophoto or pictometry of the site should be included.
8.0 APPENDIX

8.1 Pre-incident plan template

8.2
Appendix 8.1 – Pre-incident Planning Templates

At a minimum, all pre-incident plans must utilize the templates shown. Additional symbols may be added to individual pre-incident plans where necessary to illustrate the plan appropriately.

Pre-incident graphics may be provided either through GIS or any line drawing software. Whenever possible, the symbols in the template legends must be utilized; when other symbols are provided, they must be identified in the legend.

Not all templates are necessary for each occupancy or building. For instance, elevation graphics may not be necessary for many buildings.

Graphics in addition to these templates are encouraged, and may be provided by editing the upper right text indicating the area and type of graphic. These may include photographs. Pre-incident plan documents not graphically representing the site or building may be attached to Aegis FireRMS as a Pre-Plan document, but shall not be saved on a graphic template.

To obtain these templates, please email fireprevention@monroefire.org
Appendix 8.1a – FLOOR

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HAZARDS TO FIREFIGHTERS:

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PLANT

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Date:  
Drawn By:  

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## Appendix 8.1b – SITE PLAN

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## Appendix 8.1c – SIDE A

### ELEVATION

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**ADDRESS:**

**SPRINKLER COVERAGE:**

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**Drawing Saved As:**

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**Drawn By:**

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**OCCUPANT:** atrial, height 22.00', bold, black

**ADDRESS:**

**SPRINKLER COVERAGE**

**PRE - INCIDENT ELEVATION SIDE B**

**ELECTRICAL ROOM / PANEL**

**REMOTELY OPERATED FDC**

**HYDRANT**

**ROOF ACCESS**

**FIRE CONTROL ROOM**

**HEATING, VENTILATION AND AIR CONDITIONING (HVAC)**

**FIRE SERVICE ACCESS**

**FULLY SPRINKLED**

**NON SPRINKLED**

**PARTIALLY SPRINKLED**

**ELECTRICAL ROOM / PANEL**

Drawing Saved As: Date: Drawn By:
# Appendix 8.1f – SIDE D ELEVATION

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