



PURPOSE

The purpose of this policy is to encourage the creation of pre-incident plans with a standardized template and layout that are used to reduce firefighter and civilian injuries and fatalities. Pre-incident plans are also useful in effectively managing emergencies to protect property and the environment.

POLICY

The Russellville Fire Department shall develop and maintain a comprehensive set of pre-incident plans for routine planning and emergency response use. The plans are also designed to create a common operating picture for police, fire, and other local agencies when operating together. Such use sets the stage for a more coordinated and cohesive response to events involving critical infrastructure sites and values at risk within our community. The surveys are designed to be equally useful for a response to an active shooter or a structure fire.

It is the responsibility of the Company Officer to track and monitor all preplans completed by assigned crew. The Company Officer should ensure that all businesses that receive an inspection also receive a pre-incident survey. All pre-incident surveys shall be tracked by one assigned platoon member per shift in a master list in electronic form that is easily accessible.

It is the responsibility of all personnel to know the proper procedure to complete a pre-incident plan.

All facilities in the City that have a business permit, shall have a pre-incident survey completed and a Quick Access Form completed and forwarded to the platoon representative at a minimum.

Fire Department members are to pre-incident plan a building using the following guidelines:

1. Fire Companies should request permission for the owner or manager prior to walking the premises.
2. Give consideration to the proprietor and customers by working out a mutually acceptable time for the pre-incident survey.
3. Fire Companies shall conduct themselves professionally.

Formal Pre-Incident Plans

A complete and thorough pre-incident plan shall be created by fire companies for the built environment that contain one or more of the following potential detriments:

1. Life safety hazard, including emergency responder hazards
2. Operational complexity during fireground operations
3. Significant economic impact if a loss occurred
4. Presence of hazardous materials
5. Susceptibility to natural disaster

Approved

Fire Chief



The pre-incident plan is encouraged to be a cooperative effort among responder personnel and facility management and owners.

Pre-incident Plan Process

The following features should be identified for a facility:

1. Physical & Site Considerations

- Building construction, height, etc.
- Wall construction
- Roof construction
- Floor construction
- Other building features
- Points of access and obstacles to access
- Areas where fire, products of combustion, or other contaminants could spread due to a lack of structural barriers
- Storage arrangements

2. Building Management Systems & Utilities

- Locations of transformers
- Location of high-voltage electric utility rooms
- Location and duration of emergency power components
- Water shutoff location
- Location of compressed and liquefied gas compressors and shutoffs
- Location of boilers and shutoffs
- Gas shutoff valves
- LPG storage tanks and shutoffs
- Location of fuel pumps and shutoffs
- Elevator location and information

3. Occupant Considerations

- Hours of Operations
- Occupant Load
- Occupant Accountability
- Assistance for people with disabilities
- Strategies for protecting occupants (Shelter in place or evacuate)
- Number and location of exits

4. On-Site Emergency Organization

- Emergency response capabilities of facility
- Coordination procedures of facility response with firefighters
- Special Operations, processes, or hazards
- Emergency operating procedures of systems

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Fire Chief



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

5. Fire Protection Systems

- Required Fire Flow
- Available Water Supply
- Water supply sources
- Fire Protection systems
 - i. Water-based systems
 - Location of riser and valves
 - Extent of coverage
 - Means of manual activation
 - ii. Standpipe systems
 - Location of control valves
 - Presence of pressure-reducing valves
 - iii. Fire Pumps
 - Location, access, capacity
 - Source of water supply
 - Areas served by fire pump
 - iv. Fire Department Connection
 - Physical location and area supplied
 - Size, type, and means of locking
 - v. Fire Alarm System
 - Location of Panel
 - Method of system activation
 - Extend/method of occupant notification
 - vi. Smoke Control Systems
 - Location
 - Location of manual override controls

6. Special Hazards

- Inventory and location of hazards

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3 of 3