


<b>Campbell County Fire Department</b> <b>Standard Operating Procedure</b>		
Fire Prevention	Preplans	 <span style="float: right;">700.02</span>

**I. PURPOSE:**

The purpose of this procedure is to enforce company preplans to recognize the importance of value of premise information in regards to firefighter safety as well as strategic and tactical decisions. This preplan program will provide an opportunity for CCFD personnel to visit and gather important information about a structure or facility, as well as providing an opportunity to do a “walk-through” for familiarization.

**II. SCOPE:**

This procedure applies to all.

**III. PROCEDURE:**

The standard operating procedure outlines the responsibilities of the duty crews in the preplan program. The crews shall conduct preplans while in-service.

**1. OCCUPANCIES TO BE VISITED**

- 1.1. Places of Assembly (eating & drinking establishments, amusement & entertainment establishments, places of worship, etc.)
- 1.2. Target hazard occupancies, schools, hotel and motels
- 1.3. Occupant loads greater than 50 persons

**2. RESPONSIBILITIES**

- 2.1. Captains
  - 2.1.1. Ensure that crews complete preplans within the established deadlines.
  - 2.1.2. Ensure that preplans are coordinated with crew inspections.
  - 2.1.3. Maintain records of completed preplans.
  - 2.1.4. Submit monthly preplans no later than the first week of each month to the Division Chief of Operations and the Preplan Coordinator.

**3. GENERAL PREPLAN PROCEDURES**

- 3.1. Each crew shall complete preplans in conjunction with the assigned Courtesy Inspection. Updates to preplans will be provided on an as needed basis (i.e., a change of occupancy) until all commercial businesses and buildings in the City of Gillette, Campbell County and Town of Wright have been updated
- 3.2. Preplans will coordinate with inspections.
- 3.3. In general, crews will remain in-service while personnel are conducting preplans.

**4. All Crew Personnel**

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- 4.1. Become familiar with the occupancy to be preplanned. In the event that a building being inspected or preplanned already has a preplan in place ensure that changes to the occupancy are noted to update the preplan.
- 4.2. Preplans shall be done by all crew members and while wearing the duty uniform (as defined in the Uniform Policy).
- 4.3. Crews shall conduct themselves in a professional manner.
- 4.4. Crews shall not conduct personal business, including phone calls.
- 4.5. Crews shall not handle or purchase merchandise.

### 5. PREPLAN PROCEDURES

- 5.1. Call business to be preplanned and set up time with the understanding that emergency calls may interfere with preplan time.
- 5.2. Entry.
  - 5.2.1. Enter through the main entrance
  - 5.2.2. Request permission from the person-in-charge
    - 5.2.2.1. Introduce yourself, and explain the purpose for the visit – to conduct a courtesy fire safety survey
    - 5.2.2.2. Permission must be obtained prior to conducting an interior survey
      - 5.2.2.2.1. If permission is refused because it is not a convenient time or other suitable circumstance, make another appointment that is agreeable to the crew schedule and the person-in-charge
      - 5.2.2.2.2. If the occupant refuses entry and refuses to make an appointment, leave courteously and notify the preplan coordinator in writing, including a statement describing the event
        - 5.2.2.2.2.1. Inspection of areas visible from the public way does not require permission from the owner. Visible items may still be noted.

### 6. Conducting the Preplan

- 6.1. After gaining entrance and receiving permission to do the preplan, obtain the information to complete the top of the preplan form.
  - 6.1.1. Include the name, address and phone numbers of the business.
  - 6.1.2. Obtain the name and phone numbers of two responsible individuals to contact after hours.
- 6.2. Begin the preplan on the outside of the building, noting fire department access, hydrant accessibility, condition and accessibility of outside indicating valves, viability of exit discharges, etc.
- 6.3. Conduct the preplan of the interior using the preplan form to obtain information for the following categories:
  - 6.3.1. Structure information
  - 6.3.2. Access information

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- 6.3.3. Water Supply information
- 6.3.4. Protection information
- 6.3.5. Hazardous materials information
- 6.3.6. Strategy information
- 6.3.7. Photos
- 6.4. Express appreciation to the occupant for his/her time, and for their efforts in promoting fire safety in their business. Always be courteous and professional.

**7. PREPLAN REPORT FORM**

7.1. General Information

- 7.1.1. A form fill-able document or the apparatus laptop will be used for the preplan.

7.2. Distribution

- 7.2.1. A Copy will be forwarded to the preplan coordinator to enter into the preplan program.
- 7.2.2. Captains may assist in entering data into the preplan program.

**8. TRAINING ON PREPLANS**

- 8.1. Crews will review a minimum of one preplan each shift to familiarize themselves with the occupancy, hazards, water supply, and other important information.

**9. CHANGES TO PREPLANS**

- 9.1. In the event a crew responds to an occupancy and a change is recognized that crew shall document the changes and forward to the Division Chief of Operations, Captain or Preplan Coordinator to enter changes into the preplan software database.

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