

Section: TBD

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Page: 1 of

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Pre-incident Planning

PURPOSE

To establish a standardized methodology for the collection and input of pertinent information for occupancies, properties, and/or special locations in advance of an emergency incident to increase safety, effectiveness, and situation awareness for emergency personnel.

SCOPE:

Applies to all Greenwich Fire Department personnel who conduct pre-incident planning.

PROCEDURE

All occupancies within the Town of Greenwich are considered a hazard to Firefighters during emergency operations. Each occupancy shall be classified as one of three categories for the purpose of pre-planning; Low, High and Target Hazard Occupancies. Each category of hazard occupancy is determined upon specific criteria as outlined below.

Definitions:

Target Hazard Occupancies: Facilities or properties in either the private or public sector that provide essential products and services to the public, have the potential for a significant loss of life or fire hazard, or are otherwise necessary to preserve the welfare and quality of life in the community. Target Hazards may also present a significant risk to emergency personnel by the type of construction, their contents or some other readily identifiable characteristic. These may include large footprint commercial buildings, high-rises, and high occupancy buildings.

High-Hazard Occupancies: Facilities or properties that contain a high life hazard and/or a large fire potential but do not meet the requirements of a Target Hazard. These may include medium footprint buildings, strip malls, office buildings, small or low-rise businesses and high-density housing.

Low-Hazard Occupancies: Facilities or properties that contain a low or moderate life hazard and/or low fire potential. In addition, these occupancies usually are not required to have Fire Alarm or Suppression systems due to this low life/fire hazard. These may include single family residences, low density housing and small businesses. Low-Hazard Occupancies do not require a Fire Inspection.

Minimum Information to Collect:

Below is a list for each type of Hazard Occupancy that defines the minimum information about each property that should be documented, if it is available. Personnel are encouraged to document additional information beyond these minimum items if it is available.

Low Hazard Occupancies:

1. Occupancy type
2. Address
3. Business name
4. Responsible party and/or emergency contact information
5. Knox Box Location
6. Building construction date
7. Building area (Square feet)
8. Building height (Stories)
9. Construction type (Fire Resistive, Non-Combustible, Ordinary, Wood Frame, Light Weight)
10. Basement and type (Cellar, Daylight, etc.)
11. Current occupancy status (Occupied, vacant, abandoned, etc.)
12. Roof type and material

High Hazard Occupancies:













1. All features required of a Low Hazard Occupancy
2. Roof access locations
3. Elevator type, location, and floor accessibility range
4. Stairwell location - enclosed or unenclosed, and floor accessibility range
5. Fire Control Room location(s)
6. Utility shut-offs (Electric, gas, water, solar power, etc.)
7. Generator and/or boiler room locations
8. HVAC or pressurized smoke control system locations
9. Fire service valve locations (PIV, OS&Y, WPIV, etc.)
10. Fire Service suppression system locations (FDC, standpipes, riser, fire pump)
11. Automatic fire alarm, annunciator panel locations, and pull stations
12. Special hazards (Hazardous materials or significant hazards unique to the occupancy)






Target Hazard Occupancies:









1. All features required of a Low and High Hazard Occupancy
2. Hazardous Materials, Flammable or Combustible liquids, Explosives, Toxic or Biological Agents, Radioactive materials Storage
3. Fire Equipment Cache locations
4. Areas of Refuge
5. Apparatus Staging Areas
6. Access/Egress Points
7. Pertinent Exposures
8. Environmental Impacts
9. Special Operations, Processes, Atmospheres and/or Hazards
10. Specialized Fire Control Systems
11. Unique Communication needs





Note: Some of the information above is automatically scrubbed and displayed from the assessor database or by direct input from the owner/occupant through Community Connect. Also note that the information collected during a fire inspection by the Fire Marshal's Division crosses over into preplanning. In these instances, data already populated by another source should be verified to ensure it is up to date.

Standardized Input Guidance

	Address Details
Address	Verify the Property Address
	Occupancy Details
Number of Floors	Include basements in the overall number. For example, a building with one story below grade and three stories above grade, would have 4 floors.
Remaining Items	Attempt to complete as much information as able in the Demographics/Info, Area, Access, Construction, and Resource Requirements sections.
	Pre-Plan Units / Map Icons (Adjust icon sizes so easily visible on map)
	Fire Department Connection - Ground Level
FDC Type	Combination, Sprinkler, Standpipe
Location	Be descriptive - Attach Photo(s) that give perspective of location.
	Knox Box - Ground Level
Description	Be descriptive - Attach Photo(s) that give perspective of location.
Code	Code if other than Knox Box.
	Gate Code - Ground Level
Location	Be descriptive - Attach Photo(s) that give perspective of location.
Code	Code or other access information
	Fire Alarm Control Panel - Ground Level
Description	Be descriptive - Attach Photo(s) that give perspective of location. Add keypad code or alarm panel key if known.
	Stairwells- Ground Layer and Other Pertinent Level
Description	Be descriptive - If known, stairwell name/number, Attack or Egree? Place on each level there is access of multi-level building.
	Sides of Buildings - Ground Level
Description	Label all (4) side of the building with respective label – Attach Photo for each side added.
	Access Issues - Ground Level
Description	Explain issues related to Access – Attach a photo(s)
	HazMat - HazMat Level
UN# Lookup	Search by Common Name and a UN# will populate.
Chemical Name	Type common name in this field.
Quantity	Document if known
Location	Be descriptive - Attach Photo(s) that give perspective of location.
Icon	Once HazMat entry is completed, an Icon is available to place on map. Place icon on the map on the HazMat Level .
	Contacts
Contact Type	Choose contact type from dropdown
Contact Information	Add contact and complete contact informaton fields. Document at least one contact, preferably a key holder. If contact is already populated, verify contact information is till relevant.

 Attachments	
Optional	Attach any pertinent files or pictures as you see fit. This could include plans, maps of a complex, etc.
 Levels	
Ground Level	Ground Level is created by the system and is the default level for each occupancy. All quick access and primary information shall be placed on the ground level.
Apparatus Level	Create and use this level to indicate best apparatus positioning for the Truck and First Due Engine, etc. This will help with scene setup prior to arrival.
HazMat Level	Create and use this level for all HazMat related information. This will include icons outlining HazMats on site and pre-determined evacuation distances using polygons.
Floor Level	Create and use these levels to indicate information specific to each floor. (Floor 1, Floor 2, Attic, Basement, Etc.)
Special Events	Create and use a special event level for pre-planning recurring functions at specific occupancies with specific floor layouts, tents, etc. (Examples - Town Party at RS Park, Fireworks at Tod's Point, Civic Center functions, etc.)
 Adding Additional Pre-Plan Units / Map Icons	
When adding a pre-plan unit to the Map, place the unit as close as possible to where it is in the building. If there is a pre-plan unit that applies to building in general, it should be placed in the center of the building, but not covering the Address Icon	
Unit Name	It is a best practice to name each unit. This is not a requirement, however, will keep units organized
Pre-Plan Level	Icons should be associated with the appropriate level for their location.
Last Test Date	If the unit has a testing process associated, document it
Description	Text added here will be visible when the icon is selected on the map and when the Alert Tile is selected on the Dashboard
Attachments	Attach a file or photo if appropriate.
  Primary Labeling - Building Number, Number or Major Labels	
Use Case: To be used when labeling a building's primary aspects such as Building Number, Name or other major items that should be displayed 24/7.	
Name	This is the title that will identify this annotation in the pre-plan unit list. We recommend making this match the Description.
Text	
Description	The text that is desired on the map
Font Size	18-22 - Depending on the size of the structure. The text should fit on the structure.
Color	Black # 000000
Text Shadow	Yellow – similar to # FFFF33
Rotate Angle	0-360 depending on need
Fill	
Color	Blank
Transparency	100%
Visible Zoom Level	18
Pre-Plan Level	Ground

  Secondary Labeling - Apartments, Units or Suites	
Use Case: To be used when labeling specific apartments, units, suites, or secondary addresses	
Name	Enter a title for the apartment, unit, or suite
Text	
Description	The text that is desired on the map
Font Size	18 (or 22 for larger structures)
Color	Black # 000000
Text Shadow	Bright Green – # 66CC00
Rotate Angle	0-360 depending on need
Fill	
Color	Blank
Transparency	100%
Visible Zoom Level	19 (or 18 on larger structures)
Pre-Plan Level	Select the pertinent level.
  Polygon/Lines/Measurement Labels	
Use Case: To be used when labeling polygons	
Name	Enter a title for the polygon label
Text	
Description	The text that is desired on the map
Font Size	22
Color	Black # 000000 (Alter depending on Polygon Color)
Text Shadow	Gold – # FFCC00
Rotate Angle	0-360 depending on need
Fill	
Color	Blank
Transparency	100%
Visible Zoom Level	19 (or 18 on larger structures)
Pre-Plan Level	Select the pertinent level.
    Polygon/Circle/Rectangle (First Create Shape and then Edit)	
Use Case: To be used to identify areas, apparatus placement, evacuation areas, etc.	
Name	Enter a name to describe the purpose of the polygon
Fill Color (Use below for routine pre-plans - Assign, Fill, and label any additional polygons at your discretion)	
Red (#FF0000)	UG Parking - No Apparatus (Assign to Ground Level) (70% Transparency)
Pink (#FF00ED)	Truck Company Apparatus Positions (Assign to Apparatus Level) (30% Transparency)
Blue (#021AFF)	Engine Company Positions (Assign to Apparatus Level) (30% Transparency)
Yellow (#F4FF02)	Evacuation Distance (Assign to HazMat Level) (70% Transparency)
White (#FFFBE)	Tent (Assign to Special Event Level) (70% Transparency)
Green (#79FF96)	Parapet (Assign to Ground Level) (50% Transparency)
Line	
Color	Black (#00000)
Transparency	0%
Line Width	2 pt
Pre-Plan Level	See above Fill Color section

  Lines	
Use Case: To be used to identify linear items (Pre-Determined Hose Lays with no Measurements)	
Name	Enter a name to describe the purpose of the line
Fill Color (Use below for routine pre-plans - Assign, Fill, and label any additional lines at your discretion)	
Yellow (#FEFF00)	LDH - Pre Determined Hose Lay LDH (Assign to Apparatus Level) (0% Transparency) (5 pt Width)
White (#FFBF00)	Attack - Pre Determined Attack Line (Assign to Apparatus Level) (0% Transparency) (4 pt Width)
  Measurements	
Use Case: To be used to identify a measurement - Can be used for Pre-Determined Hose Lays with Measurements)	
Name	Enter a name to describe the measurement (LDH Supply, Attack, FDC Line, Etc.)
Fill Color (Use below for routine pre-plans - Assign, Fill, and label any additional lines at your discretion)	
Yellow (#FEFF00)	LDH - Pre Determined Hose Lay LDH (Assign to Apparatus Level) (0% Transparency) (5 pt Width)
White (#FFBF00)	Attack - Pre Determined Attack Line (Assign to Apparatus Level) (0% Transparency) (4 pt Width)
Annotation Text	
Name	ID of the measurement
Text	
Description	Insert Description (Supply, Attack, FDC, Etc) in front of the measurement
Font Size	18

Assignment of Pre-Plans

Occupancies will be assigned for pre-plan to each company officer. The expectation is that each company on each shift will complete a minimum of four pre-plans per month. Company Officers can conduct pre-plans at a times that best fit their schedule.

Company Officers should visit their assigned occupancy ahead of time to determine a point of contact, educate the occupancy contact on the purpose of a pre-plan, and to schedule a convenient time for the pre-plan to occur. The company officer shall provide the owner with the pre-plan handout found in the Officer Resources Folder (M:\fire\Officer Resources\Forms\Pre-Plan Forms).