



**FAIRFAX COUNTY FIRE AND RESCUE DEPARTMENT
STANDARD OPERATING PROCEDURE**

	SUBJECT: PRE-INCIDENT PLANS	SOP: 05.03.01
		ORIGINATOR BUREAU: Operations
		DIVISION/SECTION: N/A
		PAGE 1 OF 6
	CATEGORY: Suppression	SUBCATEGORY: Preplanning
APPROVED BY:		EFFECTIVE DATE: August 24, 1993 REVISION DATE: March 23, 2022 CFAI PI: 5F.4
 Fire Chief John S. Butler FIRE AND RESCUE DEPARTMENT		
FORMS REQUIRED:		
NOTE: First Due Size Up Application		

PURPOSE:

To provide for uniform development and maintenance of pre-incident plans. Pre-incident plans, or preplans, are an essential part of the department's mission and assist in minimizing the loss of life and property by having a comprehensive plan for identified structures. This procedure standardizes the requirements for building identification, outlines occupancy specific requirements, describes the methodology used to create preplans across the organization, and defines the components of each preplan. Furthermore, it ensures compliance with both National Fire Protection Association Standard 1620, *Standard for Pre-Incident Planning*, and Insurance Services Office best practices.











I. ADMINISTRATION

- A. Preplan information is extremely important to first responders as it can contain vital information about a structure and potential hazards. Uniformity in data entry and presentation will enhance situational awareness. Site and facility information can be updated as frequently as needed.
- B. The First Due Size Up (FDSU) application is the single platform used for both incident routing and preplanning functions. All Fire and Rescue Department (FRD) preplans are stored as icons, files, and contact information on the FDSU app; therefore, paper hardcopies of preplans are not required.
- C. FRD career and operational volunteers have access to this software on their personal devices, FDSU website, and unit iPhones and iPads. For troubleshooting assistance employees can email Fire.FDSU@fairfaxcounty.gov.
- D. Anyone not affiliated with the FRD requesting FDSU app access will require the approval of the Assistant Chief of Operations.

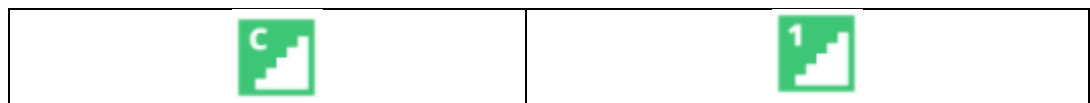
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II. PREPLAN PROCEDURES

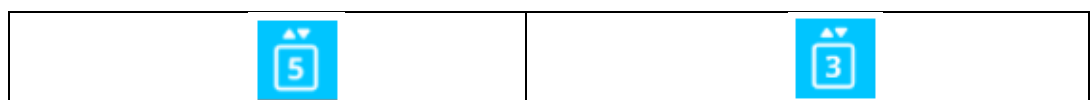
- A. At a minimum, all buildings with a Fire Department Connection (FDC) shall require a preplan. Employees will add building information to the building’s address and icons over their corresponding location on the building in map view within the FDSU app.
- B. **Icons:** Employees shall place the following icons, at a minimum, when identified within all buildings with an FDC. When adding icons, ensure location and description text is included to review information on the Dashboard. Once icons are added, select “Publish Preplan.” Employees can review the tutorial video, *Adding Side A, FDC, and Knox Box*, on the FRD’s FDSU SharePoint page.

Side Alpha		Fire Alarm Panel	
FDC		Knox Box	
Stairwell		Main Gas Shutoff	
Elevator		Main Electric Shutoff	
Trash Chute	 Trash Chute	No Fire Pump	

- Stairwells:** All stairwells shall be depicted with the stairwell icon. If the stairwell is numbered or lettered, the associated stairway number/letter icon shall be used instead of the generic icon above. Stairwells with roof access shall have “Roof Access” noted within the description field of that icon.



- Elevators:** All elevators shall be depicted with the elevator icon. If the elevator car is numbered, the associated car number icon shall be used instead of the generic icon above. Blind shaft elevators shall have “Blind Shaft” noted within the description field of that icon.



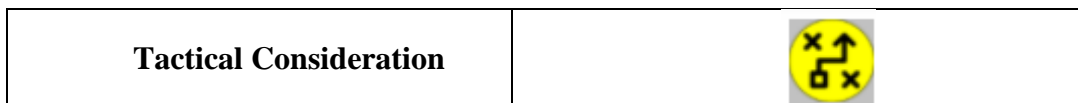
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3. **Building Sides:** Side Bravo, Side Charlie, and Side Delta icons shall be added to buildings that are asymmetric in shape, or when building sides could cause confusion, to define all sides.

During suppression incident response, the first due engine officer shall make a declaration via radio for all responding units to review building side labeling within the FDSU app for buildings that are asymmetric in shape, so all sides are clearly defined and understood.



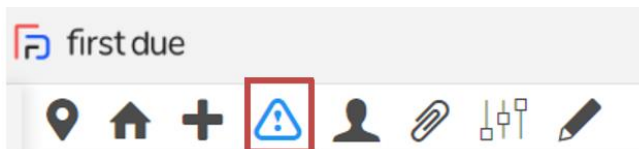
4. **Tactical Considerations:** When specific strategy and tactics are required for an address, the Tactical Consideration icon shall be placed over the building. Company and command officers adding this icon shall describe the specific strategy and/or tactics necessary (e.g., “Bowstring truss roof – consider defensive strategy”). During suppression incident response, the first due engine officer shall advise the responding battalion chief of the strategy and tactics listed for consideration.



5. **Additional Icons:** Employees will find more unique icons within the FDSU app. They should be mindful that adding too many icons over a building can cause confusion.

- C. **Hazardous Materials:** When hazardous materials are located near or stored within a building, product information shall be notated within the FDSU app. For the affected address, personnel shall select ‘Edit Preplan’ and then select the items outlined below. At a minimum, they shall include the following information for each product found:

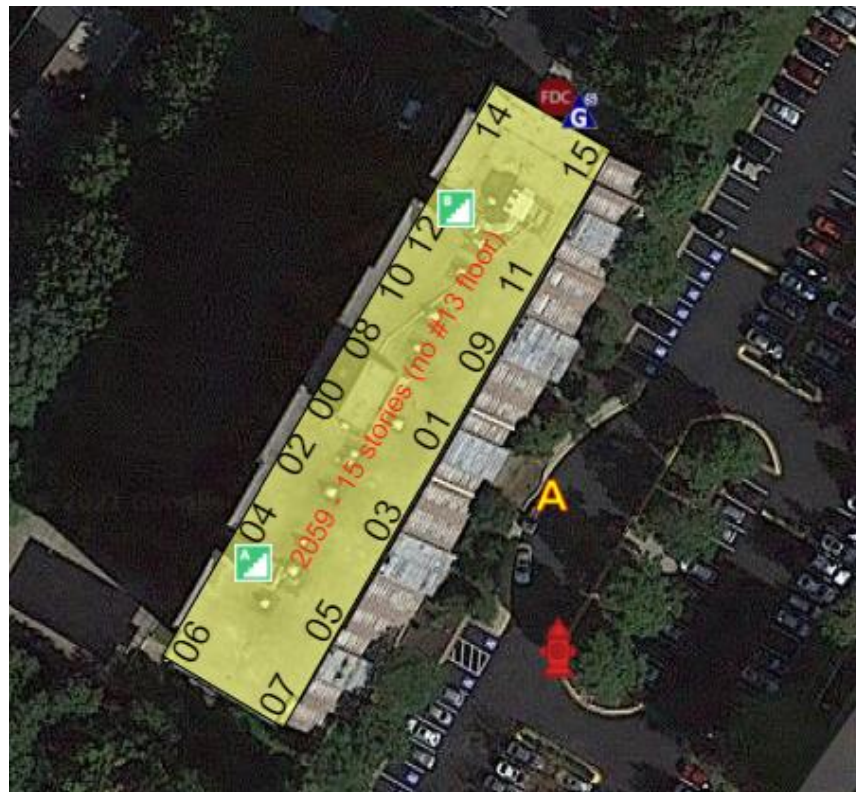
1. **Chemical Name**
2. **Quantity**
3. **Location**



When hazardous materials information is added to an address, a HazMat Icon will appear on the map as an unmapped icon. Employees shall then drag the icon over the product’s location within the building to alert others to the information. Employees can then access United States Department of Transportation Emergency Response Guidebook (ERG) information directly from the Dashboard.

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- D. **Residential Mid and High-Rise Buildings:** Employees shall outline all residential mid-rise and high-rise buildings with color shading and note the building address numeric and the number of floors within the shaded area over the building to assist with accurate on-scene reporting. When similar floor layouts above the ground floor are present, employees shall add the last two digits of the apartment numbers over their corresponding location on the building for accurate orientation. Employees can review the tutorial video, *Adding Colored Polygons and Text*, on the FRD’s FDSU SharePoint page for assistance.



- E. **Water Supply Considerations:** For addresses with a unique water supply consideration (e.g., rural setting, heavy fire loads, unique situations, etc.), employees shall add the “Water Supply” icon over each building. Specific water supply information and tactics, to include but not limited to, relay, water shuttle, direct tank fill, fill/dump site locations, and the need to acquire water from hydrants supplied by the largest water mains, shall be added as text to this icon (e.g., short driveway scenario, first engine lays out from driveway, second engine will...). All units responding to these addresses will have access to the same water supply information. Employees can review the tutorial video, *Water Supply*, on the FRD’s FDSU SharePoint page for assistance.

During suppression incident response, the first due engine officer shall make a declaration via radio for responding units to review the water supply information listed within the FDSU app in addition to communicating the entire plan by voice.

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Water Supply Icon	 <small>Water Supply</small>
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- F. **Building Floorplan Diagram:** If available, employees shall request a floorplan diagram from the building owner and upload it to its corresponding address in the FDSU app. Company and command officers can then review these diagrams on the Dashboard.
- G. **Building Contact Information:** When employees learn the name and contact information of an onsite building representative, they should add this information into the FDSU app. They should notate the month and year that the information was added.

III. PREPLAN USE AND REVIEW

- A. Employees shall review building preplan information during each incident response to begin size up and to become apprised of the structure, determine unit positioning, and understand any hazards present.
- B. When water supply is established and a command aide is assigned at the incident command post, the command aide and/or Water Supply Group Supervisor shall review hydrant and water main sizes within the FDSU app to estimate the volume of water available at the incident. They shall keep the incident commander apprised of water supply information.

Each water main is color coded and weighted based on the diameter of the main. This information is used to determine the diameter and number of directions from which a hydrant can receive its water supply.



Water Main Size	Color	Example
6" or less	Red	
8" to 14"	Green	
16" or greater	Blue	

- C. All participating Northern Virginia Fire Departments have viewing rights for each other's preplans within the FDSU app. Respective jurisdictions only can add or edit preplan information for buildings within their borders.
- D. Prior to forcing entry into a building in the non-emergent setting, employees shall review preplan information within the FDSU app to identify if entry codes or building contact information is included for ease of entry.

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IV. PREPLAN MAINTENANCE AND UPDATES

- A. Fire Station Leadership Teams shall ensure each preplan is reviewed yearly and make changes when appropriate to ensure all preplans are accurate. Changes can also be done in real time.
- B. Preplans will be reviewed at each station inspection.
- C. If employees locate a fire hydrant that is not depicted as an icon within the FDSU app, or when they discover an out-of-service hydrant, they shall immediately add either hydrant icon below over its physical location on the map. These icons shall be attached to the closest address. Then, email Fire.FDSU@fairfaxcounty.gov and advise the location of the affected hydrant. FRD's FDSU admin staff shall ensure accurate hydrant information is maintained.

Hydrant Note Icon	
Out-Of-Service Hydrant Icon	

- D. The FDSU app interfaces with Google and other data sources to display address and routing with proprietary information not owned by the FRD. When employees find address errors, wrong pin locations, missing roads, or wrong information, they shall immediately notify Google directly from a desktop computer.
 - 1. Go to maps.google.com
 - 2. Search for the address
 - 3. Click "send feedback" in the bottom right of the map
 - 4. Choose one of the five options:
 - a. Wrong pin location or address
 - b. Missing place
 - c. Missing road
 - d. Wrong information
 - e. Your opinions about Maps
 - 5. Follow additional prompts
 - 6. Click the blue Submit button
 - 7. Notify the respective FSLT email group (e.g., FSLT-4**) and Fire.FDSU@fairfaxcounty.gov once complete
- E. Every address within the FDSU app is denoted by a green circle address icon. When employees find that this icon is not directly over the corresponding structure, they shall immediately notify FRD's FDSU admin staff at Fire.FDSU@fairfaxcounty.gov. FRD's FDSU admin staff shall ensure the green circle address icon is correctly placed over the corresponding building.