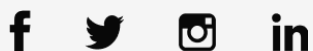




 first due

# Charlotte Fire Department Field Guide

Your entire operation. One platform.



<https://www.firstdue.com>






## Purpose

To establish a base set of guidelines for the creation of department Pre-Plans, the criteria below have been established to aid Charlotte First Due users in determining the proper formatting of department pre-plan units and annotations. This allows each user to quickly access and consider pre-plan information.









## Policy

Department members will utilize the styles and attributes described in this policy while preparing pre-plans. Each pre-plan must contain the minimum data as described below. Additional information may be included as available.

### Minimum Information to Obtain

 Address Details	
	Verify the property address
 Occupancy Details	
<b>Required Fields</b>	Charlotte team will provide required fields based on the updated OD page.
 Pre-Plan Units / Map Icons – Minimum Requirements	
<b>Ground Level Requirements (when applicable)</b>	
 Fire Department Connection	
<b>FDC Type</b>	Combination, Sprinkler, Standpipe
<b>Location</b>	Be descriptive – Attach a photo if possible
<b>Connection</b>	Siamese or Storz
 Knox Box Location	
<b>Location</b>	Be descriptive – Attach a photo if possible
<b>Code</b>	Is the Knox ox keyed or a combination
 Fire Alarm Control Panel	
<b>Location</b>	Be descriptive – Attach a photo if possible
<b>Code</b>	Is the control panel keyed or a combination
 Electrical Panel	
<b>Location</b>	Be descriptive – Attach a photo if possible
<b>Code</b>	Is the electrical panel keyed or a combination
 Stairwells	
<b>Description</b>	If known, include stairwell Number/Name, Attack or Egress. Indicate whether this stairwell has an accessible standpipe system.



 <b>Keypad Access/Code/Gate Codes</b>	
<b>Description</b>	Include location of panel and current code
<b>Utility Level Requirements (when applicable)</b>	
 <b>Elevators</b>	
<b>Location Code</b>	Be descriptive – Attach a photo if possible label and describe location information
 <b>Generators</b>	
<b>Location Code</b>	Be descriptive – Attach a photo if possible include location, access information and fuel Type
 <b>Utility Shutoff</b>	
<b>Location Code</b>	Be descriptive – Attach a photo if possible include location and access information
 <b>Hazardous Materials</b>	
<b>UN# Look Up</b> <b>Chemical Name</b> <b>Quantity</b> <b>Location</b>	Search by common name – Will populate UN # Type the common name here If known, please document Be descriptive – Attach a photo if possible For additional information, please see the following <a href="#">Knowledge Base Article</a>
 <b>Attachments</b>	
<b>Optional</b>	Floorplans/ Layouts/Posted Evacuation Maps Supports (.doc, .dox, .ppt, .xls, .xlsx, .sch, .png, .jpg, .gif)
 <b>Levels</b>	
<b>Ground</b>	See minimum requirement section for details
<b>Utilities</b>	See minimum requirement section for details
<b>Layout</b>	Apartment footprints, high-rise floor plans
<b>Parking Garages</b>	Layout, FDCs, standpipes, egress
<p>When completing a preplan, you will see the levels button:  Users can add as many levels as necessary depending on the occupancy being pre-planned. <a href="#">Learn more</a> about how to create and edit levels.</p> <p>You can assign icons, annotations, and text to multiple levels. Once that item has been added to the map, you can multi-select the levels that you wish to associate with this item. For example: if an elevator services floors 1-8 and you have created 8 levels to preplan the building, you can elect to assign this icon to each floor 1-8.</p> <p>Most commercial buildings will need, at a minimum, the creation of a utilities level.</p>	

# Charlotte FD First Due Field Guide



Annotations	
<a href="#">See Knowledge Base Article</a>	Annotations will be created based on the use cases documented in this policy




## 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. You can also leave an icon unmapped but adding it with the “+” button of the left-hand preplan menu and not dragging the icon from the “unmapped” box. This icon can still trigger an alert tile but will not be visible on the map.

<b>Unit Name</b>	It is best practice to name each unit. This is not a requirement, however, will keep units organized
<b>Size</b>	Icons should be set to the smallest size available
<b>Pre-Plan Level</b>	Icons should be associated with the appropriate level for their location.
<b>Last Test Date</b>	If the unit has a testing process associated, document it here
<b>Description</b>	Text added here will be visible when the icon is selected on the map and when the alert tile is selected on the Dashboard
<b>Files/Photos</b>	By clicking this section, you will be able to add files and photos from a file folder or a device camera.

## Labeling Guide

When labeling, use the text tool from the annotations menu.

Primary Labeling – Building Number, Apartment Numbers or Suites	
Use Case: Use the primary labelling function to label building’s primary address aspects, including building number, apartment or suite number.	
<b>Annotation – Text Tool</b>	Click the annotation tool  and select the text tool  . Enter the necessary text and edit by selecting the text on the map to trigger a pop-up menu.
<b>Name</b>	Each number should be named with the same number it represents on the map.
<b>Example</b>	
<b>Font Size</b>	Use 18 as a starting point, depending on the size of the structure. The text should fit on the structure and not overlap or cover icons.
<b>Color</b>	Green



# Charlotte FD First Due Field Guide



	<b>Rotate Angle</b>	0-360 depending on need
	<b>Example Address</b>	1215 Kelston Pl
<b>VISIBLE ZOOM</b>		18
<b>PRE-PLAN LEVEL</b>		Ground

## Hose Lays: Attack lines, supply lines and deployment lengths

Use Case: Use the Hose Lays function when marking deployment distances and supply line needs.

**Annotation Tool – Line and Text Tools**  
 Click the annotation tool  and select the line tool . Click on the map to select the starting location and then click on single or multiple locations to determine distances. Once lines are saved, click the line to edit the line color. Length display numbers should be edited to match the color of the hose they are associated with.

**Name**  
 Each line should be named to indicate what type of hose it represents and where it is being deployed.



	<b>Description</b>	The text that is desired on the map
	<b>Font Size</b>	N/A
	<b>Color</b>	Attack lines: Red Supply lines: Yellow
	<b>Rotate Angle</b>	N/A
	<b>Example Address</b>	6427 Woodbend Dr

## Building Layout – (Layout Level)

Use Case: Use the Building Layout function to outline the footprint of apartments within complexes, or the floor layout of high-rise structures.

<b>Name</b>	Apartment/Suite number, letter, or floor component (lobby, office, storage)
-------------	---

# Charlotte FD First Due Field Guide



	<p><b>Example</b></p>	
	<p><b>Description</b></p>	<p>Section of building being outlined</p>
	<p><b>Font Size</b></p>	<p>N/A</p>
	<p><b>Color</b></p>	<p>Variable – Colors should be varied to mark clean difference of areas</p>
	<p><b>Text Shadow</b></p>	<p>N/A</p>
	<p><b>Rotate Angle</b></p>	<p>0-360 depending on need (If marking with additional text) polygons are not rotatable.</p>
	<p><b>Example Address</b></p>	<p>6803 English Hills Drive</p>