


Reno Fire Department

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|  | Subject: Pre-Incident Planning for Hazard Occupancies | Policy # 103.53 |
| | Approved by: | Effective Date: 08/01/20 |

Policies and Procedures Manual

103.53.01 INTENT:

To identify, collect and record pertinent information for occupancies, properties and/or special locations in advance of an emergency incident to increase safety, effectiveness and situational awareness for emergency personnel.

103.53.02 REVISION HISTORY:

Date Issued: 07/20/2020

103.53.03 REFERENCES:

- 1) *NFPA 1620: Standard for Pre-Incident Planning*, 2020 edition
- 2) *NFPA Fire Protection Handbook*, 2008 edition

103.53.04 DEFINITIONS:

Target Hazard Occupancies: Facilities or properties in either the private or public sector that provide essential products and services to the general 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. All target hazards are high hazards occupancies and require a fire inspection. 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. All occupancies that require a Fire Inspection shall be classified in this category.

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.

103.53.05 PERSONS AFFECTED:

All Reno Fire Department Operations and Fire Prevention personnel.

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103.53.06 POLICY:

All occupancies within the City of Reno are considered a hazard to Firefighters during emergency operations and are separated into three categories of Low, High and Target Hazard Occupancies. Each category of hazard occupancy is determined upon specific criteria as outlined below.

103.53.06.01: Occupancy Information

To accomplish Pre-incident Planning, each type of occupancy will have the appropriate information documented within the current Pre-Incident Planning software database and/or within the Fire Inspection Program. All responding emergency personnel will be able to view any information entered into these programs. The list for each type of Hazard Occupancy is 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. Building construction date
6. Building area (Square feet)
7. Building height (Stories)
8. Construction type (Fire Resistive, Non-Combustible, Ordinary, Wood Frame, Light Weight)
9. Basement and type (Cellar, Daylight, etc.)
10. Current occupancy status (Occupied, vacant, abandoned, etc.)
11. 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

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5. Knox Box Location
6. Fire Control Room location(s)
7. Utility shut-offs (Electric, gas, water, solar power, etc.)
8. Generator and/or boiler room locations
9. HVAC or pressurized smoke control system locations
10. Fire service valve locations (PIV, OS&Y, WPIV, etc.)
11. Fire Service suppression system locations (FDC, standpipes, riser, fire pump)
12. Automatic fire alarm, annunciator panel locations, and pull stations
13. 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

103.53.07 PROCEDURE:

The current process for Hazard Occupancies at Reno Fire Department allows for some of the information outlined in 103.53.06.01 to be gathered automatically from the Assessor's Office database, Building Department database and direct input from the owner/occupant. Any occupancies that require a Fire Inspection shall have the information outlined in 103.53.06.01 documented within the Fire Inspection program and automatically relayed to the Pre-Incident Planning software.

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103.53.07.01: Pre-Incident Planning Manager Responsibilities

1. The Fire Chief or designee shall appoint a Pre-Incident Planning Manager to administer the Pre-Incident Planning program, provide management of the current Pre-Incident Planning software, as well as work in coordination with Fire Prevention on maintaining the associated fields within the Fire Inspection software.
2. The Pre-Incident Planning Manager will assign Target Hazard locations to each respective Fire Company on a monthly basis.
3. The Pre-Incident Planning Manager may also delegate their associated duties to other personnel who have been authorized and assigned to this program through the approved selection process.

103.53.07.02: Fire Prevention Responsibilities

1. The Fire Marshall or designee will ensure that the information outlined in 103.53.06.01 will be documented within the Fire Inspection program for all occupancies requiring an inspection. All occupancies that are required to have a Fire Inspection will automatically be constituted a High Hazard Occupancy at minimum. Low Hazard Occupancies would not require an inspection from Fire Prevention and would not be required to be documented within the Fire Inspection Program.
2. If the High Hazard or Target Hazard Occupancy information is found to be incorrect the appropriate district Fire Inspector will be requested to update and correct the information located in the current Fire Inspection Program.

103.53.07.03: Fire Company Responsibilities

1. Fire Company personnel will be assigned Target Hazard occupancies by the designated Pre-Incident Planning Manager on a monthly basis. Fire Company personnel will then review and update the assigned Hazard Occupancy information within the current Pre-Incident Planning software. In addition, the appropriate Pre-Incident Planning software icons as outlined in Section 103.53.06.01 will be associated to the Hazard Occupancy for visual reference. Fire Company personnel ~~can~~ will edit each icon location as necessary to ensure that they are located correctly at the occupancy.
2. Fire Company personnel may be assigned to accompany a Fire Inspector during an inspection to aid in the information gathering of a Target Hazard Occupancy. Fire

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Company personnel are not to conduct Fire Inspections but are instead to assist in identifying and verifying the Pre-Incident Planning information required for a Target Hazard. If the information is not correct or current, the Fire Company Officer will work with the respective Fire Inspector to correct the information documented for the Target Hazard address.

3. Acting and Company Officers are encouraged to update information for low hazard occupancies, and provide additional information, e.g. an emergency contact, hazard, or access/egress problems, as they come up during the course of regular calls for service.

103.53.08 RESPONSIBILITIES:

It is the responsibility for Reno Fire Department Operations and Fire Prevention personnel to be familiar with and adhere to this policy.