



TOWNSHIP OF LANGLEY FIRE DEPARTMENT OPERATIONAL GUIDELINES

**O.G. 1.01.19
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TITLE:

PRE-FIRE PLANNING PROCESS

PURPOSE: To develop consistency for Pre-Fire Planning (PFP) updates and to ensure original Pre-Fire Plans (PFP) and vehicle laptops are updated with completed plans.

SCOPE: All Captains and Fire Administration.

POLICY: Pre-Fire Plans are to be distributed to Suppression Staff by the Fire Prevention Division.

Pre-Fire Plans are required to be created, reviewed, and updated as required by the Career Suppression Crews.

It is the responsibility of the Platoon Captain, Suppression Captain(s), and/or Acting Captain(s) to ensure that new and existing Pre-Fire Plans assigned to their respective Shifts/Halls are completed.

It is the responsibility of the Platoon Captain, Suppression Captain(s), and/or Acting Captain(s) to review all Preplans for accuracy prior to uploading.

District Chiefs and/or the Platoon Captain are to monitor and ensure staff are completing Pre-Fire Plans as assigned.

Final plans are to be uploaded monthly into the original files as well as Apparatus' laptops by Administration staff.

The District Chiefs, Platoon Captain, and Suppression Captains are not permitted to transfer folders from one shift folder to another.

PROCEDURE:

1. PRE-FIRE PLAN REVISIONS – CREW INSPECTIONS

- a) Preplans are to be performed at the same time Company Inspections are conducted.
 - i) Check for any existing preplan on building in file before leaving the Fire Hall. If an existing Pre-Plan has already been completed make/take a copy with you.
 - ii) Once on site, make contact with the building representative and request someone to accompany the Suppression Crew on the site tour/inspection to answer questions and obtain access to locked areas.
 - iii) Record all fire code inspection deficiencies.
 - iv) Record Pre-Fire Plan revisions.
- b) If a revision is required, it is the responsibility of the Suppression Captain to ensure that the Pre-Plan is revised/updated. If a revision is not required, it is the responsibility of the Suppression Captain to ensure that the date is updated with

Originally issued: 04.01.2016
Last amended date: 05.28.2020


Signature of Fire Chief or Designate

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the corrected date format YEAR/MONTH/DAY. Refer to the Pre-Fire Plan Manual on HUB (Communities/Fire Hub/Manuals & Plans Type: FDM/Pre-plan Manual) for assistance in process.

2. NEW PRE-FIRE PLANS

A new Pre-Fire Plan is created when a new building is constructed, using the information contained in the building's fire safety plan.

- a) The Fire Prevention Division that reviews the building fire safety plan will add the drawing(s) from the plan as a PDF document into the appropriate Hall and Shift folder (Refer to the Pre-Fire Plan Manual on HUB/Communities/Fire Hub/Manuals & Plan Type: FDM/Pre-Plan Manual). [Prevention will also add their first and last name to the end of the naming convention which will allow crews a point of contact if there are any questions.]
- b) The Fire Prevention Division will ensure that the Pre-Fire Plans are distributed equally between Shifts.
- c) The Platoon Captain and/or Suppression Captains will continually monitor their respective folders for updates/new plans.

3. PRE-FIRE PLAN REVISIONS - ESTABLISHED DURING FIRE PREVENTION INSPECTIONS:

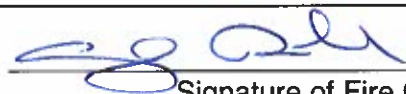
The Fire Prevention Division also conducts property Inspections separate from the Suppression staff and in the event the Pre-Fire Plan(s) require any edits the Fire Prevention Division will:

- a) Make a copy of the original "PDF" file of the Pre-Fire Plan and add it into the appropriate Hall and Shift folder. [Prevention will also add their first and last name to the end of the naming convention which will allow crews a point of contact if there are any questions.]
- b) The Fire Prevention Division will ensure that the Pre-Fire Plans are distributed equally between Shifts.
- c) The Platoon Captain and/or Suppression Captains will continually monitor their respective folders for updates/new plans.

REFERENCE

- Pre-Plan Manual –
HUB/Communities/Fire Hub/Manuals & Plan Type: FDM/Pre-Plan Manual

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