PRE-INCIDENT PLANNING TECHNICAL ADVISORY DOCUMENT

As required by Eugene Fire Code and/or Springfield Fire Code Chapter 4 Emergency Planning and Preparedness, electronic plans are required for specific facilities for Fire Department Pre-Incident Planning purposes. New construction projects shall have these plans submitted and approved by the fire department as part of the permitting process and as a condition of the Fire Marshal's recommendation that the Building Official grant occupancy.

This technical advisory provides information about the purpose of Pre-Incident Plans, what types of occupancies and facilities require Pre-Incident Plans, the information needing to be provided for Pre-Incident Plans, and the formatting of the plans and information.

Pre-Incident Plans are a critical tool used by Eugene Springfield Fire to effectively respond to emergency incidents. The information in Pre-Incident Plans is used to deploy resources and make decisions about strategies and tactics so that emergencies can be addressed as effectively and safely as possible. By doing so, loss of property, endangering of occupants, and risks to firefighters can be minimized.

Occupancies and facilities requiring Pre-Incident Plans are:

- Group A, other than Group A occupancies used exclusively for purposes of religious worship that have an occupant load less than 2,000.
- Group B buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
- Group E.
- Group F buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
- Group H.
- Group I.
- Group R-1
- Group R-2 college and university buildings.
- Group R-4.
- Group SR.
- Group R occupancies subject to licensure by the state.
- High-rise buildings (buildings with an occupied floor/roof more than 75 feet above grade).
- Group M buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
- Covered malls exceeding 50,000 square feet in aggregate floor area.
- Underground buildings (buildings with an occupied floor more than 30 feet below grade).
- Group A, E, or M occupancies with an atrium.
- Any building where the size, height, nature of the use, or other specific character creates unique hazards as determined by the Fire Marshal.

In order for the Pre-Incident Plans to be effective tools for emergency response use they must contain useful information without becoming confusing because of too much unnecessary content. The plans and information need to show:

- A cover sheet listing:
    - Responsible Party Name and Contact Phone Number.
    - Facility/Building Name
    - Address(es). If multiple buildings at same address, building number/letter designations need to be shown.
    - Number of floors or stories, including mezzanines and basements.
- A site plan showing:
    - Title block with facility/building name and address, north arrow.
    - Fire apparatus access routes into/around the site, including driveways, drive aisles, fire lanes.
    - Roads and streets with names in the immediate surroundings.
    - Locations and types of gates and means for opening (Click-to-enter, key box, non-hardened lock).
    - Basic footprint of the building with access/egress points identified.
    - Locations of loading docks, truck wells, and overhead doors.
    - Locations of electrical utilities, including overhead power lines, underground power lines, transformers, service drops, meter bases, utility vaults/boxes.
    - Locations of fire hydrants on the property or within 500' of the property along streets accessing the site.
    - Locations and functions of water control valves and fire department connections (FDCs).
    - Locations of utilities and utility shutoffs (electricity, gas, propane tanks/piping, domestic water).
    - Locations of key boxes
    - Locations of emergency/standby generators, associated fuel tanks, and emergency shutoff switches.
    - Locations and descriptions of topographical conditions on the site, such as creeks, ditches, ponds, steep slopes, pits, etc…
    - Locations and descriptions of specific life- or fire-safety hazards, such as chemical storage tanks/containers, fuel tanks, propane tanks, storage conditions such as log piles, outdoor racks, storage containers, etc…
    - Other unique conditions/elements of the site identified by the fire department.
- A basic floor plan of the first/ground floor of the building(s) showing:
    - Main entry location.
    - All other access/exit locations.
    - Basic circulation paths within the building, such as hallways, corridors, stairs, enclosed stairways, ramps.
    - Locations and ratings of fire walls, fire barriers and fire doors.
    - Locations of fire sprinkler riser and sprinkler control valves.
    - Locations of standpipes and number of stories served.
    - Description of stair enclosures, including floors served, roof access or not, basement access or not, exterior access or not.
    - Locations of elevators, description of floors served, recall floors (primary and secondary), type of elevator (cable, hydraulic) and location of elevator machine room.
    - Locations of Areas of Rescue Assistance and 2-way communication panel.
    - Locations of Fire Alarm Control Panel (FACP), alarm power supplies, and alarm annunciator panel (ANN).

    - Locations of Smoke Control Panels and locations and descriptions of smoke control system elements (vents, fans, exhaust outlets, smoke curtains, etc…).
    - Locations of electrical service panels, electrical rooms, or special electrical hazards.
    - Attic, crawlspace, other concealed space access locations.
- A basic roof plan showing:
    - Slope of the roof(s).
    - Roof access locations, such as roof hatches, stair enclosures, exterior ladders, etc…
    - Locations and descriptions of skylights.
    - Locations and descriptions of smoke vents.
    - Locations of standpipe hose outlets.
    - Locations and descriptions of mechanical equipment.
    - Description of the roof construction (concrete deck, metal roof, plywood on trusses, etc…)
- Basic floor plans of upper stories showing:
    - Basic circulation paths within the building, such as hallways, corridors, stairs, enclosed stairways, ramps.
    - Locations and access of sprinkler floor control valves.
    - Locations of elevators.
    - Locations and ratings of fire walls, fire barriers and fire doors.
    - Locations of Areas of Rescue Assistance.

  *For multi-story buildings with a 'typical' floor layout, plans for individual floors may not be necessary.

Fire safety elements (hydrants, standpipes, control valves, fire department connections, etc…) should be represented on the plans using the symbols and notations presented in NFPA 170, Standard for Fire Safety and Emergency Symbols. A legend should be provided on the plans listing and identifying the symbols used.

Additional information beyond what is listed in this technical advisory should only be included on Pre-Incident Plans when it has relevance to emergency response operations and should be discussed with the fire department. Adding this information to construction/design documents, such as landscape plans, complete floor plans, etc… will likely not be acceptable because of the inclusion of too much unnecessary information making deciphering the plans under emergency response conditions difficult. For simpler buildings it may be appropriate to combine some of the plans, such as the site plan and first floor plan or roof plan. However, care must be used to ensure the plan does not become too cluttered or confusing.

The Pre-Incident Plans and Information needs to be submitted electronically in a PDF format. The size and resolution of the plans need to display the entire plan clearly on a computer monitor with a resolution of 800 x 600, or maximum 11"x17" printed format (8.5" x 11" is preferred size). The Pre-Incident Plans and Information need to be submitted as supplemental information (s.i.) as part of the building permit process. Upon submission, the plans will be reviewed by a deputy fire marshal for conformance with this technical advisory, and any required revisions, needed additional information, or suggestions for improvement will be provided. Once the Pre-Incident Plans are deemed acceptable they

will be routed to the Pre-Incident Program Administrator for assignment to a fire department company officer. The company officer will review the plans for usability, and may visit the site to confirm the accuracy of the information provided. Inaccurate or incomplete plans will be routed back to the deputy fire marshal for follow-up. The company officer may make note of additional information deemed necessary for preplanning purposes without requiring revisions to the plans.