



Pre-fire Planning

What Information Will WCFD Need From The Building Owner?

The following basic information MAY be needed depending on the occupancy and hazards. Providing much of the information before the site visit will help prepare for the visit and will save time during the visit. The information can be sent electronically or picked up prior and/or during the visit.

- Copies of floor plans, both hard copy and pdf, indicate the location of all entry points into the buildings/site.
- Square footage of the buildings by floor and total sq.ft. of each
- Wall, floor and roof construction i.e. wood, metal, concrete and roof cover i.e. composition, tile, metal etc. for each section of the buildings.
- Copies of the fire pump annual flow test reports for the past 3 years.
- Copies of the standpipe inspection and flow tests for the past 5 years.
- Copies of the automatic fire sprinkler inspection reports for the past 3 years.
- Copies of the inspection of the fire detection system, i.e. smoke and heat, manual pull stations, for the past 3 years.
- Copies of the on-site fire hydrant(s) inspection and flow tests for past 3 years.
- Details on the automatic fire sprinkler and standpipe system(s) design including:
 - Sprinkler protection hydraulic design details for each system on site.
 - Location of all sprinkler control valves as well as sectional control valves for the site fire protection water main.
- Location(s) of the Knox box as we will be opening the box to verify the keys in the box are operational.
- Location of the main electric switchgear shutoff. Amps and voltage ratings of the equipment. Are site employees trained in electric Arc Flash hazards and have the protective equipment to shut down power? Are they on-site 24/7/365?
- Location of the domestic main water supply shut off valve.
- Location of the main natural/propane gas shut off valves.
- Emergency contacts with cell phone numbers during non-working hours of the facility.
- Fire alarm system security codes to reset the system.
- Location of the fire alarm panel.
- Location of Safety Data Sheet (SDS)/Material Safety Data Sheets (MSDS).
- Location of stair towers in the building.

- Location and type of confined space entry on site.
- Fire brigade details: how many per shift, function, what resources do they have from a firefighting point of view. Do they confirm the fire pump is operating and know how to start the pump if it does not. How will they communicate problems they encountered to WCFD?
- Evacuation procedures details such as different levels of evacuation and designated meeting points. This will help the WCFD Command determine where to go to meet with plant staff in the event of an incident.
- Provide the number of units per floor, unit number. A floor plan (pdf) would be helpful. Location of all standpipe locations in the building.
- Location of elevators and machine rooms.
- Aerial photos of the site.
- Special Hazards (Explosives, Chemicals, Flammables)
- Special Fire Suppression Systems (Halon, Carbon Dioxide, Foam, FM 200)
- Solar Panel information: location of inverters; location of disconnect from inverter to building; panel disconnects if present; maintenance company or responsible party for the panels.
- Roof access

Who can I contact with additional questions?

Contact Tom LaCorte at tlacorte@wcfiredept.org for any questions regarding the Pre-fire Planning process.