



## 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.
- 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 report.
- Copies of the standpipe inspection and flow tests for the past 5 years.
- Copies of the automatic fire sprinkler inspection report.
- Copies of the inspection of the fire detection system, i.e. smoke and heat, manual pull stations.
- Copies of the on-site fire hydrant(s) flow tests.
- 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.
- 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.
- 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.
- Special Hazards (Explosives, Chemicals, Flammables)

- Special Fire Suppression Systems (Halon, Carbon Dioxide, Foam, FM 200, Kitchen Hood).
- Solar Panel information: location of inverters; location of disconnect from inverter to building; panel disconnects if present; maintenance company or responsible party for the panel.
- Roof access locations.
- Emergency power generator, fuel type, keys to shut off unit.
- Location of automatic fire sprinkler system shut off valves.
- Location of the Fire Department Connections on the outside of the building.

**Who can I contact with additional questions?**

Contact Tom LaCorte at [tlacorte@wcfiredept.org](mailto:tlacorte@wcfiredept.org) for any questions regarding the Pre-fire Planning process.