



**Division 12 Prevention and Investigations**

**Chapter 08 – Pre-Plan Guidelines**

March 2009

**POLICY**

This General Order shall set forth the policy to keep and maintain current pre-plans of all structures and areas in the County that require pre-plans. Moreover, this General Order shall set forth procedures to keep and maintain current and accurate maps of all areas of the County, and to achieve uniformity of appearance and quality of maps and pre-plans throughout the Department.

**DEFINITIONS**

N/A

**PROCEDURES**

**1. Responsibility; Work Steps; Activity Description**

**Battalion Chiefs**

Battalion Chiefs shall:

- Maintain a record of all structures in the Battalion that are to be pre-planned, showing the address, occupant, occupancy, and date of last pre-plan.
- Maintain copies of current pre-plans in the vehicle of the Battalion Chief and other appropriate vehicles.
- Monitor progress of preplanning to ensure that goals of the program are met.
- Develop local standards and training programs to carry out the objectives of this program.

**Station Officers**

Station officers shall:

- Maintain records of all occupancies to be pre-planned within the first due area, showing address, occupant, occupancy, and date of last pre-plan.
- Schedule and conduct pre-plan visits; prepare pre-plan documents; copy and distribute completed pre-plans as appropriate to Command Officers. Maintain file or original pre-plans in the station.
- Ensure that a copy of all first due pre-plans are carried on all engines, truck companies, rescue squads and command vehicles assigned to each station.
- Ensure that letters of prior notice explaining the pre-plan process and schedule are provided to property owner/manager prior to the start of pre-plan activity.

**2. General Instructions and Standards**

Pre-plans are to be prepared to provide a Command Officer, who has no other personal knowledge of a structure or occupancy, with accurate and current information about occupancy so that he/she may effectively manage an emergency involving the occupancy. Pre-plans must be prepared with a balance of clarity and detail to ensure this objective.

Pre-plans are to be prepared on the format attached to this General Order. Existing pre-



## PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS

plans need not be converted to this format until the time of their next revision.

All pre-plans are to include a narrative fact sheet, a site plan (orienting the building to its immediate neighborhood), and floor plans as needed. Stations with a large backlog of preplans to be done may propose a Basic Preplan using only the fact sheet/site plan. Note detailed preplans, with floor plans, are to be completed as time permits, but not later than the next scheduled update of the preplan.

Basis Preplans are to show symbols for the following information on the drawing; a sample is attached:

- “North & Side Alpha”
- Stairs, Elevators, and Exits
- Water Supply and Fire Department Connections
- Fire Protection Elements
  - Alarm control panel
  - Fire pump
  - Standpipe outlets
- Utilities

All drawings are to be drawn neatly, and should not extend beyond the limits of the provided drawing area. Moreover, all drawings are to be drawn approximately to scale.

The following scales should be considered; the actual scale to be used is to be determined by the needs of the particular drawing:

- Area maps: 1”=400’ (1”=800’ may be appropriate for rural areas)
- Sub area maps (apartments, townhouses, shopping centers, etc.): 1”=200’
- Site plans: 1”=200’ (varies according to building size)
- Floor plans: as needed to fit largest dimension into space provided

All area maps are to be oriented with North to the top of the page. All site plans and floor plans are to be oriented with side Alpha at the bottom of the page, or with deviation, on site plans, of no greater than 45 degrees.

The following method of arranging and numbering map pages is suggested:

- Arrange area maps so that all maps of one station’s first due area cover the area from left to right, top to bottom (similar pattern to the Alexandria Drafting Company maps).
- Number all maps in the same location – the upper left corner is suggested. Map numbers should include the first due station number, a sequential map number, and a letter to denote a sub area map. For example, the area map of the northwestern corner of Station 855 area would be numbered 855-1; a sub-area map showing details of an apartment project within that area would be 855-1a, etc.

Symbols contained on the attachment to this General Order are to be used to indicate building features, fire protection systems, etc. Station officers may add to the list of symbols in order to present unique information. Local symbols used in this manner are to be identified on the first page of the pre-plan.

All narrative information is to be typed or printed neatly in the space provided.

Shopping Centers are to be considered a single occupancy. A single site plan is to be provided, including sufficient floor plans of the same scale, to show all occupancies. Narrative information (owner, occupant, etc.) for individual stores is to be shown on the appropriate floor plan.



Sub-area drawings of apartment/townhouse developments are to show off-site water supply, distance, and main size.

Pre-plans are to be updated at the following intervals in order to be considered "current." Except as indicated, the occupancies are defined in the current edition of NFPA #101 – Life Safety Code:

- Group 1 – annual updates required
  - INS** – Health Care and Detention and Correctional (includes residential occupancies for the aged)
  - HAZ** – Hazardous Material Occupancies
  
- Group 2 – updated every 3 years
  - ASY** – Places of Assembly
  - EDU** – Educational Occupancies
  - IND** – Industrial Occupancies
  - STO** – Storage Occupancies
  
- Group 3 – updated every 5 years
  - RES** – Residential Occupancies
  - MR1** – Mercantile Occupancies over 5,000 square feet under one roof
  - BUS** – Business/Office Occupancies
  
- Group 4 – update as needed
  - MR2** – Mercantile Occupancies under 5,000 square feet under one roof

**REFERENCES**

N/A

**FORMS/ATTACHMENTS**

Preplan Fact Sheet

Preplan Floor Plan



**PRINCE GEORGES COUNTY FIRE/EMT DEPARTMENT**  
PRE-PLAN FLOOR PLAN



PAGE \_\_\_\_\_ OF \_\_\_\_\_ ADDRESS                      Type the address here.  
FLOOR \_\_\_\_\_ OF \_\_\_\_\_ INDICATE SIDE ONE  SHOW NORTH  DATE 10/30/2008 SCALE (1"= \_\_\_\_\_ )

