GENERAL ORDER 300.14

Pre-Incident Structures Planning

EMERGENCY SERVICES BUREAU

Issue Date: **October 21, 2019**
Revision Date: **NA**

APPLICABILITY

All Field Operational Personnel

POLICY

The Howard County Department of Fire and Rescue Services (Department) will, on an ongoing basis, conduct, update and verify pre-incident plans for all commercial structures, and when appropriate, various residential structures in Howard County. This policy outlines procedures for pre-incident planning, and will utilize guidelines established in NFPA 1620: Standard for Pre-Incident Planning.

DEFINITIONS

- **Preplans** – A document developed by gathering general and detailed data used by responding personnel to determine the resources and actions necessary to mitigate anticipated emergencies at a specific facility.

- **Operational Preplans Coordinator** – position responsible for establishing and managing a work plan to accomplish pre-incident plans.

- **OFM Liaison** – provides technical expertise for all code requirements and plans review.

- **Station/Shift Plan Developer** – personnel assigned to a specific station/shift that is responsible for compiling pre-incident plan information, and ensuring completion and accuracy of pre-incident plans.

- **Technical Draftsperson** – personnel assigned to a station/shift that from the pre-incident plan sketch created by station/shift personnel, creates a technical drawing, utilizing symbols provided by NFPA 170: Standard for Fire Safety and Emergency Symbols for consistency among plan users.

PROCEDURES

GENERAL:

At the direction of the Emergency Services Bureau (ESB), personnel assigned to field operations shall participate in the pre-incident planning of structures in their assigned Station box area. The goal of pre-incident planning is for personnel to visit commercial, and when appropriate, various residential occupancies to become familiar with:

- Building layout (internal and external) to include structure size and operations complexity.
- Contents, to include presence of hazardous materials.
- Construction type, to include fire protection features and locations of:
  - Fire department connections
  - Knox boxes
  - Mechanical rooms, alarm annunciator panels, fire alarm control rooms, etc.

The pre-incident plan will provide critical information for responding personnel for use in incident operations. Pursuant to NFPA 1620, the pre-incident plan will:

- Address the initial response to the incident at the facility or site and additional resources as required.
- Indicate the facility's emergency response capabilities.
- Include initial actions based on the priorities of life safety, scene stabilization, and incident mitigation.
- Address the implementation of an Incident Management System (IMS) upon the arrival of the first responder units.

GUIDELINES FOR ESTABLISHING THE PREPLANNING PROGRAM:

The assigned company officer, in coordination with the company Captain, will identify personnel on their respective shift that will be responsible as plan developers for the shift.

Personnel assigned as Station/Shift Plan Developers will:

- Be competent and familiar with the basic information collected and included in the final pre-incident plan.
- Complete tasks in coordination with the Operational Preplan Coordinator and provide feedback about the program.
- Ensure protection of proprietary or sensitive information.

Personnel assigned as a Technical Draftsperson will:

- Be competent and familiar with the basic information collected and included in the final pre-incident plan.
- From the pre-incident plan sketch created by station/shift personnel, create a technical drawing, utilizing symbols provided by NFPA 170 for consistency among plan users. In some cases electronic drawings may be obtained from the owner.
- Maintain proficiency in developing technical drawings.

- Ensure protection of proprietary or sensitive information.

GUIDELINES FOR STATION/SHIFT PERSONNEL:

Station and shift personnel shall:

- **Conduct/complete a minimum of one pre-incident plan, per station, per shift, per month** (each Station will submit a minimum of three pre-plans per month total).
- Coordinate scheduling of occupancies for the development of a pre-incident plan.
- Visit occupancies to become familiar with layouts, contents, construction, and protection features.
- Collect and evaluate data that shall be included in the pre-incident plan.
- Coordinate and cooperate with facility management and operations staff to establish a pre-incident plan by consulting with knowledgeable personnel.
- Advise the Station/Shift Plan Developer of portions of the pre-incident plan that involve unique or unusual operations.
- Verify the adequacy and accuracy of the pre-incident plan after an emergency or event and revise and redistribute where conditions indicate that a change is warranted.
- Provide feedback about the program to the Station/Shift Plan Developer and/or Operational Preplans Coordinator.
- Ensure protection of proprietary or sensitive information.

Company officers shall identify who will be the plan developers for the shift.

GUIDELINES FOR SUBMITTING PRE-INCIDENT COMMERCIAL PREPLANS:

- The Station/Shift Plan Developer will compile pre-incident plan documents into PDF format for each occupancy address then email to: preplans@howardcountymd.gov.
- If while accessing preplans any discrepancies or needed changes are noted, personnel may also submit a PDF file with updated information to: preplans@howardcountymd.gov.
- Questions or technical assistance regarding the pre-incident plan program can be directed to the Operational Preplan Coordinator, assigned to ESB staff.
- If violations are encountered during pre-incident planning efforts that pose an immediate life hazard or those that cannot be addressed by the Operational Preplan Coordinator, notification shall be made to the on call OFM or an OFM Liaison.

COMPLIANCE:

The Operational Preplan Coordinator will submit a monthly report to the ESB Bureau Chief, regarding compliance with assigned pre-incident plan efforts.

PREPLAN ACCESS:

- Preplans are available through the CAD page accessible from the Sizeup page or https://fireweb.howardcountymd.gov/cad/. The column called "Preplans" will contain a hyperlink to access the preplan if available. Some addresses may have multiple preplans and will have several files attached. If there is no hyperlink then there is no preplan on file for the specified address.

REFERENCES

- NFPA 1620: Standard for Pre-Incident Planning (2010 ed.)
- NFPA 170: Standard for Fire Safety and Emergency Symbols (2009 ed.)

SUMMARY OF DOCUMENT CHANGES

New General Order

FORMS/ATTACHMENTS

- Attachment A: DILP Memo to Design Professionals for required Life Safety Plan
- Attachment B: Preplan Example

APPROVED

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Office of the Fire Chief

Author:

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Emergency Services Bureau

Attachment A

HOWARD COUNTY DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS
3430 Courthouse Drive ▪ Ellicott City, Maryland 21043 ▪ 410-313-2433

Robert J. Frances, P.E., Director
bfrances@howardcountymd.gov

FAX 410-313-3298
TDD 410-313-2323

May 9, 2019

Memo to: All Design Professionals

From: Sydonia Garrott, P.E.
Fire Protection Engineer

RE: Life Safety Drawings

Dear Design Professionals:

Starting June 1, 2019, the Plan Review Division will be requiring an electronic copy of a life safety plan for all new commercial and R-4 buildings, and major interior alterations. This plan must include the following items:

1. Location of fire alarm control panel
2. Location of main electrical room
3. Location of FDC
4. Location of all exterior doors
5. The location of the stairs and elevators
6. Location of a fire command center (if applicable)
7. Location of any fire walls (not fire barriers or partitions, just true fire walls)
8. Construction type of the building
9. Total building and area per floor
10. Location of fire sprinkler and/or fire pump room

Prior to approval of your building permit this drawing will need to be emailed to your building plans examiner. This drawing does not have to be signed, it is for informational purposes only. Should you have any questions please contact your building reviewer or Sydonia Garrott at 410-313-4319.

Pre-Fire Survey

Attachment B

5. Comments:
RADIOS DO NOT WORK IN THE BASEMENT LEVEL.
This building is constructed of light weight metal studs and roof system. It is crisis center for homeless people and families and operates 24 hours a day.

6. Contact Info:
DAY:
NIGHT: 410-531-6006

1. Occ. Name: GRASSROOTS CRISIS INTERVENTION CENTER

2. Address: 6700 FREETOWN ROAD

3. Occ Type: RESIDENTIAL BOARDING HOUSE

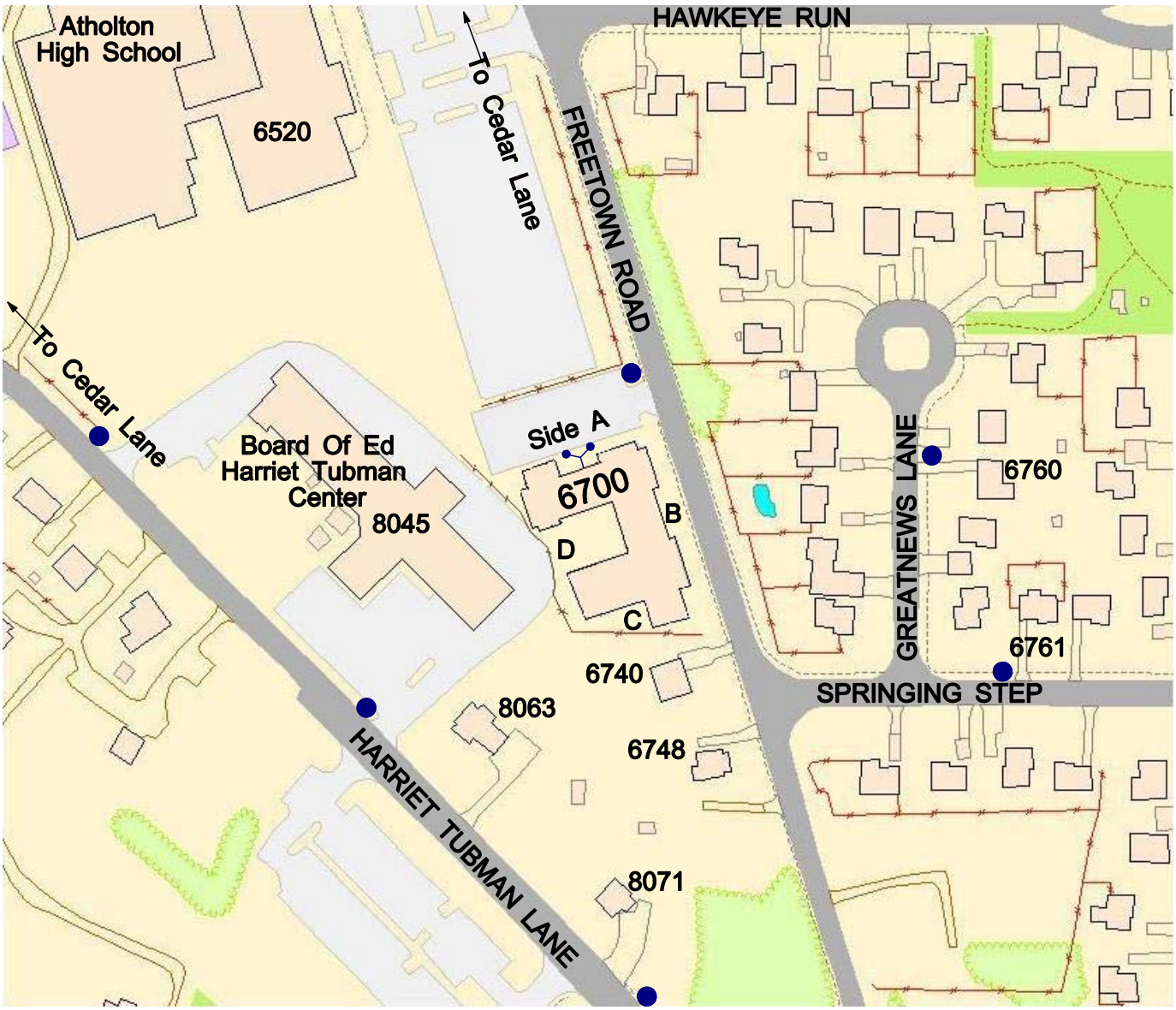
4. Cross St: SPRINGING STEP

8. Map #: 15 D 11

Edit: 05/2008 DAB

9.
PRIMARY WATER SUPPLY: HYDRANT AT THE ENTRANCE TO THE PARKING LOT; 12" MAIN

SECONDARY WATER SUPPLY: HYDRANT AT 8045 HARRIET TUBMAN LANE; 12" MAIN



10. Sprinkler: FDC Location:
YES; WET; EXTERIOR SIDE A - TO THE RIGHT OF THE MAIN ENTRANCE

11. Haz Materials/Location:
WATER PURIFICATION TANK IN THE BASEMENT

12. Standpipe: FDC Location:
N/A

13. Best Access:
SIDE A, B, & D;

14. Bldg Ht: 2 STORIES W/BASEMENT

15. Bldg Area: 125 FT x 135 FT x 35 FT

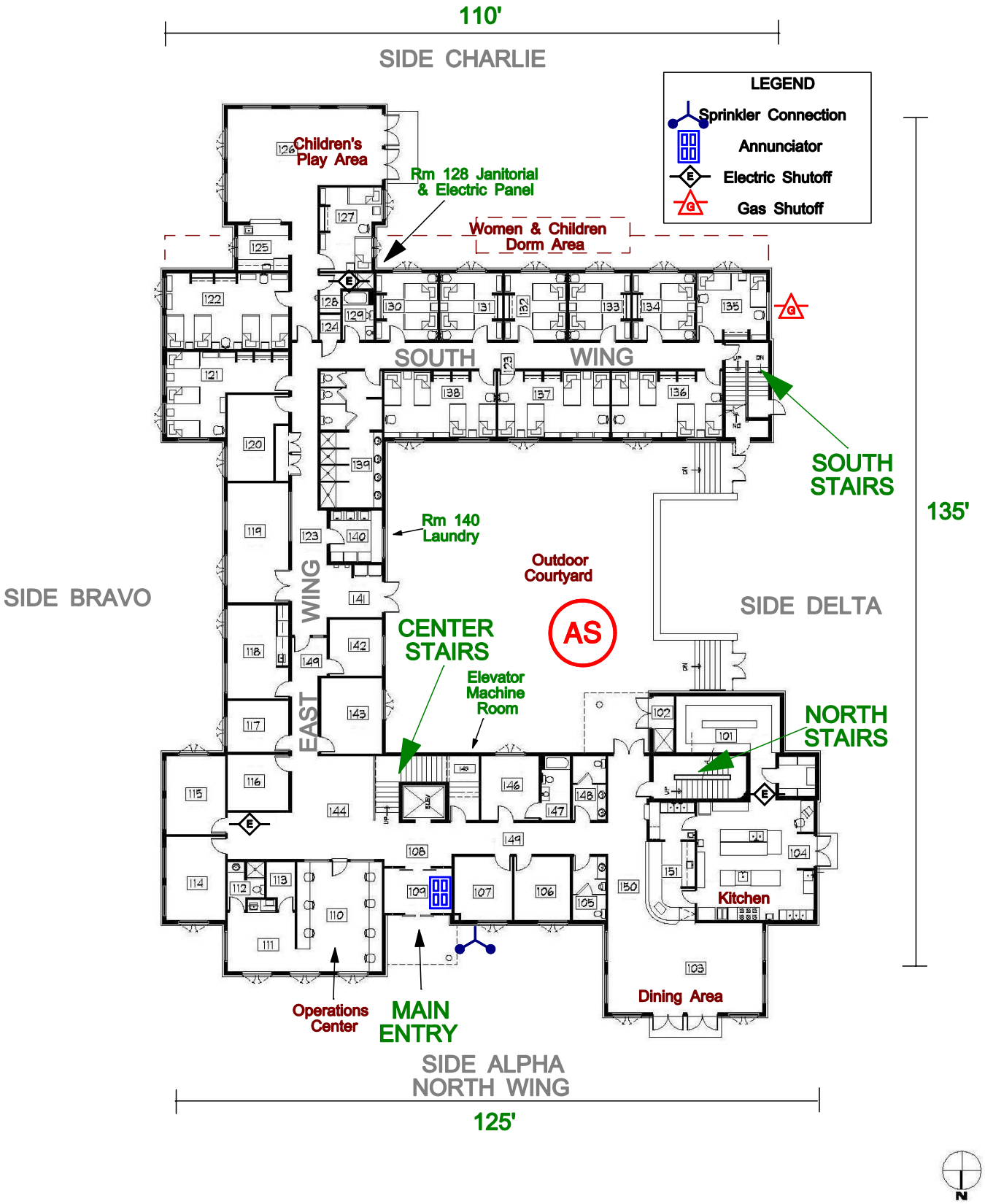
16. Knox Box: NONE

17. Roof Construction:
LIGHT METAL TRUSS/RAFTERS with plywood & asphalt shingles.
The main structure of the building is LIGHT METAL STUDS.

Print survey at 85 ft/inch

Grassroots Crisis Intervention Center

6700 Freetown Road - 1st Floor Level

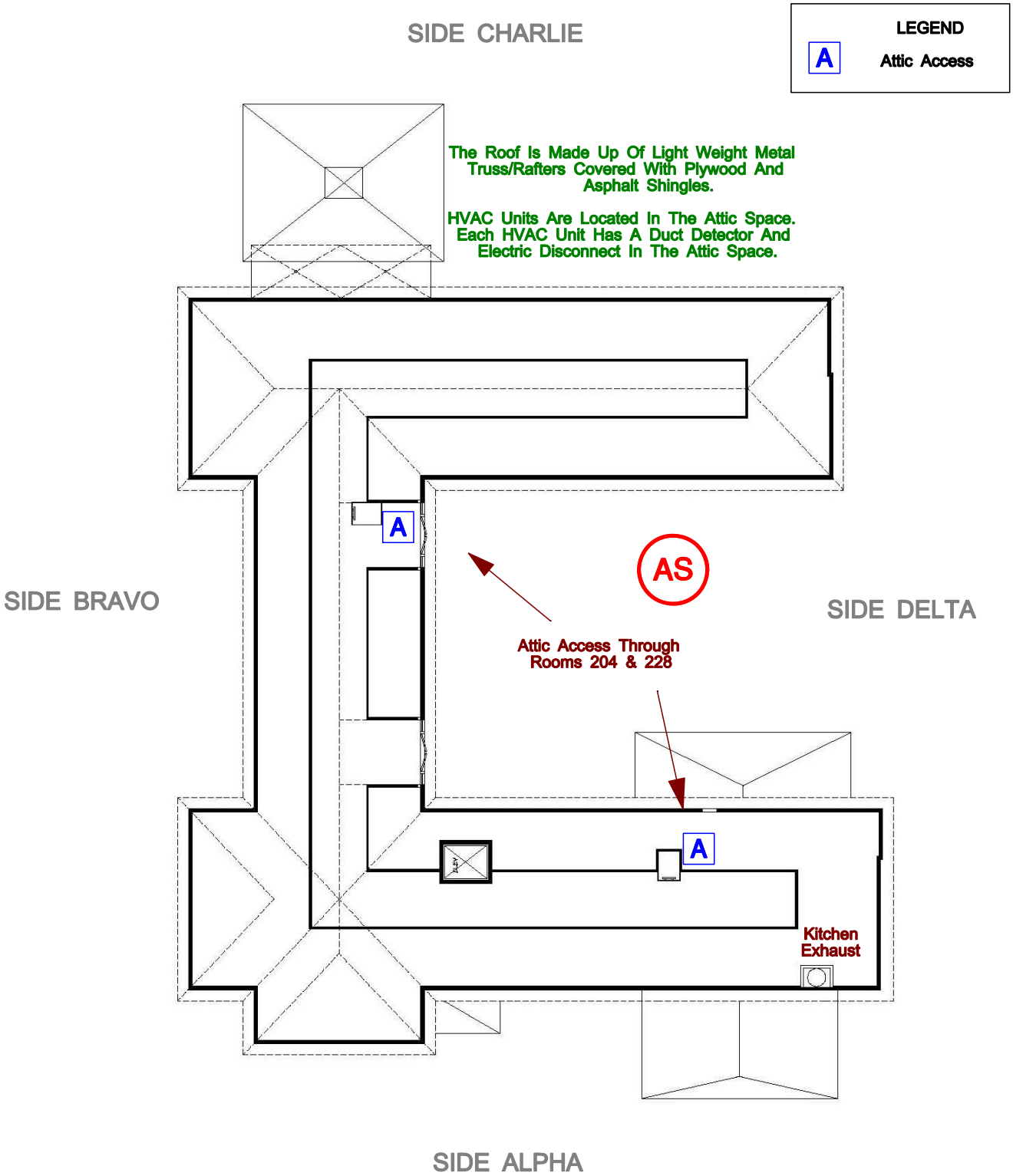


Grassroots Crisis Intervention Center

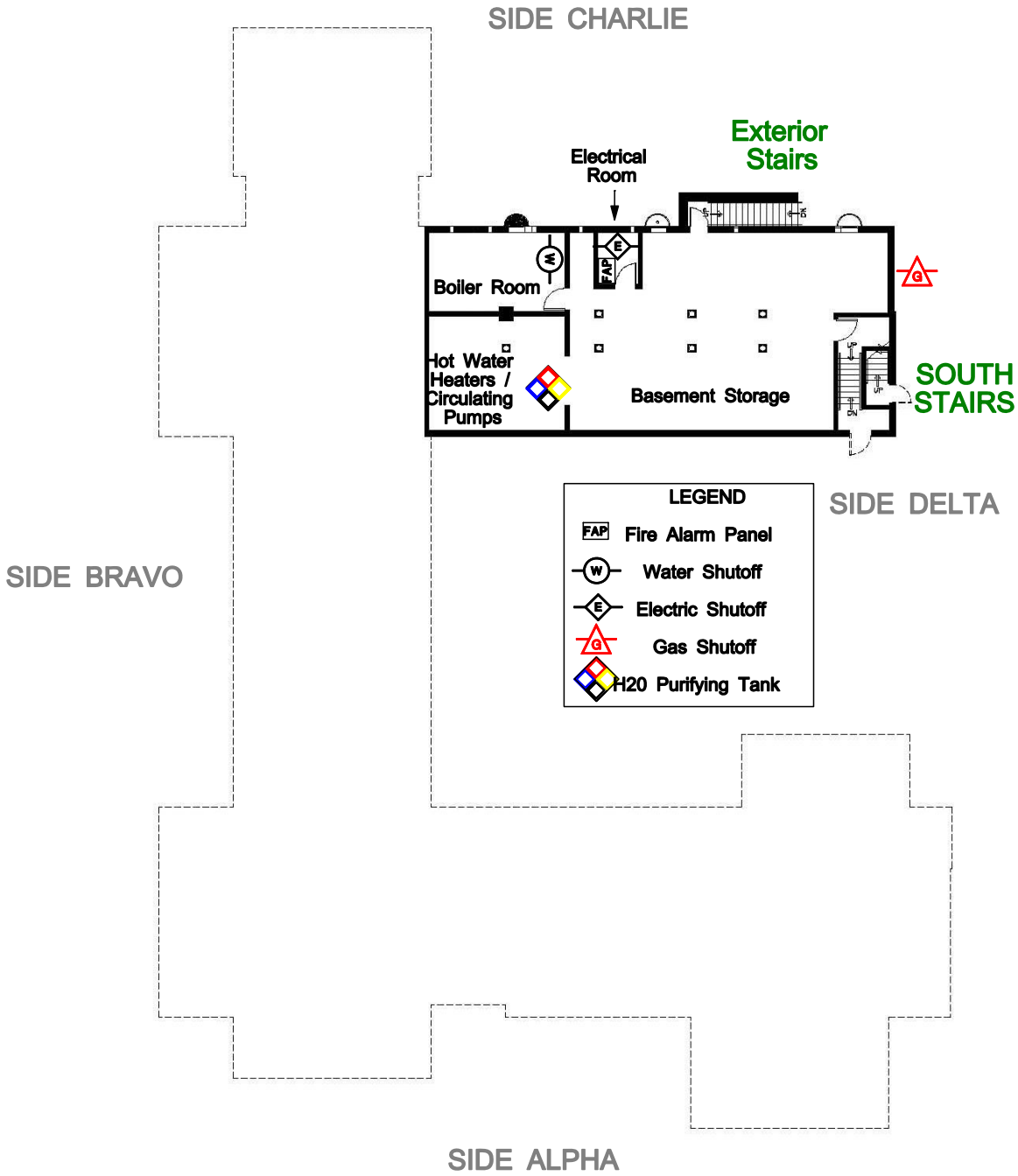
6700 Freetown Road - 2nd Floor Level

Grassroots Crisis Intervention Center

6700 Freetown Road - Attic Level



Grassroots Crisis Intervention Center

6700 Freetown Road - Basement Level

800 mhz Radios DO NOT WORK Properly In This Area; Use non-repeater channels for communications.