



Manhattan Fire Protection District

SOP #: 145-1	Effective Date: 06/17/16 Revised Date:
Section: Administration	
Subject: Pre-Fire Plans	

PURPOSE:

The purpose of this standing operating procedure is to ensure consistent pre fire plans are being completed accurately and annually.

SCOPE:

This standing operating procedure applies to all members of the Manhattan Fire Protection District completing pre-fire plans within the fire district.

DEFINITIONS:

Pre-Fire Plans: is a walk-through of businesses/occupancies noting specific information, such as electrical meter locations, gas meter locations, knox box locations, etc.

Pre-Fire Plan Coordinator: is the member in charge of scheduling/issuing pre-fire plans to members and is responsible for maintaining current pre-fire plans.

GUIDELINE:

When completing pre-fire plans, the Occupancy Information Pre-Plan (appendix a) form shall be used. Other information that shall be obtained is:

- Pictures of all 4 sides, labeling them as Alpha, Bravo, Charlie and Delta
- Aerial view from Google Earth
- Draw a sketch of the entire building, noting the following information:
 - Electrical Meters
 - Gas Meters
 - Knox Box location
 - Fire Department Connection location
 - Sprinkler Room location (if applicable)
 - Alarm Panel room location (if applicable)

Completed pre-fire plans shall be entered into the Prem-Hazard section of the Will County CAD system by the Pre-Fire Plan Coordinator. Two hard copies of each pre-fire plan shall be kept on file, in binders labeled Pre-Fire Plans, in the Lieutenant's Office and in the Deputy Chief's office. Both the MDT's and pre-fire plan binder shall be kept up to date and maintained by the Pre-Fire Plan Coordinator.



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The Shift Lieutenant's/Acting Officer's shall be responsible for completing their assigned shift's pre-fire plans. Pre-fire plans shall be done on a quarterly basis, as issued by the Pre-fire Plan Coordinator. When a new business/occupancy opens, a pre-fire plan shall be done. When a business/occupancy changes, a pre-fire plan shall be done.

Pre-fire Plans should be reviewed by each shift as part of the daily training to ensure all members are aware of the business/occupancy information. This will ensure all members receive any pertinent information regarding businesses/occupancies within the fire district.

SAFETY CONSIDERATIONS:

Members shall comply with any safety rules that the business/occupancy may have in place. When completing a pre-fire plan, apparatus shall be parked in an area where it shouldn't effect normal business operations or traffic flow.

SPECIAL CONSIDERATIONS:

Members completing a pre-fire plan shall make reasonable efforts to inform the business/occupancy owner of the intent of a pre-fire plan. The Shift Lieutenant/Acting Officer may have to schedule the pre-fire plan in advance with the business/occupancy owner.

Approved:

Signature: Daniel Forsythe

Date: 06/17/2016

Appendix A



Manhattan Fire Protection District

Manhattan Fire Protection District

Occupancy Information

Date:

General Information

Crew Init:

Business Name Occupancy ID#

Address Type Occupancy

Address Line 2

Address Line 2

City Zip Code Business Number

Property Owner Primary Owner Contact Phone

Address

Address Line 2

City State Zip Code

City State Zip Code

City State Zip Code

City State Zip Code

City State Zip Code

Key Holder Information

Primary Key Holder Primary Phone Secondary Phone

Secondary Key Holder Primary Phone Secondary Phone

Additional Key Holder Primary Phone Secondary Phone

Additional Key Holder Primary Phone Secondary Phone

Additional Key Holder Primary Phone Secondary Phone

Building Information

Property Use / Business Type Ventilation System Main Controller Location

Length Gas Shut Off Location

Width Primary Construction Type Main Electrical Panel/Switchgear Location

Stories Type I Protected / Noncombustible Domestic Water Shut Off Location

Total Sq. Ft Type II Unprotected / Noncombustible Knox Box Location

Length Type III Ordinary Roof Access location

width Type IV Heavy Timber Basement access location

height Type V Wood Frame Hours Of Operation

GPM Critical flow

Occupants Weekday # Occupants Weekend

Closest Hydrants

Closest Hydrants

Closest Hydrants



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Other Information

Fire Alarm Information

Main Fire Control Panel location

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and locations of Fire Alarm annunciators

Fire Dept. Connection (FDC) Location

--

Number and location of Standpipes

Elevator Equipment Room Location

--

Pump Room location

--

Fire Pump GPM

--

Alarm Monitoring Company

--

- Central Monitoring
- Radio Monitoring
- Outside Monitoring
- Fully Sprinkled
- Partially Sprinkled
- Hood System
- Backup Pump
- Wet System
- Dry System

Hazards

MSDS Location

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Hazardous Chemical Storage Locations

Chemical Name	DOT #	Health ___ Fire ___	NFPA Hazards Reactive ___ Special ___
Storage Type	Quantity	Additional Info	

Chemical Name	DOT #	Health ___ Fire ___	NFPA Hazards Reactive ___ Special ___
Storage Type	Quantity	Additional Info	

Chemical Name	DOT #	Health ___ Fire ___	NFPA Hazards Reactive ___ Special ___
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