



## A GUIDE FOR CONDUCTING FACILITY PRE-FIRE PLANS

1. Sketch Each Floor
2. Show Roof access of venting devices
3. Show approaches to the facility
4. Indicate the size of the facility (Length and Width)
5. Show location of attic access doors, hatches, or ladders
6. Show roof access ladders
7. Show the location of the master electrical shutoff(s), other electrical shutoffs should be shown.
8. Show the location of the master gas/LPG shutoff.
9. Show the Direction of north by an arrow.
10. Show specific types of doors for other than standard personnel doors.
11. Show Fences and gates. *NOTE: Symbols are used to standardize and simplify information on the sketches the symbols that will be used are on included in this packet.*
12. Show all major partitions and doors.
13. Show room numbers if they are marked on the facility, otherwise indicate the use of the room.
14. Show the location of stairs and stairwells.
15. Show the locations of elevators.
16. Show locations of firewalls, and fire doors.
17. Show fire or smoke partitions in concealed spaces such as attics.
18. Show locations of fire hydrants and other available water sources.
19. Show the location of fire alarm control panels
20. Show the location of annunciator panels.
21. Show the location of all carbon dioxide, FM200, or clean agent fire extinguishing systems.
22. Show the location of all sprinkler risers, if applicable.
23. If the facility is only partially sprinkled, indicate areas that are protected.
24. If the facility has more than one sprinkler riser, indicate the area protected by each riser.
25. If the facility does not have a sprinkler system or if the facility is protected completely by a sprinkler system place the proper symbol at the top of the sketch.
26. Show the location of all Post Indicator Valves and show which risers the valves control.
27. Show the location of all standpipes, hose cabinets and outlets.
28. Show the location of any installed fire pumps.
29. Indicate the location of hazards in the building, such as explosives, radiation, flammable liquids, toxics, ect. That constitute an uncommon hazard to the firefighter.
30. Indicate the location of where Material Safety Data Sheets (MSDS) are stored.

Dear Business owner,

Enclosed you will find a graph sheet in which we are requesting you draw the outline of your business. This will help us in case of an emergency should one arise. Please show the location of the following items in your drawing,

1. Doors and windows
2. Power Shutoff
3. Gas/LPG Shutoff
4. Sprinkler Connection
5. Fire Alarm Panel
6. Non-Usable Doors or Windows
7. Any Special Hazards (Explosives, Chemicals, Etc.)

At the bottom of this drawing please list the following,

1. Type of Business you conduct
2. Emergency Contact phone numbers
3. Number of employees normally on site.
4. Business Name and Address.
5. Insurance Company

Please return your drawings to the following address or contact us at the following numbers listed below,

Kaufman Fire Department  
301 S. Madison Street  
Kaufman TX 75142

Ph: 972-932-3538      Fax: 972-932-1367



## Pre-Fire Plan Data Entry Form

Date: \_\_\_\_\_

Fire Department/District: **Kaufman Fire Rescue**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Bldg/Suite #: \_\_\_\_\_

City: \_\_\_\_\_ Phone #: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Dept. Map Page #: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Manager Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Other Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Nearest Cross-Street is: \_\_\_\_\_

Primary Hydrant Number: \_\_\_\_\_ Located at: \_\_\_\_\_

Other water source is: \_\_\_\_\_ Square footage: \_\_\_\_\_ Stories in Height: \_\_\_\_\_

Occupancy Class Code: \_\_\_\_\_ Location of Heating: \_\_\_\_\_

Construction Class Code: \_\_\_\_\_ Gas Shutoff: \_\_\_\_\_ Type of Heat:  Natural Gas  LPG

Electrical Shutoff Location: \_\_\_\_\_ Alarm Panel: \_\_\_\_\_

Basement:  YES  NO Remarks: \_\_\_\_\_

Elevator:  YES  NO Remarks: \_\_\_\_\_

Lock Box:  YES  NO Remarks: \_\_\_\_\_

F.D.C.:  YES  NO Remarks: \_\_\_\_\_

Standpipes:  YES  NO Remarks: \_\_\_\_\_

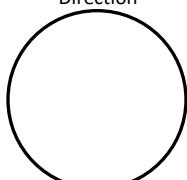
Sprinkler System:  YES  NO Remarks: \_\_\_\_\_

# of Sprinkler Risers: \_\_\_\_\_ Remarks: \_\_\_\_\_

Location of Sprinkler Controls: \_\_\_\_\_

Location of Water Shutoff Valves: \_\_\_\_\_

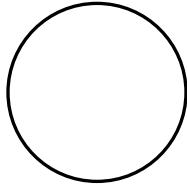
**PRE-INCIDENT PLAN DIAGRAM**

Direction 	Address:	PRE-PLAN #
Name of Occupancy:		DISTRICT



**Not to Scale**

**PRE-INCIDENT PLAN DIAGRAM**

Direction 	Address:  Name of Occupancy:	PRE-PLAN #

## Standard Map Symbols

## FIRE PROTECTION

- Fire Department Connection
- AS THRU-OUT** Automatic Sprinklers throughout contiguous sections of single risk
- AS** Automatic Sprinklers all floors of building
- AS 1st ONLY** Automatic Sprinklers in part of building only (Note under symbol indicates protected portion of building)
- NS** Not Sprinklered
- ACS** Automatic Chemical Sprinklers
- ACS** Chemical Sprinklers in part of building only (Note under symbol indicates protected portion of building)
- HYD.** Vertical Pipe or Standpipe
- AFA** Automatic Fire Alarm
- WT** Water Tank
- F.E.** Fire Escape
- FA** Fire Alarm Box
- Single Hydrant
- D.H.** Double Hydrant
- T.H.** Triple Hydrant
- D.H. H.P.F.S.** Quadruple Hydrant of the High Pressure Fire Service
- 20" W.P. (H.P.F.S.)** Water Pipes of the High Pressure Fire Service
- + 12" +** Water Pipes of the High Pressure Fire Service as Shown on Key Map
- 6" W.P.**
- 4" W.P.**
- 5" W.P. (PRIV.)** Public Water Service
- 6" W.P. (PRIV.)** Private Water Service

- • •** Fire Detection System - Label Type
- Alarm Gong, with Hood
- 4"** Sprinkler Riser (size indicated)

## VERTICAL OPENINGS

- Skylight lighting top story only
- 3** Skylight lighting 3 stories
- WG** Skylight with Wired Glass in Metal Sash
- E** Open Elevator
- FE** Frame Enclosed Elevator
- ET** Frame Enclosed Elevator with Traps
- ESC** Frame Enclosed Elevator with Self-Closing Traps
- CBET** Concrete Block Enclosed Elevator with Traps
- TESC** Tile Enclosed Elevator with Self-Closing Traps
- BE** Brick Enclosed Elevator with Wired Glass Door
- H** Open Hoist
- HT** Hoist with Traps
- H 8. to 1** Open Hoist Basement to 1st
- STAIRS** Stairs

## MISCELLANEOUS

- Number of Stories
- Height in Feet
- Composition Roof Covering

- Parapet 6" above Roof
- Frame Cornice
- Parapet 12" above Roof
- W. HO.** Parapet 24" above Roof  
Occupied by Warehouse  
Metal, Slate, Tile or Asbestos  
Shingle Roof Covering  
Parapet 48" above Roof
- S. 2-D A. in B. BR 1st** 2 Stories & Basement  
1st Floor Occupied by Store  
2 Residential Units above 1st  
Auto in Basement  
Drive or Passageway  
Wood Shingle Roof

- IR. CH. Iron Chimney
- IR. CH. S.A. (with Spark Arrestor)
- UP. B. Vertical Steam Boiler
- Horizontal Steam Boiler
- Width of Street between Block Lines, not Curb Lines
- CURB LINE Ground Elevation
- 50 15** House Numbers nearest to buildings are official or actually up on buildings. Old House Numbers are farthest from buildings.
- CURB LINE
- 56 416 2-D**
- Brick Chimney
- GT** Gasoline Tank
- Fire Pump

## COLOR CODE FOR CONSTRUCTION

- Materials for Walls
- Brown - Fire-Resistive protected steel
- Red - Brick, hollow tile
- Yellow - Frame — wood, stucco
- Blue - Concrete, stone or hollow concrete block
- Gray - Noncombustible unprotected steel

Figure 12.21 Standard map symbols that firefighters may choose to use.