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Attachment 1: Sample Pre-Incident Plan

1. Pre Incident Plans Definition

Creating a Pre-Incident Plan is a process of gathering relevant and accurate information about a building or complex prior to an incident that:

- A) Identifies all life threatening hazards to Fire Fighters and or occupants.
- B) Identifies the construction of the building and shows the layout.
- C) Identifies the type and location of all resources on site.
- D) Identifies all exposures.

A Pre-Incident Plan must be presented in the format that is consistent with the Standard Pre-Incident Plan Drawing Procedure outlined in this document. Following these procedures will ensure that the Pre-Incident Plans are easily understood and readily available at the time of an emergency. This advance information will allow the Surrey Fire Service to identify hazards so that unnecessary risks are avoided and loss or injury is prevented when an incident occurs. This information must be accurate as decisions based on incorrect or incomplete information could cost someone their life.

2. Drawing Standards

2.1 Sample PIP

The Sample PIP has been designed to assist PIP technicians with preparing their plans to meet specification. A blank template has also been provided to facilitate standardization of new PIPs. Minor deviations from the template are allowed in certain situations, but not encouraged. The template is the standard in the majority of situations, on a best case basis.

2.1.1 Date

The date refers to the date the drawing is finalized by the PIP technician. The date is centered in the box labeled "Date" located at the top of the template. The date text is black and sized as indicated on the template. The date must be in the format:

Mmm yyyy (eg. Nov 2010)

2.1.2 Drawing Name

The drawing name text is in magenta, sized as indicated on the template and centered in the box located at the top of the template. It must be in Title case format, and must be one of the following choices:

Site Plan
Basement Plan
U/G Parking Plan
Ground Floor Plan
First Floor Plan
Second Floor Plan (Third, Fourth, etc.)
Roof Plan
Mezzanine Plan
Mechanical Floor Plan

2.1.3 North Arrow

The North arrow indicates where North is when looking at the drawing, in normal orientation. The North arrow must only be oriented in the box located at the upper right side of the template, pointing up, or left but no more than 90 degrees. The North arrow is available in the PIP symbol library.

2.1.4 Site Name

The site name refers to the name of the complex, building, business, etc. The site name text is black, sized as indicated on the template and centered in the upper center of the template. The site name is in 'Title Case' format.

2.1.5 Site Address (see Appendix A for List of Street Types)

The site address is the legal address or range of addresses for the site name. The site address text is black, sized as indicated on the template and centered in the box directly below the site name. The site address must take the format:

12345 Retail Rd (single with named street)
12345 – 123 St (single with numbered street)
12345, 12387 Retail Rd (multiple)
12345 to 12399 Retail Rd (range)

2.1.6 Map (see Appendix D for Map numbers)

The map number should correspond to the Surrey Grid Map number based on building address.

013 (three digit format)

2.2 Site Plan (see Appendix C for Symbol placement notes)

Each Site Plan must include the following information:

- Minimum of two city hydrants (symbol).
- Street accesses (black text single or multi-line).
- Names of streets (sized as per template, e.g. 124 St).
- Location of all buildings on site (bold black outline, no openings for doors, as per Sample PIP).
- Address of multiple building(s) (horizontal blue text as per Sample PIP, e.g. 12345).
- Main entrance arrows: to property and into building(s) (symbol).
- Overhead power lines, if applicable (scale symbol).
- Perimeter fences, if applicable (scale symbol).
- Natural gas shutoff, if applicable (symbol).
- Main electrical shutoff, if applicable (symbol).
- Overhead doors, if applicable (symbol).
- Location of hazardous goods class numbers, if applicable (symbol).
- Location of sprinkler shutoff valve, if applicable (symbol).
- Location of alarm annunciator, if applicable (symbol).
- Location of alarm reset, if applicable (symbol).
- Outside stair access, if applicable (symbol).
- Location of only 4 hour fire walls, if applicable (hatched rectangle).
- Location of man traps, if applicable (symbol).
- Location of First Aid Room, if applicable (symbol).
- Location of gates, if applicable (symbol).
- Location of exterior garbage containers, if applicable (symbol).
- Location of skylight(s), if applicable (symbol).
- Location of all private hydrants, if applicable (symbol).
- Location of siamese fire department connection(s), if applicable (symbol).
- Location of B.C. Hydro kiosk(s), if applicable (symbol).
- Location of lock box, if applicable (symbol).
- Location of wall/underground hydrant, if applicable (symbol).
- Location of storm drain(s) if hazardous goods on site (symbol) or if plugged drains can cause a lake.
- Location of post indicator valve(s), if applicable (symbol).
- Location of balconies, if cantilevered.
- Outline of underground parking.
- Access to underground parking
- Designated fire lane access, if applicable.

2.3 Building Information Document (see Attachment)

2.3.1 Name

The site name refers to the name of the complex, building, business, etc. (E.g. Sample PIP). The name must appear exactly as it does on the drawings.

2.3.2 Map # (see Attachment)

The Map number must be the same as it appears on the drawings (E.g. 101).

2.3.3 Address (see Appendix A)

The address must be the same as it appears on the drawings (e.g. 12345, 12387 Retail Rd).

2.3.4 Number of Floors

The total number of floors within a building is broken into two parts.

- Floors designated for business and/or residences, usually above grade.
- Floors designated as crawlspace (crawl), basement (bsmt), and /or underground parking (UG), usually below grade.

If the building has only floors designated as business and/or residences, note the number of floors as follows:

Number of Floors: 26

If the building has a combination of floor uses (e.g. 26 story high-rise apartment with 4 levels of underground parking) note the number of floors as follows:

Number of Floors: 26/ UG 4

2.3.5 Type of Construction

The type of construction refers to the five types plus a description of the wall structure of the building(s) (e.g. Non Combustible, Tilt-Up Concrete,)

This must be as it appears on the drawings.

2.3.6 Roof Construction

Roof construction refers to the roof structure of the building(s) (e.g., Metal Truss, Wood Truss, etc.). This must be as it appears on the drawings.

2.3.7 Covering

Covering refers to the roof covering for the building(s) (e.g. Tar and Gravel, Torch On Membrane, etc.). This must be as it appears on the drawings.

2.3.8 Roof Access Location

This refers to the location inside and/or outside the building(s) where a Fire Fighter can access the roof. This can be None or the exact location for access (e.g. Fourth floor, Northwest stairwell).

2.3.9 Building Use

This refers to what activity or uses the building serves. See appendix B for this list. The building use should also include the type of activity which is undertaken on the premises (e.g. Glass Blowing, Mechanic Shop)

2.3.10 Skylights

This refers to the number of skylights, if applicable and the location of the skylights (e.g. Six in Warehouse).

2.3.11 Fire Fighter Elevators

This refers to whether there is a Fire Fighter elevator or not. The entry is either the number of elevators or None.

2.3.12 Service Phone

This refers to the phone number of the company that services the Fire Fighter Elevator, if applicable.

2.3.13 Building Notes

Building notes refers to site specific information that Fire Fighters would require should they respond to an incident at a particular site. This information should not be trivial (e.g. 1000 litres of paint located at a Paint Store). This information should be pertinent, specific information that is not detailed on any drawing. Information usually found in building notes may include, but not limited to:

- Hazardous goods/waste identification and location.
- Location of self-closing doors, if applicable.

2.3.14 Caution Notes

Caution notes refers to site specific information of an extremely hazardous nature that Fire Fighters must have when responding to an incident at a site. This information will not only appear on the Building Information document, but will also appear on the Dispatch printout, printed at the hall(s) responding to an incident and given to the crews. This information should not be trivial. An example of a caution note would be:

- Northeast door Mezzanine Plan opens to 14-foot drop.
- Sodium Cyanide in Warehouse, do not use water.

2.3.15 Lock Box Location

If the site has a lock box, the exact location(s) must be noted. If not, the correct entry is None.

2.3.16 Annunciator

This refers to the exact location of the alarm annunciator, if applicable. If not, the correct entry is None.

2.3.17 Reset

This refers to the exact location of the alarm reset, if applicable. If not, the correct entry is None.

2.3.18 Sprinklers

This refers to the type of sprinkler system installed at a site, if applicable (e.g. Wet or Dry). If not, the correct entry is None.

2.3.19 Fire Department Connection

This refers to the exact location of the Fire Department connection (usually Siamese connection), if applicable. If not, the correct entry is None.

2.3.20 Area Protected

This refers to the area of the building(s) that is protected by a fire suppression system (sprinkler, halon, foam, etc.), if applicable. If not, the correct entry is None. Possible entries for this include, but are not limited to:

Offices
Warehouse
All

2.3.21 Sprinkler Room

This refers to the exact location of the sprinkler room(s), if applicable. If not, the correct entry is None.

2.3.22 Isolation Valves

This refers to the exact location of the isolation valves. Isolation valves are used to turn on/off the flow of water to a particular system or area (e.g. sprinkler system, riser system, private hydrant, second floor, etc.). If no isolation valves exist at a site, the correct entry is None.

2.3.23 Main Electrical Shut Off

This refers to the exact location of the main electrical Shut Off(s) in each building. At least one large breaker panel will usually exist at a site that will turn on/off the flow of electricity to the whole or part of buildings on a site. The typical location for this panel is in the Electrical or Mechanical Rooms.

2.3.24 Gas Shut Off

This refers to the exact location of the Natural Gas Shut Off(s) outside of each building at a site. The typical location for these shut offs is where the gas meter(s) is located. If no Gas Shut Off exists, the correct entry is None.

2.4 Floor Plan(s)

Each floor plan must be oriented the same direction as the site plan. Each floor plan must include the following information:

- All template text is duplicated (Rename drawing name e.g. First Floor, Second Floor, etc. and check scale).
- The exact location of info/hazards within the building (e.g. Hazardous goods, electrical panels, hose cabinets, alarm reset(s), skylights, etc.). If hazards do not pertain to the building being drawn (i.e. site with multiple buildings), do not place them on the floor plans.
- The exact location of stairways (arrows and direction not required).
- Interior walls (unless area heavily congested or an area is for general use e.g. Offices, Classrooms, etc.)
- The type of sprinkler system in the building, if applicable (If different portions of the building have different types, identify all).

Appendix A: List of Street Types

The following is a list of Street Types, as they appear in the PIP Database. PIP Technicians must use the following entries when referring to the address on drawings and information documents:

<u>Type</u>	<u>Description</u>
Ave	Avenue
Bld	Boulevard
Bypass	Bypass (e.g. Langley Bypass)
Court	Court
Cres	Crescent
Dr	Drive
Hwy	Highway
Lane	Lane
Mall	Mall
Pl	Place
Rd	Road
St	Street
Trail	Trail
Way	Way

Appendix B: List of Hazardous Goods Classes and Regulated Quantities

The following is a list of the TDG (Transportation of Dangerous Goods) classes and the regulated quantities for each. PIP Technicians should use this list as a guide when determining whether a specific product/waste should appear on the Hazardous Materials Information document and drawings:

<u>Class</u>		<u>Regulated Quantity</u>	<u>Example</u>
Class 1	-	Any amount	Explosive i.e. Fireworks
Class 2	-	Any amount	Propane
Class 3	-	Any amount	Solvent
Class 4	-	Any amount	Aluminum Phosphate
Class 5	-	Any amount	Hydrogen Peroxide
Class 6	-	100 kg or 205 liters	Cyanide
Class 7	-	Any amount	Radioactive Material
Class 8	-	100 kg or 205 liters	Car Batteries
Class 9.1	-	100 kg or 205 liters	Miscellaneous Good
Class 9.2	-	Not required	N/A
Class 9.3	-	5 kg or 5 liters	Motor Oil

Within the above classes there are particular products/wastes with different regulated quantities. Refer to the TDG Regulations for clarification.

Appendix C:

Miscellaneous Symbol Notes and Placement

Symbols should not be resized, unless space constraints require them to be so, and then only to 75% of their original size. Symbols should be placed on all drawings as they appear. On the Site Plan, all symbols referring to info/hazards within buildings may be placed in their location. Symbols referring to info/hazards occurring outside buildings should be placed where they occur. Symbols can run over lines (e.g. stairs). Symbols should be the top layer of a drawing so that symbol lines and colors overlap (e.g. walls). In the case of Overhead Doors or Skylights where space is a problem, use the following format:

Symbol x 6

The exact location of city hydrants should be represented on the site plan. In the case of city hydrants where space is a problem, due to the hydrant being located off the page, use the following format:

Hydrant Symbol
Feet from Hydrant Symbol location (e.g. 100')
Direction arrow of hydrant

Any necessary additional notes are to be 0.13" and the colour of the symbol that it is referring to. The leader line and arrow are to be the same colour. Do not use yellow or light blue. In place of yellow use black and in place of light blue use dark blue.

Leader lines are drawn by using an 'arc'.
Use a medium arrow at .1".