



FIRE AND RESCUE DEPARTMENT

DIVISION CHIEF OF OPERATIONS

July 19, 2013

INSTRUCTIONAL BULLETIN #13-27

TO: All Fire and Rescue Personnel

FROM: Kurtis R. Wilson, Division Chief of Fire Operations *KW*

RE: **Pre-Fire Planning Policy**

Three JFRD fire stations have recently completed a one month trial period for the pre-fire planning initiative. Based upon a review of the pre-plans submitted and recommendations from Chief and Company Officers who participated, the following actions are to be taken immediately.

- Battalion and District Chiefs will be provided periodically with zip code packets containing businesses to be pre-planned and will distribute them to companies in their districts.
- Battalion and District Chiefs will manage the pre-fire planning as they see fit to ensure timely completion and equitable distribution of the workload.
- Collaboration among companies and even among districts will be required to ensure all pre-plans are completed by the established deadline.
- Each company on all three shifts is required to complete ten (10) pre-fire plans per week (Monday – Sunday) for a total of 30 plans per week per station.
- Company Officers will forward complete plans to the appropriate COJ e-mail account listed below. Plans are to be forwarded immediately upon completion and are not to be stockpiled for mass mailing at a later date.
- Information entered on the Pre-Fire Planning Form should be accurate, current, complete and free from grammatical and spelling errors.

The official JFRD Pre-Fire Planning Form is a Microsoft Word fillable form. The form is available in the “File Center” under “JFRD Forms” within Target Solutions. Download the file and save it to your station PC and PMDC hard drive. The labeled fields are protected and cannot be edited. Click where prompted to enter building specific information. If Microsoft Word is not installed on your PMDC or station PC, you must log in to your remote COJ account to start the program.

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Much of the information required on the form may come from your independent knowledge of the structure or a phone call to the business. On-site visits will be required for some items and are encouraged regardless of the amount of independent knowledge you possess. Strip malls, shopping centers and high rises may be treated as a single structure. Be certain all information relating to these special properties is as detailed and thorough as possible. Utilize the "Notes" section of the form to include information unique to these special properties.

The following COJ e-mail accounts have been established for each fire district. Send completed pre-fire plans to the account assigned to your station's district.

- Fire District 1 – prelandistrict1@coj.net
- Fire District 2 – prelandistrict2@coj.net
- Fire District 3 – prelandistrict3@coj.net
- Fire District 4 – prelandistrict4@coj.net
- Fire District 5 – prelandistrict5@coj.net
- Fire District 6 – prelandistrict6@coj.net
- Fire District 7 – prelandistrict7@coj.net
- Fire District 8 – prelandistrict8@coj.net
- Fire District 9 – prelandistrict9@coj.net

Once your form is received it will be reviewed by the Quality Assurance office, a computer sketch will be generated and the final product will be loaded into the CAD and made available on every unit's PMDC. Also, pre-plans will be assembled and loaded onto a mobile storage device that will be made available to responding Incident Commanders. Pre-fire Plans shall be updated annually. These actions will fulfill ISO Pre-Fire Planning requirements and will correct a significant deficiency identified during our last ISO survey.

Pre-fire planning IS NOT a building inspection and should not be viewed as such. Pre-fire planning is a familiarization tool for fire companies and responding incident commanders. Be mindful of the concerns some business owners and occupants may have when you are pre-planning their property. Some may fear they are out of code compliance or that JFRD will bill them for the pre-plan. After explaining your intentions, if they choose not to cooperate with you, simply thank them for their time and send an e-mail to Fire Prevention rbullock@coj.net outlining the circumstances of the refusal.

If you have questions regarding the completion of the form or its submission, contact your Battalion or District Chief.