First Due Preplan Guide

This document will serve as an initial guide to completing preplans through the *First Due* App. A Preplan is considered complete when:

- The information has been gathered via a walkthrough
- Documents (including floorplans) have been gathered
- All information and documents have been entered into First Due
- The preplan has been reviewed by the respective shift representative
- Corrections are made
- The preplan is "Published"

Any questions about the preplanning process should pass through the respective shift representative. This document is in supplement to the current pre-planning SOP. Aspects such as scheduling and the walkthrough have not changed and thus, are not addressed in this document.

The First Due Process

1. During the walkthrough of the building, it is highly encouraged to collect the information in real-time through the first due app.
   a. Make sure to log into your personal account on the IPADs through *safari*.
   b. The current preplan information sheet is also a good resource for collecting information during the in-person walkthrough.
2. Ask that the facility provide you with floorplans prior to arriving at the walkthrough
3. Moving left to right in the preplan tabs: The *address details* will auto-populate, and no action is required in this section unless the address is found to be incorrect.
4. *Occupancy details* will then be filled out.
   a. Do not check either the "dangerous building" or "high-rise" boxes.
   b. The construction type is placed under "Construction class"
   c. Fire load will be either: low, moderate, or high. If the fire load is classified as high there must be an explanation under the "warning" section
   d. Do not fill out the "technical rescue considerations, foam resource, or tanker support" sections.
   e. Do not fill out "property class"
   f. For "exterior walls" write what the exterior walls are truly constructed of. I.e.: Brick, wood, log, concrete masonry unit, etc.
5. The *Units* tab automatically populates when symbols are placed and will be covered in the symbols section later.
6. Under *hazardous materials,* place any hazardous materials that are stowed in the amounts listed below:

   a. Large Storage of Flammable Liquids (Example: Auto Shop)

  b. Propane Storage (Example: Forklift Fuel Tank Storage behind Home Depot.)

  c. Lab Storage such as at Shenandoah University

  d. Any Bulk Tank (Example: Funkhouser Oil, the Argon Tank at Ashworth Bros, Helium Tank behind Wound Care Center/ Open MRI)

  e. Large Storage (Example: RinChem)

  f. Any bulk quantities of Acid (IE Large Totes)

  g. Anything Radioactive

7. For *contacts* fill out a contact for:

  a. Primary contact

  b. Secondary contact

  c. Alarm company contact (If applicable)

8. For *attachments:*

  a. Place all floor plans in the attachments.

  b. Arrange them in order from lowest floor to highest floor

  c. To reduce the number of attachments, the floor plans can be combined by floor or area in a PDF file and uploaded.

  d. Label them appropriately

  e. Ensure that the floorplan is a good quality, easy to read scanned image

  f. Do not upload construction blueprints into first due as these are not fire department friendly

  g. If the facility is unable to provide a good floorplan drawing, one needs to be created or traced in Visio

9. The *levels* translate directly to the preplan map view and allow us to organize our symbols for the building.

  a. The program starts with a default "Ground" level

  b. Add a "Fire suppression" level

  c. Add a "Utilities" level

  d. Add a "Response" level

10. *Annotations* will be explained below.

Once all the preplan tabs are filled, we will now move to map view and continue the preplan. Ensure to save the preplan often by publishing.

1. At the top left of the map, you will see a drop down box with your levels in them. This cycles through the different levels as you edit the preplan.

2. Start with the ground level

  a. Select the *annotate* button

  b. This enables drawing of the building footprint

  c. Select the *polygon* feature and trace the building

  d. Edit the color and line based on the building features (see chart below)

  e. FDCs, Fire Alarm Panels, and Knox Box symbols will be placed on this layer.

3. Add another layer and label it "Utilities"
   a. Select the "add preplan unit" tab
   b. Use this layer to place any utilities the building may have
4. Add another layer and label it "Fire Suppression"
   a. This layer will contain:
   b. Alpha Side
   c. Charlie Side
   d. Elevators
   e. Stairwells
   f. Labeling
   g. Standpipes

Annotation Chart

- All *fills* will be set to 70% transparency (or lower if the roof color is lighter). Please do not set so low that the roof is no longer visible.
- *Line* Transparency will be set to 0%
- *Line* Width will be set to 3 pt

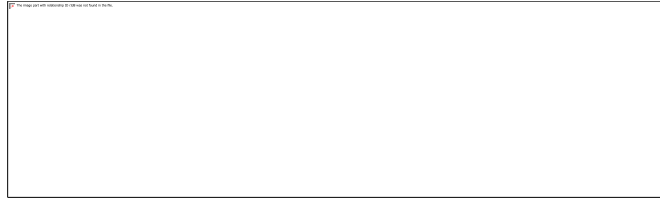| Building Type	Fill Color
Commercial/ Mercantile	Red #ff0000
Residential -SFD	Purple #c80074
Residential- Multifamily	Green #00ff21
Mixed-Use	Yellow #edff2d
Institutional	Blue #0600ff
Assembly	Cyan #00ffe8

FDC Status	Line Color
FDC with Standpipe	Red #ff0000
FDC without Standpipe	Green #00ff21
No FDC	Black #000000

After all steps are completed, publish the preplan. Email your shift representative that the preplan is ready for review. The shift representative will ensure accuracy and that all items are present. The shift representative will send back any needed corrections and then email the committee that the preplan is ready for review.

If there are any concerns or issues with the app, you need to pass on important info (hydrant OOS), or other related issues; email the committee at firstdue@winchesterva.gov.

Definitions

- <u>Commercial/ Mercantile-</u> The primary function of the building is not residential in nature. The buildings occupants are typically adults and could potentially exit the building freely without restrictions or assistance.
- <u>Residential-SFD-</u> These are our single-family dwellings. Designed for only one family to reside in.
- <u>Residential-Multifamily-</u> These are dwellings designed to house more than one family. This includes apartments, dorms, townhomes, and converted multifamily.
- <u>Mixed Use-</u> This is a combination of occupancy types. This is most often a multifamily combined with a commercial or mercantile.
- <u>Institutional-</u> This is an occupancy in which the residents or occupants are unable to escape in the event of an emergency, without assistance. Examples include jails, elementary, middle, and high schools, nursing homes, and hospitals.
- <u>Assembly-</u> These structures can contain high numbers of individuals for temporary amounts of time. Movie theatres and churches are some examples.

Pre-Incident Planning Process Timeline

Information gathered and entered into First Due by company

- 30 days

Review and recommendations by shift representative

-15 days

Make changes and finalize pre-incident plan by company

- 15 days

Shift Representatives

A-shift: MT Gearhart

B-shift: MT Roth

C-shift: MT Greenbacker