City of Tempe
P. O. Box 5002
1400 E. Apache Blvd.
Tempe, AZ 85280
480-858-7230
www.tempe.gov

Tempe

Fire Department
Prevention Division

Pre-Plan New Construction Application Package Contents

- Letter of Introduction
- Pre-plan Instruction Letter
- Pre-plan Instructions
- Tactical Priorities Instructions
- Tactical Pre-Plan Legend - page listing all fire department tactical pre-plan symbols
- Example for Tactical Legend - sample pre-plan drawing with symbols
- Tactical Pre-Plan Sketch Form.

If you have any questions regarding this process, please contact our **Fire Department Plan Check Representative** through Development Services at **480-350-8858**

Note: Preplans submitted in digital formats should be compatible with AutoCAD Light 2002 Edition and be a .DWG file

Tempe Fire Department
Fire Prevention Division
P.O. Box 5002
Tempe, AZ 85280

ATTENTION: ALL BUILDERS

Pre-Plan Letter of Instruction

Builder/Owner pre-plan information that is provided by you is valuable to the fire department's operations. **It is important that each of the forms in this packet be filled out accurately and completely**.

In the event of an emergency, the fire department can utilize the pre-plan information in areas such as property management, property conservation, loss-prevention, and fire fighting tactics.

Please evaluate each item and list all applicable information in the area provided next to the categories. All areas require an entry. If an item does not apply to your project, please indicate that by writing N/A in the space provided. If you have lengthy text to enter, please continue writing the information on the reverse side.

In addition to filling out the application thoroughly, please submit the following information:

- **A scaled drawing of the building and its location on the property should be completed and submitted in the center space provided on the pre-plan forms, in the following format.**

The drawing should include compass direction (north to the top), city streets, access ways, fire hydrants, fire alarm panel locations, FDC locations, AFES riser locations, tanks and their locations, utilities, main access points to the building, storage locations, and roof access. Please use **the pre-plan symbols as shown on the attached hand out**. If the facility has been assigned an **NFPA diamond that should also be included**.

- **The drawings should be completed so that they can be formatted to the sample pre-plan form given out with the submittal package and either copied to the form provided or be capable of being recopied to that form without resizing.**
- **If the builder chooses to submit the preplan in a digital format it should be saved as an AutoCad LT 2002.dwg file. This will allow the preplan drawers to insert the drawing into the system and is the preferred method.**

Once the scaled drawing and all of the forms are completed, return the package to the Fire Prevention office located at 1400 E. Apache Blvd., P.O. Box 5002 Tempe, AZ 85280. Fire Department personnel will review the package, and if additional information is required you will be contacted and requested to make the necessary additions or changes. If you have any questions, you can reach our *Fire Department representative in the Development Services Division* at **480-350-8858** or *the Fire Prevention office* at **480-858-7230.**

Pre-Plan Instructions

"Tactical Pre-Plans" are <u>not</u> intended to be as complete as architectural floor plans. They should represent significant features important to fire fighting and rescue operations. Those significant features are indicated on the sample pre-plan included with this pre-plan package.

Pre-plan numbers are assigned in the fire prevention office. The numbers represent three things. The map section number, the north or south half of the map section number, and the number assigned to the pre-plan. Example: 32-N-22 would indicate the pre-plan is for the occupancy located on map page 32 North and is number 22 of those in that half mile map section.

Only symbols that are located on the Tempe Fire Department "Tactical Pre-Plan Legend" shall be used on the pre-plan drawings.

A sample pre-plan is included with the pre-plan package and shows all of the symbols used.

All field sketches shall be submitted to Fire Prevention. "Tactical Pre-Plan Sketches" will be evaluated for completeness and assigned a pre-plan number if needed. Field sketches do not need to be in color. The CAD drawer will draw color symbols.

The number of symbols used depends on the individual occupancy and only symbols representing that occupancy should be used.

Tactical Pre-Plan Sketches that require more information or clarification shall be returned to the original person that did the sketch, corrected and returned to Fire Prevention.

Once Tactical Pre-Plan Sketches are complete, they will be saved in the RMS and hard copies distributed.

Completed Tactical Pre-Plans will be scanned into the Phoenix CAD system and be available on the MCT's.

<u>Tactical Pre-Plan Sketches should not be submitted to those persons doing the CAD drawing. Submit only through Fire Prevention.</u>

Examples of all "Tactical Priorities" text box field information are on the attached sheets.

Rescue Considerations:
Yes requires some additional information such as handicapped children or elderly occupants.
No does not require additional information.

Occupancy Load Day/Occupancy Load Night:
If both are the same, enter that number in both boxes.

Building Size:
Enter the length and width of the structure.

Best Access:
Indicate the best point/location for apparatus access.

Knox Box:
Check if there is a Knox box.

Knox Switch:
Check if there is a Knox switch that operates an access gate.

Opticom:
Check if there is an Opticom activated access gate.

Ventilation:
> **Horizontal:**
> Check if there are horizontal ventilation features available.
> **Vertical:**
> Check if there are vertical ventilation features available.

Sprinklers:
Check **yes** or **no** to indicate if the occupancy has an automatic fire extinguishing system.
Check **full** or **partial** to indicate if the system covers all or part of the occupancy.

Standpipes:
Check **yes** or **no** to indicate if there is a standpipe system for the occupancy and indicate if it is wet or dry.

Gas:
Check **yes** or **no** to indicate if there is natural gas supplied to the occupancy.
Check **LPG** if there is liquid propane gas.

Hazardous Materials:
Check **yes** or **no** to indicate if there is hazardous materials being used or stored at the occupancy. Provide a brief description of those hazardous materials and /or locations.

FF Safety Considerations:
Describe any fire fighting safety consideration you would like noted.

Property Conservation And Special Considerations:
Describe any unique conservation of property you feel are important to the occupancy and occupants. Also list any unique or special considerations.