

# Standard Operating Procedures Manual

## **City of Poquoson Fire and Rescue**



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830 Poquoson Ave.  
Poquoson, VA 23662  
757-868-3510  
F757-868-3514

### **GENERAL ADMINISTRATION**

**SOP#:** GA 14.00

**Title:** Pre-Incident Planning

**Effective Date:** 02/01/2009

**Revised Date:** 10/01/2018



Two handwritten signatures are shown. The top signature is "John J. Doherty" and the bottom signature is "James F. Wheeler". Both signatures are placed over their respective title lines.

**Fire Chief's Signature**  
**City Manager's Signature**

### **Pre-Incident Planning**

#### **I. PURPOSE**

To establish guidelines for conducting Pre-Incident Planning.

Pre-Incident planning will be conducted at, but not limited to, day cares, restaurants, mercantile occupancies, etc.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

#### **II. APPLICATION**

All career and volunteer personnel.

### **III. RESPONSIBILITIES**

The Shift Supervisor, or designee, will be responsible to ensure that all Pre-Incident Planning for the month is carried out. The monthly schedule will be issued by the Fire Prevention Officer.

The Shift Inspector will be responsible for working with business owners to ensure that both Inspections and Pre-Incident Planning has a minimal impact on business operations. All Pre-Incident Planning should be done at the convenience of the business owner.

The Fire Prevention Officer is ultimately responsible for data entry of all Pre-Incident paperwork.

### **IV. POLICY**

Pre-Incident Planning shall be conducted by personnel on duty and shall be conducted as a company.

The station that is in the jurisdiction of the occupancy to be planned shall be the Engine Company responsible for the planning.

A completed Pre-Incident Plan will include the approved Pre-Incident Planning form as well as a diagram or layout of the building with the appropriate information included per NFPA 1620.

An Inspector **DOES NOT** have to be present for Pre-Incident Planning to take place. The Pre-Incident Planning process should be separate from an official Fire Inspection.