

Standard Operating Procedures Manual
City of Poquoson Fire and Rescue



**City of Poquoson
Fire and Rescue**

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

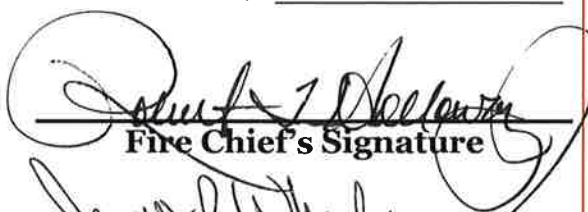
GENERAL ADMINISTRATION

SOP#: GA 14.00

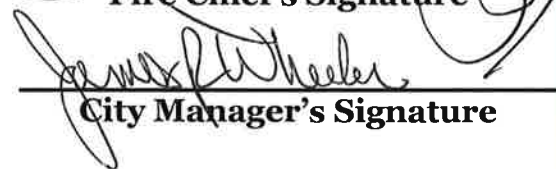
Title: Pre-Incident Planning

Effective Date: 02/01/2009

Revised Date: 10/01/2018



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.