**San Antonio Fire Department High-Rise Preplan Program**

A. **PURPOSE:**

 These instructions are intended to give Company Officers clear direction on how to conduct their **High-Rise Preplan** and how to successfully interact with property managers and building owners. Our goal is to collect valuable information that will help the San Antonio Fire Department successfully resolve a high-rise fire incident with no loss of life or injury to either occupants or fire personnel.

**This program is *not* an inspection and this point must be made clear to property managers**. Company Officers will be given ample time to contact the building management and set up one or more appointments that are convenient for property owners and allow us to gather the necessary information. Building owners do not have to be present and often the best source of information will be maintenance personnel that work at the building.

The building(s) that each Company is assigned will be their responsibility for the duration of this program. These buildings may or *may not* be in your initial response area. Currently, there are over 226 high- rise buildings in San Antonio and 213 companies in the SAFD. Each company will have one or two high-rise buildings and will retain responsibility/ownership for them. You will be asked to complete the following:

1. one-page High-Rise Site Plan sheet (see C.4.);

2. two-page High-Rise Building Information Sheet (see C.5.);

3. collect Floor Plans from the building management and annotate fire service features (see C.6.).

 The Site Plan and the Building Information Sheet will be emailed to MIS and these two files will then be merged by MIS into one PDF document and attached to this address in our Computer Aided Dispatch (CAD) system (see C.7.). Once the initial preplans are conducted, we will update the information annually.

B. **OBJECTIVES:**

1. Gather critical information that will help the SAFD successfully resolve a fire incident. We will work with property owners/ managers to collect Floor Plans and we will complete the Building Information sheet and the Site Plan. Four of the Floor Plans will be stored on site for SAFD usage in an emergency.

2. Educate property management personnel and owners about the actions the SAFD will take when responding to a high-rise incident. What systems will we use and what are our expectations upon arrival?

3. Increase SAFD proficiency in high-rise firefighting operations and develop greater familiarity with these unique structures.

C. **PROCEDURE:**

1. Contact the building manager and/or property owner and introduce yourself. It is best to visit the site in person. Give them your name, company number, shift, and a station phone number. Inform them that you have been assigned to conduct a **High-Rise Building Preplan** of their building and describe the purpose of the preplan. Again, make it clear that *this is not an inspection*. Our effort is to collect critical information that will help us effectively fight fire and save lives that will be threatened by a building fire.

***Do not* attempt to conduct a walk-through of the property on your first visit!** Allow the property manager time to set up an appointment which is both convenient for them and fits your normal work rotation. It may be more convenient for them to conduct a walkthrough after hours.

A. Exchange contact information.

B. Give them a copy of our High-Rise Building Information Sheetso they will understand what information you will be collecting when you return (do *not* ask them to complete it for you)

C. Give them a copy of the Fire Chief’s High Rise Property Owner Memo.

D. Explain that we are asking them to provide five sets of floor plans for our use as outlined in section 7.

2.One important concern for property owners or managers will be cost. Will the SAFD require them to spend money as a result of this walkthrough? The short answer is no. However, there are several important items that some buildings may be deficient in- such as the number of master keys, number of card swipes, and elevator keys.

Due to the number of firefighters responding to a working fire one master key is simply not enough. A single alarm response involves 9 companies plus an additional 5 vehicles. The national experience for high rise fire incidents shows an *average* need for three alarms *if* the fire is contained on one floor and there are no significant evacuation issues. This involves 21 companies all coming to the property and operating on multiple floors.

 How many **master keys** do we need? 10 would be best. (First Engine-1, First Ladder-1, Attack Group Supervisor-1, Lobby-1, Ventilation Group-1, Search Group-2, Evacuation Group- 2, Rescue Group-1)

 If the building uses **card swipes**, how many masters do we need? 10 would be best. (see above)

 How many **elevator keys** do we need? One per car (cars *not* elevator banks).

 How many sets of **floor plans** are we asking them to make? 5 (4 copies will be stored on site and 1 turned in to the Fire Shift Commander’s office). These floor plans are *not* architectural drawings but should be on 8 ½ by 11 inch paper (or 11 by 17 inch for complex sites).

 Is their participation in this program *required* by Fire Code or local ordnance? No. Providing elevator keys is required but the other items are not. However, what we are requesting is relatively simple and will help us greatly in an emergency.

 Explain why we need these items. In an emergency if we do not have a master key we will use forcible entry tools. Our goal is to move quickly and limit damage and cost to the building’s owner/manager.

3.Coordinate with your Battalion Chief when you set up any appointments to minimize out of service periods. Each member of your company should be properly dressed (no tee-shirts), should be familiar with the High-Rise Preplan Program, have his/her radio, and be able to take notes. Arrive early, be polite, and remember that we are asking them to take time out of their work day to assist us.

4. Completing the **High-Rise Site Plan** sheet**:**

On this one-page Word document you will hand draw a simple site plan of the building. Print the sheet out and draw a diagram of the building’s footprint. This Word file will then be converted to a PDF file.

 Fill in the High-Rise’s address at the top of the page.

The drawing will be oriented with North at the top of the sheet.

Draw an outline of the building and indicate exits with the triangle symbol.

Indicate on the drawing the Fire Ground Orientation by labeling the sides (Alpha,

Bravo, etc.).

Write in the adjacent street names.

Indicate the closest two hydrants (using a circle with H inside).

Label the Fire Department Connections (FDC) with a Y symbol.

Once the drawing is complete you will need to scan this page and convert it to PDF file. Follow these steps from your station computer:

 A. On your desktop, open up the “Dell Scan Center” icon (a red circle).

 B. Place your drawing face down under the computer tray for scanning.

 C. Press the “Scan” icon on the left side of the “Dell Scan Center” menu.

 D. Once the scan is complete, a new menu will open on the computer and you will find your drawing saved as a PDF file and assigned a name such as “Document(1)”

E. Right click on your document and select “Save as…”

F. Save your file onto the Desktop (or other location you can easily find) and name it as the CAD address with “Site” at the end (example: “12300CommerceSite”). Do not use spaces. The length of the name is irrelevant.

G. You have now completed the Site Plan. You will email this file as detailed in Section 7.C. [For those individuals who would like to use a drawing program to complete this portion of the project may do so. The important element is the finished file needs to be a PDF.]

5. Filling out the **High-Rise Building Information** sheet:

Most of the information on this sheet is self-explanatory. This Word file is a fill-in-the-blank format which will also be converted to a PDF file upon completion.

 **CAD Building Address**- ensure the address is correct

**Building Name**- indicate if the building has a common, or vanity, name (ie., Tesoro Building)

 **Cross streets**- on either side of the CAD address

**Building’s Alpha-side**- We will designate the fire ground orientation beforehand. What is the most logical Alpha side for this structure? This is normally the street address side. For example, “Commerce Street.”

**Location of Base**- Where is the best location for additional alarm units to park? It must be *at least* 1 block away and no more than 2. It should be at or adjacent to an intersection and be able to accommodate 15 plus fire apparatus.

**Contact Information**- self-explanatory

**Location of Floor Plans (x4)**- “1st floor, at FCC in suite 102” The floor plans ***must remain in this location*** and the directions must be clear enough so any SAFD responder will know *exactly* where to find them. Property personnel must understand that these are for SAFD use and we will expect these floor plans to be at this location.

**Occupant Information**-

**Non-Ambulatory Occupants**- we do *not* want names. If possible list which floors and an estimate of total number of people who are not ambulatory. “floors 4 (x2) and 6 (x3)” or “all floors (multiple)” [Remember, if the elevators recall these people will be stuck on their floors and *may* require rescue.]

 **Areas of Safe Refuge**- Are there any of these specially designed spaces in the building?

**Roof**- If a company goes to the roof for ventilation will they need a portable ladder to access any vents, skylights, and hatches? If so, what size? Is anything locked?

**Floors-** self explanatory

**Stairwells**- There is space for four stairwells. Designate them according to SAFD orientation (Alpha, Delta, or “**Center**” if applicable) and the building’s designation *if they have one*. Examples: “Bravo-North Stairs”; “Center”; “Charlie-No.3”; “Bravo/Charlie corner.”

 **Enclosed-** Non-enclosed is it open to the outside environment.

**Elevators**- The **Phase I** recall floor should be marked with a star in the elevator car. In a general alarm this is the floor that the elevator will descend to and then open.

**Visual system** is a remote indicator that can tell us where the cars are located at any given time.

**Elevator Key location**- Be specific enough so another SAFD company can easily find them with these directions.

**Fire Control System**- Not the small indicator panels but the main console. It should have the ability to list all active alarms in the building. If it indicates zones make sure there is a key present so SAFD personnel can identify the zone locations. One of the key initial jobs of **Lobby Control** is to identify *all active alarms*. If the system is *not* simple write down the instructions to list all current alarms and leave them at the Console. Label them “For SAFD use” and ask the building personnel not to remove them.

 **Communication System-** This will enable us to talk to the occupants and keep them informed. Ask how it is used and if it is *not* obvious, write down instructions on how to operate the system and label them “For SAFD use.”

**Standpipe System- Locations** are where the standpipe connections are found, such as “Delta stairwell.” Do *not* get these confused with house lines.

 **Fitting Size-** should be 2 ½ inches, but it may be 1 ½ inches.

 **Pressure Reducing Devices/Pressure Reducing Valves-** These may be on the standpipe outlet valves that we will use and are designed to reduce water pressure to a maximum of 65 psi. It is important for us to know whether these are present or not.

 **Hydrants-** Locate the closest two hydrants and note their location.

**Sprinkler System**- **Control Room location**-

 **Basic Sprinkler Coverage-** “full” would be hallways and all rooms

 **Location of Cutoff Valves-** Zone and room

 **Non-water Based-** CO2 or similar system

**Knox Box**- Ensure the Knox Box has the keys needed to gain building access.

Where are the *additional* keys located?

**HVAC System**- **Mechanical Room**- some buildings may *not* have a central HVAC system.

 Is there a **Smoke Control System**?

**SAFD On-Site Radio Test**- We must test our hand held radios from the top to the bottom and also the Unit-to-Unit function.

6. Collecting and Labeling the **High-Rise Floor Plans**- The property manager should provide *five* sets of floor plans for our usage. The level of detail we are looking for is a *basic* floor evacuation plan. The Company Officer will need to organize the sheets and then mark them with standard symbols. SAFD personnel should *not* be tasked with making these drawings since this information should already be available. We do *not* want architectural drawings. We will format the drawings as follows:

1. For *each* complete set of floor plans attach a copy of the two page High-Rise Building Information sheet as the *top* two sheets.
2. Each floor should have its own separate sheet of paper (8 ½ x 11 inches is ideal, but for a complex building use 11 x 17 inches). Even if floors are identical, *each* floor should have its own sheet. In addition we will use 1 page for the roof. A twenty story building with no sublevels will have 23 pages- 2 pages for the High Rise Building Information sheet, 20 pages for the individual floor plans, and 1 page for the roof.
3. Following the High Rise Building Information Sheet, the first page of the floor plans should be the entry level or Lobby, the next page is the second floor, etc. in *ascending* order. For buildings with sublevels, these should directly follow the roof diagram (meaning they will be the last pages of the floor plans). A thirty story building with 3 sublevels would be organized as follows: High Rise Building Information Sheet, then floor 1, floor 2, floor 3 through floor 30, the roof diagram, *then* sublevel 01, sublevel 02, and sublevel 03. Each floor plan for this building would each have 36 pages.
4. Make sure all pages are oriented in the same direction.
5. We *need the suite numbers* and/or room numbers included. The exact room/ suite configuration is not critical- but its fire ground orientation is important. If the property manager uses floor evacuation plans *do not* include the evacuation arrows on our plans.
6. The Company Officer will gather the 5 sets of floor plans from the property owner and then make standard markings on them for our department. Any labeling is done with a pen, highlighting is done with a standard yellow high-lighter, and print very clearly without cursive. Make the following markings on *each set* of floor plans:
	1. On every page use a **yellow highlighter** and highlight all: stairwells, elevators, standpipe connections, fire escapes, roof access points (whether hatch- RH, door-RD, or skylight-R), and mechanical rooms. Label in accordance with the attached diagram legend and examples.
	2. On every page label the A, B, C, and D sides on the *exterior* of the building diagram. On every page write the primary street name on the appropriate side for easy orientation.
	3. On every page indicate any *exterior* balconies. These are access points for aerials.
	4. On every page write the floor number on the *top left side*. Sublevels should be preceded by an “S” (S01, S02, etc.).
	5. On every page indicate true north with an “N” and an arrow.
	6. On the building entrance page (should be the street level) use a **red pen** to draw in the FDC symbol. Also indicate the two closest fire hydrants with an encircled H and an arrow indicating their direction and the distance in feet. Indicate the location of the Knox Box and **highlight** and label the main Fire Alarm Panel.
	7. On the top floor page **highlight** and label every roof access point that could be used for ventilation (doors, hatches, and skylights).
	8. On the roof page again **highlight** and label the roof access points and any other ventilation sites. Indicate other structures such as air conditioning units, antenna, parapet walls (list heights), and any exterior fire escapes.
	9. **Highlight** the elevator mechanical room (label “ELV Mech) and the location of the fire pumps (label “FP Mech”)
	10. Once the floor plans are complete staple them in the *top left corner.*

Use the High Rise Floor Plan Examples document to see examples.

1. Four copies will remain on premises for SAFD to use. Their exact location will be indicated on the High-Rise Building Information Sheet which will be attached to the address on the CAD. The property manager *must* realize this fact and *must not* move the plans! The fifth copy should be routed by the Company Officer to the Fire Shift Commander’s Officer where it will be scanned and then included on the Command Bus.

7. How to save and submit the **Site Plan** and **High-Rise Building Information Sheet**.

A.Once you have completed the High-Rise Building Information Sheet in Word you must save the file. You will submit a copy of this file and you should save a copy on your station computer where you can locate it for future updating. We will use the CAD address for the file name followed by “Info” (example: “12300CommerceInfo.doc”). Do not use any spaces in the name and do not worry about the length of the name.

B. Do the same process for the Site Plan and save it as CAD address followed by “Site” (example: “12300CommerceSite.doc”). Do not use any spaces in the name.

 C. Now submit both your Site Plan file and your Building Information Sheet file to MIS. Open Outlook and send a new email to **“Fire Preplans-Comments**” (in the Global Address book) and copy your Battalion Chief so he/she will know you are done. In the subject line of the email type “High Rise Preplan for \_\_\_\_\_(CAD Address).” Now attach both the Site Plan and the Building Information Sheet files to your email. Send the email and you are done.

[MIS staff will then merge these two files into one PDF file with the Site Plan first. They will attach this PDF to the CAD address for our usage. In addition they will put a copy of the file in a folder for us to review various completed preplans.]

8. **For problems** the following should be your points of contact:

 A. CAD address, computer problems, and building location problems: Gabe Lara at gabriel.lara@sanantonio.gov or Cesar Gonzalez at cesar.gonzalez@sanantonio.gov in MIS. The email address for the high-rise preplans is “**Fire Preplans-Comments**”

 B. Safety concerns you may identify during the preplanning: Fire Prevention.

 C. Your BC.