



DALLAS FIRE-RESCUE
GEOGRAPHIC INFORMATION SYSTEMS

1500 Marilla LICS Dallas, TX 75201

DFR Pre-Incident Planning Form Instructions

for

Downtown Dallas Inc

Thank you for taking the time to help us prepare in advance for emergency incidents at your property.

The information you provide will be available to first responders when they respond to calls at your business. The information will **not** be used for fire code enforcement.

The form fields in Red are for Fire Department personnel to fill out and should be skipped. This includes:

- Water Supply (page 4) and
- Strategies & Conclusions (Page 9)

Many of the questions are self-explanatory and thus are not covered in these instructions.

All fields that you do not know the answer to can and should be skipped. It is important not to guess any of the answers. Blank fields are preferable to incorrect fields.

You should be able to fill out this form on your computer and then return it via email. This is greatly preferred because we can then simply review and upload the form to our database.

If for some reason that is not possible, you may print the form and write your answers on the hardcopy.

Asset Name & Address

Asset Name is typically the same as the business name.

If your campus has multiple unique buildings, you may or may not be asked to fill out a form for each building; these situations are handled on a case by case basis.

If you are asked to fill a form for separate buildings at the same campus the asset names will need to be more specific, such as Acme Products Warehouse, Acme Products Office Tower and Acme Products Factory Building.



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If your business has multiple locations it will be helpful to provide a unique business name. Instead of “Kroger”, you could use “Kroger Mockingbird-5550” or “Chase Bank Ross-4709”.

Contacts

This information you list here will be used to notify you and/or members of your building management team when there is an incident on your property. It may also be used by firefighters to contact you or your personnel to schedule a site-visit.

Building Section

Entry

- **Key Box Location:** Some businesses have what is called variously a ‘Knox Box’, ‘Lock Box’, or ‘Fire Department Key Box’. This is a small metal box which may be mounted either inside or outside the business which contains keys to building doors and elevators. It can only be opened with a special key carried on fire apparatus. If your building has one of these boxes, use this field to describe where it is located.¹
- **Primary & Secondary Fire Dept Entrances:** Some large locations may have specific locations that first responders should report to when there is an emergency and that location is not always the main entrance. An example of a primary entrance for 5215 Somewhere Street might be ‘Main Entry at 5215 Somewhere Street’ or ‘Front Entry’ but less obvious examples are ‘South Entrance on Young street’, ‘Security Office on west side of building’ or ‘Guard Shack at 8218 Brexit Avenue’
- **Description of Building:** A brief overview in your own words. For instance:
 - 4 story building with commercial with 3 floors of wood framed apartments over 1 floor of commercial.
 - 1 story flat roofed strip shopping center with 5 units
 - 32 story Type I Fire Resistive (steel construction with fireproofing) office building
- **Access/Egress Concerns:** If there are obstacles that will make it difficult for fire apparatus to reach the scene of the emergency, you may list them here. Examples:
 - The building is in the rear of the complex and accessible only by a single lane road. If one fire apparatus enters laying hose, others will have to drive over it.
 - The building is in the rear of the complex and there are tight turns through a parking lot with covered parking. A large fire truck may not be able to negotiate the turns.



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Occupancy

- Occupancy Type: Choose the closest fit from the drop-down box:
 - Assembly: An Occupancy used for gathering of 50 or more persons. Used as a special amusement building regardless of occupant load. IFSTA=Assembly NFIRS=Assembly
 - Business: Occupancy used for the transaction of business other than mercantile. IFSTA=Business NFIRS=Mercantile, Business
 - Education: Schools IFSTA=Education NFIRS=Educational
 - Factory: Occupancy in which products are manufactured or in which processing, assembling, mixing, packaging, finishing, decorating or repair operations are conducted. IFSTA=Factory Industrial. NFIRS=Industrial, Utility, Defense, Agricultural, Mining, Manufacturing and Processing
 - Institution: Hospital, Nursing Homes, Assisted Living, Child and Adult Day Care and Prisons. IFSTA=Institution. NFIRS= Health care, Detention & Correction
 - Mercantile: Used for the display and sale of merchandise. IFSTA=Mercantile NFIRS=Mercantile, Business.
 - Residential: Provides sleeping accommodations for purpose other than healthcare or detention
 - Storage: An Occupancy used primarily for the storage or sheltering of goods, vehicles, animals, etc.
 - Mult-Occupancy: Not classified in any specific occupancy.
- Occupant Interior Evacuation Area: If you have a designated area where occupants are directed to shelter in place in the event of an emergency, describe that location here.
- Occupant Exterior Evacuation Area: If you have a designated muster point for building occupants to go to after evacuating the building, describe that location here. For instance, "on the north side of the building, across Main Street in the parking lot at the corner of Walk and Don't Walk.
- Salvage Priorities: If there are one or two things that would be a priority to protect from fire or water damage, you can list them here. Example:
 - Art Collection on first floor, west wing, Room 310
 - Data Center on 5th floor.



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Special Needs

Fire Control Center

Some large buildings have a designated Fire Control Center. This is distinct from a riser room or fire pump room. It is a room that typically will have a Fire Alarm Panel at a minimum, and likely will also have one or more of the following

- Landline telephone
- Elevator Panel
- Ventilation Controls
- Public Address System
- Keys
- Copies of building plans and pre-incident plans

Communications Systems

- Does the building have an Enhanced Radio Communications System?
 - This is a repeater system that will allow fire department radios to transmit and receive throughout the building.
 - With the possible exception of some new high rise buildings, the answer to this is almost always “No”.

Alarm Systems

- Location of Main Fire Alarm Panel: In high rise buildings it will often be in the FCC (Fire Control Center). In other buildings it will often be in an office, a lobby or in the riser room.

Building Information

Building Information

- Atrium Architecture: If the lobby is open to upper floors, as is often seen in newer hotels, the answer is yes. Otherwise, no.
- Floor Plans Attached: If, in addition to this form, you are sending floor plans you may check this ‘Yes’. Floor plans need not be architectural drawings; in fact simple diagrams showing how the building is laid out and where key features are greatly preferred.
- Building Construction Type
 - Type I Fire Resistive (Protected Steel. Common in high rises)
 - Type II Non-Combustible (Unprotected Steel or Concrete)
 - Type III Ordinary Construction (Hadite block walls)



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- Type IV Heavy Timber (Not common in Dallas)
- Type V Wood Frame (Typical 2x4 construction). Most apartment complexes being built today would be Type V, even if the first floor is Type II.
- Is High Rise?
 - If the building is 4 floors or more, answer 'Yes.'
 - (For legal purposes and fire prevention inspections, a high rise is a building 75' or taller, but this question is for fire operations purposes)
- Can any windows be opened or removed?
 - This question only applies to high rises. Non-high rise buildings should leave blank.
- Location of removable windows
 - This question only applies to high rises. Non-rise buildings should leave blank.

Structural

Roofing

- Structural Members: Use the drop down to select the best choice.
- Rain Roof? This is rare, but describes structures originally built with a flat roof, typically tar & gravel, which at some later date had a pitched roof added over the flat roof, usually due to problems with leaks. These present special challenges for firefighters.

Flooring

Basement

Fire Walls & Partitions

- A "standard fire wall" is a blank, parapeted, non-load bearing (freestanding, double, or tied firewalls), masonry fire wall constructed of material with at least a 4 h fire resistance rating. A "fire wall" is a parapeted wall, constructed of material with at least a 3 h fire resistance rating.
- Fire barriers have from 2 h – 3 h fire resistance. The wall extends from the floor to the bottom side of the roof or floor deck, or from the floor to a fire resistance rated floor-ceiling assembly of equal fire rating.
- Fire partitions have from 1 h – 2 h fire resistance, extend from the floor to the ceiling, but in all other respects are similar to fire barriers.



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Fire Protection Systems

Sprinkler System

- If a single zone system, put “Only” for the zone name.
- Type: Use the drop-down to select the best type. The vast majority of systems in non-industrial applications will be either “Wet” or “Dry”.
- System Pressure, aka Churn Pressure: If there is a fire pump present, this is the pressure it delivers to the sprinkler system.
- Sprinkler Fire Pump Location: Non-high rise buildings may not have a fire pump. Leave blank if the system operates on city water pressure.

Standpipe System

- Pressure Reducing Valve (Y/N): These are mechanical valves designed to reduce the pressure at the standpipe outlet and are common in high rise buildings.
- Pressure Reducing Device (Y/N): Some older high rise buildings may not have true Pressure Reducing Valves, but instead have a fixed orifice device in the standpipe outlet which reduces pressure on a flowing hose line.
- System Pressure, aka Churn Pressure: If there is a fire pump present, this is the pressure it delivers to the standpipe system.
- Standpipe Class:
 - I = 2.5” hose outlet; for firefighter use only.
 - II = 1.5” hose outlet with 1.5” hose and nozzle; for citizen use only
 - III = Combination system with 1.5” hose for citizen use and a 2.5” outlet for firefighters to connect to.

Water Supply Section

For DFR use only

Stairwells Section

- Do not complete this section if your business is an apartment complex of 2 to 3 stories with open stairwells. This section is primarily for buildings with enclosed stairwells.
- Stairwell Name: This should be the same name on the stairwell placard if there is one.
- Location: Select from the dropdown list the general area of the building in which the stairwell is located.



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- Pressurized: Many high rise buildings pressurize escape stairs when the fire alarm activates. Enter Yes/No if known.
- If your location has too many stairwells to enter, at a minimum please note the ones with roof access.
- Exit to location. Examples:
 - Lobby
 - Exterior, Ross Avenue side of building.

Elevator Section

- Elevator or Bank Name: For large buildings, you do not need to enter info for each individual elevator, but instead enter them as banks of elevators. For example: Low Rise Bank, Mid Rise Bank, High Rise Bank
- Blind Shaft: If an elevator services floor 1 and floors 16-24 in a 50 story building, then it is a blind shaft elevator, meaning there is a shaft with no openings to the floor at least on floors 2-15 and maybe on floors 25 and higher. This is relevant to the fire service when people are stuck in the elevator.
- Machine Room Less: Also called Gen2, common in newer elevators.
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Utilities / HVAC Section

HazMat Section

- HazMat On Site: Answer "Yes" if you have reportable quantities of Hazardous Materials and are required to file Tier II reports with the state. Also answer yes if you have dangerous chemicals and are unsure of your reporting requirements. Do not answer "Yes" if you simply have small quantities of chlorine for a swimming pool, or paint properly stored in a locker, etc.
- EHS Facility: Only answer yes if you have chemicals that are on the Extra Hazardous Substances list. This is rare.

Strategies / Conclusions

- For DFR use only.



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Observations

Any observations you'd like to make that weren't covered in the first 9 pages may be added as an observation on page 10.

Returning the Form

After completing this form, provided the property is within the Central Business District, please email the form to dfdgis@dallascityhall.com.

If you are completing this form for one of your properties outside of the CBD, send it to me only.



ⁱ DFR Lock Box Program information is available from our Fire Prevention Education & Inspection Bureau. You may reach them at 214-670-4319. Additional information about Knox Boxes may be found at www.knoxbox.com.

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