

Fire Officer I – Assignment #14
Utah Fire and Rescue Academy

Situation:

As a company officer, you are required to prepare a pre-incident plan for a facility in your district. You're excited about the opportunity for your crew to walk through and become familiar with a facility *before* an emergency and to understand the pre-plan of that facility. You are concerned about accuracy and completeness since you may be making life-saving decisions based on the information in the preplan.

You will make every attempt to keep the plan simple yet of sufficient detail so nothing important is left out.

You will use the occasion of walking through a facility as a chance to do some important PR for the owner/manager.

Assignment:

1. Write a letter to the facility manager or owner requesting permission to conduct the preplan process in his/her facility. Use department letterhead if possible. (You don't need to actually mail it).
2. Prepare a pre-incident plan for a facility in your response district. If you are not affiliated, use the building where the training is taking place as your facility.
3. In the plan, specifically address scene security issues in the event the emergency is also a crime scene and evidence will need to be protected.
4. Use department forms or software programs available to you. (Do these meet your needs, or should they be updated?) If your department does not have a standard form, you may use the preplan form handout provided.
5. Provide the instructor with the letter of permission and a completed preplan that is ready for response.
6. The completed preplan needs to include a plot plan with the following information (as referenced on page 288 of the text): Hydrant and FDC location(s)
7. Utility locations
8. Entry and exit locations
9. Lock box locations (if applicable)
10. Other hazards, exposures etc.

Requirements:

1. Type your letter, double-spaced, using a word processing or other data entry software program. Be sure to proofread for grammar and spelling. You may use your department letterhead if you wish.
2. Make your preplan professional and worthy of presentation to your chief.
3. Submit the assignment electronically as a .doc or .docx, and for scanned material, pdf.

State Skill #15