

Hampden Township Volunteer Fire Company

Instructions for Completing the Pre-Plan Worksheet (PPWS)

Please use the following instructions and information to complete submit the Pre-Planning Data Form provided as a part of this packet. Please contact the Hampden Township Fire Administrator Officer (FAO) at (717) 909-6021 with any questions or concerns.

Facility/Business Name:

Specify the actual business name.

- If your business is comprised of multiple buildings on one site, a PPDF must be completed for **each** building and a site plan must be included that depicts all of the buildings relative to each other along with their individual identifiers.
- If your business has multiple buildings within Hampden Township that are located on separate sites, a PPDF must be completed for **each** building.

Business Address:

Specify the actual street address of the building. If the business only utilizes a Post Office Box, accurately describe the location of the building.

Facility Usage/Occupancy Classification:

Describe the business and/or the type of work that takes place within the building, be as specific as possible. Examples of responses would be: Warehouse with high rack storage, conveyors, and packaging areas; General Merchandise Retail Sales, Auto Repair Garage with storage of motor oil, hazardous fluids, vehicle batteries, and tires; Factory that includes woodworking, assembly of furniture, and the storage of upholstery, fabrics, and various glues.

Occupancy:

- **Time Range**
Specify the times that the building is normally occupied from opening to closing, if open 24 hours per day, state so. Specify more than one time range to accommodate periods when there will be a large number of people in the building (e.g. over the lunch hour for a restaurant).
- **Number of People**
Specify the average number of people expected in the building at a given time. Provide people counts for each of the Time Ranges specified above (e.g. if you are a service provider and more people are in the building during the lunch hour, then specify two Time Ranges and indicate the maximum number of people expected over the lunch hour and show the average number of people during normal business hours).
- **Average Age**
Important for Nursing Homes, Hospitals, or any type of businesses that cater to younger or older groups of people. If only an office or restaurant, for example, provide your best guess.
- **Mobility**
Specify ambulatory, non-ambulatory, or mixed. Important response for Nursing Homes, Hospitals, or any types of businesses that cater to older groups of people, or for example where physical therapy or outpatient surgery is performed.

Contacts:

Specify full contact information (name, address, position/title, whether or not they have keys for the business, business phone, mobile phone, home phone, fax number, and e-mail address) for three (3) responsible individuals that would be available during both normal business hours plus during off hours in the event of an emergency.

Name:	Position/Title:	Keys (Yes/No):
Address:		
Business Phone #:	Mobile Phone #:	Home Phone #:
Fax #:	E-Mail Address:	

Name:	Position/Title:	Keys (Yes/No):
Address:		
Business Phone #:	Mobile Phone #:	Home Phone #:
Fax #:	E-Mail Address:	

Name:	Position/Title:	Keys (Yes/No):
Address:		
Business Phone #:	Mobile Phone #:	Home Phone #:
Fax #:	E-Mail Address:	

Construction:

- ***Date of Construction or Last Renovation***

Specify the year of original construction plus include the year(s) that any building renovation occurred. The term "renovation" only applies to actual changes to the building walls, roofs, window openings, doors added or deleted, floors added or deleted (e.g. mezzanine). The changing of carpets, painting, etc. does not apply as a renovation.

- ***Number of Renovations***

Specify the number of renovations that you performed or that you know have been performed to the building by previous Owners. Provide as much information as you have personal knowledge about. If you do not know because you are a new(er) Owner, indicate "unknown".

- ***Building Value***

Indicate the value of the building itself to the nearest \$10,000, if possible. This value does not include the building contents value but does include the land value. (Suggestion: Check with your Insurance Agent).

- ***Contents Value***

Indicate the value of the contents only, excluding the building or land value.

- ***Type of Construction***

The type of building construction is defined by the International Building Code, 2009 edition. Select the building type that most closely defines your building.

- ***Type I - Fire Resistive***

Type I construction is composed of only noncombustible or limited combustible materials and provides the highest level of safety. Type I construction can be expected to remain structurally stable during a fire for the duration of the fire resistance rating of its members. All structural members are composed of only noncombustible materials and possess a high fire-resistance rating. Reinforced concrete and precast concrete along with protected steel frame construction meet the criteria.

- **Type II - Noncombustible**
Type II construction is composed of building materials that will not contribute to fire development or spread. Structures with metal framing members, metal cladding, or concrete-block construction of the walls with metal deck roofs supported by unprotected open-web steel joists are the most common form of this construction type.
- **Type III - Ordinary**
Type III construction is commonly used for but not limited to churches, school, apartment dwellings, and mercantile structures. This construction type requires that exterior walls be constructed of noncombustible materials and concrete elements be constructed of any material permitted by the Building Code. Brick, concrete, and reinforced concrete are typical materials used in exterior walls and interior nonbearing walls. Floors, roofs, and interior nonbearing framing and partitions are constructed of small-dimension wood or metal stud systems.
- **Type IV - Heavy Timber**
Type IV construction is characterized by the use of large-dimensioned lumber (greater than 4 inches) for all structural elements. Exterior walls are constructed of noncombustible materials. Interior building elements are solid or laminated wood with no concealed spaces. Examples of Type IV construction include older mill buildings, churches, and storage facilities.
- **Type V - Wood Frame**
Type V construction consists of exterior bearing walls that are composed entirely of wood and other combustible materials. Occasionally, a veneer of brick or stone may be constructed over the wood framing. The veneer offers the appearance of a masonry-type construction while providing little additional fire protection to the structure. A common example of this type of construction is a single-family residence.
- **Building Size**
Specify the enclosed area of your building on a square footage (ft²) basis. If your building has more than one floor and/or has a basement, specify the square footage on a floor-by-floor basis and then include the overall total square footage as well.
- **Dumpster**
Indicate whether or not your building has a dumpster, if so, indicate how many dumpster(s) are on your property and their location.

Roofing

- **Trusses (Yes/No)**
If trusses, specify what they are constructed of (e.g. wood, laminated wood, etc.)
- **Floor Construction**
Specify how the floors are constructed (e.g. 4 inch thick poured concrete, 2" X 12" wood joist, engineered wood joists, etc.)
- **Construction**
Specify how the roof is constructed if **not** a truss (e.g. metal bar joists, heavy steel frame, etc.)
- **Wall Construction**
Separately specify how the **exterior and the interior walls** are constructed. Examples include but are not limited to: poured-in-place concrete, precast concrete, cast-in-place concrete, concrete masonry units (CMU), brick facing, metal or wood studs (4" or 6" thick), exterior insulation and finishing system (EFIS or Dryvit), blown-in, batt, or rigid insulation, stucco, vinyl, metal, or aluminum siding, wood sheathing, gypsum drywall, wood paneling, etc.
- **Covering**
Indicate what type of roof deck covering is installed. Examples include but are not limited to: rubber roofing (EPDM) either ballasted (stones) or unballasted (adhered with glue and metal pins with washers), rigid, blown-in, or batt insulation, shingles or wood shakes.

- **Void Spaces**
Applies mainly to multistory buildings where shafts/openings run between the floors and could permit unnoticed fire spread. Examples include but are not limited to: pipe chases, HVAC return air chases, laundry chutes, dumbwaiters, etc.
- **Decking**
Refers to the type of surface that is installed above the roof construction and below the roof covering. Examples include but are not limited to: metal fluted decking, poured-in-place concrete, precast concrete, cast-in-place concrete, etc.
- **Openings**
Refers to penetrations through the roof from the interior of the building. Examples include but are not limited to: HVAC fresh air intake hoods, ventilation exhaust air hoods, skylights, etc.
- **Roof Access**
Indicate whether or not roof access is available from inside the building through a hatch or roof scuttle. If access is available, specify the number of hatches/scuttles and whether stairs or ladders are included as part of the means of egress to the roof.

Elevator

- **Service Company/Phone Number**
Identify the name of your Elevator Service Company plus both the normal hours and emergency contact phone numbers.
- **Type of Elevator**
Specify the type of elevator(s) that is/are present within your building (e.g. hydraulic, geared traction, or gearless traction)
- **Door Key Location**
Specify where your elevator door/hoistway key is located for Fire Department or rescue purposes.
- **Fire Department Key**
Specify where the fire department elevator key is located for use by the Fire Department in the event of a fire within the building.
- **Method of Operation**
Provide detailed instructions for the proper use of your elevator key in your elevator in the event of a fire. (Suggestion: Contact your elevator service company for their specific instructions on how to use the elevator key).
- **Notes**
Provide information regarding your elevator(s) that might be useful to the Fire Department in the event of a fire or during an elevator rescue. Include all information regarding any historical events that have occurred with your elevator(s).
- **Mechanical Room Notes**
Provide pertinent information regarding your elevator mechanical room including but not limited to: the room location, emergency shutoff location, hoistway access location, whether the hoistway and/or the mechanical room are protected by a sprinkler, whether a pit is located below the elevator and if so, provide the access location, etc.

HazMat (Hazardous Materials)

- **Material**
Specify the material by its name and indicate whether it is a chemical, radiological, or biological substance
- **Amount**
Specify the amounts of any hazardous material that is stored or sold by your facility. Utilize the form of measurement specified on the material packaging. Examples include but are not limited to: ounces, pounds, tons, liters, gallons, 55 gallon drums, etc.).

- **Location/Notes**
Provide information addressing the specific locations of all hazardous materials both interior and exterior to your facility. Material Safety Data Sheets (MSDS) should be available for each and every hazardous material that is present at your location. Specify the location where the MSDS documents are stored for use in the event of an emergency. If large quantities of hazardous materials are present at your location, provide all pertinent contact information for your identified HazMat cleanup team.

Alarm

- **Alarm ID**
How the building or Owner is identified at the alarm company.
- **Alarm Company/Phone**
Identify your alarm company's name plus all emergency contact information.
- **Alarm Type**
Select the type of alarm signaling system that is utilized at your building as described below:
 - **Protected Premises (Local) System**
A protected premises (local) alarm system is designed to transmit both a visible and an audible alarm only within the immediate premises. There are no provisions for off-site reporting. The alarm's purpose is to only alert the building's occupants and to ensure their life safety.
 - **Auxiliary Fire Alarm System**
An auxiliary fire alarm system is connected to a municipal fire alarm system. Alarms are transmitted over this system to a public fire telecommunications center where the appropriate response agencies are selected and dispatched to the alarm.
 - **Proprietary System**
A proprietary system is used to protect large commercial and industrial buildings, high-rise structures, and groups of commonly owned facilities such as a college campus or an industrial complex in a single location. Each building or area has its own system that is wired into a common recurring point in the facility. The receiving point must be in a separate structure or a part of the structure that is remote from any hazardous operations.
 - **Central Station System**
A central station is a company that sells its services to many customers. When an alarm is activated at a particular client's location, central station employees receive that information and contact the fire department and representatives of the occupancy. The alarm systems at the protected property and the central station are most commonly connected by dedicated telephone lines. The primary difference between a central station system and a proprietary system is that the receiving point for alarms in a central station system is located outside the protected premises and is monitored by a contracted service. The external receiving point is called the central station.
 - **Remote Receiving System**
A remote receiving system is common in localities that are not served by central station systems. Instead of being connected to the fire department telecommunications center through a municipal fire alarm box system, the remote system is connected by another means, usually a leased telephone line.
- **Annunciator Panel Location(s)**
Specify the location where the annunciator panel(s) is/are located within the building, being as detailed as possible. If any panel is located behind closed and/or a locked door, or requires a key to unlock and reset the panel, please make note of it. Provide written instructions on how to reset the panel since manufacturers utilize many different methods and include the password if one is required.

- **Alarm Coverage Notes**
Provide any additional information that might be pertinent for use by the Fire Department or in the event of an emergency.
- **Knox Box (Yes/No) and Location/Notes**
Stipulate whether or not you have a Knox Box at your facility. If you do, give specific information regarding its location and indicate what keys, card keys, FOB's, contact information, building floor plans, or other pertinent information will be found in your Knox Box.

Sprinkler (Yes/No)

Stipulate whether or not your building has a sprinkler system.

- **Type**
Select the type of sprinkler system that is utilized at your building as described below:
 - **Wet Pipe Sprinkler System**
Pipes continually charged with water under pressure that discharges immediately when one or more sprinkler heads are activated by heat from a fire. This is the most common type of sprinkler system.
 - **Dry Pipe Sprinkler System**
Pipes continually charged with air or nitrogen under pressure. When a sprinkler head activates, the air within the pipe is released allowing the dry pipe water-flow control valve to operate and charge the system with water. These types of systems are utilized in areas where freezing water temperatures potentially can occur.
 - **Deluge Sprinkler System**
Consists of open sprinklers attached to unpressurized dry pipes. The system is activated when a detection device in the protected area senses a fire and opens the water-flow control valve to the system. All sprinkler heads discharge water simultaneously.
 - **Preaction Sprinkler System**
Pipes continually charged with air that may or may not be under pressure. The system only operates when both a sprinkler head opens and a detection device in the same area activates the water-flow control valve.
 - **Antifreeze Sprinkler System**
A wet pipe system that is continually charged with an antifreeze solution. When the system is activated, the antifreeze solution is discharged, activating the water-flow valve and allowing water to flow to the open sprinkler head(s). This type of system requires additional maintenance; the antifreeze solution must be charged once a year.
- **FDC Connection/Location**
If your building has a sprinkler system and/or a standpipe system, there will be a Fire Department Connection (FDC) at the exterior of your building. Provide specific information as to the location of the FDC relative to the exterior of your building.
- **Main Valve Location**
Every automatic sprinkler system is equipped with a main valve or valves, also referred to as water-flow control valves, which are located on either side of a check valve/backflow preventer that prevents sprinkler system water from flowing back into the public water supply system that serves the building. Water-flow control valves are utilized to isolate the public water supply to the sprinkler system when maintenance is required to the sprinkler system itself. Provide specific information as to the location of the main valve location. The valve may be interior or exterior to the building.
- **Coverage and Notes**
 - Indicate if the building is totally or partially sprinklered. Totally sprinklered means every area and space of the building has coverage.

- If your building has a clean agent fire extinguishing system utilizing agents such as halon, carbon dioxide, Halotron, FM-200, Inergen, ECARO-2 or FE-336, provide specific information regarding the location of the protected space, the type of agent, and the location of any overrides and/or controls.
- If a commercial kitchen is present within your building, specify whether the automatic fire extinguishing system located within the exhaust hood is a dry or wet system and identify the location of any overrides and/or controls.

Standpipe (Yes/No) Type

Stipulate whether or not your building has a standpipe system.

- **Coverage**
Identify what specific areas of your building are accommodated by a standpipe.
- **Location**
Specify the exact location(s) of the standpipe(s) themselves, be as detailed as possible.
- **Discharges**
Select the type of standpipe discharge that is utilized at your building from the description shown below:
 - **Class I: Firefighters**
Class I standpipe systems are primarily for use by firefighters trained in handling large headlines (2-1/2' hose). Class I systems must be capable of suppling effective fire streams during the more advanced stages of fire within a building. Class I systems have 2-1/2" hose connections or hose stations attached to the standpipe riser. The 2-1/2" hose connections may be equipped with a reducer on the cap that allows for the connection of a 1-1/2" hose coupling.
 - **Class II: Trained Building Occupants**
Class II standpipe systems are primarily designed for use by building occupants who are trained in their use of by firefighters. These systems are equipped with 1-1/2" hose, nozzle, and hose rack. The hose is typically a single-jacket linen type and the nozzle is lightweight with a twist-type shutoff nozzle.
 - **Class III: Combination**
Class III standpipe systems combine the features of both Class I and Class II systems. Class III systems have both 2-1/2" hose connections for use by firefighters and 1-1/2" hose and connections for use by the building occupants. The design of the system must allow both Class I and Class II services to be used simultaneously. The hose is usually removed due to maintenance and safety concerns; if not properly maintained, the hose may dry rot and cause personal injury when used in a fire emergency.

Suppression

Type	Coverage	Control Location

Utilities

Checkmark if Applicable	Type of Utility	Shut-Off or Control Location
	Natural Gas	
	Propane	

	Fuel Oil	
	Electric	
	Emergency Power/Generator	
	Water (Public or Well)	
	Steam	
	Hot Water Solar Panels	
	Photovoltaic Panels	