

Orange County Fire Authority

Community Risk Reduction

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High-Rise Buildings: Emergency Response Pre-plan



Guideline H-03

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High-Rise Buildings: Emergency Response Pre-plan

PURPOSE

1.1 PURPOSE: To provide property management teams and OCFA emergency responders with a guideline to assist in creating an emergency pre-plan document of the building's life safety systems for utilization prior to and during an incident.

SCOPE

2.1 SCOPE: This guideline applies to all newly constructed high-rise buildings, buildings where the highest occupied floor is more than 75 feet above the lowest floor level that provides access to the interior of the building.

COORDINATION

3.1 COORDINATION: The OCFA inspector will provide a copy of this document to the building representative during building construction (at least 60 days prior to expected building occupancy). In cooperation with OCFA operations department, the inspector will provide the name and phone number of the designated OCFA fire captain who will actively participate with the building representative in the development of the Emergency Response Pre-Plan (ERP). The inspector will consult with the designated fire captain prior to the OCFA project final to ensure that the developer's portion of the ERP has been completed.

While most of the ERP is best developed by the property management team, some elements are more effective when coordinated with OCFA operations personnel. This document outlines the responsibilities of both parties.

REQUIREMENTS

4.1 TIMING: Prior to OCFA concurrence for a release of a Certificate of Occupancy for any new high-rise structure, the fire inspector will coordinate with the building owner or their representative and the fire captain to obtain specific information and documentation that will allow the development of an ERP.

4.2 FORMAT

Digitized Data:

- 4.2.1.** *The information contained in the Table of Contents (below), Sections 1-4 and Section 6 must be included on the USB Flash Drive.
- 4.2.2.** Electronic drawing files to be provided in ".pdf" formats.
- 4.2.3.** All information must be sized to allow the information to be clearly understood when printed in an 8.5" x 11" or 11" x 17" formats.
- 4.2.4.** Text shall be standardized in Arial font (6 point or larger).
- 4.2.5.** The USB Flash Drive must be labeled with the project name, date, project address (e.g., 123 Main Street), and city in which the project is located.

Hard Copy:

4.2.6. All sections will be clearly divided numerically, tabbed, and section number with page numbers on provided, in a standard 3 ring binder, red in color, with the words “Emergency Response Pre-Plan” on both the cover and spine.

4.2.7. A minimum of 6 binders will be required for each building.

4.2.8. All 6 copies of the completed document must be retained in the Fire Control Room and readily available for use by emergency response personnel (6 binders are needed for the various operational teams that are formed during an incident and may be modified if special circumstances warrant more copies).

4.3 CONTENT SUMMARY: The pre-plan will include 8 basic sections:

4.3.1 *Section 1 Site Map

4.3.2 *Section 2 Face Page and Special Building Information

4.3.3 *Section 3 Floor Plans

4.3.4 *Section 4 Sprinkler Valve Locations

4.3.5 Section 5 Building Systems

4.3.6 *Section 6 Emergency Contacts

4.3.7 Section 7 Permits and Conditions

4.3.8 Section 8 Notes/Comments

4.4 CONTENT DETAILS

4.4.1 Table of Contents (*Responsibility – Applicant*): The Table of Contents will be a single page, clearly color-coded to identify each of the 8 sections contained in the document. A description of each section will be printed next to each section title number (i.e., Section 1 – Site Map).

4.4.2 Section 1 – Site Map (*Responsibility – Applicant and OCFA operations personnel*): This section shall include:

- A vicinity map indicating cross streets, interior roads, and driveways. The building footprints and general parking areas shall be indicated. Fire control features such as fire hydrants, fire department connections and emergency control room location(s) must also be noted. Any impedance to fire access shall also be noted, such as vertical or horizontal obstructions.
- Special conditions affecting access must be noted. *Where possible, the OCFA captain will utilize the information that may have been previously provided to OCFA during the processing of the Fire Master Plan.*
- The building owner is responsible to further prepare the drawing to meet the specific requirements contained within this section and any identified operational needs.

4.4.3 Section 2 – Face Page/General Information (*Responsibility – Applicant and OCFA operations personnel*): The Face Page shall include:

- An artist’s rendering of the building including address, building name, type of business (office, residential, mixed use), fire control systems, occupancy load, construction type (UBC descriptions), floors (number of floors above and below grade).

- Information regarding special system, equipment, or hazards. OCFA operations personnel will define this information during construction walk-through and training exercises and update the content accordingly.

4.4.4 Section 3 – Floor Plans (*Responsibility – Applicant*): Floor plans shall include but not be limited to:

- Show the basic footprint and plan of each floor with only the necessary detail to access, locate and control fires, areas of refuge, or provide medical assistance.
- Show only as much interior wall detail as practical given the page restrictions but should display firewalls.
- Each residential unit (if applicable) shall be identified by its address and/or unit number.
- The building facility rooms shall be identified by their individual use, such as laundry, electrical, mechanical, etc.
- All floor plans shall use the standard OCFA pre-plan symbols (to be provided by the OCFA fire captain) to indicate interior features that are important to firefighting operations.
- Every page of the floor plan section will have a “Floor Plan Level indicator” drawing in the upper left corner. This drawing will show the floor location in relation to the entire building.

4.4.5 Section 4 – Sprinkler Sectional Valves (*Responsibility – Applicant*): This section will include a floor plan which indicates the location of sectional valves and the coverage area for each valve. The valve coverage area is to be indicated by gray shading.

4.4.6 Section 5 – Building Systems (*Responsibility – OCFA operations personnel*): This section will include all systems related to fire protection and life safety equipment within the building. These systems may include, but are not limited to:

- Alarm systems
- Air handling systems
- Chemical Storage Areas
- Fire pumps
- Elevators
- Areas of Refuge
- Fire phones
- Communication systems
- Generators
- Smoke Control System

Include operating instructions, diagrams, photographs, and other pertinent information that could assist firefighters in the rapid interpretation and use of building systems.

4.4.7 Section 6 – Emergency Contacts (*Responsibility – Applicant*): This section includes: Emergency contact information: names, 24-hour phone numbers (can be broken into day and evening numbers), is knowledgeable about the building, has the codes or keys necessary for the building, and the authority to manage the building after hours.

4.4.8 Section 7 – Permits and Conditions (*Responsibility – OCFA inspector*): This section will be left blank and will be used by the OCFA’s inspector (new construction or annual team) to provide documentation of the permits, conditions, and/or limitations allowed within the structure by the OCFA.

4.4.9 Section 8 – Notes/Comments (*Responsibility – OCFA operations personnel*): This section is left blank and intended to be used at the time of an emergency incident for operations personnel utilizing the plan to keep notes and comments. Blank white paper is placed here.