

What is Pre-Incident Planning?

Pre-incident planning can provide valuable information about an occupancy which can improve the ability of firefighters to respond effectively to a fire or other emergency at that location. Pre-incident planning addresses vital fire protection concerns, such as: building layout including access, contents, construction details, types and locations of built-in fire protection devices. It includes all data which can have an impact on decisions or actions taken during an emergency. Pre-incident planning should be a joint venture between emergency services personnel and the occupants/owners of the property.

City of Burlington Fire Department

Mission Statement:

The goal of the Burlington Fire Department is to protect and preserve the lives and property of the citizens and visitors of the City of Burlington and its surrounding communities from the adverse effects of fires, medical emergencies, natural disasters or the exposure to other hazardous conditions.

We achieve this objective through an effective fire prevention & education program, an established training curriculum and prompt response by a diverse organization of career and volunteer personnel.

City of Burlington



Fire Department

Contact Us

Phone: 262-763-7842

Email: dutyofficer@burlington-wi.gov

Web: www.burlington-wi.gov



CITY OF BURLINGTON
FIRE DEPARTMENT
165 W. WASHINGTON ST.
BURLINGTON, WI. 53105



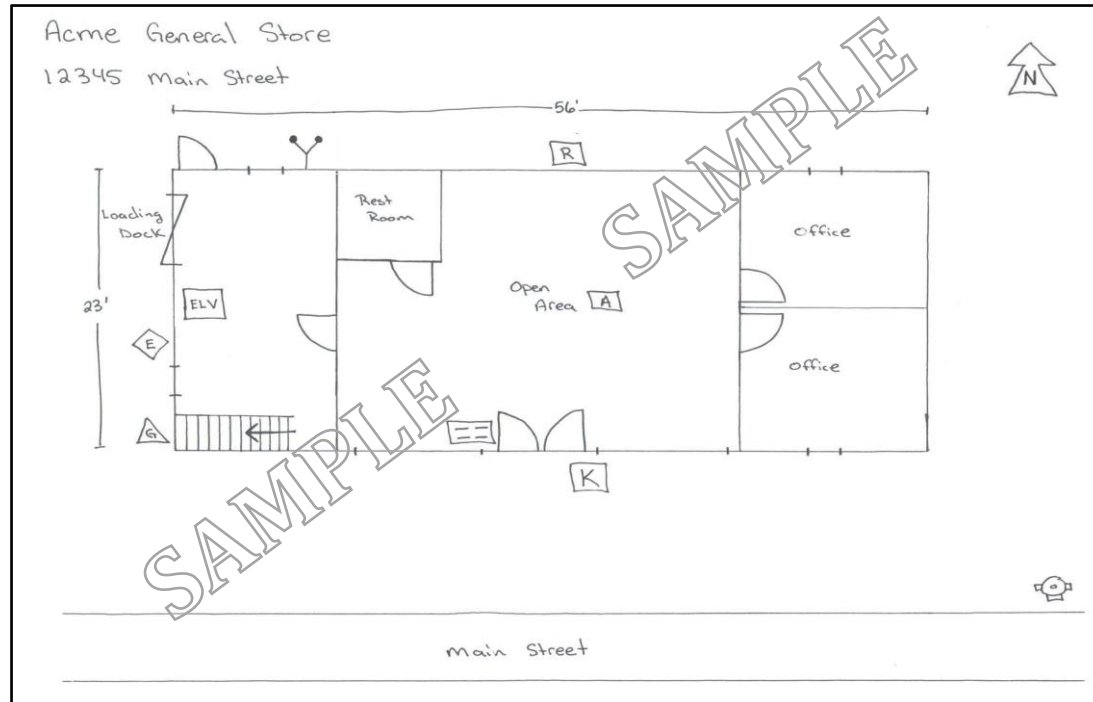
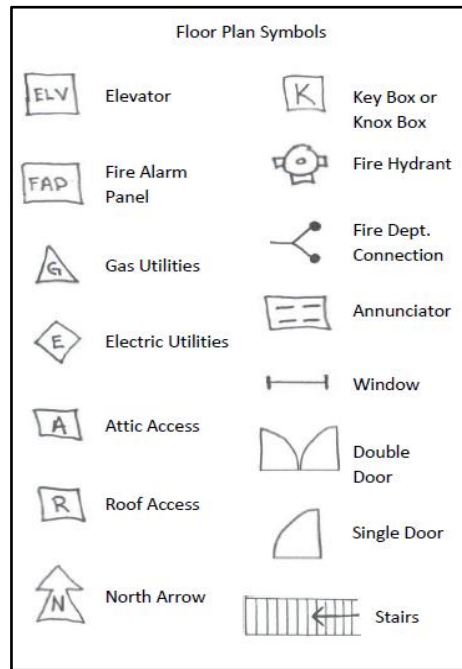
Pre-Incident Plan Instructions

How is a Pre-Incident Plan Created?

Your business may already have an evacuation/building plan that can be modified into a Pre-Incident Plan. Simply draw the appropriate symbols on a copy of your diagram. This will provide additional key information to the fire department. If an evacuation/building plan does not exist, follow the instructions in this guide to develop a Pre-Incident Plan for your business.

What happens to the Pre-Incident Plan after it is complete?

Once the fire department receives the Pre-Incident Plan for your site, it will be added to our emergency response information system. In the case of an emergency, it will be instantly available to responding fire personnel.



Instructions

- 1) Obtain a floor or evacuation plan for your business -Or- Create one using a blank piece of paper. (Note – An 8.5" X 11" page size is Preferred.)
- 2) Indicate the business name and address at the top of the plan.
- 3) Place an arrow on the plan to indicate directional North.
- 4) If building has multiple stories, include all floors. Each floor should have a separate page, including the basement if applicable.
- 5) Simply draw the correlating symbol in the appropriate location. (See the example provided.)
- 6) Once the pre-incident plan is complete, e-mail, fax or mail to the address listed.

If possible, scan your Pre-Incident Plan as a PDF file and E-mail it to:
dutyofficer@burlington-wi.gov
ATTENTION: Wes Miner
-OR-
Fax it to:
City of Burlington Fire Department
ATTENTION: Wes Miner
262-767-8602
-OR-
Mail it to:
City of Burlington Fire Department
165 W. Washington Street
Burlington, WI. 53105
ATTENTION: Wes Miner

Any comments, questions or concerns should be directed to Fire Chief Howard or Duty Officer Miner at 262-763-7842