



City of Coquitlam
Fire/Rescue Department
1300 Pinetree Way, Coquitlam, BC
604-927-6400

Pre-Incident Plan Guidelines

May 2016

Fire safety plan submissions shall include a separate set of pre-incident plans (PIP's.) PIP's are site and floor plans of the building for fire-fighter use only. They are modified versions of the floor and site plans contained within the fire safety plans, however are modified for fire/rescue use only. They are not to be included within the fire safety plan and shall be submitted as a separate document along with the fire safety plan. The PIP's shall meet the requirements as follows in this document.

GENERAL GUIDELINES

- Pre-incident plans shall consist of a site plan of the property and all floor plans of the building.
- If the pre-incident plan is for an existing building, please contact our department for a copy of the existing plan. Any special information on the plan with respect to vehicle driving restrictions or other pertinent information shall be added to the new PIP. See attached **Plan A** for example.
- Plans shall be submitted electronically in one complete PDF document only.

DRAWINGS

- Site plans shall be 11 X 17 inch coloured drawings in landscape format.
- Floor plans shall be 11 X 17 inch coloured drawings in landscape format.
- Each page shall contain a black border outline.
- Each page shall contain a title block indicating the property address, building name, drawing date, and floor level designation as well as a legend and north arrow.
- Do not include locations of fire extinguishers, manual pull stations, muster locations, fire-fighter telephone handsets, exit arrows, and 'you are here' notations.
- Coquitlam Fire/Rescue standard drawing symbols shall be utilized.
- Site plans shall indicate areas of the property that contain suspended fire lanes that have vehicle weight restrictions. See attached **Plan A** for example. Contact our department if additional information is required.
- The edges of building foundations on site plans that are below grade shall be indicated through the use of a black dashed line and any areas that could be construed as driveable areas that are not fire lanes shall be noted as such. See attached **Plan B** for example.

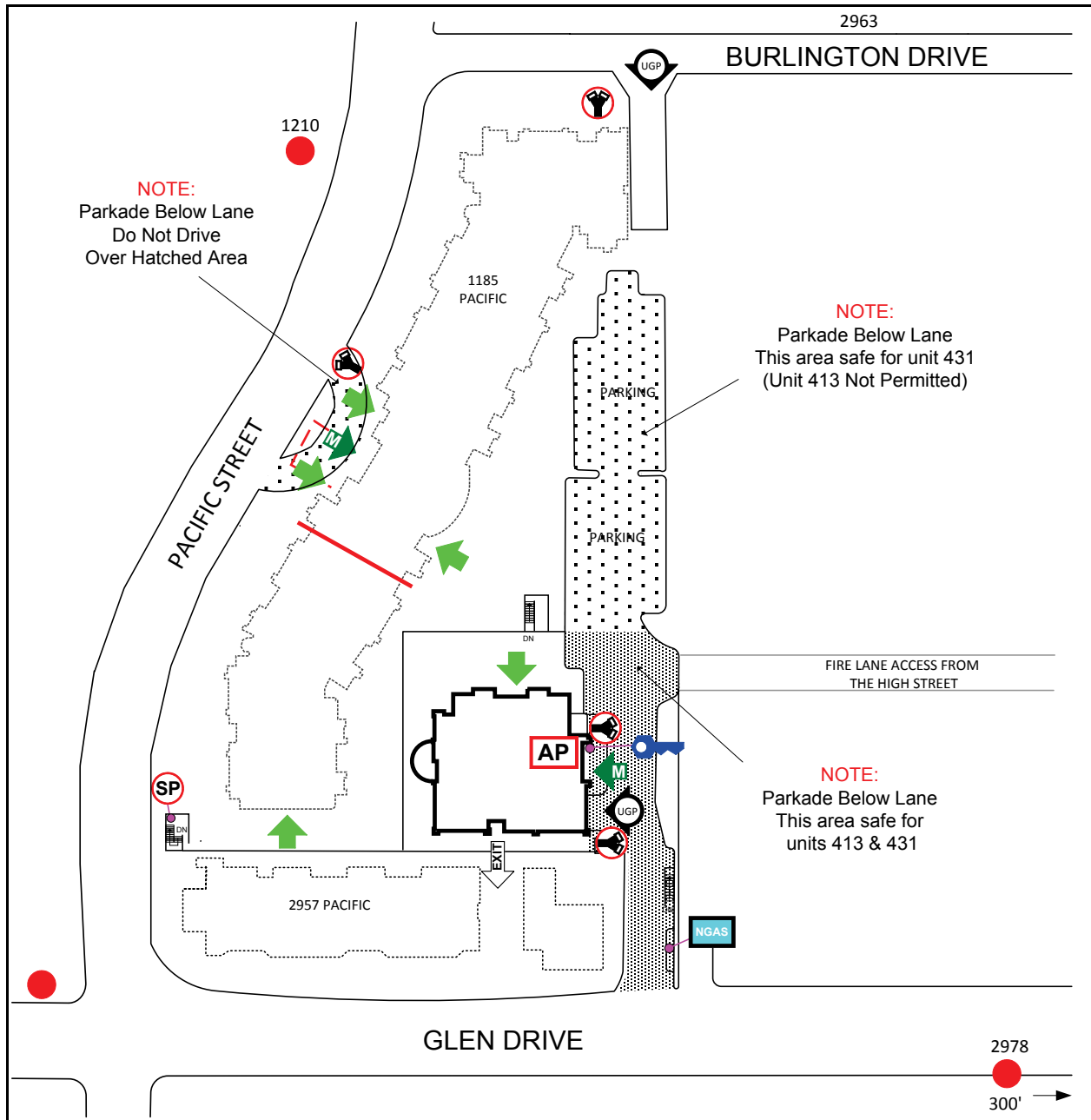
The building name shall be captured on the drawings, however, individual business names, except for major anchor tenants shall not be displayed on drawings. Commercial and residential unit numbers shall be displayed on the drawings.

VITAL INFORMATION

A building information page is not required as part of the pre-incident plan document. Coquitlam Fire/Rescue requires that applicants submit the Vital Information Form, however, this information is added to our database and is not required to form part of the PIP document.

EXAMPLE PLAN A

Note that the following plan is existing and the symbols do not match the new standard.



EXAMPLE PLAN B

Note that the following plan is existing and the symbols do not match the new standard.

