



SUNNYVALE DEPARTMENT OF PUBLIC SAFETY

PRE-FIRE PLAN REQUIREMENTS

Pre-fire plans are an important tool the Sunnyvale Department of Public Safety utilizes during responses to emergency scenes. These plans aid in ensuring an expedient arrival to a scene and allow emergency responders to quickly identify access points and critical life safety systems. As pre-fire plans are a resource used during all hours of the day and night under stressful conditions, it is crucial that these plans be basic, concise, and consistent. This document sets forth the necessary elements for creating an effective pre-fire plan and includes symbols and colors for labeling certain aspects of the building(s) and site. These symbols and colors are required to be used in the development of the pre-fire plan and any deviation from these will be considered a deficiency.

A checklist is provided at the back of this package to assist you in ensuring that all required elements have been included on the plan prior to submission. Upon receipt, if the pre-fire plan is found to have deficiencies or is incomplete, the Fire Marshal will request any necessary changes and may delay final approval of new construction permits until the plan is determined to meet the minimum requirements.

Strictly adhere to the requirements, symbols and colors established here while developing your plan.

Submittal Format:

The pre-fire plan coversheet and drawings must be submitted to the Sunnyvale Fire Marshal for approval in each of the following formats:

1. Two (2) paper copies
2. PDF
3. DWG (or another format from non-AutoCAD application)
4. **Optional format:** VSD (if you have the ability to export to Microsoft Visio)

General Information/Coversheet:

Complete the template coversheet included in this package that identifies:

1. Address and Occupant name (if no occupant, list developer)
2. Name and telephone numbers for the following:
 - a. Responsible party for emergency call back (24 hours)
 - b. Facilities and maintenance personnel
 - c. Elevator Company, if applicable
 - d. Alarm Company

- e. Security (on-site if 24 hours and company)
- 3. Any special hazards.
- 4. Roof details for wood framed construction.
- 5. Height of structure.
- 6. Total number of floors.

Drawing Standards:

1. The completed drawing must contain the following:
 - a. A site plan displaying individual buildings on the site, road access and fire protection systems (e.g. public and private hydrants, fire department connections, fire pumps, etc.) identified using the symbols and colors provided.
 - b. A separate page for each floor of the structure, including the roof.
2. Drawings are to be completed on 8.5" x 11" paper size to allow for viewing on various computer displays.
3. Utilize the following fill colors:
 - a. Light tan for residential.
 - b. Light gray for commercial and parking.
 - c. Light violet for storage.
4. Portrait orientation is required for all drawings.
5. Show North directional arrow in the upper right corner on all pages.
6. North orientation must remain consistent for each page.
7. Label each floor of a structure in the upper left corner (1st floor, 2nd floor, etc).
8. Draw and label nearest roadway on each page of the drawing. Additional roadways may be drawn for orientation clarification on the site overview.
9. Each residential unit must be labeled with a unique identifier. This identifier will correspond to the unit number, letter, or address located near the entrance of the residence. All residences of each floor drawing must be labeled.
10. Include dimensions for structure length and width for the overview and 1st floor pages.
11. Identify stair and elevator locations, using provided symbols.
12. Identify chiller rooms or systems.
13. Identify computer rooms/data centers.
14. Provide the location of any building, data center, or computer room UPS system.
15. Insert appropriate pre-fire symbols on each floor of the structure.
16. Include any potential hazards (electrical, chemical, batter banks, others).
17. The roof drawing must be a detailed plan including any solar system components, HVAC systems, and roof access locations.

Pre-fire Plan Symbols



Attic/Roof
Access



City
Hydrant



On-Site
Hydrant



F.D.C.



P.I.V.



Standpipe



Sprinkler
Riser



Sprinkler
Drain



Electric
Shutoff



O.S.Y.



Gas
Shutoff



Knox Box/
Device



Electrical
Hazard



Annunciator



Fire Alarm
Panel



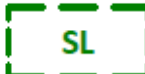
NFPA 704



Elevator



Stairs



Skylight



Rescue Air System



Emergency
Assistance Phone



Pull Station



Firefighter
Phone

Pre-Fire Plan Checklist

	Completed template coversheet (fillable pdf form) included and printed on separate page.
	Two 8-1/2"x11" paper copies printed in color; a pdf electronic copy and one other (dwg, vsd) electronic format is included.
	Site plan showing individual buildings, fire access roads, exterior fire protection systems (public and private fire hydrants, fire department connections, fire pumps) and other important site features.
	The plan uses the specified symbols and colors.
	Each page of the plan is the correct size and orientation.
	North orientation is present, in correct location, and consistent on every page.
	Floor are labeled correctly.
	Roadways and road access are labeled.
	Residential buildings and dwelling units have unique identifiers.
	Dimensions of structure (width and length) are included.
	Stair and elevator locations are identified.
	Chiller rooms or systems are identified.
	Computer rooms/data centers are identified.
	UPS systems of buildings are identified.
	Each floor has appropriate fire symbols.
	Any and all potential hazards are identified.
	The roof is included and is detailed correctly.

PRE-FIRE INFORMATION

OCCUPANT INFORMATION

Occupant Name (or
Property Developer if no
occupant):

Address:

City:

State:

ZIP Code:

CONTACT INFORMATION

Responsible party for 24-Hour
Emergency Call Back:

Phone Number:

Facilities/maintenance personnel:

Phone Number:

Elevator Company (if applicable):

Phone Number:

Alarm Company:

Phone Number:

Security Company:

On Site
24 hrs?

Phone Number:

STRUCTURE DETAILS

Structure height:

Specify on-site auxiliary
power if present (e.g.,
generator, solar):

Total number of
floors:

Number of
below-grade
floors:

Special hazards (if applicable):

PRE-FIRE PLAN DEVELOPER

(IN CASE CORRECTIONS ARE NEEDED)

Name:

Phone Number:

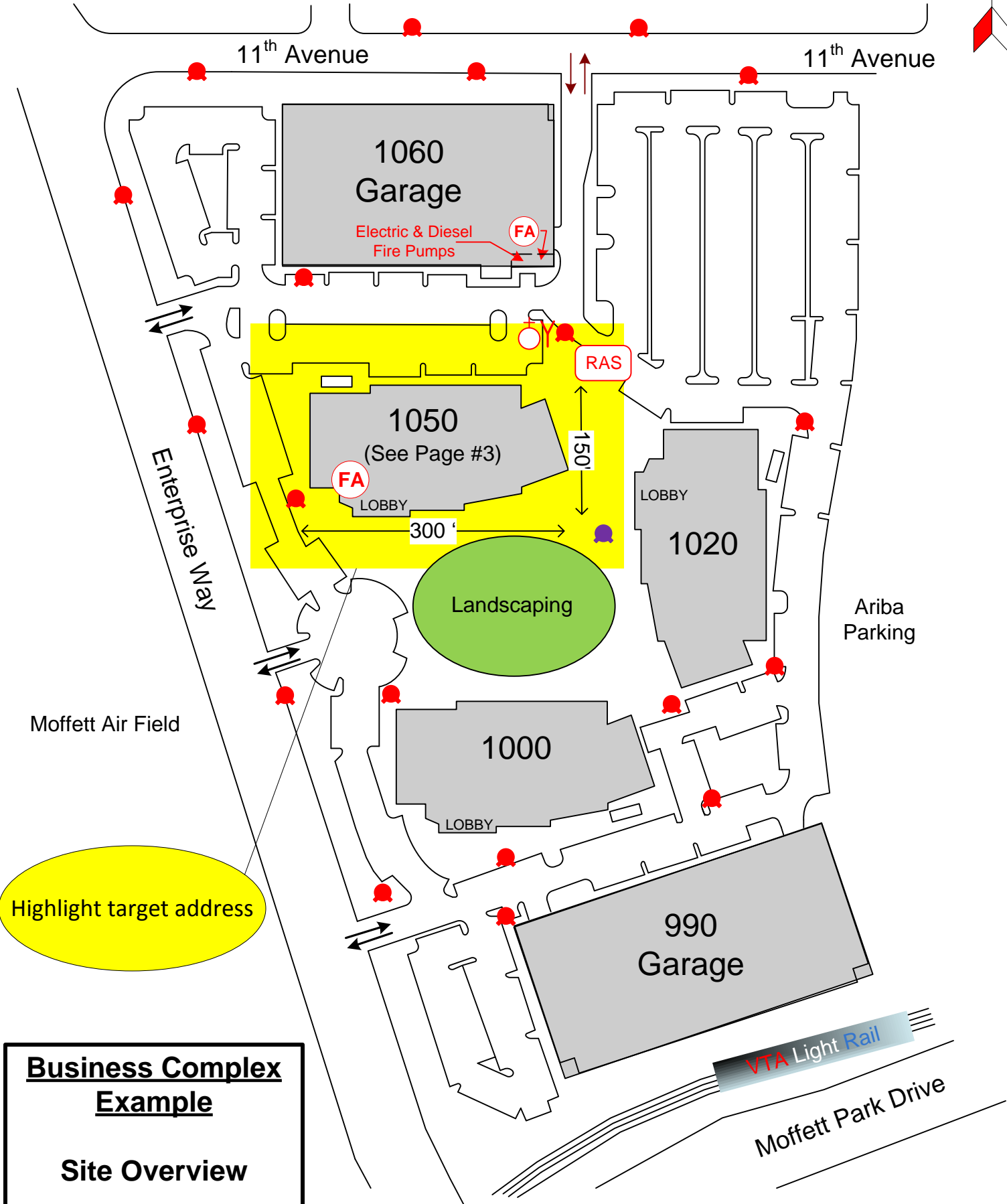
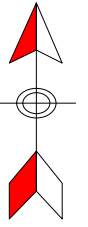
Email:

Mailing Address:

City:

State:

Zip Code:



11th Avenue

11th Avenue

1060
Garage

Electric & Diesel
Fire Pumps

FA

RAS

1050
(See Page #3)

FA

LOBBY

300'

150'

Landscaping

LOBBY

1020

Ariba
Parking

Moffett Air Field

1000

LOBBY

Highlight target address

990
Garage

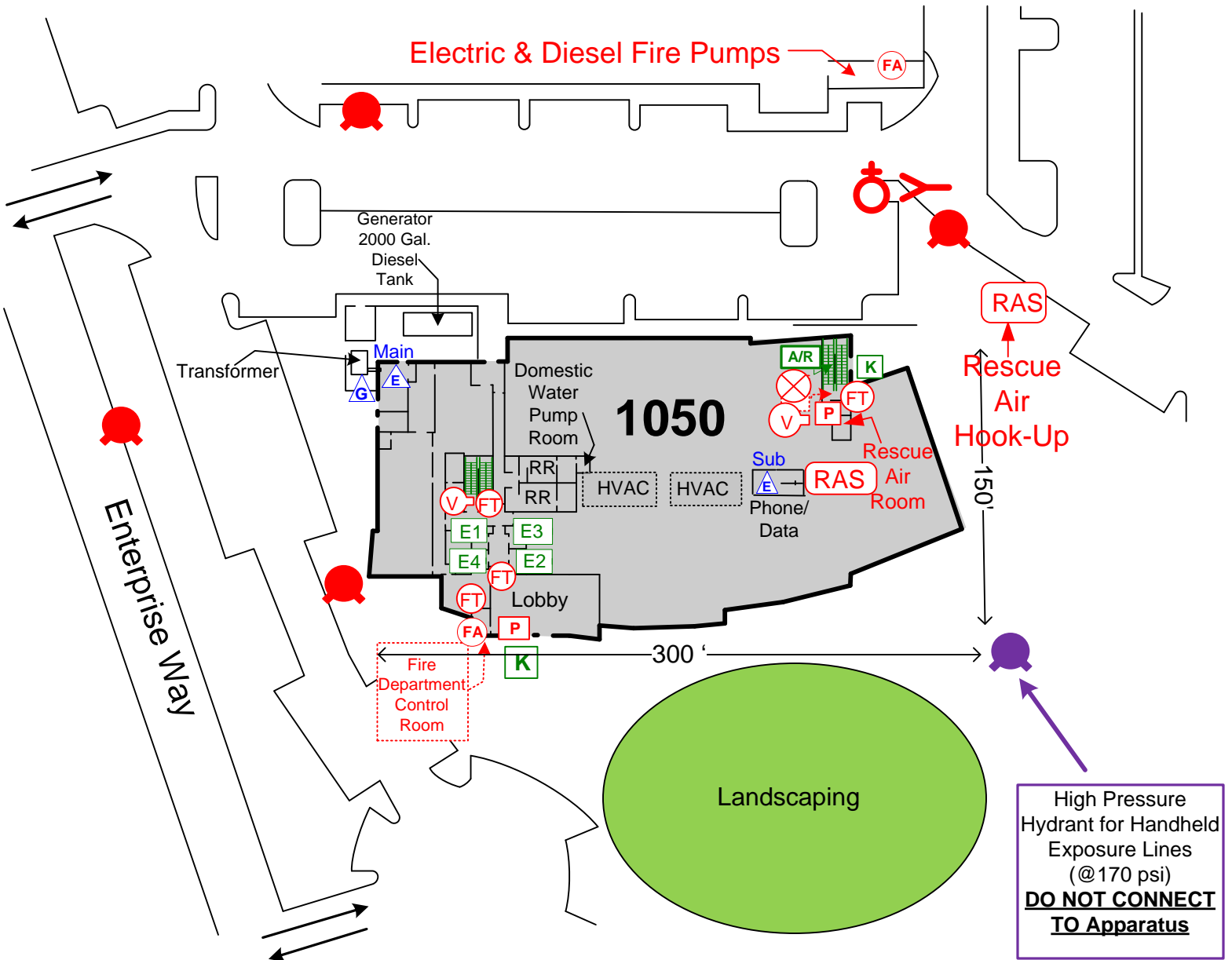
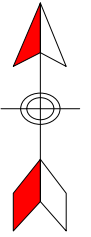
VTA Light Rail

Moffett Park Drive

**Business Complex
Example**

Site Overview

1st Floor

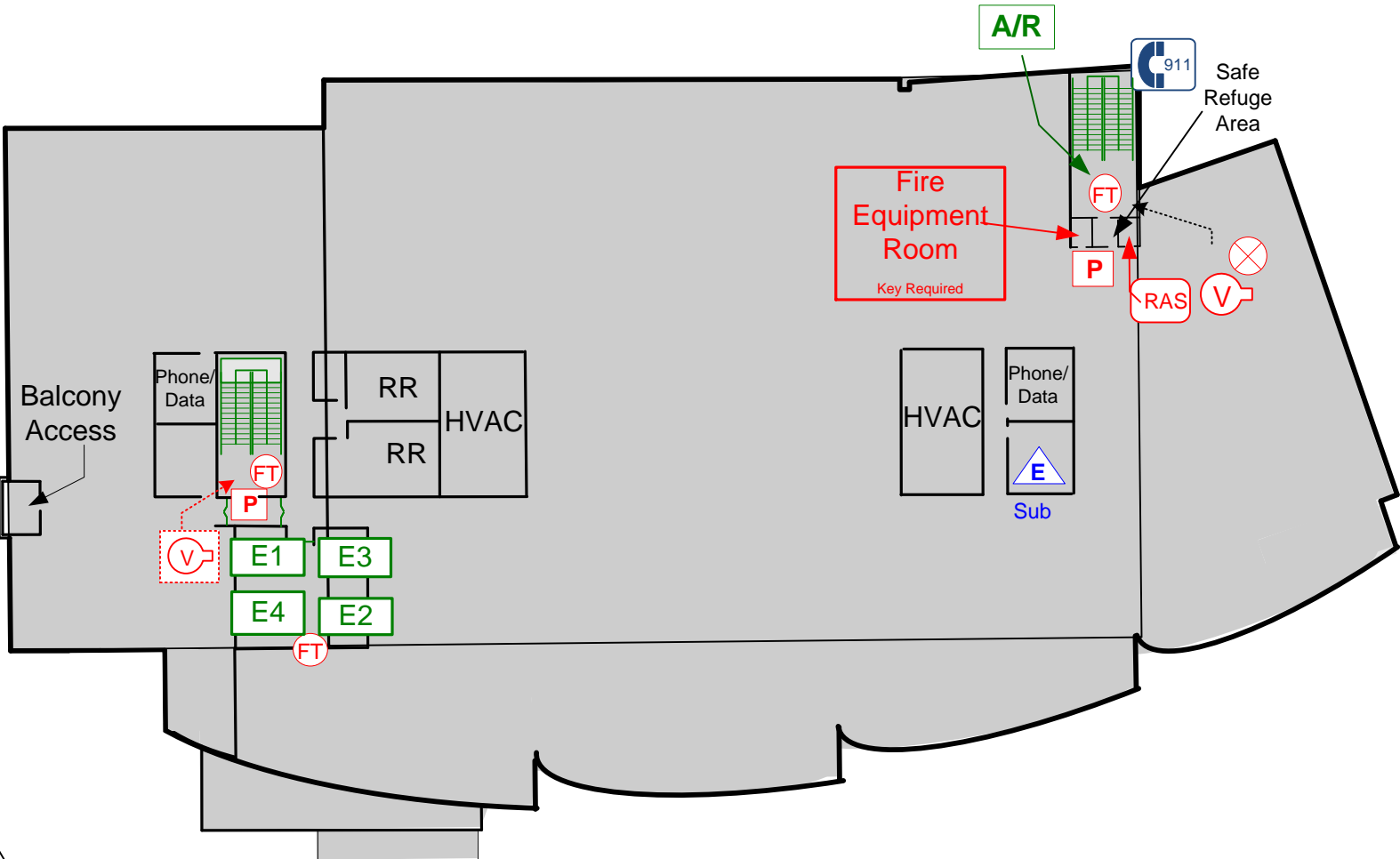


High Pressure Hydrant for Handheld Exposure Lines (@170 psi)
DO NOT CONNECT TO Apparatus

Business Complex
Example

1st Floor

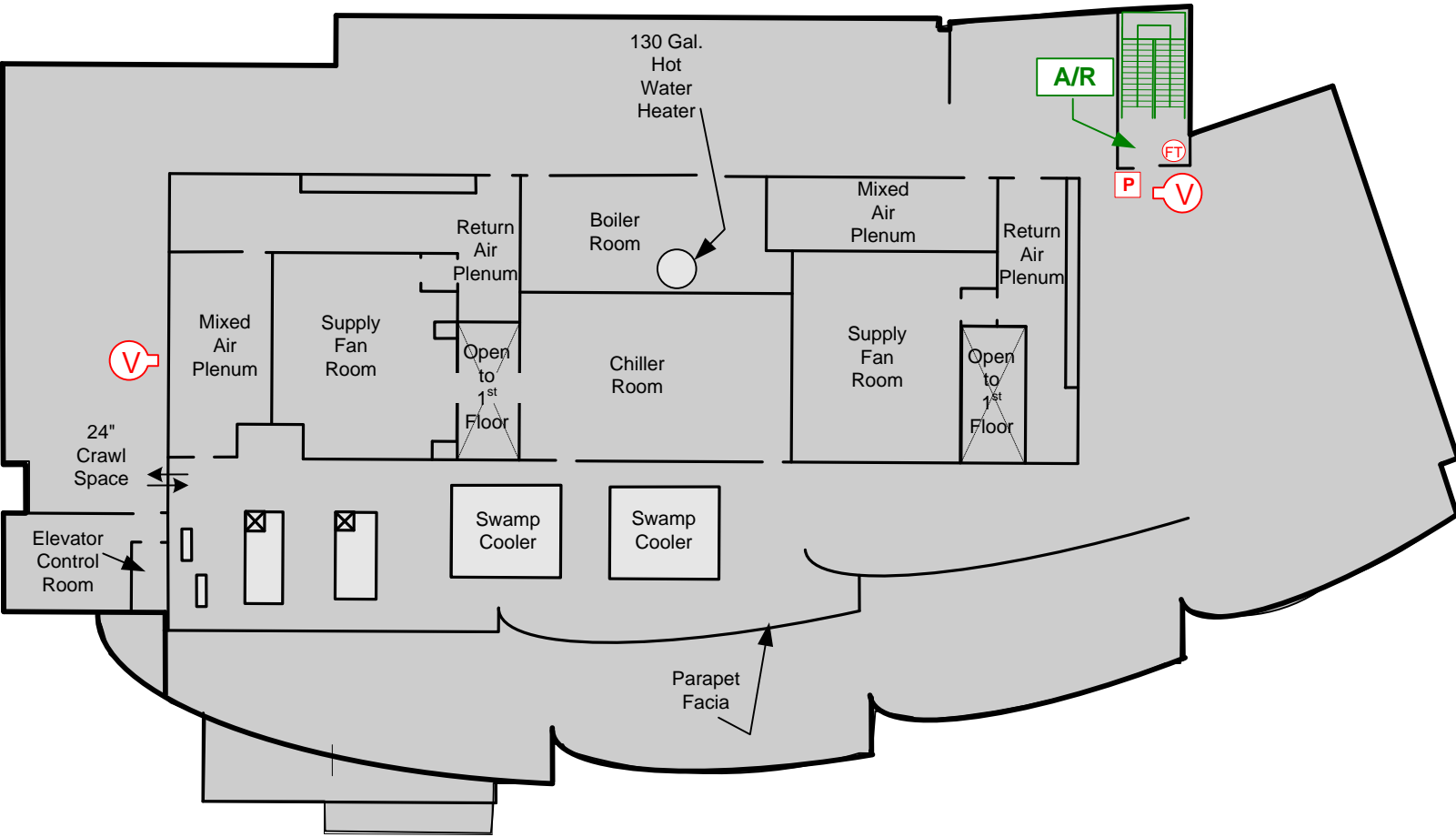
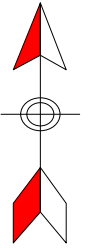
3rd Floor



Enterprise Way

Business Complex
Example
3rd Floor

Roof



Enterprise Way

Business Complex
Example
Roof

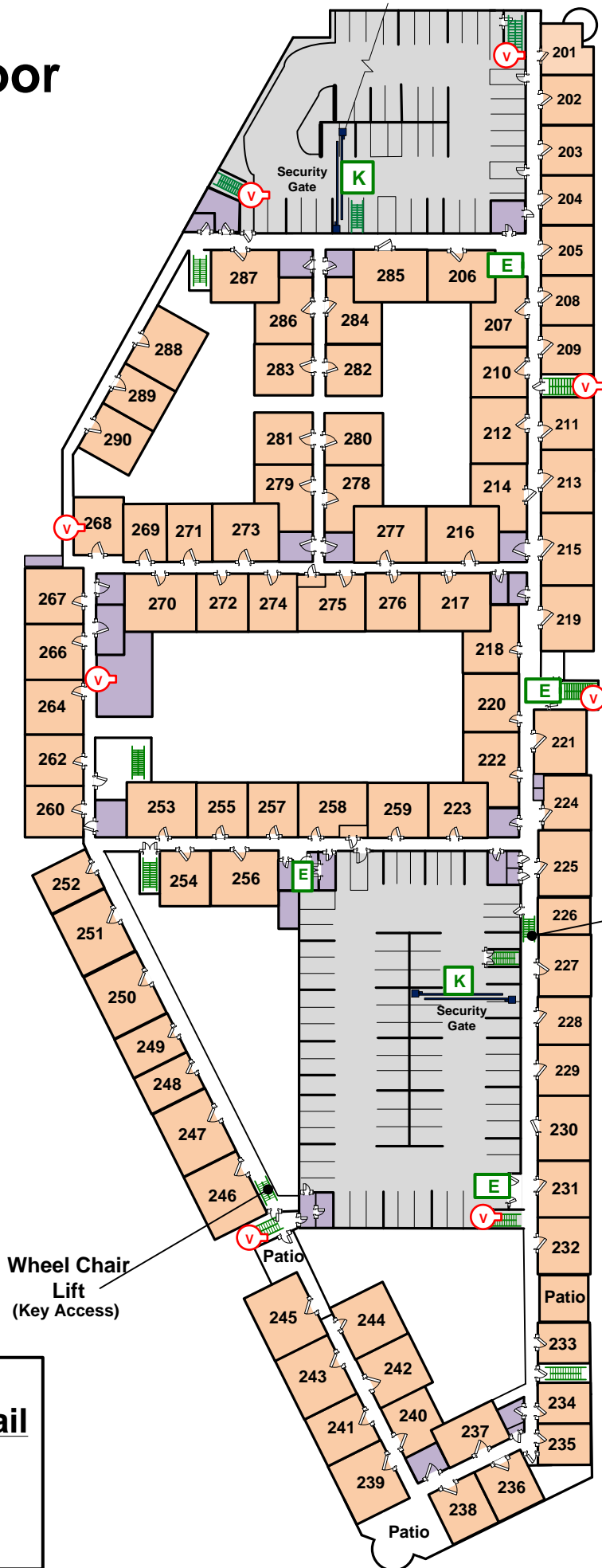
**Mixed Use
Residential / Retail
Example**

Site Overview



- Retail and Parking
- Residential
- Storage

2nd Floor



Lawrence Station Road

Wheel Chair Lift
Lift
(Key Access)

Wheel Chair Lift
Lift
(Key Access)

**Mixed Use
Residential / Retail
Example**
2nd Floor