



Delta Fire & Emergency Services

Pre-Plan Guidelines

- All pre-plans shall be completed on a supplied template in Visio.
- If you need a template go to <http://www.deltafire.ca> check business forms form the latest template for Preplans.
- All diagrams shall include specific symbols (building specific) as per template.
- All diagrams will indicate length and width of building in feet.
- All diagrams will include a listing of any Hazardous Materials or Dangerous Goods (UN # & Guide page#) and locations.
- All diagrams will include any interior or exterior hazards i.e. overheat hydro wires, interior tanks or exterior water traps.
- All Preplans shall indicate the type of construction, roof truss type or floor truss type.
- All Preplans shall include a contact sheet of emergency contacts (form supplied).
- All Preplans shall include a completed pre-incident data collection form (form supplied).
- Each file, once completed, shall be stored using the following file convention:
 - Address Street .vsd example : 1234 Brown St.vsd
 - Zip the file by using winzip, example : 1234 Brown St.zip
- Deliver the completed files to Delta Fire Protection Services – 4645 – Harvest Drive, Delta, BC V4K4J5

These guidelines are subject to change, to ensure that these guidelines are up to date contact 604- 946-8541 Fire Protection Services or email at info@deltafire.ca .