

Damariscotta Fire Department

Request for Pre-Fire Plan Information

May 9, 2014



Dear Resident or Business Owner,

Pre-fire planning is an important part of preparing for a fire, both from an owner's perspective and from a firefighting perspective. A pre-fire plan provides emergency services with information about your property so a more efficient and effective operation can be conducted, meaning less damage to your property and a better chance of a successful rescue. A pre-fire plan is a document which captures building characteristics, occupancy, protective features and hazards. This letter is a request for information about your property in an effort to develop a pre-fire plan for your property for use by the Fire Department in case of an emergency.

As a reminder, smoke alarms should be tested monthly and batteries changed twice a year. Also, it is very important to have a fire escape plan. This includes having at least two escape routes for every person in your building and a pre-defined meeting area in case of an emergency.

This information will be used exclusively by emergency services and will not be shared with other entities either public or private. Completing this questionnaire is completely voluntary. Please take the time to complete this form. An example of a completed form and a blank electronic copy can be found on the Department's website: www.townofdamariscotta.com/departments/fire. Please attach additional pages as necessary to provide the requested information. There are three ways to submit, e-mail to firechief@damariscottame.com; mail to Damariscotta Fire Department, P.O. Box 1206, Damariscotta, ME 04543; or drop it off at the Town Office at 21 School Street attention Fire Department. If you have any questions or concerns, please call (207)563-8286 x12.

Sincerely,

John Roberts, Damariscotta Fire Chief

Pre-Fire Plan Form

Property Name Doe Residence		Street Address 23 XYZ Lane	
Property Use (residence, bank, apartments, etc) Single Family Residence		Owner Name John Doe	Owner Phone (207)555-1234 cell
Emergency Contact Jane Doe	Emer Contact Phone (207)555-4321 cell	Emergency Contact 2 John Smith (neighbor)	Emer Contact 2 Phone (207)555-6789
Occupants (number, schedule) 3 adults, 2 children		Entry and Access Points Front and back door	
Any special needs of occupants 1 adult confined to wheelchair on first floor		Emergency Meeting Location Large boulder in front of house	

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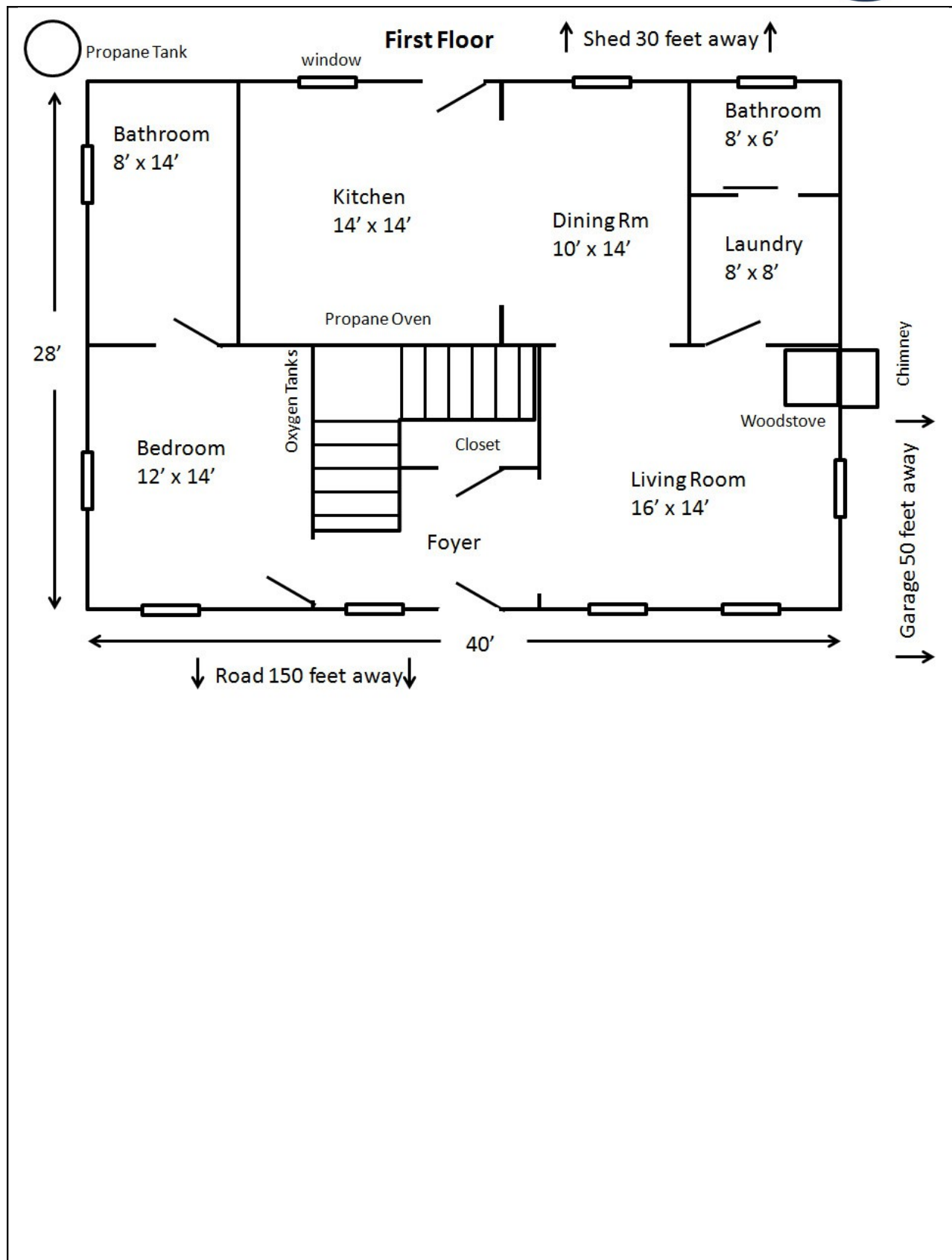


Dimensions (Length and Width of all structures) 28' by 40' house and 24' by 24' detached garage		Number of Stories 2 - house, 1 - garage	Type of Basement Unfinished, below grade
Construction Type (wood, brick, metal) Wood		Year Built 2002	Roof Type Shingle
Truss or Conventional Truss roof, wooden I-beam floor joists	Interior Wall Materials Dry-wall	Ceiling Types Dry-wall 1st, 2nd floors, suspended basement	Floor Materials Hardwood on 1st, carpet on 2nd
Special Life Safety Concerns Disabled person on oxygen		Roof Hazards (solar panels, A/C, sky lights, etc) Solar panels on front	
Electrical Entrance (under or over gnd) Under ground	Electrical Shutoff Location Disconnect located at meter		Standby Generator Propane in back
Heating System Type Oil	Chimney w/ Location External on right side	Size and Type of Fuel 275 gal oil in basement 200lb propane left side	Gas Shutoff At tank and generator
Alarm System Present? Yes – fire and intrusion	Alarm Provider JML Alarm Inc	Special Fire Hazards Oxygen tanks, propane stove, wood stove	
Sprinkling System? None	Areas Protected N/A	Shutoff Location N/A	Standpipe w/ location N/A
Knox Box w/location N/A	Exposures (outbuildings, close adjoining properties, etc) Garage and shed		
Salvage concerns (location and items which would be the highest importance to save in case of a fire) Family portraits in the hallway, antique hutch with plates and flatware in dining room			
Comments			
Include a sketch of the property. A complete sketch should show all floors with walls, stairs, doors and windows. More detail will allow for a more complete pre-fire plan to be developed. Try to include as many of the above requested details into the sketch (see following pages)			

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