



KING OF PRUSSIA VOLUNTEER FIRE COMPANY
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Standard Operating Guidelines

SOG NO.: KP-2-0026
SOG TITLE: PRE-PLAN / RUN BOOKS
ADOPTION DATE: 07/94
REVISION DATE: 07/04
NO. OF PAGES: 2

Purpose: To establish procedures and guidelines for the proper and efficient Pre-planning of target structures in the first due zone of the King of Prussia Fire Company.

Procedures:

1. Well maintained run books shall be placed in all apparatus containing the following information
 - a. Maps of Upper Merion Township and surrounding municipalities we respond to.
 - b. Diagrams of all commercial and multi-occupancy structures in the First due zone of the King of Prussia Fire Company with the following indicated:
 - * hydrants
 - * stand pipe connections
 - * entrances/fire towers
 - * other pertinent information as deemed appropriate
2. DOT Guidebooks shall be placed in all apparatus.

3. Hazardous Materials Information books, pamphlets, etc. shall be located on the Special Service 47.
4. It shall be the responsibility of the Fire Marshal's office to keep all Hydrant and Pre-plan books up to date. If for whatever reason that this task can not be fulfilled by the Fire Marshal's Office, then the Fire Chief will appoint a run book committee, and this committee will be responsible for up-dating the run books annually.
5. The training officer shall be responsible for conducting a minimum of 2 pre plan training sessions per year.
6. The training officer shall be responsible for conducting a minimum of 1 multi-company pre-plan drill per year at a designated target structure.
7. It shall be the responsibility of the Fire Marshal's Office to keep the King of Prussia Fire Company informed and up to date in regards to special hazards or new construction within the first due zone of the King of Prussia Fire Company.
8. If, in the course of any pre-plan exercise, a fire-safety or related problem is observed, the Fire Marshal's Office should be notified within 24 hours.