



**Planning & Development Services Section  
Emergency Incident Pre-planning Information  
Revised January 11, 2008**

**Requirement:** When a Fire Master Plan depicting the construction of one or more structures is processed through the Orange County Fire Authority (OCFA), Planning & Development Section staff will assess the emergency incident pre-planning fee (fee code 2.58). Fire Master Plans depicting single family residential developments are exempt from this requirement. This fee is intended to offset costs associated with the development of pre-emergency planning documentation by OCFA emergency response personnel. Emergency pre-planning information is used by emergency response personnel to efficiently manage emergency incident activities and resources.

The applicant is required to submit an electronic copy of the Fire Master Plan on a Compact Disk (CD) prior to OCFA staff releasing the approved plan back to the applicant. If an electronic file containing the required data is not provided, the applicant will be assessed the emergency incident pre-planning fee of **\$479**. CD's must be labeled with the OCFA Service Request #, project name, date, project address if available (e.g. 123 Main Street), Tract or Parcel Map # and City.

**Format:** Electronic drawing files must be provided in “.dwg” or “.dxf” **and** “.tif” formats.

**Required Data:**

1. Vicinity map indicating cross streets
2. Complete building address, apartment designators, suite numbers (when defined), etc.
3. Scaled site plan inclusive of the following information:
  - Detailed building footprint with all entrances identified
  - All on-site access roadways
  - Parking configuration
  - All on-site walking paths around buildings
  - Any barriers that affect movement on the property (walls, fences, gates, etc.)
  - Fire hydrant locations

4. Additional information (*optional*):

This information is highly desirable but OCFA recognizes that it may not be available at the time the Fire Master Plan is processed:

- Fire sprinkler/ standpipe control valve locations
- Fire sprinkler/ standpipe fire department connection (FDC) location
- Fire alarm control panel (FACP) and remote annunciator location
- Global positioning system (GPS) coordinates for each corner the property.  
Coordinates must be NAD83 Datum, California zone 6 with units represented in feet.  
All information should be structured into layers within the .dwg or .dxf files and be visually distinct within the .tif file.