



Wylie Fire Rescue Prevention/Community Risk Reduction Pre-plan Requirements

TO: Occupant or Business Owner

In an effort to prepare for incidents before they occur, we have developed a system called pre-planning, which will assist all personnel in having knowledge of the general layout and contents of all occupancies. It will be necessary to have the following information to complete a file that will be accessed should the need arise. Fire Department plan review approvals are contingent upon obtaining the following listed information as follow in the form of a PDF file:

- A life Safety/Pre-Plan sheet must be provided for review. This sheet must include the following information:
 - An Adobe PDF drawing to illustrate the following:
 - Name and phone number of the business/building owner name address and phone number
 - Locate building in relation to the roadway by showing the street
 - Materials stored and locations
 - Hazardous materials stored and locations
 - Location of electric panel
 - Location of shunt/electrical shut off for the facility
 - Location of water valve
 - Location of fire sprinkler riser
 - Location of gas meter
 - Location of Knox-box
 - Location of any hazardous materials if applicable
 - Location of Alarm panel and/or alarm annunciator panels
 - Type of building construction
 - Location of Fire Doors if applicable
 - Locations of exits

If you have any questions regarding the requested information or the instructions above, please feel free to contact us.*Fire & Life Safety/Fire Final Inspections and Permits are not completed or issued until the above information has been received.

Respectfully,
Captain Steve Seddig,
Fire Marshal
Wylie Fire Rescue
Prevention/Community Risk Reduction Division
(972) 442-8110

Wylie Fire Rescue
Fire Administration
2000 N. Hwy 78 Suite 203
Wylie, TX 75098
972-442-8110