Guidance for the Submission of Electronic Floor Plans and Building Plan to Essex County Fire and Rescue Service

Submission Details

The responsible person should send electronic copies of the plans via the online portal, which can be accessed here.

The online portal allows for a maximum of ten files to be uploaded. However, we request that all the floor plans are uploaded as a single file. The single file for the premises should follow the below;

- Ground Floor Plan (Page 1),
- First Floor Plan (Page 2),
- Second Floor Plan (Page 3),
- Third Floor Plan (Page 4),
- Fourth Floor Plan (Page 5), etc.

The single-page building plan (orientation plan) is uploaded as a separate file.

If you have produced an on-arrival sheet or vertical plans for the building, these should be included within the floor plans single file. These additional plans should follow the floor plans.

Should you have an issue with submitting your plans via the online portal, please contact fsr@essex-fire.gov.uk.

There is a 30mb limit associated with the online portal. Please use the above email address to contact us if your files exceed this limit and separate arrangements will be made.

An automatic reply will be sent to confirm that your plans have been received.

File Format

The desired file format is as follows:

- The source AutoCAD files or equivalent (preferable DWG format),
- PDF.

Plan Size

- A4, with text and symbols to be legible at this page size.

Drawing Requirements

We recommend that you follow the principles contained within the Code of Practice for the Provision of Premises Information Boxes in Residential Buildings, please refer to Section 1.6 within Appendix A.

The Code of Practice provides several examples of floor plans and building plans (orientation plan), and the information which should be contained within the floor plans and building plan.

Responsible Persons should refer to Table 1 – Symbology of this document to assist with the creation of their CAD plans. Please note this is only an indicative example and submitted drawings should be adapted to suit the premises and ensure all risks are communicated.

The floor plans and building plan must be simple and clear. The use of symbols to record key firefighting equipment, hazards and business critical assets, will enhance the readability and functionality of the plans on the fireground. An example of a building plan can be found in Figure 1, an example of the single page floor plan is shown in Figure 2.

The submission of fire strategy plans or architects schematic drawings are not acceptable. These drawings are too complex, and therefore the submission of these plans will be rejected.

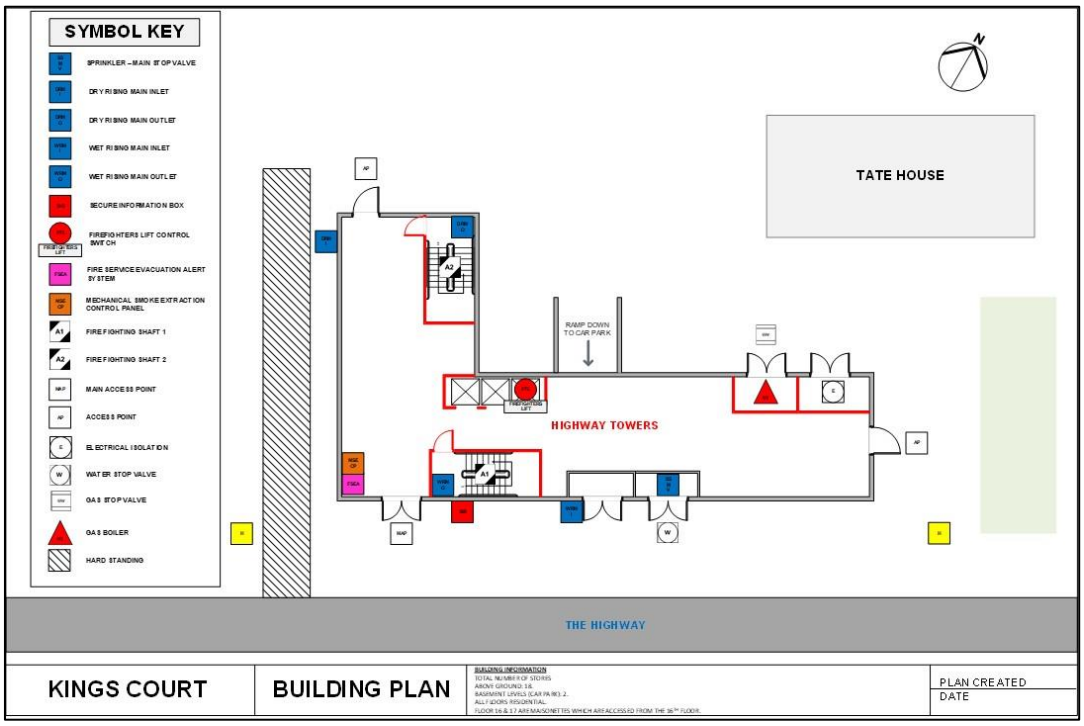


Figure 1: Example of a building plan.

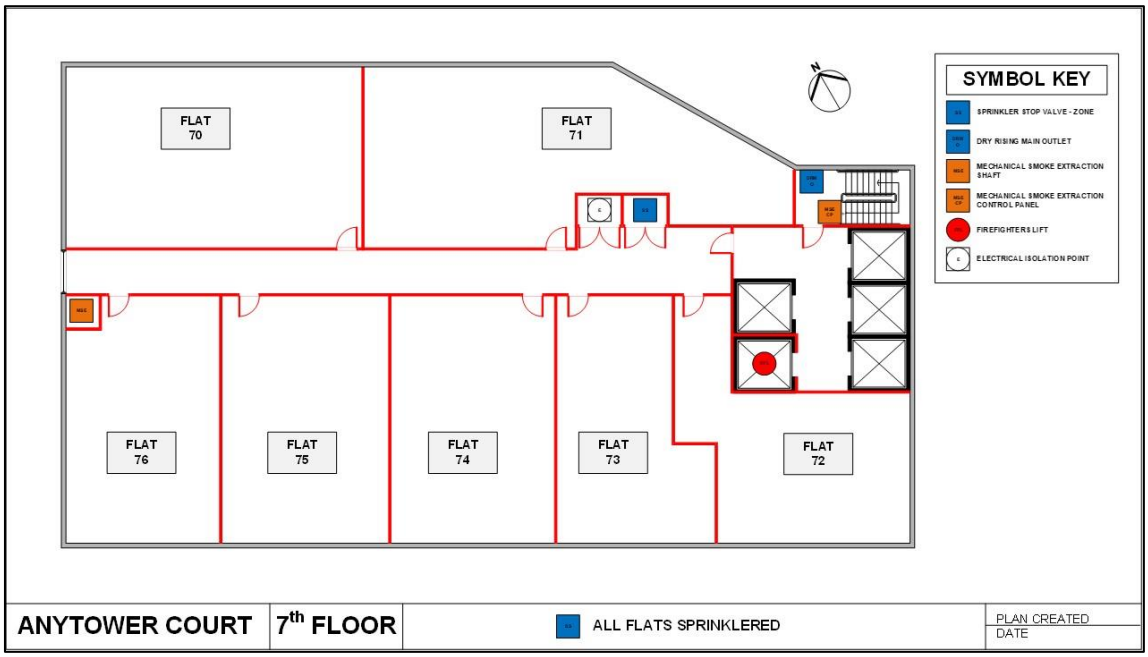


Figure 2 Example of a floor plan.

Floor Plan for each Floor

It must be noted that Regulations does not stipulate a floor plan is required of every floor if they are the same. Regulation 6(3) states;

'If the plans for two or more floors of a high-rise residential building would be the same in all material respects, the responsible person may comply with the obligation under paragraph (1) in relation to those floors by preparing a single plan that clearly indicates the floors to which the plan relates'.

However, Essex County Fire and Rescue Service advises that a floor plan is provided for each floor, as this was a recommendation by Sir Martin Moore-Bick within the GTI Phase 1, '*to provide their local fire and rescue services with up-to-date plans in both paper and electronic form of every floor of the building identifying the location of key fire safety systems'* (Sir Martin Moore-Bick, 2019, p. 774)

Furthermore, the authority recognising the importance that should an incident occur at a HRRB, having a plan for each floor will assist firefighters when recording evacuation and rescue and the numbers of people who left each property.

Therefore, we request that you share a floor plan for every floor of the building to Essex County Fire and Rescue Service.

Dimensions of the Building

The single page building plan is required to identify the building dimensions. An example of how the building dimensions is shown below in Figure 3.

When describing the dimensions of the building, any irregularities in building shape are to be discounted, and the overall footprint of the premises described; all lengths are to be quoted in metres.

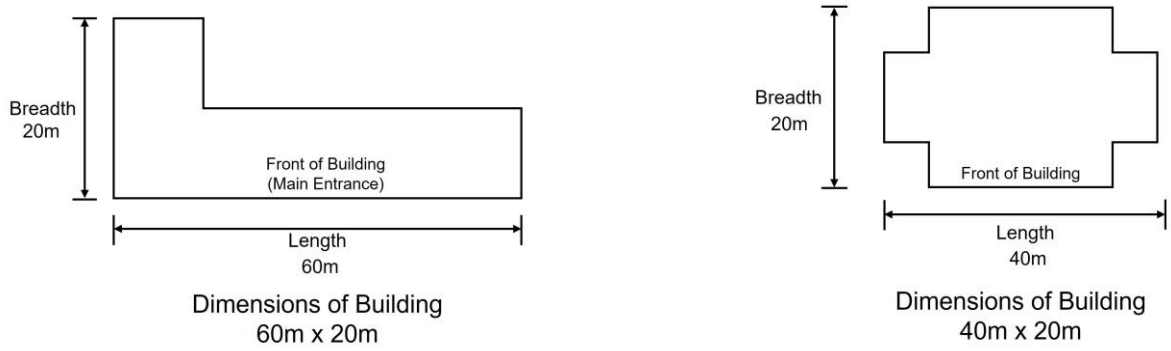
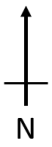
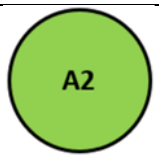
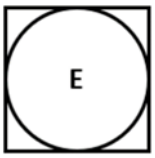
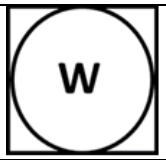


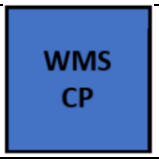
Figure 3: Example of how to calculate the building dimensions.

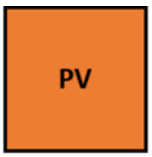
Table 1 – Symbology Guide

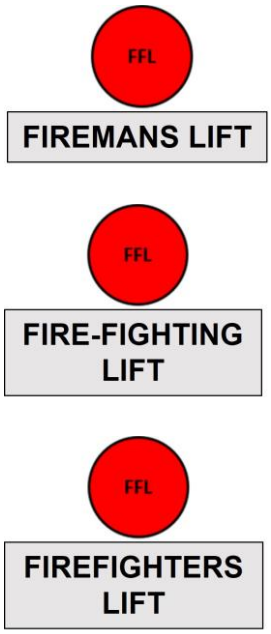
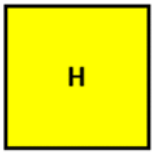
Name	Description	NFCC/ FIA Symbol	ECFRS Symbol	Comments
North Arrow	Orientation arrow should indicate which way is North.			
Rendezvous Point A	Primary location where fire and rescue service and other emergency service vehicles will gather to deal with incident at premises.			
Rendezvous Point B	Alternative rendezvous point if needed			
Disabled Means of Escape Lift	A lift that may be used to evacuate disabled persons in the event of fire. Consult fire and rescue service over suitability of any lift			
Disabled Refuge	A relatively safe temporary waiting area, located within a building to aid the evacuation of all people as safely as possible.	No symbol provided	 	Second icon is for a Disabled Refuge with Communication System.

Assembly Point 1	Location where people evacuating a premise, assemble for roll call			
Assembly Point 2	Alternative assembly point if needed			
Marshalling Area	Location where fire and rescue service will assemble, reserve resources to deal with an incident			
Gas Stop Valve	Location of valve to close gas supplies to premises			
Electric Stop Valve	Location of valve to close electrical supply to premises			
Water Stop Valve	Location of valve to close water supply to premises			
Fire Fighting Shaft 1	A specially protected staircase and lift to enable firefighters to fight fire on upper floors			
Fire Fighting Shaft 2	Second firefighting shaft in building.			

Hard Standing	Paved area adjacent to building strong enough to support weight of fire appliance			
Hazard number 1 (2, 3 etc)	Specific Hazard in the event of fire. The symbol should be cross-referenced to a detailed inventory sheet included with the plans			
Business Continuity Asset number 1 (2, 3 etc)	Specific high value asset. Symbol should be cross-referenced to detailed inventory sheet included with plans			
Foam inlet (serving oil tank room)	Pipe installation that enables fire and rescue service to inject foam directly into oil tank room in basement			
Dry Falling Main	Pipe installation that enables fire and rescue service to pump water into fire hoses to fight fire in a basement			

Rising Fire Main	Pipe installation that enables fire and rescue service to pump water to upper floors to feed fire hoses. (D) Denotes dry main, kept empty of water. (W) Denotes wet main kept filled with water		 	The symbol should also identify as an inlet (I) or Outlet (O).
Sprinkler System	Fixed pipe work that automatically detects outbreak of fire delivers water to suppress fire			Sprinkler Isolation Valve/ Switch - this icon can be used for other types of water suppressant systems
Sprinkler System Main Valve	Main control valve for sprinkler system			Sprinkler Isolation Valve/ Switch - this icon can be used for other types of water suppressant systems
Water Mist System	Automatic fire suppression system that delivers mist of water under very high pressure			
Water Mist System Control Panel	Control Panel for water mist system			
Drencher System	Automatic fire suppression system that delivers intense			

	deluge of water to protect oil or petroleum installations			
Drencher System Control Panel	Control systems for water drenchers			
Fire Telephone	Phone system that enables fire officers to report the status of any emergency within a building to a central control room			
Mechanical Smoke Extraction	System to extract smoke from part of a building			
Mechanical Smoke Extraction Control Panel	Control panel for smoke Extraction system			
Pavement Vents	Covered openings in pavement that can be broken to enable smoke to escape from basement area			
Fire Control Room	Specially equipped room in large building/ complex from which firefighting and emergency operations can be controlled			

Fire Fighting Lift	Specially equipped and protected lift used by fire fighters to carry personnel and equipment to upper floors to fight fire			We recommend that the plans also identify the type of lift for use by Firefighters e.g. FIREMANS LIFT, FIRE-FIGHTING LIFT, or FIREFIGHTERS LIFT. This note is to be added to plan where the location of the lift switch is i.e. Fire Service Access Level (FSAL).
Fire Hydrant	Water outlet fitted to street water mains to supply water for fire fighting			Distance from Rising Fire Main to hydrant should be included in meters below the H. However, if multiple DRMs are provided in different locations. It is acceptable to exclude the distance.
Plans Box/ Premises Information Box	Location of Premises Information Box (PIB)			The Regulations refer to Secure Information Box (SIB), so either PIB or SIB is acceptable.
Fire Service Evacuation Alert System	Location of Fire Service Evacuation Alert System			This symbol should be used to highlight the location of the Evacuation Alert Control and Indicating Equipment (EACIE) panel.

Fire Alarm Panel	Location of Fire Alarm Panel	No icon provided.		Automatic Fire Alarm Panel (AFAP)
Main Access Point	Main way intro premises or complex site - accessible to fire engines			
User defined safety or emergency feature	To mark feature not covered by other symbols above. Mark sequentially 1, 2, 3 or A, B, C and cross-reference to plan			

The above table can be provided as an Excel spreadsheet, the symbols have been included within the spreadsheet as an image. Therefore, these can be downloaded and used within CAD drawings. Should you wish to have the above table shared with you, please contact the fsr@essex-fire.gov.uk.

Guidance provided by the High-Rise Task Force Team