

Documenting the Conditions in and around Your Facilities and Grounds

This form will assist you in documenting conditions in and around your work areas. This information can be used to plan an evacuation and/or inform the authorities about the quantity, location, and type of dangerous materials stored at your site. It can also be helpful in planning an evacuation assembly point, setting up a shelter-in-place location, and developing a prioritized shut down checklist.

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Detailed Description of the Work Area:

Location Name	Description	Address or Location
1.		
2.		
3.		
4.		



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Photographic or Other Visual Representation of the Facilities:

Location and Name	Graphic
	<p><Insert Photo, Blueprint, Map or Drawing></p>



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Location of Flammable or Hazardous Materials:

Location	Characteristics	Hazardous Material Stored?
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>

Gas Meters:

Number of Meters	
Location of Meters	
Areas Serviced by Gas	



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Location of Main Shut-off Valves:

Location and Name	Graphic
	<p><Insert Photo, Blueprint, Map or Drawing></p>



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Documenting the Equipment and Utilities Located at Your Site

Electrical Generator(s):

Number of Generators	
Location of Generators	
Type and Capacity	
Connection Loads	
Restrictions on Emergency Use	

Heating and Cooling System(s):

Location of Systems	
Type and Capacity	

Elevator(s) and Escalator(s):

Location	
Areas Serviced	



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Fire Control Room(s):

Location	
Staffing Instructions	

Laddering and Exposures:

Location	
Type of Exposure	

Special Storage Facilities:

Location	
What is Being Stored	

Water Control Valve(s):

Location	
Areas Serviced	



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Ventilation:

Control Location	
Other Comments	

Elevator(s) and Escalator(s):

Location	
Areas Serviced	

Other Key Facilities or Infrastructure:

Location	
Comments	



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Facility Diagram

(Insert a copy of the floor plan for each facility. If the facility has multiple levels, include one floor plan per page.)

Location and Name	Graphic
	<p><Insert Photo, Blueprint, Map or Drawing></p>



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Fire Alarm System(s):

Control Panel Location	
Location of Pull Stations	
Type	
Make	
Model	
Primary Power	
Secondary Power	
Type of Alarm Sounding Device	
Automatic Ancillary Devices	



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Voice Communications and Fire Phone(s):

Location	
Type	
Speaker Coverage	
Location of Fireman's Phone	
Handset Location	

Standpipe System(s):

Size of Hose Outlets	
Type of Hose Stations	
Coverage Area	
Fire Department Connection Location	
Fire Pump Location	
Valves	



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Fire Pump(s):

Manufacturer			
Model Number			
Number of Pages			
Gallons Per Minute			
PSIG		RPMs	
Horsepower		Tank Size	
Fuel Type			

Sprinkler System(s):

Type(s)	
Valve	
Coverage	



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Fire Extinguisher(s):

Type	Quantity
ABC	
Chemical	
CO ²	
Water	
Other	

Emergency Generator(s):

Make			
Model			
Fuel Type			
Tank Location			
Output	Amps		KW



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Automatic Transfer Switch(es):

Make	
Model	
Number/Area	

Emergency Lighting:

Location	
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Elevator(s):

Location	
Number	
Fire Department Designated	
Secondary Power	
Fire Recall	



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