



Pre-incident planning checklist

Business Name: _____

Business Address: _____

Emergency Contacts				
	Name	Position	Work Phone	Mobile Phone
1.				
2.				
3.				

(Emergency services should be informed of any and all changes or updates)

Primary entrance / side: _____

Secondary entrance / side: _____

Type of occupancy: (Brief occupancy description, i.e., assembly, manufacturing, offices, storage, warehouse, etc. Include main activities responders should be aware of)

Hours of operation:

Normal Operations: _____ Occupant Load: _____

Night/Weekend Operations: _____ Occupant Load: _____

Additional information critical to first responders: (Information for onsite security and/or personnel; areas of refuge; areas or buildings where people may sleep, accountability points, emergency response plans, personnel work expectations, etc.)

Water supply: (Provide details on available water sources: hydrants – location, flow, pressure, other sources – tanks, private hydrants (include volume and distance to facility) – pond or pool (include location, volume, and distance to facility).)

Building access:

Key box location: _____ Side: _____ None

Guard station: _____ Side: _____ None

List any apparatus access issues, additional entrances, evacuation points, command post location, etc.:

Building

Building map or plan attached: **Yes** **No** **Side-A: Street:** _____

Fire Walls: **Yes** **No** **Location:** _____

Structure: (Describe wall and roof construction — truss, other, etc.)

Attic: (Describe attic details, floor, location, etc.)

Basement: (Describe basement details: full or partial, access points, crawl spaces, etc.)

Elevator banks: (Describe elevator details: key location, how many and areas within facility, floors served, mechanical room locations, etc.)

Stairs: (Describe stair details: open/closed, exterior fire escape, roof access available)

Additional building information: (Firefighter hazards — pits, fall hazards etc.; garages, person(s) with disability location and area(s) of assistance, smoke control systems and air intake location, mechanical equipment room location, industrial exhaust system access points and shutdown.)

Fire protection systems:

Fire alarm system panel location: _____ None

Remote FAS sub-panel(s) location: _____ None

Fire pump location: _____ Type: _____

Sprinkler control valves: _____ Side A _____ Side B _____ Side C: _____ Side D: _____

Standpipe and Automatic Sprinkler Systems				
	Type of System	Location of Control Valves	Area Protected	Location of FDC/Size Distance to Water Supply
1.				
2.				
3.				
4.				

Additional fire protection system information: (Provide additional information on fire protection systems including any impairments and notes, any special fire extinguishing systems on site with type and location, etc.)

Site Specific Resources: (List any resources, equipment etc. that may be needed or is available during an emergency.)

Utilities: (HVAC type [electric, gas, oil etc.], emergency shutoff locations, fuel tank locations, emergency generators and locations, electrical transformers [localization, types — oil/dry. PCB etc.], solar photovoltaic panels [localization, how to isolate and procedures in case of fire], boilers [types], hazardous fluids and/or ignitable liquids, medical/laboratory fluids etc.)

Specific Hazards: (List any hazardous chemicals [corrosive, oxidizing, explosive, infectious, flammable—combustible, pollutant, radioactive, toxic, etc., chemical reaction hazards etc.] along with locations, quantities, and packaging; List storage areas of concern such as archive rooms, silos, hazardous or explosive areas, etc.; Indicate any other hazards i.e., electrical power lines, risk of pollution, how to collect extinguishing water etc.)

SDS location: _____

External Factors: (List other possible exposures or risks; industrial facilities nearby, tanks, processing plants, farming, forests, roads/highway/railway nearby)

Recommended First Alarm Assignments: (List recommended assignments i.e., company assigned to pressure the sprinkler system)

Incident Command Considerations: (List key considerations — specific points to be safeguarded as a priority; actions to be carried out by emergency services; area or products requiring special extinguishing means; specific procedure for securing installations; other site-specific information i.e., special extinguishing agents required, etc.)

Natural Hazard Information: (List any natural hazard [flood, earthquake, wildland fire, windstorm, freeze and snow], information pertinent to emergency response i.e., road accessibility etc.)

Notes: (Additional comments)

Completed by:

Date:

Occupancy and Facility Information	
Occupancy ID	Occupancy Type
Latitude	Phone
Longitude	Mobile
Assessed Value	Number of Units
Occupancy Load	Year Built
Critical Infrastructure	Assigned Inspector
Nearest Station	
Email	
Building Status	
Property Use	
Occupancy History	
Latest Update	

Contact Information			
Contact Name	Address	Contact Numbers	Description

Building Information	
Building Height (feet)	Number of Floors
Width (feet)	Length (feet)
Square Footage	Needed Fire Flow (gpm)
Basement Present	Roof Material
Master Key Location	Gas/LPF Shutoff Location
Electrical Panel Location	Other Loc. Info
Exposure Info	HazMats
Building Access	Access Problems
Ventilation Concerns	Normally Occupied
Construction Type	
Roof Type	
Fire Alarm Panel Location	
Roof Construction	

Fire Protection Systems

FD	
Sprinkler Room	
Water Supply	

Type	Status	Cert. Expiration	Manufacturer

Nearby Hydrants

ID	Distance	Available Flow	Status	Type

Chemical Inventory

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Providing solutions to help our members manage risk.®

For your risk management and safety needs, contact Nationwide Loss Control Services: 1-866-808-2101 or LCS@nationwide.com.