



# PRE-PLANNING DATA COLLECTION WORKSHEET



<b># ID</b>				<b>NAME</b>			
Address							
City				State			Zip Code
Site Phone #				9-1-1 Map			
Fire/EMS Map				Business Type			
Owner				Owner Phone #			
Contact				Contact Phone #			
Inspection Date				Emergency Plan <b>Y/N</b>			
Pre-Plan Date				Accountability System <b>Y/N</b>			
Major Roads							
Cross Streets							
Evacuation Area							
Length of Structure				Width of Structure			
Height of Structure				Square Footage			
Stories			Basement <b>Y/N</b>			Year Built	
Hrs Occupied			# Occupants Day			# Occupants Night	
# Handicapped Days				# Handicapped Nights			
Wall Type			Ceiling Type			Roof Type	
<b>ID #</b>				<b>NAME</b>			
Municipal Water <b>Y/N</b>				Private Water <b>Y/N</b>			
Primary Water Source				Primary Water Distance			
Secondary Water Source				Secondary Water Distance			
Electric Shutoff Location				Water Shutoff Location			
Gas/Propane Shutoff Location							
HVAC Shutoff Location							
Access Side "A"				Access Side "B"			
Access Side "C"				Access Side "D"			
Sprinklers <b>Y/N</b>				Alarm <b>Y/N</b>			
Alarm Company							
Alarm Company Telephone				FDC Location			
Standpipe Location							
Exposures				Ventilation			
Salvage							
MSDS Location							
Lock Box Location				Sensitive Documents			
1st Due Co.			2nd Due Co.			3rd Due Co.	
Floor Plan Attached <b>Y / N</b>							
<b>Pre-Plan Completed By:</b>							