*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 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 shutdown checklist.*

**Detailed Description of the Work Area****:**

|  |  |  |
| --- | --- | --- |
| **Location name** | **Description** | **Address or location** |
| 1.  |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

**Photographic or Other Visual Representation of the Facilities:**

|  |  |
| --- | --- |
| **Location and Name** | **Graphic** |
|  | <Insert Photo, Blueprint, Map or Drawing> |

**Location of Flammable or Hazardous Materials:**

|  |  |  |
| --- | --- | --- |
| **Location** | **Characteristics** | **Hazardous Material Stored?** |
|  |  | Yes [ ]  No [ ]  |
|  |  | Yes [ ]  No [ ]  |
|  |  | Yes [ ]  No [ ]  |

**Gas Meters:**

|  |  |
| --- | --- |
| **Number of Meters** |  |
| **Location of Meters** |  |
| **Areas Serviced by Gas** |  |

**Location of Main Shut-off Valves:**

|  |  |
| --- | --- |
| **Location and Name** | **Graphic** |
|  | <Insert Photo, Blueprint, Map or Drawing> |

**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** |  |

**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** |  |

**Ventilation:**

|  |  |
| --- | --- |
| **Control Location**  |  |
| **Other Comments** |  |

**Other Key Facilities or Infrastructure:**

|  |  |
| --- | --- |
| **Location**  |  |
| **Comments** |  |

**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** |
|  | <Insert Photo, Blueprint, Map or Drawing> |

**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** |  |

**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** |  |

**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** |  |

**Fire Extinguisher(s):**

|  |  |
| --- | --- |
| **Type** | **Quantity** |
| ABC |  |
| Chemical |  |
| CO2 |  |
| Water  |  |
| Other |  |

**Emergency Generator(s):**

|  |  |
| --- | --- |
| **Make** |  |
| **Model** |  |
| **Fuel Type** |  |
| **Tank Location** |  |
| **Output** | Amps |  | KW |  |

**Automatic Transfer Switch(es):**

|  |  |
| --- | --- |
| **Make** |  |
| **Model** |  |
| **Number/Area** |  |

**Emergency Lighting:**

|  |  |
| --- | --- |
| **Location** |  |

**Elevator(s):**

|  |  |
| --- | --- |
| **Location** |  |
| **Number** |  |
| **Fire Department Designated** |  |
| **Secondary Power** |  |
| **Fire Recall** |  |