Town of Montville

Office of the Fire Marshal

Fire Safety | Emergency Management
310 Norwich-New London Turnpike, Uncasville, CT 06382
Tel.: (860) 848-6781 Email: firemarshal@montville-ct.org

PRE-PLAN WORKSHEET

Facility Name: _____

Address: _____

City/State/Zip: _____

Facility Usage: _____

Property Description: [ ] Commercial, [ ] Industrial/Warehouse, [ ] Governmental, [ ] Religious, [ ] Educational, Other: _____

[ ] Residential - [ ] Single Family, [ ] Multi-Family

BUILDING: **Total Sq. FT:** _____

Estimated Construction Year: _____ **Height/Stories:** _____ / _____ **L x W:** _____

Status: [ ] Normal, [ ] Vacant, [ ] Under-Construction **Basement:** [ ] Yes / [ ] No **Crawl Space:** [ ] Yes / [ ] No

Foundation Type: [ ] Slab, [ ] Concrete, [ ] Stone/Brick, [ ] Other: _____

Interior Building Material: [ ] Wood, [ ] Brick/Stone, [ ] Concrete, [ ] Metal **Fire Wall:** [ ] Yes ____*Hrs* / [ ] No

Exterior Building Material: [ ] Wood, [ ] Brick/Stone, [ ] Concrete, [ ] Metal, [ ] Vinyl, [ ] Asphalt

Roofing Material: [ ] Asphalt, [ ] Wood, [ ] Tile, [ ] Metal, [ ] Slate/Stone **Truss:** [ ] Yes / [ ] No

Roof Access: [ ] Yes / [ ] No **Location(s):** _____

Construction Type: [ ] Wood Frame, [ ] Balloon Frame, [ ] heavy Timber, [ ] Ordinary, [ ] Fire Resistive, [ ] Non-Combustible, [ ] Other: _____

Primary Access Point: _____**; Secondary:** _____

Exit Count: (A -), (B -), (C -), (D -) / **Lock Type(s):** [ ] Key, [ ] Fob, [ ] Code, [ ] Push-bar Exit

OCCUPANCY:

Time Range	***Number of People***	***Average Age***	***Mobility/Concerns***

EMERGENCY CONTACTS:

Name: _____ **Position:** _____

Key Holder: [ ] Yes / [ ] No **Phone Number:** _____

Address: _____

E-Mail: _____

Name: _____ **Position:** _____

Key Holder: [ ] Yes / [ ] No **Phone Number:** _____

Address: _____

E-Mail: _____

Name: _____ **Position:** _____

Key Holder: [ ] Yes / [ ] No **Phone Number:** _____

Address: _____

E-Mail: _____

FIRE PROTECTION:

Alarm Panel: [ ] Yes / [ ] No **Location:** _____ **Company:** _____

Annunciator Panel: [ ] Yes / [ ] No **Location:** _____ **Phone:** _____

Sprinkler: [ ] Yes / [ ] No **Standpipe:** [ ] Yes / [ ] No **Type:** [ ] Wet / [ ] Dry

Shut Off Location: _____ **Locked/Secured:** [ ] Yes / [ ] No

FDC Connection: [ ] Yes / [ ] No **Where:** _____ **Hydrant Nearby :** [ ] Yes / [ ] No

Nearest Water Supply: _____

Source: [ ] Natural Waterway (pond/lake/river/etc), [ ] Wet Hydrant, [ ] Dry Hydrant

Main Size: _____ **; Status:** [ ] Usable, [ ] Unusable, Why: _____

Notes:

Spare Sprinkler Heads Present:

UTILITIES:

Heating: [ ] Oil, [ ] Natural Gas, [ ] Propane, [ ] Electric, [ ] Other: ______________________________

Fuel / Oil Company: ________________________ **Phone:** ____________________________

Gas Company: ____________________________ **Phone:** ____________________________

Electrical Company: ________________________ **Phone:** ____________________________

Solar: [ ] Yes / [ ] No **Shut off Location:** __________________________

Generator: [ ] Yes / [ ] No **Location:** __________________________

Elevator: [ ] Yes / [ ] No **Location:** __________________________

EXPOSURES:

Side: [A] , [B] , [C] , [D] : **Description:** ____

Side: [A] , [B] , [C] , [D] : **Description:** ____

Side: [A] , [B] , [C] , [D] : **Description:** ____

Side: [A] , [B] , [C] , [D] : **Description:** ____

HAZ-MAT:

Material: ____

Amount: _____________________________________ [ ] Liquid, [ ] Solid, [ ] Gas

Location/Notes: ____

NFPA 704: [ ] Fire / [ ] Health / [ ] Reactivity / [ ] Special: _______ **U.N#:** _______ ; **Guide#:** __________

[ ] Flammable, [ ] Toxic, [ ] Corrosive, [ ] Oxidizer

Material: ____

Amount: _____________________________________ [ ] Liquid, [ ] Solid, [ ] Gas

Location/Notes: ____

NFPA 704: [ ] Fire / [ ] Health / [ ] Reactivity / [ ] Special: _______ **U.N#:** _______ ; **Guide#:** __________

[ ] Flammable, [ ] Toxic, [ ] Corrosive, [ ] Oxidizer

Material: ____

Amount: _____________________________________ [ ] Liquid, [ ] Solid, [ ] Gas

Location/Notes: ____

NFPA 704: [ ] Fire / [ ] Health / [ ] Reactivity / [ ] Special: _______ **U.N#:** _______ ; **Guide#:** __________

[ ] Flammable, [ ] Toxic, [ ] Corrosive, [ ] Oxidizer

MISC:

Knox Box: [ ] Yes / [ ] No **Location:** _____

Security Cameras: [ ] Yes / [ ] No **Window bars:** [ ] Yes / [ ] No **Fire Escape:** [ ] Yes / [ ] No

AED: [ ] Yes / [ ] No **Fire Extinguishers:** [ ] Yes / [ ] No

Evac Location: _____

Explosives: [ ] Yes / [ ] No **Ammo/Munitions:** [ ] Yes / [ ] No **Weapons/Firearms:** [ ] Yes / [ ] No

Location: _____

Utilities Above Ground: [ ] Yes / [ ] No Explain: _____

Utilities Below Ground: [ ] Yes / [ ] No Explain: _____

ADDITONAL NOTES / SKETCH: