

Fire Safety and Evacuation Plan - Cover Sheet

Instructions: Fill out form. Items in **red** boxes are required.

FACILITY INFORMATION

Facility Name

Manager Name

Facility Address

Business Phone

E-mail

Owner Name

Owner Address

Owner Phone

BUILDING INFORMATION

Building Occupancy Classification (If known)

Total Building Square Footage (all levels)

of Occupied Floors Above Grade

of Occupied Floors Below Grade

CONTACT INFORMATION

Personnel Able to Provide Additional Information/Explanation of Plan

Name/Title

Phone #

E-mail

Name/Title

Phone #

E-mail

Emergency Contact for Key Personnel and Owners Agent

Name/Title

Phone

Phone 2/Pager

Name/Title

Phone

Phone2/Pager