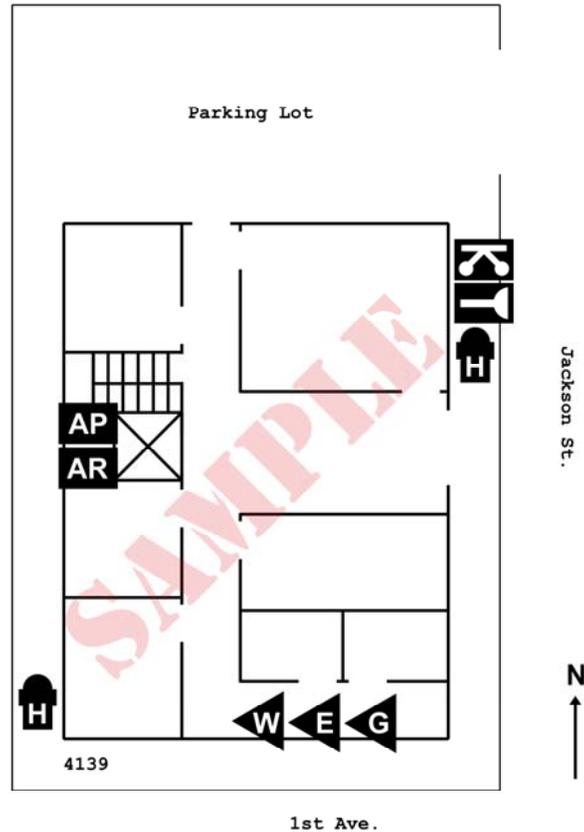


## Symbols

-  Fully Sprinklered
-  Partially Sprinklered
-  Sprinkler Riser/Shut Off
-  Water Shutoff
-  Electrical Shutoff
-  Gas Shutoff
-  Alarm Panel
-  Roof Access
-  Private Fire Hydrant
-  Standpipe Connections
-  Elevator
-  Knox Box®
-  Post Indicator Valve

## Sample Pre-Incident Plan



## The City of Palo Alto Fire Department



## Pre-Incident Plan Guide

*Instructions And Symbols To Create Your Own Pre- Incident Plan*

*Brochure based on original design by students in the Stanford University Community Writing Program in Writing and Rhetoric.*

*The City of Palo Alto Fire Department  
250 Hamilton Ave, 6<sup>th</sup> Floor  
Palo Alto, CA 94301  
650-329-2184 fax 650-327-6951  
www.pafd.org*

## What is a Pre-Incident Plan?

A Pre-Incident Plan is a layout or diagram showing most important aspects of your business.

Identified items may include:

- Knox Box® Location\*
- Gas and Water Shut-Off
- Fire Alarm Panel
- Sprinkler Connections

## Why is a Pre-Incident Plan Important?

In the event of an emergency, a Pre-Incident Plan will assist the fire department in locating items necessary to deal with the incident more efficiently.

## How is a Pre-Incident Plan Created?

Your business may already have an evacuation/building plan that can be modified into a Pre-Incident Plan. The attached 'peel off' symbols will enhance the diagram and provide additional key information to the fire department.

\* The Knox Box® is a secure container system used mainly for storing building keys. In cases of emergency, the fire department can access the box with a master key. The fire department strongly encourages businesses to maintain a Knox Box® on site. Knox Box® order forms can only be obtained at Fire Administration-City Hall 250 Hamilton Ave 6<sup>th</sup> Floor.



If an evacuation/building plan does not exist, follow the instructions in this guide to develop a Pre-Incident Plan for your business:

## What happens to the Pre-Incident Plan after it is complete?

If possible, scan your Pre-Incident Plan as a PDF file and E-mail it to:

[fire@cityofpaloalto.org](mailto:fire@cityofpaloalto.org)

ATTENTION: FIRE MARSHAL

Or

Fax it to:

City of Palo Alto Fire Department  
ATTENTION: FIRE MARSHAL  
650-327-6951

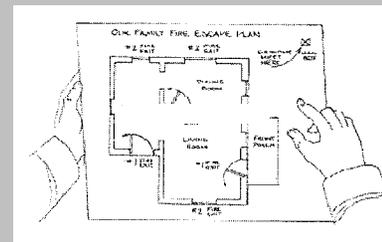
Or

Mail it to:

City of Palo Alto Fire Department  
250 Hamilton Ave, Sixth Floor  
Palo Alto, CA 94301  
ATTENTION: FIRE MARSHAL

Once the fire department receives the Pre-Incident Plan for your site, it will be added to our emergency response information system. In case of emergency, it will be instantly available to responding fire personnel.

## \*Instructions\*



1) Obtain a floor or evacuation plan for your business

Or

Create one using blank/graph paper.

*Note – An 8.5" X 11" page size is preferred.*

2) Indicate the business name and address at the top of the plan.

3) Place an arrow on the plan to indicate directional North.

4) If building has multiple stories, include all floors.

5) Peel off the pre-incident plan symbols that pertain to your building and affix them on the diagram in the appropriate location. *See example*

6) For additional ideas, check out the Palo Alto Fire Department website: [www.pafd.org/business/prefire.html](http://www.pafd.org/business/prefire.html)

7) Once the pre-incident plan is complete, e-mail, fax or mail to the address listed.