Sample Pre-Incident Plan

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

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*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.

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* *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 6th Floor.*