

Apartment Emergency Information Quick Sheet

A one-page building reference for trained and authorized staff to keep key information organized for an emergency response.

IMPORTANT

Complete this sheet before an emergency. Keep it accessible to trained and authorized staff. During an emergency, do not delay evacuation or emergency notification while searching for information.

BUILDING / PROPERTY NAME

STREET ADDRESS

PRIMARY EMERGENCY CONTACT

CONTACT NUMBER

MAIN FIREFIGHTER ENTRANCE

LOCKBOX / KEY ACCESS

FIRE ALARM PANEL / ANNUNCIATOR

FIRE ALARM MONITORING CONTACT

SPRINKLER / STANDPIPE CONTROLS (IF APPLICABLE)

FIRE DEPARTMENT CONNECTION (IF APPLICABLE)

ELECTRICAL SHUTOFF / MAIN ROOM

GAS SHUTOFF / FUEL INFORMATION (IF APPLICABLE)

ELEVATOR / RECALL INFORMATION (IF APPLICABLE)

KNOWN SYSTEM IMPAIRMENTS

PERSONS / AREAS REQUIRING SPECIAL ATTENTION UNDER SITE PLAN

OTHER HAZARDS / CRITICAL NOTES

MANAGER REMINDER

Keep this information current. Do not direct untrained staff to operate building systems, utilities or emergency equipment beyond their training and authorization.