



## Fire Department

July 20, 2007

Dear Sir or Madam:

SUBJECT: BUSINESS FIRE SAFETY PREPLAN PROGRAM

The Clinton Fire Department has initiated a Business Fire Safety Preplan program. This program is free of charge and is designed for the general businesses in our community. The primary objective for this program is to increase our effectiveness in providing our service to you and to enhance safety for everyone involved. A preplan is to proactively prepare for emergency situations. This is not an inspection but instead an opportunity for firefighters to gain insight about a structure's construction type, physical layout, and emergency contacts. In addition, firefighters are able to become familiar with suppression features, plan ahead for apparatus placement, locate available water sources, and identify hazards (limited access areas, open stairways, equipment on roof, chemical storage areas, etc.) which may threaten the lives of civilians and firefighters during an emergency.

The program will allow businesses to conduct a self pre-plan of their facility and forward up-to-date, critical, emergency incident information to the fire department. On a 12-month cycle the city will mail out these forms to businesses like yours for completion and return to our department. In addition, Clinton Fire Department personnel schedule visits with local businesses throughout the year to supplement your preplan documentation.

In order to make our Business Fire Safety Preplan program successful, we want to make it as userfriendly as possible. By following the simple instructions and using the self preplan worksheet, you will be able to conduct a fire safety preplan of your building at your convenience. As always, if you have any questions or need help with your self preplan, the Fire Department is available to answer questions. If needed, we will be happy to come to your business and assist you.

With your support and cooperation, we can make Clinton a safer community for all of us, with less interruption and inconvenience for everyone.

Sincerely,

A handwritten signature in black ink that reads "A. T. McGovern".

Andrew T. McGovern  
Training/EMS Division Chief



Phone: 563-242-0125  
Fax: 563-243-6724

[www.ci.clinton.ia.us/cfd](http://www.ci.clinton.ia.us/cfd)

Central Fire Station  
344 3<sup>rd</sup> Avenue South  
Clinton, Iowa 52732-4436

## **HOW TO PERFORM YOUR SELF FIRE SAFETY PREPLAN**

1. The person who is responsible should complete the fire safety preplan within 2 weeks of receiving this notice.
2. Review the preplan worksheet before starting. This way you'll know what to look for in advance.
3. Fill out the business contact information on the first page of the preplan worksheet.
4. Fill out the building and business specific information on the second page.  
NOTE: If some areas on the worksheet do not apply to your building, such as "Automatic Sprinkler Systems" or "Fire Alarm Systems," simply check "None" or "Undetermined" next to those items and move to the next section.

**BE SURE TO RETAIN THE ORIGINAL COPY OF YOUR COMPLETED SELF FIRE SAFETY PREPLAN FORM AND SEND A COPY TO:**

**Clinton Fire Department  
344 3<sup>rd</sup> Avenue South  
Clinton, IA 52732-4436  
Attn: Fire Safety Pre-Plan**

Thank you for doing your part to make your business as safe as possible!



Phone: 563-242-0125  
Fax: 563-243-6724

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