

Roush Insurance Services, Inc.

PO Box 1060 • Noblesville, IN 46061-1060
Phone: (800) 752-8402 • Fax: (317) 776-6891
www.roushins.com • Email: quote@roushins.com

Agency _____ Phone _____
Address _____ Fax _____
City _____ State _____ Zip _____

Public Entity Application Convention/Civic Center Exposure (Exhibition Buildings, Arenas, Etc.) Questionnaire Q

*Note: If the entity operates more than one,
a separate questionnaire must be completed for each.*

Legal Name of Public Entity: _____ Effective Date: _____

1. Description and address of each facility: _____

2. Number of days in use: _____

3. Description of any and all events or use: _____

4. Attach certificates of insurance secured from individuals or organizations using the facility(ies).
5. Area, square footage: _____
6. Total occupancy capacity: _____
7. Are regular inspections conducted of all premises? Yes No
If yes, how frequently? _____
8. Are complaints and follow-up procedures documented in writing? Yes No
9. Are fire drills regularly conducted by employees with a goal of assisting the general public for evacuation purposes? Yes No
If yes, frequency? _____
10. Is an Emergency Evacuation Plan in place? Yes No
11. Number of emergency exits: _____
12. Does the building have a sprinkler system?..... Yes No
If yes:
 - a. How frequently is the system inspected? _____
 - b. When was the last inspection? _____
 - c. By whom? _____
13. Are smoke detector or fire alarms installed in buildings? Yes No
If yes, are fire alarms inspected and tested at best biannually? Yes No

- 14. Does fire protection/prevention equipment meet the NFPA codes? Yes No
- 15. Are fire extinguishers visible, properly placed and inspected annually? Yes No
- 16. Are safety/first-aid procedures in place?..... Yes No
- 17. Are all building entrances and exits marked and unobstructed?..... Yes No
- 18. Do adequate secondary exits exist and is panic hardware operable? Yes No
- 19. Does emergency lightning meet NFPA codes?..... Yes No
- 20. Does this structure meet NFPA Life Safety Codes?..... Yes No
- 21. Are stairways, treads and handrails in good condition and free from tripping hazards? Yes No
- 22. Are parking areas lighted and marked? Yes No
- 23. Are sidewalks in good condition? Yes No