



Document Code Blue®



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- Vacuum Freeze Drying
- Desiccant Air Drying
- Cleaning & Sterilization
- Digital Imaging
- Secure Destruction





Document Code Blue[®]

CODE BLUE[®] (Emergency Ready Profile)

Company Name

Corporate Address

Location Address

Polygon of

Representative

Phone

Date

Update

PRIMARY CONTACTS Description (optional)

Building Owner (Name, Title, Phone, Emergency Phone, Email)

Building Contact (Name, Title, Phone, Emergency Phone, Email)

Risk/Prop Mngr (Name, Title, Phone, Emergency Phone, Email)

Polygon (Name, Title, Phone, Emergency Phone, Email)

Other (Name, Title, Phone, Emergency Phone, Email)



FACILITY INFORMATION Description (optional)

Business Type

- Architectural/Engineering
- Banking
- Document Storage
- Financial
- Law Firm
- Library
- Medical Facility
- School/University
- Other

Building Type

- Business Park
- Campus
- Free Standing
- Home Office
- High Rise
- Low Rise
- Mall
- Manufacturing
- Warehouse
- Other

Square Footage

Floors Occupied

Number of Exits

Check if you have

- Basement
- Freight Elevator

Check if you have

- Loading Dock
- Fire Suppression
- HVAC



PROPERTY OVERVIEW Description (optional)

Building Address

Directions to Property:

Location to Park Polygon Vehicles

Year Built:

Renovations?

Multi-Tenant Building?

Yes

Yes

No

No

If yes, what year?

KNOWN HAZARDOUS MATERIAL INFORMATION

Main Contact: Name and Phone

DESCRIPTION OF BUILDING (optional)

Floor - LL (Primary Use / Square Footage / Type of Flooring)

Floor - 1 (Primary Use / Square Footage / Type of Flooring)

Floor - 2 (Primary Use / Square Footage / Type of Flooring)

Floor - 3 (Primary Use / Square Footage / Type of Flooring)



Floor - 4 (Primary Use / Square Footage / Type of Flooring)

Floor - 5 (Primary Use / Square Footage / Type of Flooring)

BLUEPRINTS AVAILABLE?

- Yes
- No

SUPPLEMENTAL GENERATOR POWER?

- Yes
- No

If yes, Location:

DOCUMENTS/CRITICAL RECORDS INFORMATION Description (optional)

Principal Custodian (Name, Title, Phone, Emergency Phone, Email)

Type of Storage (Please check all that apply)

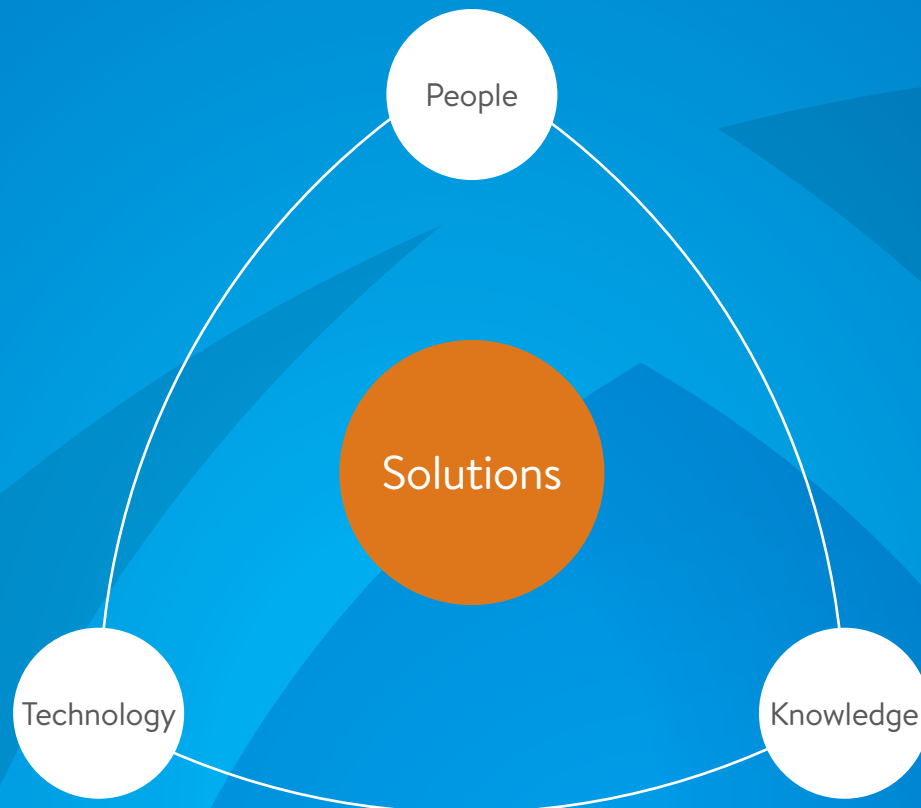
- 4 Drawer Vertical
- 4 Drawer Lateral
- Letter/Legal Boxes
- Open Shelving
- Other

Type of Documents (Please check all that apply)

- Paperwork
- Books
- Blue Prints/Maps
- X-Rays
- Photographs
- Micro/Im
- Micro/che Strips
- Other

Total Cubic Feet

Please include any additional items we may need to know about your company, facility and/or critical records:



Office Locations

HEADQUARTERS

Phone: 800.422.6379
Contact: Rob Sullivan
15 Sharpner's Pond Road, Building F
North Andover, MA 01845

PHILADELPHIA

Phone: 302.798.3328
Contact: Rob Sullivan
100 Naamans Road, Unit 5L
Claymont, DE 19703

NEW ENGLAND

Phone: 800.422.6379
Contact: Brian Rousseau
15 Sharpner's Pond Road, Building F
North Andover, MA 01845

DALLAS

Phone: 214.260.7735
Contact: Joe Fassbender
3250 Story Road West, Suite 100
Irving, TX 75038

HOUSTON

Phone: 281.476.0717
Contact: Loyd Krueger
8603 Red Bluff Road
Pasadena, TX 77507

SAN ANTONIO

Phone: 210.202.2038
Contact: Joe Fassbender
2910 SE Loop 410
San Antonio, TX 78222

SOUTHERN CALIFORNIA

Phone: 714.441.5439
Contact: Victor Gamez-Bazan
1304 E. Valencia Drive
Fullerton, CA 92672

SAN FRANCISCO

Phone: 707.863.4192
Contact: Victor Gamez-Bazan
505 Lopes Road, Suite C
Fairfield, CA 94534

SEATTLE/ALASKA

Phone: 253.288.8590
Contact: Brad Welch
301 30th Street NE, Suite 118
Auburn, WA 98002

PORTLAND

Phone: 503.549.5191
Contact: Brad Welch
6240 SW Arctic Drive
Beaverton, OR 97005

MINNEAPOLIS

Phone: 952.736.0112
Contact: Joe Schmitz
1800 E. Cliff Road, Suite 8
Burnsville, MN 55337

CHICAGO

Phone: 630.351.7319
Contact: John Pfeffer
381 Randy Road
Carol Stream, IL 60188

NORFOLK

Phone: 757.366.0606
Contact: Nick Kline
540 Woodlake Circle, Suite C
Chesapeake, VA 23320

ST. LOUIS

Phone: 314.845.5800
Contact: John Pfeffer
1173 Reco Avenue
Crestwood, MO 63126

CINCINNATI

Phone: 859.534.5000
Contact: Rob Sullivan
2000 Conner Road, Suite 100
Hebron, KY 41048

ORLANDO

Phone: 407.854.9129
Contact: Bruce Zawisky
9420 Delegates Drive, Suite 500
Orlando, FL 32837

ATLANTA

Phone: 770.242.1853
Contact: Bruce Zawisky
4761 Hugh Howell Road, Suite A
Tucker, GA 30084

NEW ORLEANS

Phone: 225.644.1500
Contact: Bruce Zawisky
2920 S. Ruby Avenue
Gonzales, LA 70737

ALLENTOWN

Phone: 610.841.1990
Contact: Larry Waltermire
7377 William Avenue, Suite 100
Allentown, PA 18106

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