

Fire/Life Safety Planning Sheet

Please complete one form for each floor (if you occupy more than one suite/floor).

Tenant Name: _____ Bldg # _____ Suite #: _____

Emergency Personnel: *Please designate at least 2 people as floor wardens. If you occupy a whole floor, tenants are required to have 4 wardens. Floor Wardens will only be contacted in emergencies or with training information.*

Floor Warden 1: Name: _____ Cell #: _____
Email Address: _____

Floor Warden 2: Name: _____ Cell #: _____
Email Address: _____

Floor Warden 3: Name: _____ Cell #: _____
Email Address: _____

Floor Warden 4: Name: _____ Cell #: _____
Email Address: _____

Emergency Contact Persons:

For off hours authorization or in case of emergency

Primary Contact: Name: _____ Cell #: _____
Email Address: _____

Alternate Contact: Name: _____ Cell #: _____
Email Address: _____

Emergency Information:

What is the average population in your premises during:

6 a.m. – 6 p.m.= _____ 6 p.m.- 11 p.m. = _____ 11 p.m. – 6 a.m.= _____

Please list all person(s) who may need assistance in the event of an emergency:

Please list any person(s) in your firm who know First Aid/CPR in the event of an emergency:

In the event of an emergency, Floor Wardens are to wear their orange vests to be easily recognized.

Please list # of orange vests needed: _____

Tenant Floor Wardens and their Back-Ups, are selected to be the tenant's emergency team that takes charge in the event of a fire, earthquake, or other emergency situation. Training is held once a year (usually in the fall). Floor Wardens are selected on the basis of two major criteria:

- They must be intelligent, alert and resourceful individuals who are capable of performing in a leadership role during an emergency situation.
- They must generally work in their respective company areas within the building, rather than having primary duties and responsibilities elsewhere.

Floor Wardens are the "connecting links" between the Property Management Office and their respective employees. As such, they have direct control and responsibility for all decisive matters relating to the safety of their employees during an emergency.

Tenant Emergency Teams & Wardens are responsible for selecting, identifying and training sufficient back-up personnel and emergency assistants to effectively perform their emergency duties and responsibilities. They are responsible for communicating appropriate pre-planned emergency procedures and/or data to all employees under their jurisdiction through personnel orientation and/or company bulletin boards.

Please make sure the provided contact information is current. Communication of any emergency instructions and information must never be interrupted due to transfer or loss of key individuals. Any changes in the employment status and/or replacement of each Tenant Floor Warden or Emergency Contact must be reported immediately in writing to the Property Management Office in order to maintain reliable communication during emergency situations.