

## 816 CONGRESS EMERGENCY CONTACTS

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Your cooperation is needed at this time by assigning someone in your office as the **PRIMARY EMERGENCY REPRESENTATIVE**. This is the person we will look for in the event of an emergency. Typically, this is the same person who is the Daily Contact for your office.

You are also recommended to have at least one **EMERGENCY FLOOR/SUITE WARDEN** per 7,500 square feet. Emergency Floor/Suite Wardens should be selected on the basis of two principal criteria:

1. They must be responsible individuals capable of performing in a leadership role an emergency situation; and
2. They must generally be working in their respective company areas within the building, rather than having primary duties and responsibilities elsewhere.

Lastly, you need at least one **STAIRWELL MONITOR** unless you are a full floor customer in which case you will need two - one for each stairwell. They will have the following duties:

1. Be the first at the entrance to their stairwell, as previously assigned by the Emergency Floor/Suite Warden, during an emergency condition.
2. Verify that the stairwell is clear of smoke or other conditions that might prohibit the safe evacuation of occupants. Notify the Emergency Floor/Suite Warden of the condition of the stairwell.
3. Assist the safe and orderly flow of occupants by alternating them with any whom might be evacuating from the floors above. Evacuating occupants should be instructed to keep to the right as they descend the stairs so as not to impede the response of Fire Department personnel who might be coming up the stairs.
4. Securely close the stairwell doors after all the occupants have exited.
5. Notify responding fire fighters of the fire condition on the floor.
6. Verify that occupants who have mobility impairment have assistance to help them evacuate or notify Fire Department or other personnel if assistance is required.

Please indicate the name of the person assigned to each position below.

**If you have multiple suites please complete one form for EACH suite.**

**COMPANY NAME:** \_\_\_\_\_ **SUITE:** \_\_\_\_\_

**PRIMARY EMERGENCY REPRESENTATIVE:** \_\_\_\_\_

**EMERGENCY FLOOR/SUITE WARDEN(s):** \_\_\_\_\_

**STAIRWELL MONITOR: #1:** \_\_\_\_\_

**STAIRWELL MONITOR: #2:** \_\_\_\_\_

(Full floor tenants only)

It is very important we have this information on file so we ask that you please complete and return to the Property Management Office, Suite 300.