

## Tenant Emergency Information

Tenant Name \_\_\_\_\_

Building \_\_\_\_\_ Suite \_\_\_\_\_ Number of employees \_\_\_\_\_ Date \_\_\_\_\_

**Please update any only sections with changes.**

### Safety Wardens

1. Name \_\_\_\_\_ Email \_\_\_\_\_ Mobile number \_\_\_\_\_

2. Name \_\_\_\_\_ Email \_\_\_\_\_ Mobile number \_\_\_\_\_

3. Name \_\_\_\_\_ Email \_\_\_\_\_ Mobile number \_\_\_\_\_

4. Name \_\_\_\_\_ Email \_\_\_\_\_ Mobile number \_\_\_\_\_

### Persons Requiring Assistance - **Add and delete using this form**

Please list all individuals who may not be able to go quickly down the stairs. Please follow your HR guidelines when completing this section.

These persons will wait with a buddy on the stairwell landing on their floor for assistance from emergency personnel. Emergency personnel will receive a copy of this list.

**Location = Either the Red or Green stairwell where they will take refuge.**

1. Name \_\_\_\_\_ Location \_\_\_\_\_  
Buddy #1 \_\_\_\_\_ Buddy #2 \_\_\_\_\_  
Comments \_\_\_\_\_

2. Name \_\_\_\_\_ Location \_\_\_\_\_  
Buddy #1 \_\_\_\_\_ Buddy #2 \_\_\_\_\_  
Comments \_\_\_\_\_

3. Name \_\_\_\_\_ Location \_\_\_\_\_  
Buddy #1 \_\_\_\_\_ Buddy #2 \_\_\_\_\_  
Comments \_\_\_\_\_

4. Name \_\_\_\_\_ Location \_\_\_\_\_  
Buddy #1 \_\_\_\_\_ Buddy #2 \_\_\_\_\_  
Comments \_\_\_\_\_

5. Name \_\_\_\_\_ Location \_\_\_\_\_  
Buddy #1 \_\_\_\_\_ Buddy #2 \_\_\_\_\_

Comments \_\_\_\_\_

6. Name \_\_\_\_\_ Location \_\_\_\_\_  
Buddy #1 \_\_\_\_\_ Buddy #2 \_\_\_\_\_  
Comments \_\_\_\_\_

7. Name \_\_\_\_\_ Location \_\_\_\_\_  
Buddy #1 \_\_\_\_\_ Buddy #2 \_\_\_\_\_  
Comments \_\_\_\_\_

8. Name \_\_\_\_\_ Location \_\_\_\_\_  
Buddy #1 \_\_\_\_\_ Buddy #2 \_\_\_\_\_  
Comments \_\_\_\_\_

9. Name \_\_\_\_\_ Location \_\_\_\_\_  
Buddy #1 \_\_\_\_\_ Buddy #2 \_\_\_\_\_  
Comments \_\_\_\_\_

10. Name \_\_\_\_\_ Location \_\_\_\_\_  
Buddy #1 \_\_\_\_\_ Buddy #2 \_\_\_\_\_  
Comments \_\_\_\_\_

11. Name \_\_\_\_\_ Location \_\_\_\_\_  
Buddy #1 \_\_\_\_\_ Buddy #2 \_\_\_\_\_  
Comments \_\_\_\_\_

12. Name \_\_\_\_\_ Location \_\_\_\_\_  
Buddy #1 \_\_\_\_\_ Buddy #2 \_\_\_\_\_  
Comments \_\_\_\_\_