

TRINITY CENTRE

RESPONSIBILITIES REFERENCE CHART FOR FIRE & EVACUATIONS 2013

Company Name: _____ Building Address: _____

Suite Number: _____ Telephone Number: _____ Fax: _____

1. Tenant Management Contact Name: _____ Phone: _____ Cell: _____

2. Tenant Management Contact Name: _____ Phone: _____ Cell: _____

3. Tenant Management Contact Name: _____ Phone: _____ Cell: _____

Number of disable employees who may require help during an evacuation: _____

The following employees have been appointed the following positions below. (Note: Appoint two Floor Wardens for each full floor. One person may be assigned to more than one responsibility, depending on the size and configuration of your suite. Some of the areas may be N/A if you are a smaller suite or do not use the stairs or elevators.

Floor/Safety Warden: _____ Telephone: _____

Floor/Safety Warden: _____ Telephone: _____

Deputy Fire Warden: _____ Telephone: _____

Floor Leader: _____ Telephone: _____

Elevator Monitors (If applicable): _____ Telephone: _____

Stairwell Monitor (If applicable): _____ Telephone: _____

Disabled Person's Aide: _____ Telephone: _____

Female Searcher: _____ Telephone: _____

Male Searcher: _____ Telephone: _____

REMINDERS:

Keep a copy of this chart in your files. Your chart should be update semi-annually. Submit all updated charts to the Management Office as we need to have our list current in the event of an emergency.

Post this reference chart so that it is clearly visible to all your employees on your floor.