

WATERFRONT PLAZA

EMERGENCY CONTACT LIST

COMPANY NAME: _____

Building Number(s): _____ Suite(s): _____

Mailing Address: _____

Main Office Phone: _____ Office Fax: _____

Number of company employees at Waterfront Plaza: _____

Primary Emergency Contact:

Name: _____ Title: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Secondary Emergency Contact:

Name: _____ Title: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Administrative Contact (Primary Contact for Building and Electronic Notifications):

Name: _____ Title: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Accounting Contact:

Name: _____ Title: _____

Address: _____

Office Phone: _____ Fax Phone: _____

Email Address: _____ Cell Phone: _____

Leasing Contact:

Name: _____ Title: _____

Address: _____

This form is completed by: _____
(Print Name) (Title) (Date)

EMERGENCY CONTACT LIST – Continued

Designated Fire Wardens:

1. Local codes and ordinances designate the number of Floor Wardens required for each Tenant and /or floor. This number can also be based on the square footage occupied by customers.
2. Each Floor Warden shall be familiar with the Fire/Evacuation Procedure. The location of exits and the location of any available portable fire equipment.
3. In the event of a fire or fire alarm, the Floor Warden should:
 - a. Ascertain the location of the fire.
 - b. Direct the evacuation of the floor in accordance with the directions received from the Fire Command Station (Security Office) and the following guidelines.
 - Check the environment in the stairwell prior to entry for evacuation. If it is affected by smoke, an alternate stair shall be selected, and the Fire Command Station notified.
 - After the entire floor is evacuated, call the Fire Command Station to inform that their floor is clear and there are no problems. If for some reason the Floor Warden cannot get through on the phone, then they should immediately go to the Fire Command Station (Security Office) in person and verify with the Fire/Life Director that their area is safe and evacuated.
 - Ensure that all occupants are notified of the emergency and that they proceed immediately to execute Fire/Evacuation Procedures.

Floor Warden #1:

Name: _____ Title: _____

Building #/Floor # Assigned: _____ Phone: _____

Email Address: _____

Floor Warden #2:

Name: _____ Building #/Floor # _____ Phone: _____

Special Instructions: _____

Mobility Impaired Occupant(s):

Name: _____ Building #/Floor # _____ Phone: _____

Special Instructions: _____

Name: _____ Building #/Floor # _____ Phone: _____

Special Instructions: _____