

EMERGENCY EVACUATION RESPONSE**PERSONNEL – EXHIBIT C**

Please **fill out** on your computer if possible. **SAVE** this form on your computer for your records and future updates. **Return form** via email to chris.narayan@cushwake.com.



Tenant Name		Telephone	
Address		Suite	

We would like to establish your Emergency Evacuation Response Team, who will assist in basic response to and employee assistance during a building *emergency*. Please designate individuals to act in this capacity. Building training resources will be made available.

FLOOR WARDEN (If applicable)		(manages the evacuation of the assigned suite or floor and appointed by tenant)	
Contact #1		Work Schedule (Days)	
Department		Work Schedule (Hours)	
Work Phone & Ext		CPR Certified?	
Percentage of time spent off site during business hours:		First Aid Certified	
Email			
ALTERNATE FLOOR WARDEN			
Contact #1		Work Schedule (Days)	
Department		Work Schedule (Hours)	
Work Phone & Ext		CPR Certified?	
Percentage of time spent off site during business hours:		First Aid Certified	
Email			
SUITE MONITOR		(manages the evacuation of the assigned suite and appointed by each tenant for each suite)	
Contact #1		Work Schedule (Days)	
Department		Work Schedule (Hours)	
Work Phone & Ext		CPR Certified?	
Percentage of time spent off site during business hours:		First Aid Certified	
Email			
ALTERNATE SUITE MONITOR			
Contact #1		Work Schedule (Days)	
Department		Work Schedule (Hours)	
Work Phone & Ext		CPR Certified?	
Percentage of time spent off site during business hours:		First Aid Certified	
Email			
STAIRWAY MONITOR		(manages stairwell evacuation inside suites and common areas and appointed by the tenant)	
Contact #1		Work Schedule (Days)	
Department		Work Schedule (Hours)	
Work Phone & Ext		CPR Certified?	

Percentage of time spent off site during business hours:			First Aid Certified	
Email				
STAIRWAY MONITOR				
Contact #1			Work Schedule (Days)	
Department			Work Schedule (Hours)	
Work Phone & Ext			CPR Certified?	
Percentage of time spent off site during business hours:			First Aid Certified	
Email				
ALTERNATE STAIRWAY MONITOR				
Contact #1			Work Schedule (Days)	
Department			Work Schedule (Hours)	
Work Phone & Ext			CPR Certified?	
Percentage of time spent off site during business hours:			First Aid Certified	
Email				
ELEVATOR MONITOR (prevents use of elevators and appointed by the tenant)				
Contact #1			Work Schedule (Days)	
Department			Work Schedule (Hours)	
Work Phone & Ext			CPR Certified?	
Percentage of time spent off site during business hours:			First Aid Certified	
Email				
ALTERNATE ELEVATOR MONITOR				
Contact #1			Work Schedule (Days)	
Department			Work Schedule (Hours)	
Work Phone & Ext			CPR Certified?	
Percentage of time spent off site during business hours:			First Aid Certified	
Email				
SEARCHER (ensures no one is left behind and appointed by each tenant for each floor and each suite)				
Contact #1			Work Schedule (Days)	
Department			Work Schedule (Hours)	
Work Phone & Ext			CPR Certified?	
Percentage of time spent off site during business hours:			First Aid Certified	
Email				
SEARCHER				
Contact #1			Work Schedule (Days)	
Department			Work Schedule (Hours)	
Work Phone & Ext			CPR Certified?	

Percentage of time spent off site during business hours:			First Aid Certified	
Email				
ALTERNATE SEARCHER				
Contact #1			Work Schedule (Days)	
Department			Work Schedule (Hours)	
Work Phone & Ext			CPR Certified?	
Percentage of time spent off site during business hours:			First Aid Certified	
Email				
SPECIAL ASSISTANT		(aid persons requiring special assistance and appointed by each tenant on each floor)		
Contact #1			Work Schedule (Days)	
Department			Work Schedule (Hours)	
Work Phone & Ext			CPR Certified?	
Percentage of time spent off site during business hours:			First Aid Certified	
Email				
SPECIAL ASSISTANT				
Contact #1			Work Schedule (Days)	
Department			Work Schedule (Hours)	
Work Phone & Ext			CPR Certified?	
Percentage of time spent off site during business hours:			First Aid Certified	
Email				
ALTERNATE SPECIAL ASSISTANT				
Contact #1			Work Schedule (Days)	
Department			Work Schedule (Hours)	
Work Phone & Ext			CPR Certified?	
Percentage of time spent off site during business hours:			First Aid Certified	
Email				