



**EMERGENCY CONTACT FORM**  
**Emergency Alert, Fire Wardens & Disabled**

**BUILDING :** \_\_\_\_\_

**TENANT NAME :** \_\_\_\_\_

**SUITE NO. :** \_\_\_\_\_

**"Send Word Now" Emergency Alert System Contacts (minimum of three (3))**

Contact Name/Title	Room #	Email Address	Office Phone	Cell Phone	Other

**Fire Wardens (Please refer to the Tenant Emergency Action Plan for requirements)**

Contact Name/Title	Room #	Email Address	Office Phone	Cell Phone	Other

**Individuals Requiring Assistance**

Contact Name/Title	Room #/Location	Form of Disability	Office Phone	Cell Phone	Helper

**Tenant Evacuation Place**

**During an evacuation, tenants are not permitted to congregate directly in front of or immediately around the building. Each tenant should designate a meeting point for personnel a safe distance away from the emergency.**

Please list intersection or landmark:

It is the responsibility of each tenant to keep a fully updated contact form on file with the Management Office in the event of an emergency.