

Benson Tower Fire Drill & Evacuation Responsibilities Reference Chart

Please print or type

Tenant: _____

Date: _____

Suite Number: _____

Telephone: _____

Number of employees in your suite: _____

Number of employees that are handicapped or unable to descend stairs: _____

HANDICAPPED/MOBILITY IMPAIRED INDIVIDUALS: Please list the names, locations, and nature of handicap for any employees requiring special Fire Department rescue assistance. Attach an additional page, if necessary.

_____	_____	_____
Name	Location	Nature of handicap
_____	_____	_____
Name	Location	Nature of handicap
_____	_____	_____
Name	Location	Nature of handicap
_____	_____	_____
Name	Location	Nature of handicap

- 1. Dial 911 for medical, fire, smoke, or police**
- 2. Notify Building Management (504) 493-6761**

It is suggested to appoint one Safety Warden for each 7,500 square feet of occupied space and appoint four Evacuation Facilitators: two females and two males.

The following employees have been appointed Safety Wardens, Deputy Wardens, & Evacuation Facilitators.

Safety Warden: _____ **Telephone:** _____

Safety Warden: _____ **Telephone:** _____

Safety Warden: _____ **Telephone:** _____

Deputy Warden: _____ **Telephone:** _____

Deputy Warden: _____ **Telephone:** _____

Deputy Warden: _____ **Telephone:** _____

Female Evac. Facilitator: _____ Telephone: _____

Female Evac. Facilitator: _____ Telephone: _____

Male Evac. Facilitator: _____ Telephone: _____

Male Evac. Facilitator: _____ Telephone: _____

**RETAIN A COPY OF THIS CHART IN YOUR FILE AND KEEP YOUR CHART
CURRENT. SUBMIT ALL UPDATED CHARTS TO THE MANAGEMENT OFFICE VIA
THE SERVICE REQUEST SYSTEM LOCATED ON BENSON TOWER'S WEBSITE
(www.BensonTowerNOLA.com).**