



TENANT EMERGENCY INFORMATION

Please fill out this form and return it to the JLL building management office in Tower 1, Suite 115, by fax to 303.200.9425, or by email to nichole.depass@am.jll.com.

Company _____

Tower _____ Suite _____ # of Employees _____ Date _____

EMERGENCY RELOCATION AREA(S)

During an evacuation, all employees of your company should relocate to a pre-determined meeting place where floor wardens should perform and report accountability to ensure all occupants have evacuated the building. It is recommended that the meeting place be a **minimum of 2 blocks** from the building. It is best to designate a backup area in case the primary meeting place is not available.

1. _____
2. _____

FLOOR WARDENS

For multi-tenant floors, 2 employees from each company should be trained as Floor Wardens. For full floor tenants, 4 employees per floor should be trained. These individuals should be familiar with emergency procedures and are responsible for assisting their company and co-workers in the event of an emergency.

- | | | | | |
|----|------|-------|-------|-------|
| 1. | Name | _____ | Email | _____ |
| 2. | Name | _____ | Email | _____ |
| 3. | Name | _____ | Email | _____ |
| 4. | Name | _____ | Email | _____ |

MOBILITY IMPAIRED INDIVIDUALS

Please list all individuals who may not be able to go quickly down the stairs. These people may be in a wheelchair, temporarily on crutches, in the third trimester of pregnancy, or they may have a heart condition, severe asthma, etc. Please list known condition(s) in the comment section as well as the expected end date for temporary conditions. These people will wait with a buddy on the stairwell landing on their floor for assistance from emergency personnel. Emergency personnel will receive a copy of this list.

- | | | | | |
|----|----------|-------|----------|-------|
| 1. | Name | _____ | Location | _____ |
| | Buddy #1 | _____ | Buddy #2 | _____ |
| | Comment | _____ | | |
| 2. | Name | _____ | Location | _____ |
| | Buddy #1 | _____ | Buddy #2 | _____ |
| | Comment | _____ | | |
| 3. | Name | _____ | Location | _____ |
| | Buddy #1 | _____ | Buddy #2 | _____ |
| | Comment | _____ | | |