



FIRE/LIFE SAFETY EMERGENCY RESPONSE TEAM

Please see building **Evacuation Plan** regarding specific responsibilities for positions below before assigning individuals.

Date: _____
Company: _____
Suite #: _____ Phone #: _____

<u>Position</u>	<u>Name</u>
Floor Warden: & Alternate:	_____ _____
Stairwell Monitor #1: & Alternate:	_____ _____
Stairwell Monitor #2: & Alternate:	_____ _____
Elevator Monitor #1: & Alternate:	_____ _____
Elevator Monitor #2: & Alternate:	_____ _____
Floor Searcher #1: & Alternate:	_____ _____
Floor Searcher #2: & Alternate:	_____ _____
Company Coordinator: & Alternate:	_____ _____
Assistant to the Physically Impaired & Alternate:	_____ _____

Please return completed form to: wwilliams@lpc.com as soon as possible and prior to move-in.



EMERGENCY PROCEDURES ACKNOWLEDGEMENT FORM

Each tenant is required by law to observe and cooperate with the Emergency Procedures and Evacuation Plan of the building, and to enforce occupant participation in all related training and drills. It is tenant's responsibility to review the Emergency Procedures and Evacuation Plan with all employees and to ensure that the manual is available for immediate reference in the event of an emergency.

By signing this form, tenant acknowledges the receipt of the CLPF – Cambridge Science Center, LLC Emergency Procedures and Evacuation Plan. Tenant acknowledges that the information provided is clear and acknowledges the responsibility to share the contents of the manual with tenant's entire staff and any new employees of the company.

Date: _____

Company: _____

Suite #: _____

Authorized By: _____

Print Name & Title: _____

Email/Phone : _____

Please return completed form to: wwilliams@lpc.com as soon as possible and no later than 30 days from occupancy.