

EMERGENCY RESPONSE TEAM INSTRUCTIONS

Please be aware that it is the responsibility of each tenant to comply and maintain accurate and detailed records of the following information:

- ✓ *One (1) Floor Warden (required per floor for full floor tenants); for multi-tenant floors, each suite is required to provide one (1) Suite Monitor. Also, please designate one (1) Alternate (required per floor/suite).*
- ✓ *Searcher(s) and Alternate(s)*
 - *Walks the entire floor/suite to make sure everyone has evacuated. After checking each room to confirm no one is inside and the door is closed (but not locked), places post-it note or masking tape on middle of the door to clearly identify to emergency crews that the room has been evacuated. Informs Floor Warden when assigned area has been evacuated.*
- ✓ *Stairwell Monitor(s) and Alternate(s)*
 - *Manages stairwell evacuation. Stops occupants from entering the stairwell with safety hazards like bulky objects or food/drink.*
- ✓ *Elevator Monitor(s) and Alternate(s)*
 - *Makes sure occupants do not use the elevator. Directs everyone to the stairwell.*
- ✓ *Safe Refuge Representative and Alternate(s)*
 - *Takes employee count at safe refuge, noting any employees who reported for work that day but are unaccounted for. Reports this information to the building or emergency crew representative.*
- ✓ *A Physically Impaired Persons Roster including Assistance Monitors for Impaired People*
 - *Impaired: Anyone who cannot walk down one flight of stairs unassisted. This includes pregnancy, a bad back, asthma or any unapparent or temporary disabilities.*
 - *Each impaired person requires a minimum of (2) Assistance Monitors.*
 - *Assistance Monitors will escort Impaired Person to stairwell, waiting until stairwell is clear before entering. At that time, one monitor stays with the Impaired Person and the second monitor goes to the area of refuge to check in.*
- *We suggest the tenant's Floor Warden (or Suite Monitor, as applicable) be responsible for keeping these lists up-to-date. The Physically Impaired Persons Roster must be updated immediately when changes occur and a copy must be given to the Office of the Building as soon as possible.*

Emergency Response Team Roster

Tenant Name: _____ Floor/Suite: _____

Tenant Contact: _____ Date of Update: _____

1. Floor Warden/Suite Monitor and Alternate -

One (1) Floor Warden (required per floor for full floor tenants); for multi-tenant floors, each suite is required to provide one Suite Monitor

Name	Phone Number	Suite	Email

2. Searcher(s) and Alternate(s) – (A minimum of one searcher is needed per floor. Two recommended for full floor.)

Name	Phone Number	Suite	Email

3. Stairwell Monitor(s) and Alternate(s) – (One monitor is needed per stairwell)

Name	Phone Number	Suite	Email

4. Elevator Monitor and Alternate

Name	Phone Number	Suite	Email

5. Safe Refuge Representative and Alternate

Name	Phone Number	Suite	Email

Submitted by:

Name (print): _____ Email Address: _____

Deliver, email or fax completed form to:

i|o @ Playa Vista Management Office
12150 Millennium Dr., Suite 100
Playa Vista, CA 90094
Phone: (310) 862.9490 Fax: (310) 862.9491

Physically Impaired Persons Roster

Tenant Name: _____ Suite: _____

Tenant Contact: _____

Phone: _____ Date of Update: _____

Physically Impaired Personnel and Assistance Monitors

Please list the physically impaired personnel, indicate whether temporary or permanent impairment by circling T or P, and assign two Assistance Monitors permanently assigned for each individual. Assistance Monitors will assist each physically impaired person in the case of an evacuation. (Physically impaired personnel should include unapparent and temporary disabilities, such as asthma, a bad back, pregnancy, a sprained ankle, etc.)

Physically Impaired Person	Phone Number	Assistance Monitors	Phone Number	Suite
T		1.	1.	
P		2.	2.	
T		1.	1.	
P		2.	2.	
T		1.	1.	
P		2.	2.	
T		1.	1.	
P		2.	2.	

Submitted by:
Name (print): _____ Email Address: _____

Deliver, email or fax completed form to:	i o @ Playa Vista Management Office 12150 Millennium Dr., Suite 100 Playa Vista, CA 90094 Phone: (310) 862.9490 Fax: (310) 862.9491
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