

EMERGENCY RESPONSE TEAM

Each suite is responsible for assigning and keeping track of their positions

Position	Name	Phone	Email
Suite Warden			
<i>Alternate Suite Warden</i>			
Searcher			
<i>Alternate Searcher</i>			
Physically Impaired Monitor			
<i>Alternate Physically Impaired Monitor</i>			

Occupants Requiring Assistance:

Name	Type of Physical Impairment	Phone

Suite Warden: Makes certain exit routes are kept clear of obstructions and trip hazards. Direct co-workers to evacuate in an orderly manner. Responsible for ensuring the emergency response team and employees are aware of procedures and designated safe refuge point.

Searcher: Responsible for finding all personnel from suite, specifically from remote areas such as storage rooms, file rooms, coffee/break areas, restrooms, etc.

Physically Impaired Monitor: Responsible for the safe evacuation of any physically impaired personnel. Assists in others unable to use the stairwell and waits until an emergency personnel arrives.