

Emergency Response Team

Return completed form to Healthcare Realty:
FAX 615.329.8149
EMAIL pvankluyve@healthcarerealty.com
MAIL 2004 Hayes Street, Suite 615
 Nashville, Tennessee 37203

Tenant name: _____
 Building address: _____ Suite #: _____
 Phone: _____ Fax: _____ Tenant contact email: _____

In the event of a fire alarm, the Emergency Response Team is responsible for directing all occupants of the building to the nearest possible exits. Each member of the Emergency Response Team has a role: Floor Warden, Suite Warden, Sweeper, or Handicap Assistant. Please list at least one (1) person for each role. The roles should be filled voluntarily and should not be assigned without the consent of the person.

Emergency Response Team Roles

1	FLOOR WARDEN: Evacuate all occupants from your assigned floor. Floor Warden: _____ Name Alt. Floor Warden: _____ Name
2	SUITE WARDEN: Evacuate all occupants from your assigned suite. Suite Warden: _____ Name Alt. Suite Warden: _____ Name
3	SWEEPER: Assist the Suite Wardens to evacuate all occupants from your assigned suite. Sweeper: _____ Name Alt. Sweeper: _____ Name
4	HANDICAP ASSISTANT Evacuate your assigned handicapped person(s). Handicap Assistant: _____ Name Alt. Handicap Assistant: _____ Name

AUTHORIZED BY:
 Signature _____ Date _____
(Electronic signature represented by blue type)
 Name (print) _____ Title _____

