



Tenant Floor Emergency Teams

Responsibilities of Team members are located on the second page. Please make sure to fill out one per floor/suite your company occupies. Note: Tenant is required to update this information quarterly (or as data changes) and resubmit this form to the Property Management Office.

Company Name:		Floor #:	Suite #:
Floor Emergency Team/Position	Name, Office Phone & Email of Designated Person		Name, Office Phone & Email of Alternate Person
Area Warden			
Floor Leader(s)			
Elevator/Stairwell Monitors			
Aids to Disabled Persons			
Searchers (minimum 2)			

Persons Needing Assistance

Under the supervision of the Floor Warden, the Aid to Persons Needing Assistance is responsible for making sure all persons needing physical assistance are evacuated

The Aid assists the person to a stairwell (Area of Safe Refuge) and notifies Security through Fire Phones (located on every 5th floor), placing a call to 911, placing a call to lobby security via cell phone or informing area warden/person leaving.

First & Last Name	Floor #	Location on Floor	Email Address & Office Phoner Number	Type of disability or assistance needed

For more information on Emergency Team positions and what responsibilities they entail please see next page.

Submit all filed out forms to the Office of the Building at 145southwells@jll.com.

AREA WARDENS	
<p>Responsible for organizing his/her emergency team members and making sure emergency procedures are carried out correctly.</p> <p>Are responsible for the complete evacuation of their floor/suite. Should an occupant refuse to evacuate during an emergency, the Area Warden must be notified and pass information along to Security.</p> <p>The area warden establishes the designated assembly point for his/her firm. This assembly point will be kept on file by the building and with the City of Chicago Office of Emergency Management and Communications.</p> <p>NOTE: Each floor should have their own area warden, even within the same company. That floor warden should sit on that floor.</p>	<ul style="list-style-type: none"> • Appoints personnel to the Life Safety Teams and fills vacant positions. • Maintains an updated roster of all Life Safety Team Members. • Alerts Key personnel of potential emergencies • Trains life safety team members. Ensures that all team members know their assigned duties and locations in case of emergency. • Ensures all floor personnel are trained in emergency procedures. • Pre-plans the handling of physically disabled personnel during evacuations. • Maintains an up-to-date list of persons requiring assistance on the floor. • Is responsible for the evacuation of floor personnel and notifying Life Safety Team Members to evacuate.
FLOOR LEADER(S)	
<p>The Floor Leader(s) assist in establishing the Life Safety Team members and the people on the floor.</p> <p>In addition, he/she is responsible for the safe evacuation of personnel in his/her work area during an emergency.</p>	<ul style="list-style-type: none"> • Is responsible for orderly evacuation of all personnel in his/her area via designated exits • Remains with the group throughout the evacuation period and leads them to predetermined safe areas. • Assists in training of all personnel in his/her work area
SEARCHER(S)	
<p>Under the supervision of the Area Warden, Searchers are responsible for finding and evacuating all personnel from the floor.</p>	<ul style="list-style-type: none"> • Searches all rooms including restrooms, conference rooms, store rooms; closing but not locking all doors behind them. • Advises any remaining personnel on the floor of the emergency and insists on their evacuation • Evacuates non-employees found on the floor. • Reports to Floor Warden when his/her area is clear
STAIRWELL MONITOR	
<p>Under the direction of the Area Warden, Stairwell Monitors are responsible for an assigned exit, such as stairwell and assist in the orderly evacuation of personnel.</p>	<ul style="list-style-type: none"> • Takes a position at his/her assigned exit and assists in the orderly evacuation of personnel • Inspects stairwells for possible heat or smoke conditions before evacuation • Instructs personnel to exit along the right side of the stairwell • Monitors evacuation flow while encouraging a calm and orderly evacuation. • Stays at the exit until Searchers have cleared all personnel from the floor.
ELEVATOR MONITOR	
<p>Under supervision of the Area Warden, Elevator Monitors are responsible for ensuring no one uses the elevators</p>	<ul style="list-style-type: none"> • Must be familiar with the building evacuation plan and the location of all elevators/stairways. • Positions self at elevator bank and directs employees to the nearest stairway and away from the elevators. • Stays at his/her post until instructed to evacuate by the Floor Warden.
AID TO PERSON NEEDING ASSISTANCE	
<p>Under the supervision of the Floor Warden, the Aide to Persons Needing Assistance is responsible for making sure that all persons needing physical assistance are evacuated</p>	<ul style="list-style-type: none"> • Assists personnel to stairwell (Area of Safe Refuge) and notifies Security through Fire Pones located on every 5th floor, placing a call to 911, placing a call to lobby security via cell phone or informing area warden/person leaving.