

## EMERGENCY PROCEDURES

The Ownership and Management of MetroWest take Fire and Life Safety very seriously. Our objective is to provide our tenants with a safe and comfortable working environment. With this in mind, this Emergency Procedures Manual was developed.

While the Fire/Life Safety Systems in the building are engineered to ensure the safety of all occupants in the building in the event of a fire, it is important that all individuals working in the building understand the building's emergency procedures. However, each emergency is unique and sometimes the recommended procedures may not be suitable for all conditions that arise. Therefore, common sense should always be the primary element of any emergency procedure.

## EMERGENCY PHONE NUMBERS

Emergency:	911
Fire Department:	630.420.6142
Police Department:	630.420.6666
Management Office:	630.388.0012
Security Desk:	224-205-0992

## EMERGENCY RESPONSE TEAM

At the time of move-in, each tenant is asked to complete the **Emergency Response Team Form** (found at the back of this manual) designating personnel that will be responsible for taking charge in the event of an emergency. It is up to each tenant to assure that this form is updated when designated personnel leave employment of the firm or for other reasons they are no longer able to perform the outlined duties of emergency personnel.

While the Management Office may periodically host Floor Response Team training, the general responsibilities are outlined here. It is the responsibility of all Floor Response Team personnel to familiarize themselves with these guidelines as well as all of the building's Emergency Procedures and to develop their own company plan.

There are 5 primary Floor Response Team positions. They are:

- **Floor Warden/Safety Coordinator** – Responsible for controlling staff in event of emergency and explaining/overseeing all emergency actions. Each tenant should designate an alternate Floor Warden/Safety Coordinator in case the Floor Warden is out of the office when an emergency occurs. The Floor Warden/Safety Coordinator should be someone that rarely travels and knows the names and faces off all employees.
- **Stairwell Monitor** – At direction of Floor Warden, leads employees to exit stairwells and monitors the safe and efficient evacuation via stairwells.

- **Elevator Monitor** – Is positioned at elevator banks and ensures that no one uses the elevators during an emergency.
- **Searcher** – After all personnel have evacuated the suite, the searcher returns to the office suite to ensure that all have in fact evacuated and that there are no injured persons left behind.
- **Assistant to the Physically Impaired** – Assists any handicapped individuals during an emergency and/or building evacuation.

#### **FLOOR WARDEN/SAFETY COORDINATOR RESPONSIBILITIES**

- Appoints personnel to the emergency team and fills all vacant positions
- Maintains an updated roster of Floor Response Team personnel
- Keeps Management Office updated on any changes in Floor Response Team personnel
- Alerts Floor Response Team designees of potential emergencies
- Supervises the activities and training of Floor Response Team
- Responsible for informing and training Floor Response Team in emergency procedures
- Ensures that Floor Response Team know their assigned duties and locations in case of an emergency
- Pre-plans the handling of physically impaired personnel during evacuation
- Responsible for the evacuation of Floor Response Team
- Responsible for notifying Elevator Monitor to evacuate

#### **STAIRWELL MONITOR RESPONSIBILITIES**

- Takes position at assigned exits and assists in the evacuation of all personnel
- Feels stairwell door with back of hand for heat. If no heat is detected, opens door slowly to inspect stairwell for possible heat and smoke conditions before evacuation
- Instructs personnel to form single file lines in stairwell and directs personnel to exit along the right side of the stairwell
- Supervises and monitors evacuation flow while remaining calm and encouraging others to remain calm and orderly during evacuation
- Remains at exit until Searchers have cleared all personnel for the floor

#### **ELEVATOR MONITOR RESPONSIBILITIES**

- Under the supervision of the Floor Warden, Elevator Monitors are responsible for ensuring that no one uses the elevators during an emergency.
- Is positioned at the elevators and directs employees to the nearest stairway
- Must be familiar with the building's emergency procedures and the location of all stairwells
- Remains at designated post until instructed to evacuate by the Floor Warden

#### **SEARCHER RESPONSIBILITIES**

- Under the supervision of the Floor Warden, Searchers are responsible for finding and evacuating all personnel from the floor, specifically from remote areas such as storage rooms, file rooms, coffee/break areas, restrooms, etc.

- Check all rooms including restrooms, conference rooms, reception areas, offices and remote areas.
- Close, but do not lock, all doors after you have determined that the room has been evacuated.
- Advises any remaining personnel on the floor of the emergency and insists on their evacuation.
- Evacuates non-employees found on the floor.
- Must be familiar with the building's emergency procedures and the location of all stairwells.

### **ASSISTANT TO THE PHYSICALLY IMPAIRED RESPONSIBILITIES**

- Under the supervision of the Floor Warden, the Assistant to the Physically Impaired is responsible for the safe evacuation of any physically impaired personnel.
- Maintains an up-to-date list of impaired employees.
- Moves all wheelchair bound personnel to the stairwell area and waits with them until emergency personnel arrive.

## **FIRE**

### **IF A FIRE IS DISCOVERED INSIDE YOUR SUITE**

1. Advise someone to call the Fire Department (911) and provide the following information:
  - MetroWest Building
  - 55 Shuman Boulevard
  - Suite Number or Exact Location of Fire
  - Your call back number
  - Do not hang up until the Emergency Operator does so.
2. Advise others and move everyone away from the fire
3. Confine the fire by closing all doors in the area
4. Notify the Management Office
5. Attempt to extinguish the fire only under the following conditions:
  - If the fire is small and can easily be extinguished.
  - You are familiar with the operation of an extinguisher and it can be done safely.
  - You have someone with you.
  - You have your back facing an exit.
6. Proceed to the nearest exit to evacuate. Exit via stairwells; do not use the elevators.
7. Once outside the building, move to a safe refuge area away from the building and Fire Department operations.

**NOTE: FIRES NEED FUEL, HEAT AND OXYGEN TO SURVIVE. YOU CAN REDUCE OR EXTINGUISH FIRE BY REMOVING ANY ONE OF THESE ELEMENTS. FOR EXAMPLE, CLOSE DOORS AND USE EXTINGUISHER TO REDUCE OXYGEN, THROW WATER ON THE FIRE TO REDUCE HEAT, AND ELIMINATE FUEL**

SOURCES BY REMOVING NEARBY PAPER, PLASTICS, AND OTHER FLAMMABLES.

**IF A FIRE IS DISCOVERED OUTSIDE OF YOUR SUITE:**

If you are in your suite, smoke or heat is evident in the corridor, and you are not able to exit, proceed as follows:

1. Call 911 and provide the following information:
  - MetroWest Building
  - 55 Shuman Boulevard
  - Suite Number or Exact Location of Fire
  - Your call back number
  - Do not hang up until the Emergency Operator does so.
2. Call the Management Office
  - Report your company name, floor and suite number.
3. FEEL THE DOOR. If it is hot or warm, DO NOT OPEN IT!
4. CLOSE AS MANY DOORS AS POSSIBLE BETWEEN YOU AND THE FIRE.
5. IF SMOKE ENTERS YOUR SUITE FROM BENEATH THE DOOR, seal the area with a fire blanket, wet towel or other misted material.
6. IF SMOKE IN YOUR SUITE BECOMES UNBEARABLE, break a window for additional oxygen.
7. IF YOUR TELEPHONE STOPS WORKING, display brightly colored material from the window. Wave it to make it more visible to rescuers.
8. DO NOT JUMP!

**FIRE SAFETY REMINDERS**

1. Post Emergency Phone Numbers for all employees.
2. Make sure all employees are aware of the location of fire extinguishers and are familiar with how an extinguisher operates.
3. In a fire or other emergency, follow the instruction of your designated Floor Warden and other Emergency Personnel.
4. Never use the elevators.
5. While it is usually advised to go downward in a building during a fire, there are occasions when it may be necessary to go to an upper floor or the roof. For example, if smoke enters the stairwell, you may be driven upwards toward cleaner air.
6. If you encounter smoke, get down on your hands and knees. Air is cleaner and cooler near the floor. Crawl to the nearest stairwell and exit if it is safe to do so.
7. Few people are burned to death in fires. Most fire-related deaths are the result of smoke inhalation, poisonous gas or panic. Panic can be avoided by being well prepared for an emergency. Learn all the emergency procedures as if they were second nature.

**FIRE PREVENTION TIPS**

1. Replace any electrical cord that has cracked insulation or a broken connector.

2. Do not pinch electrical cords under or behind furniture.
3. Do not run electrical extension cords under chair mats or across doorways where they can be stepped on or chaffed.
4. Leave space for air to circulate around heaters and other heat-producing equipment such as copiers and computer terminals.
5. Turn off or unplug all appliances, including coffee makers and hot plates at the end of each workday.
6. Keep exits, storage areas and stairways free from waste paper, empty boxes, dirty rags and other fire hazards.
7. Know the locations of fire extinguishers in the building and your work area.
8. Remove trash on a regular basis.
9. Close all doors after working hours.
10. Discard all flammable liquids.
11. Observe the building's NO SMOKING policies. Never throw matches or cigarette butts into waste containers (inside or outside of building).

### **FIRE EXTINGUISHER LOCATION & BASIC OPERATION**

All extinguishers in the building may be used on fires originating from wood, paper, plastic, grease, oil and electricity.

#### **Operating A Fire Extinguisher:**

- To open the cabinet, turn the handle and pull open.
- Remember the "P-A-S-S" method for effective fire extinguisher use:
  - P** – Pull the safety pin. This is usually the pin with a string attached.
  - A** – Aim the hose, nozzle or horn at the base of the fire.
  - S** – Squeeze the trigger handle
  - S** – Sweep from side to side and watch for the re-flash of the fire.

**NOTE:** ALWAYS MAINTAIN A THREE-FOOT CLEARANCE AREA AROUND FIRE EQUIPMENT. ONCE THE EQUIPMENT HAS BEEN USED, DO NOT TRY TO RE-HANG IT, EVEN FOR A FEW SECONDS. USED EXTINGUISHERS SHOULD BE SERVICED IMMEDIATELY!

### **BOMB THREATS**

Bomb threats should always be taken seriously. Do not assume that a bomb threat is a prank call or that they are only made to the Management Office. Anyone can receive a bomb threat and all building occupants should be prepared.

#### **Telephone Bomb Threats**

1. The person receiving the call should try to get as much information as possible from the caller and should **WRITE OUT THE MESSAGE EXACTLY AS RECEIVED FROM THE CALLER.**
2. **LISTEN CAREFULLY.** You may be able to help authorities identify the caller, his location, or the location of the explosive by his comments, vocal characteristics and any background noise.

3. Keep the caller on the phone for as long as possible. Ask the caller to repeat the message.
4. Obtain as much information from the caller as possible such as location of bomb, time of detonation, appearance of bomb, and callers' reason for planting the bomb (please see the **Bomb Threat/Nuisance Call Checklist** (found at the back of this manual).
5. Remind the caller that the building is occupied and that the bomb might cause the deaths of innocent people.
6. Once the caller has hung up, immediately contact 911 and then the Management Office at 630.388.0012 and provide the following information:
  - Your name
  - Your location (suite number)
  - Your phone number
  - Name of any other person who heard the threat
  - Name of any employee threatened by the caller and his/her work location
  - Time the bomb is to detonate if known
  - Location and description of the bomb if known
  - Any reason given for planting the bomb
  - Any other information received from the bomb threat perpetrator
7. Complete the Bomb Threat Questionnaire and provide it to local authorities as soon as possible after the call was received.

### **Written Bomb Threats**

Upon receipt of a written bomb threat:

1. Immediately call 911
2. Notify the Management Office – 630.388.0012
3. Do not destroy the note
4. Do not let others handle the note
5. Turn the note over to building management or emergency personnel

**NOTE:** If a suspicious object is found, **DO NOT TOUCH IT**. Report the finding immediately to your designated emergency personnel and to building management.

### **Suspicious Packages**

Upon the delivery of all packages always be aware and:

- Do not accept the contents of any container as bona fide simply because it was delivered in a routine manner.
- Do not assume that container marking and/or appearance is sole evidence of its content, identification or legitimacy.
- Be aware of packages with incorrect titles or those marked "Confidential" or "Personal".
- Do not open any suspicious package. Do not cut any cord, rope or wire on a suspicious package.

Be aware of the following signs that a package may include a bomb:

- Excessive postage
- No return address
- Excessive weight
- Incorrect titles
- Restrictive markings (such as "Confidential" or "Personal")
- Oily stains or discoloration

### **Upon Receipt Of A Suspicious Package**

1. Do not allow anyone to handle the package.
2. Immediately call 911
3. Notify the Management Office – 630.388.0012

### **Suspected Bomb Safety Precautions**

The following safety precautions will acquaint all occupants with the dangers inherent in a bomb threat, bomb search, discovery and handling of all suspected bombs, or if you have any other reason to suspect a bomb is in the building.

While some of the precautions may seem elementary, do not dismiss them as unimportant. Adequate knowledge of these precautions may save your life as well as the lives of other persons working in or visiting the building.

1. If it is suspected that a bomb is in the building:
  - Do not use radio equipment to transmit messages
  - Do not change lighting conditions
  - Remove all flammables
2. Please make only necessary phone calls. Open phone lines are essential to effectively controlling the emergency.
3. If a suspected bomb is identified:
  - Do not touch it
  - Do not attempt to move or carry it
  - Remove all flammable material from the area
4. During a bomb threat emergency, cooperate with all fire department instructions, including building evacuation.

### **CIVIL DISTURBANCES**

Although riots and civil disturbances are rare, there is still a need for a planned course of action in the event a civil disturbance erupts. Should a disturbance start outside the building, the Management Office will:

- Secure all building entrances.
- Notify the police.
- Notify the tenants.
- Prevent access to all suites.

In the event that a civil disturbance initiates inside the building:

- Make sure all occupants are in your office and lock your suite doors including the main entrance. Assign a responsible individual to stand by the entrance door with a key allowing authorized personnel only to enter and leave.
- Immediately notify the Management Office and provide the following information:
  - Exact location of the disturbance, demonstrators and/or rioters
  - Approximate number of demonstrators or rioters
  - Your name, company name and call back number

## **TORNADOS**

There are two designations placed on a Tornado: a **WATCH** and a **WARNING**. A Tornado **WATCH** indicates weather conditions are right for a tornado. A Tornado **WARNING** indicates that a tornado has been sighted in the immediate area.

### **IN THE EVENT OF A TORNADO WATCH**

1. Whoever is made aware of the threatening weather should notify the office manager, designated Floor Warden and the Management Office.
2. Floor Warden or office managers should alert all staff of the watch.
3. Once you have been notified of the watch, please do the following:
  - Immediately close the blinds in your office
  - Once this is accomplished, stay away from the windows
  - Remain at your normal work station
  - Tune in any battery operated radios to a station with weather updates
  - If possible, you should remain in the building until the weather has cleared

### **IN THE EVENT OF A TORNADO WARNING**

1. Move away from the perimeter of the building (windowed areas) toward the center of the building and close the doors behind you.
2. Floor Wardens and other emergency personnel will direct you towards corridors, stairwells and elevator lobbies.
3. Do not exit these designated areas or use elevators.
4. Protect yourself by placing your head close to your knees and covering your neck with your hands.
5. If you cannot reach a corridor or lobby in time, the next safest place is under a desk, table or chair.
6. Remain in the designated area until an announcement has been made by designated emergency personnel or building management that it is safe to return to your work station.
7. Once everyone has returned to their workstation, emergency personnel should assist Building Management in accounting for all employees.
8. If anyone has been injured, designated emergency personnel should assist where possible and follow the Medical Emergency Procedures outlined in this Manual.
9. If any portion of your office or surrounding building area has been damaged, please notify building management immediately.



## **EARTHQUAKES**

### **Earthquake Preparedness**

While the office building is structurally designed to minimize earthquake damage, it is wise for all occupants to be well prepared as well as keenly aware of the earthquake emergency procedures.

### **During An Earthquake**

While Earthquake Emergency Procedures are similar to those of a fire, one specific difference should be communicated to all building occupants: Evacuation during fire is highly probable, whereas **EVACUATION DURING AN EARTHQUAKE IS NOT PROBABLE.**

Please adhere to the following safety procedures during an earthquake:

1. Take shelter away from windows and seek protection under tables, desks, or other objects that offer shelter from flying glass and debris.
2. Do not leave the sheltered area or exit the building until the quake is over. Seek safety where you are and leave calmly afterward if evacuation is necessary.
3. Do not dash for exits – stairwells may be unsafe.
4. Never attempt to use elevators during an earthquake. Afterwards, do not use elevators until they are checked for safety.
5. Stay clear of bookcases, file cabinets, windows and other heavy objects.
6. Turn off electrical equipment. Do not be surprised if electricity goes off or alarm systems are activated.
7. Do not smoke or use matches in case of gas leaks. If power fails, use battery operated lights.

### **If You Are Outside of the Building When An Earthquake Occurs**

1. Move away from buildings, utility wires and poles, debris and areas subject to falling glass.
2. If you are unable to reach a clear area, stand in a doorway or archway.
3. If threatened by falling debris, cover face with one forearm and the back of the head with the other.
4. The most dangerous place to be is on a sidewalk subject to falling debris such as glass and masonry.

### **After an Earthquake**

1. Check for injured persons. **DO NOT** attempt to move a seriously injured person unless they are in immediate danger.
2. **DO NOT** use matches, candles or other open flames.
3. **DO NOT** turn on electrical switches or appliances.
4. Inspect your area for damage. Check for fire. Check utilities for gas and water leaks or electrical shorts. Stay clear of wires that are shorting out.
5. If you smell gas, open all windows. Evacuate the building if possible and report the leak to the Fire Department first, if possible, and then Building Management.
6. Clean up any dangerous spills.

7. Replace telephone receivers to restore communications. However, do not use telephones, except to reach Management Office or the Fire Department.
8. Listen to the radio for emergency reports.
9. DO NOT spread false rumors regarding the condition of the building or anything else that may cause panic.
10. Cooperate with Management personnel and Fire Department representatives.
11. Be prepared and stay alert for aftershocks.

The following **SUPPLIES** will be necessary to protect and sustain your employees in the event of an earthquake:

- Food** – stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- Water** – keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
- Emergency Lighting** – flashlights, flares, light sticks.
- Batteries** – keep a fresh supply
- Medical** – keep a well-stocked First Aid Kit. Choose kits designed to treat earthquake-related injuries such as heavy bleeding, shock and broken bones.
- Blankets** – lightweight fire and shock retardant emergency blankets.
- Radios** – portable transistor radios with extra batteries and two-way radios.
- Fire Extinguisher**
- Medications** – persons on medication should keep a 72-hour supply in their desk.

#### **Additional Supplies to Consider**

- Heavy work gloves
- Hard Hats & Goggles
- Work shoes
- Generator
- Shovels, crowbars
- Catalytic heater
- Dust masks
- Chemical toilets, waste bags, lime
- Water purification tablets
- Sleeping bags & Cots
- Portable stove
- Eating utensils
- Instant ice pack
- Pre-moistened towlettes

#### **EVACUATION**

In the event of an emergency, it may become necessary to evacuate the office building. All Floor Response Team personnel as well as general personnel should be completely familiar with the following evacuation procedures.

- In an emergency situation, wait until management or designated Floor Response Team personnel indicated that it is safe and appropriate to evacuate the building.

- If you are directed to evacuate, closely follow the instructions of all Floor Response Team personnel including Floor Wardens, Elevator Monitors, Searchers and Stairwell Monitors.
- Do not exit via the elevators. Exit via stairwells only after a Stairwell Monitor has deemed it safe to do so.
- Familiarize yourself with the location of all stairwell exits; in the event a stairwell is blocked, proceed to an alternate stairwell.
- Use safe stairwell exit procedures including:
  - Remain calm and quiet
  - Remove high heeled shoes
  - Exit in a single file and keep to the right using hand rails
  - Move quickly, but do not run
  - Assist those who may have trouble on the stairs or who have been injured
  - Treat injuries on stairwell landings only and only when safe to do so

### **Evacuating the Injured**

If you are alone with an injured person who is unable to leave the area unassisted, you may find that a “blanket drag” will provide you with the means to remove the person from the hazardous area. The drag can also be accomplished with a coat. If you are unable to carry the person, the “blanket drag” may be your only means of moving the person out of danger.

To get the person onto the blanket, turn the person on his/her side and roll the blanket up, lengthwise, so that when you roll them over to the other side, you can open the blanket. Grasp the corners nearest the head of the injured and pull the person out of the area.

### **EXPLOSIONS**

If an explosion occurs, please adhere to the following procedures:

- IMMEDIATELY report the explosion to 911 and then to the Management Office. Remain calm and provide the following information:
    - Your name, location (building and suite number) and phone number.
    - Your company name.
    - Exact location of explosion.
    - Cause (if known) of explosion.
    - Extent of casualties, and number and type of injuries.
    - Whether explosion caused fire and if so, location of fire.
2. Evacuate all persons from the area if necessary.

### **MEDICAL EMERGENCIES**

Should a medical emergency situation develop which requires immediate intervention by trained personnel, proceed as follows:

1. Call 911. Reassure the injured person that help is on the way. Remain calm and provide the following information:

- Nature of medical emergency.
- Building name and address
- Exact location and name of sick or injured person.

**NOTE:** Do not hang up until the emergency operator does so.

2. Call the Management Office at (630) 388.0012.

Provide the following information:

- Your name and company name
  - Nature of medical emergency
  - Exact location and name of sick or injured person
  - Whether or not you have called for trained assistance
  - A number where you can be reached
3. Direct any on-lookers away from the area of the injured person. Clear the area of any objects that might impede the rescue or interfere with emergency personnel.
4. Remain with the victim. DO NOT move the victim unless there is immediate danger of further injury. Keep the victim comfortable and warm.
5. Designate a responsible person to do the following:
- Wait at the building's main entrance for medical personnel. When they arrive, direct them to the injured person.
  - Whenever possible, have an elevator standing for the rescue team.

### **POWER FAILURE**

In the event of a power failure MetroWest is equipped with emergency systems which will provide power for emergency lighting, life and safety security systems and water for the restrooms.

If you experience loss of power in your suite, immediately contact the Management Office. An engineer will be dispatched to assist in restoring power, if the entire building is affected, the Electric Utility Company will be contacted for assistance and building personnel will keep all tenants advised. If the power failure occurs during daylight hours, open the blinds to utilize available sunlight. This should be avoided, however, in emergency situations where procedures call for closed blinds.

### **Business Survival Checklist**

Businesses face many hurdles in recovering from disasters. A key to survival is looking ahead and planning for recovery before a disaster strikes. The following checklist identifies areas that can reduce the impact of a disaster by enabling your company to continue normal business operations.

- Make agreements with vendors and suppliers to assure continued business or identify alternate sources in the event your normal vendors are unable to function after a disaster.
- Develop and maintain inventories for critical supplies, equipment and employee skills.
- Develop a plan for informing clients, the general public and the media about company operations following a disaster.
- Store duplicates of vital company records and important documents off-site.

- ❑ Take steps to “disaster-proof” your computer facility and equipment.
- ❑ Establish contracts with engineers and suppliers to survey damage and perform clean up following a disaster.
- ❑ Develop a plan for business restoration including securing alternate work sites for personnel, restoring damaged utility systems, and controlling access to company facilities.
- ❑ Develop alternate marketing strategies for your products or for moving into other markets under post disaster conditions.
- ❑ Create post-disaster financing and investment strategies to protect corporate assets.
- ❑ Make sure your bank is informed about your disaster contingency planning to assure quick response to your post-disaster needs.
- ❑ Review existing inter-company mutual aid agreements to establish what needs might be following a disaster.

**EMERGENCY RESPONSE TEAM**

DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

**FLOOR WARDEN/SAFETY COORDINATOR**

1. MONITOR: \_\_\_\_\_ TELEPHONE EXT: \_\_\_\_\_

**BACK-UP FIRE WARDEN/SAFETY COORDINATOR**

1. BACK UP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**STAIRWELL MONITOR**

1. MONITOR: \_\_\_\_\_ TELEPHONE EXT: \_\_\_\_\_

**BACK-UP STAIRWELL MONITOR**

1. BACK UP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**ELEVATOR MONITOR**

1. MONITOR: \_\_\_\_\_ TELEPHONE EXT: \_\_\_\_\_

**BACK-UP ELEVATOR MONITOR**

1. BACK UP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**EMERGENCY RESPONSE TEAM**

**SEARCHER**

1. MONITOR: \_\_\_\_\_ TELEPHONE EXT: \_\_\_\_\_

**BACK-UP SEARCHER**

1. BACK UP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**ASSISTANT TO PHYSICALLY IMPAIRED**

1. MONITOR: \_\_\_\_\_ TELEPHONE EXT: \_\_\_\_\_

**BACK-UP ASSISTANT TO PHYSICALLY IMPAIRED**

1. BACK UP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**FOR EMERGENCY PURPOSES ONLY**

MANY OFFICES HAVE VOICE MAIL AND/OR ANSWERING MACHINES.  
IF THERE IS A WAY TO BYPASS THE MACHINES, PLEASE INDICATE BELOW:

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**HANDICAPPED EMPLOYEES**

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

FLOOR NO.: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

NATURE OF HANDICAP: \_\_\_\_\_

\_\_\_\_\_

**IN CASE OF AN EMERGENCY**

BUDDY: \_\_\_\_\_

\_\_\_\_\_

BACK-UP  
BUDDY: \_\_\_\_\_

\_\_\_\_\_