343 SANSOME STREET EMERGENCY EVACUATION LOCATION FORM

Company Name:

Suite Number:

Primary Contact:

Phone Number:

Emergency Meeting Location:



In the event of a building evacuation your team should have a designated meeting point. Once everyone is fully evacuated, the floor warden(s) will confirm that everyone from the suite has evacuated and is accounted for. Once this has been confirmed, the floor warden will find either building personnel or emergency responders and let them know they are all accounted for. They will remain at the meeting location until it is safe to return to the building.