

EMERGENCY ACTION PLAN

FLOOR CAPTAIN & ALTERNATIVE

The Emergency Action Plan (EAP) establishes guidelines for all reasonably foreseeable workplace emergencies. Because each emergency situation involves unique circumstances, the guidelines provide general guidance only. Thoughtful actions based on situation assessment are always required when responding to an emergency. It is also important to note that emergency guidelines do not necessarily represent sequential series of steps.

Personnel should identify emergencies and report them to the Building Management and **CALL 911** to alert Police. The local Emergency Services respond to emergencies.

Based on the given descriptions provided in the Emergency Action Information Sheet, please take the time to carefully assign one personnel as the Floor Captain and Alternate Floor Captain.

Floor Captain Name: _____

Contact Number: _____ Email: _____

Company Name: _____ Suite #: _____

Alternate Floor Captain Name: _____

Contact Number: _____ Email: _____

Company Name: _____ Suite #: _____