



CENTRAL PACIFIC PLAZA
PLEASE POST THIS CHART
RESPONSIBILITIES REFERENCE CHART
FIRE DRILL & EVACUATION

PLEASE PRINT OR TYPE

DATE: _____ SUITE: _____ FLOOR: _____

TENANT: _____ TELEPHONE: _____

TOTAL NUMBER OF PEOPLE WORKING IN YOUR OFFICE: _____

Please assign individuals within your office to act as Tenant Warden, Alternate Tenant Warden, and Searchers one female and one male. (NOTE: Building to appoint one (1) **Floor Warden** per floor).

TENANT WARDEN: _____ TELEPHONE: _____

ALTERNATE TENANT WARDEN: _____ TELEPHONE: _____

FEMALE SEARCHER*: _____ MALE SEARCHER*: _____

*Additional helpers, please assign at your discretion).

REMINDERS

KEEP A COPY OF THIS CHART IN YOUR FILE.

KEEP YOUR CHART CURRENT.

POST THIS REFERENCE CHART SO THAT IT IS CLEARLY VISIBLE TO ALL EMPLOYEES IN YOUR OFFICE.

PLEASE IMMEDIATELY NOTIFY BUILDING MANAGEMENT OF ANY CHANGES.