



PLEASE POST THIS CHART & MAP

Greensboro Corporate Center
RESPONSIBILITIES REFERENCE CHART
FIRE DRILL & EVACUATION

PLEASE PRINT OR TYPE:

DATE: \_\_\_\_\_ FLOOR: \_\_\_\_\_
OCCUPANT: \_\_\_\_\_ PHONE #: \_\_\_\_\_
NUMBER OF OCCUPANTS (PER FLOOR): \_\_\_\_\_
# OF HANDICAP EMPLOYEES WHO MAY REQUIRE HELP IN EVACUATION: \_\_\_\_\_
SAFE ROOM LOCATION: \_\_\_\_\_

The following employees have been appointed Fire Wardens, Deputy Fire Wardens, and Searchers (NOTE: Appoint one Fire Warden for each 7,500 square feet of occupied space or part thereof. Appoint two searchers: one female and one male.)

FIRE WARDEN: \_\_\_\_\_ PHONE #: \_\_\_\_\_
DEPUTY FIRE WARDEN: \_\_\_\_\_ PHONE #: \_\_\_\_\_
DEPUTY FIRE WARDEN: \_\_\_\_\_ PHONE #: \_\_\_\_\_
DEPUTY FIRE WARDEN: \_\_\_\_\_ PHONE #: \_\_\_\_\_
FEMALE SEARCHER: \_\_\_\_\_ MALE SEARCHER: \_\_\_\_\_
FEMALE SEARCHER: \_\_\_\_\_ MALE SEARCHER: \_\_\_\_\_

REMINDERS: Provide phone numbers where personnel can be reached when not at their desk

Keep a copy of this chart in your file. Keep your chart current. Submit all updated charts to the management office

Post this reference chart so that it is clearly visible to all employees on your floor

AFTER HOURS EMERGENCY:
1 (800) 558-8706

# EVACUATION MEETING LOCATION SUGGESTIONS

8401 & 8405 GREENSBORO DRIVE

KEEP DRIVE LANES CLEAR FOR EMERGENCY VEHICLES

