
APPOINT SAFETY CAPTAIN

This person should be someone who commands the respect of fellow employees, stays calm in emergencies, and is very familiar with appropriate exits, pull stations, and fire extinguishers.

- Each Suite Captain is responsible for knowing the designated exit stairway for their suite in the event of an emergency evacuation.
- Suite Captains should search their suite and make sure everyone is accounted for and report their findings to the stairwell Captain at their assigned exit stairwell.
- If upon reaching the exit stairway, a Suite Captain finds the stairway Captain is not in position, he or she should assume the duties of the Stairway Captain.
- Ensure that all occupants are clear from their areas.
- Lead occupants from their area into the designated exit stairway, be sure that the stairway door is not hot and that the stairway itself does not contain heavy smoke.
- Ensure that evacuees proceed down the exit stairway single file keeping to the right.

We will need one person to volunteer from each floor to be a Floor Captain. Floor Captains ensure their group stays together and should take a head count once the evacuation is complete.

Floor Captain Designation

Building: _____

Tenant Name: _____ Suite No. _____

Who is the Safety Captain in your suite? _____

Would someone from your office be interested in serving as a Captain for your floor?
_____ Yes _____ No

If Yes, what is the name of that person? _____

Please Fax or Email to Property Management
