



BUILDING : _____

TENANT NAME : _____

SUITE NO. : _____

"Send Word Now" Emergency Alert System Contacts

Contact Name/Title	Room #	Email Address	Office Phone	Cell Phone	Other

Fire Wardens

Contact Name/Title	Room #	Email Address	Office Phone	Cell Phone	Other

Individuals Requiring Assistance

Contact Name/Title	Room #	Form of Disability	Office Phone	Cell Phone	Helper

It is the responsibility of each tenant to keep a fully updated contact form on file with the Management Office in the event of an emergency.