

Loyola University New Orleans EMERGENCY EVACUATION PROCEDURES

Building Coordinator Information

Building Name _____

Building Coordinator _____

Alternate Building Coordinator _____

List names and locations of Floor Monitors in your building:

Name	Location	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please specify the predetermined meeting place for your building.

Please indicate any special circumstances in your building that might impair firefighting or rescue efforts. (Attach additional pages as necessary.)

A copy of this form must be kept in the Building Coordinator's office for training and inspection purposes. Once a year, the Building Coordinator must review this form and update it (if necessary). A completed and updated copy must be sent to the University Police Department.