

**Loyola University New Orleans  
EMERGENCY EVACUATION PROCEDURES**

**Floor Monitor Information**

Specify Building and Floor: \_\_\_\_\_

Name of Floor Monitor and Alternate: \_\_\_\_\_  
\_\_\_\_\_

Name of Building Coordinator and Alternate: \_\_\_\_\_  
\_\_\_\_\_

**List names and locations of Office Monitors on your floor:**

<b>Name</b>	<b>Location</b>	<b>Phone</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please specify the predetermined meeting place for your building.  
\_\_\_\_\_

Please specify the locations of the D.E.A.L.s on your floor.  
\_\_\_\_\_

Specify the areas to be checked by Floor Monitor  
\_\_\_\_\_

Please indicate any special circumstances on your floor that might impair firefighting or rescue efforts.  
\_\_\_\_\_

*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.*