

**APPENDIX C  
FIRE DRILL AND EVACUATION/EMERGENCY ACTION PLAN (EAP)  
STAFFING CHART**

BUILDING ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
FIRE SAFETY/EAP DIRECTOR

\_\_\_\_\_  
DEPUTY FIRE SAFETY/EAP DIRECTOR

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\_\_\_\_\_  
FLOOR NO.

FIRE SAFETY/EAP WARDEN

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number

DEPUTY FIRE SAFETY/EAP WARDENS

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

SEARCHERS

MALE

FEMALE

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Any person discovering fire, smoke or other emergency condition should without delay cause the transmission of a fire alarm by calling 911 or activating a fire alarm box. Notify the Fire Safety/EAP Director or Fire Safety/EAP Warden that an alarm has been transmitted.

In the event that it becomes necessary to implement the building's Fire Safety or Emergency Action Plan, listen for and follow the directions given by the Fire Safety/EAP Director/staff and emergency response personnel. Elevators should never be used in a fire. In all other circumstances, use the elevators only if and when directed to do so by the Fire Safety/EAP Director/staff or emergency response personnel.

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Date prepared: \_\_\_\_\_