

**Loyola University New Orleans
EMERGENCY EVACUATION PROCEDURES**

Floor Monitor Information

Date: _____

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:

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

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.