

**EMERGENCY PERSONNEL NOTICE**

It is critical that each Regions Center tenant select responsible and dependable employees to be designated for the position of Fire Warden, Assistant Fire Warden and Disability Aide (recommend one for each disabled person). These individuals should be dependable personnel who regularly attend work and remain in the office on a daily basis.

TENANT NAME: \_\_\_\_\_  
(PLEASE PRINT)

SUITE(S): \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

FIRE WARDEN(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ASSISTANT FIRE  
WARDEN(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DISABILITY AIDE(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**IMPORTANT:** It is the responsibility of the tenant to revise this form when needed. Drop off completed forms to the property management office, 333 Texas Street, Suite A-250, Shreveport, Louisiana. Fax to: (318) 429-1029. E-mail to: [ahosey@hertzgroup.com](mailto:ahosey@hertzgroup.com).