

RCBC PLAZA
PROPERTY MANAGEMENT OFFICE
 24th Floor Yuchengco Tower, RCBC Plaza
 6819 Ayala Avenue cor. Sen. Gil Puyat Avenue
 Makati City
 Tel. Nos. 887-4941 / Fax No. 887-5147



EMERGENCY SITUATION INFORMATION SHEET

Company Name	: _____
Level / Tower	: _____
Operating Days	: <input type="checkbox"/> Mondays to Fridays <input type="checkbox"/> Saturdays <input type="checkbox"/> Sundays
Operating Hours	: <input type="checkbox"/> Daytime Operations Specify time: _____
	<input type="checkbox"/> Evening Operations Specify time: _____
	<input type="checkbox"/> 24/7 Operations
Total No. of Employees	: _____
Daily Ave. No. of Visitors: _____	
<i>For tenants operating 24/7, please indicate no. of employees working per shift, approximates will suffice:</i>	
AM SHIFT	MID SHIFT
_____	_____
PM SHIFT	_____

Floor Marshals (please include alternates)			
Name	Floor / Tower	Working Hours	Mobile No.
Runners			
Name	Floor / Tower	Working Hours	Mobile No.
Individuals to be Prioritized in cases of emergency			
<i>(employees who are physically unable to go down the fire staircase, please specify status/reason for inability)</i>			
Name	Location	Working Hours	Status

Responder's Name : _____	Signature : _____
Designation : _____	Date : _____
Contact Number : _____	

Upon completion, please submit to helpdesk@rcbcplaza.com.ph or to the PMOffice at 24th Floor Yuchengco Tower.
 For tenants with multiple offices on different floors, please accomplish one Info Sheet per floor.