

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	: Mondays to Fridays	Saturdays	Sundays
Operating Hours	: Daytime Operations	Specify time: _____	
	Evening Operations	Specify time: _____	
	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 Captain (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.