

RCBC PLAZA
PROPERTY MANAGEMENT OFFICE
Podium 4 Yuchengco Tower, RCBC Plaza
6819 Ayala Avenue cor. Sen. Gil Puyat Avenue
Makati City
Tel. Nos. 8887-4941 loc 121



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 : _____ Designation : _____ Contact Number : _____	Signature : _____ Date : _____
--	---

*Upon completion, please submit to helpdesk@rcbcplaza.com.ph or to the PMOffice at Podium 4 Yuchengco Tower.
 For tenants with multiple offices on different floors, please accomplish one Info Sheet per floor.*