

# Mrak Hall Emergency Form

## Department Emergency Plan Form

Department: \_\_\_\_\_

Floor and room: \_\_\_\_\_

Floor coordinators:

\_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Department coordinators:

\_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Roll call taken by:

\_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Fire alarm location:

Fire extinguisher location:

First aid location:

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Emergency exit location(s) (see floor plans):

Use the \_\_\_\_\_ stairway/door.

Alternate exit:

Outside meeting area (see map):

Critical tasks (recovery plan):

Special instructions (for specific areas or tasks):