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Dear Occupant,

Your building has partnered with BOSS Corporation to assist in providing the most effective life safety plans and training. We are asking all occupants to self-identify if they require assistance during an emergency. Applicable situations may include trouble hearing, seeing, or traversing the building via stairwells.

Occupants that list their information below and return this form to building management will have their information in the emergency plan given to first responders when they arrive. Having identified those that need assistance during an emergency will help keep the building safe and ensure more effective emergency procedures.

The information below will be provided to the fire department, BOSS Corporation, building management, and those responsible for any additional emergency planning within the building.

NAME OF PERSON NEEDING ASSISTANCE:
LOCATION AND TYPE OF ASSISTANCE:
PHONE NUMBER(S):
ANY ASSISTING PERSONNEL AND PHONE(S):

NOTE: Those requiring assistance should go last into stairwells unless there is ample room for them inside; it is recommended these individuals relocate or be relocated [unless shelter-in-place is advised] to a safe area of refuge that does not impede egress. Tell evacuating/relocating personnel such as floor wardens and first responders where they can be found.

PLEASE USE A COMPUTER TO TYPE YOUR INFORMATION IN THE REQUIRED FIELDS.  
HANDWRITTEN/SCANNED COPIES WILL NOT BE ACCEPTED.