

**DISABLED PERSONNEL NOTICE**

It is necessary for each Regions Center tenant to appoint a Disability Aide to assist with the safe evacuation of persons requiring assistance. Aides will stay with the person until the emergency is over. Every person with a disability should have at least one aide who works in his/her office assigned to assist him/her in the event an evacuation is required.

TENANT NAME: _____

SUITE(S): _____ TELEPHONE: _____

FIRE WARDEN: _____

The following handicapped persons will require assistance in case of an emergency evacuation:

DISABLED INDIVIDUAL	DISABILITY AIDE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

IMPORTANT: It is the responsibility of the tenant to revise this form when needed. Drop off completed forms to the property management office, 333 Texas Street, Suite A-250, Shreveport, Louisiana. Fax to: (318) 429-1029. E-mail to: ahosey@hertzgroup.com.

SUBMITTED BY: _____ DATE: _____