



101 Arch Street
Boston, MA 02110

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TO 101 Arch Street Tenants
FROM The Management Office
SUBJECT **Persons Needing Assistance**
DATE October 5, 2018

Greetings,

We are updating our fire evacuation protocols and compiling a list of Persons Needing Assistance ("PNA") in the event the building requires evacuation for fire or other emergency. A PNA is unable to exit the building via stairwell due to physical impairment.

Please provide us with a list of PNA employee(s) from your firm at your earliest convenience. If you have no PNAs please provide this information to us also. Thank you.

Tenant Name:

PNAs:

Name:

Name:

Name:

Name:

No PNAs:

Information Provided By:

Name: