

**ORGANIZATION CHART FOR  
FIRE DRILL AND EVACUATION ASSIGNMENT**

**GATEWAY CENTER I**

**FIRE SAFETY DIRECTOR:** Robert Melly  
**DEPUTY FIRE SAFETY DIRECTORS:** Joseph Rocuzzo , Patrick Kellegher

**TENANT NAME & FLOOR**

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**FIRE WARDEN**

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**DEPUTY FIRE WARDENS**

<b>MALE</b>	<b>FEMALE</b>
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**ALARM TRANSMISSION:**

Any person discovering fire or smoke should, without delay, cause the transmission of an alarm of fire by any of the following methods:

- 1.) Telephone: call 911 and call the lobby desk at (914) 683-5307 to report a fire.
- 2.) Pull Station: located on the floors near the stairways.

**NOTE:** Also notify the Fire Evacuation Supervisor (located at the Lobby Fire Command Station), that the alarm has been transmitted.  
If the building fire alarm is not sounding on the floor or central station, notify the Fire Safety Director at the Lobby Command station.

**Date Prepared:** \_\_\_\_\_  
**Signature of Preparer:** \_\_\_\_\_