

**Attention**

**California Code of Regulations**

**Title 19 Section 3.09 (d)5(b)**

“Assure that the requirements of subsection (d)(4)(F)” Procedures to identify and assist the non-ambulatory and physically disabled as follows:

Hotels, Motels, and Lodging House shall maintain at the registration desk a list noting the guest room assigned to the physically disabled guest who have special emergency evacuation requirements. Inn-Keeper shall provide a place on the registration form so that guest may be identified who may require special emergency evacuation because of a physical disability.

**(B) owner(s) or operator(s) of high-rise office buildings shall maintain a list of all permanent building tenants who have disabilities. Building owner(s) or operator(s) shall be notified in writing by those who have disabilities.**

Information provided in the list shall include any special emergency evacuation needs and permanent work location of such physically disabled persons. The list shall be located in the building manager’s office.

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If you have any physical condition, temporary or permanent, that may hinder you in the event that your area must be evacuated, please provide the following information to your Floor Warden and to the Office of the Building. They will then assign people who will assist you in the event of an evacuation.

NAME \_\_\_\_\_

SUITE/ROOM OR DEPT: \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ EXT. \_\_\_\_\_

SPECIAL NEEDS \_\_\_\_\_

INCLUSIVE DATES (If applicable) \_\_\_\_\_

Copy or cut along line and give a copy to your Floor Warden and the original to the Office of the Building.