

Local Emergency Personnel

Note: in case of immediate danger, dial 9-1-1

Fire Department: _____

Hospital: _____

Police Department: _____

Ambulance Service: _____

Building Contacts

Building Manager

Name: _____

Phone: _____

Email: _____

Natural Gas

Name: _____

Phone: _____

Email: _____

Building Security

Name: _____

Phone: _____

Email: _____

Electricity

Name: _____

Phone: _____

Email: _____

Building Alarm Company

Name: _____

Phone: _____

Email: _____

Water

Name: _____

Phone: _____

Email: _____

Insurance Information

Insurance company name: _____

Claims phone number: _____

Policy number: _____

Key Personnel

Cyber/IT contact

Name: _____

Phone: _____

Email: _____

Legal contact

Name: _____

Phone: _____

Email: _____

Financial contact

Name: _____

Phone: _____

Email: _____

Staff Emergency Contacts

CEO: _____ Phone: _____
COO: _____ Phone: _____
CFO: _____ Phone: _____
Human Resources Director: _____ Phone: _____
Chief of Staff: _____ Phone: _____

Department Head: _____ dept.: _____ Phone: _____
Department Head: _____ dept.: _____ Phone: _____
Department Head: _____ dept.: _____ Phone: _____
Department Head: _____ dept.: _____ Phone: _____

A full list of staff names, contact information, and emergency contact information is kept on file and is managed by _____, who can be contacted at _____.

EMERGENCY RESPONSE INSTRUCTIONS

FIRE	<ul style="list-style-type: none"> • If fire cannot be readily contained, activate building alarm and evacuate • Call 9-1-1 	
GAS LEAK	<ul style="list-style-type: none"> • If safe, shut off gas supply • Open all doors and windows • If necessary, evacuate the premises 	<ul style="list-style-type: none"> • Call your natural gas company's emergency hotline • If necessary, also call 9-1-1
EARTHQUAKE	<ul style="list-style-type: none"> • Move away from windows, bookcases, and large objects • Find a safe location under a sturdy table or braced along an interior wall • Do not stand in a doorway as swinging doors can cause harm • If you cannot find cover, drop to the floor and protect your head and face 	
TORNADO	<ul style="list-style-type: none"> • Move calmly to an enclosed, windowless area on the lowest floor • Crouch low in the center of the room and protect your face and head • After tornado passes, check for injuries and consult local authorities 	
ACTIVE SHOOTER	<ul style="list-style-type: none"> • If escape route is clear, evacuate quickly and call 9-1-1 once you are safe • If evacuation is impossible, shelter in place • Find a protected location out of shooter's view, lock or blockade doors, silence personal devices and remain quiet until authorities arrive • When police arrive, put down any items, keep hands visible, and follow directions and avoid sudden movements 	