|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **STAFF EMERGENCY CONTACTS** | | | | | | | | | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **ROLE** | | | | | **NAME** | | | | **PHONE** | | | | **WHY TO CONTACT** | | | | | |  |
|  | Safety Officer | | | | |  | | | |  | | | | Immediate safety concerns and evacuation guidance | | | | | |  |
|  | Fire Protection Officer | | | | |  | | | |  | | | | Fire emergencies | | | | | |  |
|  | Emergency Coordinator | | | | |  | | | |  | | | | Overall emergency coordination | | | | | |  |
|  | Facilities Manager | | | | |  | | | |  | | | | Facility-related emergencies | | | | | |  |
|  | IT Support | | | | |  | | | |  | | | | IT emergencies | | | | | |  |
|  | HR Representative | | | | |  | | | |  | | | | HR-related emergencies | | | | | |  |
|  | Security Officer | | | | |  | | | |  | | | | Security-related emergencies | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **POTENTIAL EMERGENCY SITUATIONS** | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **MEDICAL EMERGENCY:** | | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | In case of emergency, follow these instructions. Remember, safety comes first! | | | | | | |  |  |  |  | CALL 911 AND PROVIDE FIRST AID IF TRAINED. NOTIFY THE SAFETY OFFICER. | | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **FIRE ALARM:** | | | | |  |  |  |  |  | **NATURAL DISASTERS (EARTHQUAKE, TORNADO):** | | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | EVACUATE THE BUILDING IMMEDIATELY USING THE NEAREST EXIT. CONTACT THE FIRE PROTECTION OFFICER. | | | | |  |  |  |  |  | TAKE COVER AND FOLLOW SAFETY PROTOCOLS. INFORM THE EMERGENCY COORDINATOR. | | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **POWER OUTAGE:** | | | | |  |  |  |  |  | **SECURITY THREATS:** | | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | USE EMERGENCY LIGHTING AND REPORT THE ISSUE TO FACILITIES OR IT SUPPORT. | | | | |  |  |  |  |  | FOLLOW LOCKDOWN PROCEDURES AND STAY IN A SECURE LOCATION. CONTACT THE SECURITY OFFICER. | | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | |  |