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|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | **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. |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
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|   |   |   | **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. |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
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|   |   |   | **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. |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
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