

EMERGENCY CONTACTS

Last Updated: October 2023

EXTERNAL EMERGENCY SERVICES

Service	Phone Number	Details
General Emergency	911	Police / Fire / Ambulance
Local Police (Non-Emergency)	(555) 012-3456	Precinct 4
Poison Control	1-800-222-1222	National Hotline

INTERNAL OFFICE RESPONSE

Role	Name	Extension/Mobile
Safety Officer	Sarah Jenkins	Ext. 402 / (555) 010-9988
Facilities Manager	Michael Chen	Ext. 115 / (555) 010-7766
First Aid Lead	Elena Rodriguez	Ext. 309

UTILITY & MAINTENANCE

Provider	Account / ID	Emergency Line
Building Security	Suite 400	(555) 011-2233
Electric Utility	Acct: 9982-1	1-800-555-0199
IT Support / Server Room	Priority A	(555) 012-4455

OFFICE ADDRESS: 123 Business Plaza, North Wing, Suite 400, Metro City, ST 12345

ASSEMBLY POINT: North Parking Lot, Zone B (Near the fountain)