

# WORKPLACE EMERGENCY CONTACTS

Effective Date: \_\_\_\_\_

GENERAL EMERGENCY **911**

BUILDING SECURITY / FRONT DESK **[Phone Number]**

FACILITIES / MAINTENANCE **[Phone Number]**

POISON CONTROL **1-800-222-1222**

## Internal Safety Team

<b>ROLE</b>	<b>CONTACT NAME</b>	<b>OFFICE EXT.</b>	<b>MOBILE NUMBER</b>
Safety Officer	<i>Name</i>	<i>000</i>	<i>000-000-0000</i>
Floor Warden	<i>Name</i>	<i>000</i>	<i>000-000-0000</i>
First Aid Lead	<i>Name</i>	<i>000</i>	<i>000-000-0000</i>
HR Manager	<i>Name</i>	<i>000</i>	<i>000-000-0000</i>

ASSEMBLY POINT LOCATION

**[Enter Primary Evacuation Meeting Spot Here]**