

POST-READY CONTACT SHEET

Office Emergency Contact Sheet

Complete, review, and post this sheet where workers and visitors can find it quickly. Call 911 for immediate threats to life or property.

This contact sheet does not replace a site-specific emergency action plan, training, alarms, evacuation maps, or instructions from emergency officials. Verify all numbers and review the sheet regularly.

BUSINESS / SITE NAME

SITE ADDRESS

LOCATION DETAILS TO TELL 911 - SUITE, FLOOR, ENTRANCE, GATE, LANDMARKS

SITE EMERGENCY COORDINATOR - NAME

PHONE

BACKUP COORDINATOR - NAME

PHONE

BUILDING MANAGEMENT / SECURITY - NAME

PHONE

PROPERTY OR FACILITIES CONTACT - NAME

PHONE

UTILITY EMERGENCY CONTACT - NAME

PHONE

INSURANCE / INCIDENT REPORTING - NAME

PHONE

ASSEMBLY LOCATION

SITE PREPARATION WORKSHEET

Plan the immediate response

Use this page with your site-specific emergency action plan and training.

HOW WORKERS REPORT AN EMERGENCY

ALARM OR NOTIFICATION SIGNALS AND WHAT EACH MEANS

PRIMARY AND ALTERNATE EVACUATION ROUTES / MAP LOCATION

HOW PEOPLE WILL BE ACCOUNTED FOR AFTER EVACUATION

ASSISTANCE NEEDS AND ASSIGNED SUPPORT ROLES

LAST REVIEW / DRILL DATE AND NEXT REVIEW DATE

AUTHORITATIVE STARTING POINTS

OSHA emergency planning

[osha.gov/emergency-preparedness/getting-started](https://www.osha.gov/emergency-preparedness/getting-started)

Ready.gov business emergency plans

[ready.gov/business/emergency-plans](https://www.ready.gov/business/emergency-plans)