

Print double-sided, cut off the excess, fold it over a couple of times and place it in your wallet or purse. Remember to include any other phone numbers you will need in case of an emergency.

Cut ✂

Facility Mgr: 813-230-0234
Security: 813-987-6302

When calling any of the mentioned parties, be prepared with the following information:

- Your name and call back number
- The type of event you are experiencing and location
- If any employees are in danger



ACME Employee Emergency Hotline
Main St Location
(813) 555-9191

For ACME Online Facility Status & Updates:
<https://sites.google.com/site/ACME/>

Main St 03/2014

Employee Assistance Program:
Employee Connect Services
877-555-9191
www.eapadvantage.com
(password: assistme)

During an event that threatens safety, employees should take care to protect themselves first. Stay calm, and use common sense.

If you need to report a facility emergency:
Contact the Facility Mgr, security, or immediate supervisor.

If you need to report an employee health/safety emergency: Contact 911, then your immediate supervisor and Human Resources.

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If you are contacted by the media, do not release any information regarding ACME.

Refer them to:
John Smith
SVP Public Affairs
813-855-7171

Spvsr.Mgr: _____

Other: _____

Other: _____