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 ✂**



**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**

**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

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