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**

**(877) 555-1234**

**For ACME Online Facility Status & Updates:**

https://sites.google.com/site/acmeinternal/

See reverse side for additional options

**10/2014**

**ACME Facility Mgr: 813-555-1234**

**ACME Security: 813-555-1234**

When calling any of the above 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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During an event that threatens safety, employees should take care to protect themselves first. Stay calm, and use common sense.

**Employee Assistance Program:**

Name of EPA

888-555-1212 https://www.nameofepa.com

User Name: EPAsupport / Password: password123

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