

**WORKSHEET #40: EMERGENCY CALL-IN NUMBER, EMERGENCY EVACUATION PERSONNEL
ROSTER AND EMPLOYEE CONTACT LIST**

The Emergency Call-In Number, Emergency Evacuation Personnel Roster, and Employee Contact List is a short document that includes the contact information for all employees to find updated information regarding the status of an incident. It also includes all members of your building Emergency Evacuation Personnel Plan, and all contact information for the employee's of each floor. Begin this worksheet by providing an emergency number that employees can call to find out about the emergency and check on the status of the organization. Make sure to periodically update the message as the status of the emergency changes. Next, fill in the designated Emergency Evacuation Personnel. Finally, for each floor, fill in the contact information for each employee whose office is on that particular floor.

Note: This worksheet should be filled out by an emergency evacuation team member for each floor, as the information contained in this worksheet is particular to each floor.

Emergency Number: _____

Building: _____

Floor Number: _____

Employee	Email Address	Work #	Home #	Cellular or Pager #	Emergency Contact Information
Emergency Evacuation Team					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
Employee Contact List					
1.					
2.					
3.					
4.					

This worksheet is from the Maryland Emergency Management Agency (MEMA)