

Organization Name:	Address	City	County	Zip Code:

Worksheet for Emergency Contacts of Staff

This worksheet describes how we will communicate with you in case a disaster occurs at our facility or in our community. It also tells you the three places we are most likely to go if we have to evacuate our facility, but can't communicate with you. We may be instructed to shelter in place if it is safer to stay indoors than to move to another location. This is called sheltering-in-place and may occur if a chemical or other hazardous substance has been released into the air. Sheltering-in-place means going to a small, interior room, with no or few windows.

Communication

In an emergency, we will keep the following individuals informed of our whereabouts. This is someone who is in a different geographic area or state to reduce the chances that they will also be affected by the disaster.

Name	Phone	Email

This is how we plan to communicate with the families of our staff if we have to evacuate our facility or shelter-in-place:

This is who we will communicate with (and how) if we have problems en route while we are evacuating.

Destination

These are the three most likely places to which we would evacuate (so you know in case we cannot reach you or our emergency contact):

Location	Contact Name/Title	Phone Number	Cell Phone/ Pager	Address

Last Updated	Date:	Signature
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This form should be filled out and provided to staff to share with their designated emergency contact; such as, their spouse, another family member or significant other.
