

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 Sr Facility Mgr: 813-555-2222
ACME Security: 813-555-4444

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



ACME Employee Emergency Hotline
(813) 555-5555

For ACME Online Facility Status & Updates:

<https://sites.google.com/site/acmeinternal/>
See reverse side for additional options

07/2014

1st Fold

1st Fold

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

Employee Assistance Program:
Employee Connect Services
877-777-7777
www.eapadvantage.com
(password: assistance)

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

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

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

Refer them to:

John Smith

Public Affairs Director

813-555-8888

Below is a list of all available options to obtain ACME notifications, messages, updates and/or facility status information when away from the office.

- **Intranet** <https://sites.google.com/site/acmeinternal/>
- **Employee Emergency Hotline** 813-555-5555
- **Paycom** (Scrolling Ticker, Notifications & Company Messaging) <http://www.paycomonline.com/>
- **Office 365** <https://login.microsoftonline.com/>

SpvSr.Mgr: _____

Other: _____

Other: _____