

# Emergency Procedures and Contacts Review Checklist

## Review Emergency Procedures

- ☐ Evacuation procedure reviewed
- ☐ Fire emergency steps understood
- ☐ Medical emergency actions identified
- ☐ Lockdown and shelter-in-place protocol checked
- ☐ Hazardous material spill response learned
- ☐ Power outage process familiarized
- ☐ Emergency communication plan acknowledged

## Emergency Contacts List

Contact Name / Position	Phone Number	Reviewed
Local Emergency Services (Police/Fire/Ambulance)	_____	<input type="checkbox"/>
Building Security	_____	<input type="checkbox"/>
Facilities Manager	_____	<input type="checkbox"/>
Human Resources	_____	<input type="checkbox"/>
IT Support	_____	<input type="checkbox"/>
Other:	_____	<input type="checkbox"/>

## Date & Signature

Date Reviewed:

Reviewed By:

Signature: