

# EMERGENCY NUMBERS

AN INFORMAL  
GUIDE TO ASSIST  
YOU WITH  
CONTACTING  
THE APPROPRIATE  
AGENCY UNDER  
EMERGENCY  
CONDITIONS

## Who Do I Call When...?

## What's Their Number?

This pamphlet should be kept near the telephone for easy reference!

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## Who Do I Call When...?

## What's Their Number?

**First you must determine if the situation is an emergency;** is this, or could this escalate into a life threatening incident?

If the answer to this question is "yes", dial 9-1-1 (if necessary dial your outside line access number first).

If you determine it is necessary to dial 9-1-1 please be prepared to provide the emergency operator with the following information:

- The type of emergency you are reporting.
- The address, including cross street, floor and room number if necessary.
- The telephone number you are calling from.
- Your name and/or the location of an individual that can guide them to the emergency location.
- Do not hang up first! Wait for additional questions and/or instructions.

### Agency-Specific Numbers:

The following is a list of personnel you may need to contact in a timely manner when emergency and/or non-emergency situations arise:

#### Building Security:

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

### Non-Emergency Directory

California Highway Patrol: \_\_\_\_\_

Fire Department: \_\_\_\_\_

Ambulance: \_\_\_\_\_

Local Police: \_\_\_\_\_

#### Section Supervisor:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

#### Office Administrator:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

### Your agency's emergency personnel contacts:

#### First Aid Personnel:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

#### Office Emergency Coordinators:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_