EMERGENCY NUMBERS

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. ______

Office Emergency Coordinators:
Name: ____________________________
Phone: ____________________________ Ext. ______

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