



Workplace Emergency Action Checklist

Name: _____

Organization/Address: _____

Office/Desk Location: _____

Dependents

List people who will care for your dependents in an emergency

Children

- Caretaker: _____
- Safe House/School: _____
- Neighbors: _____
- Alternative Pick-up at School: _____

Elderly Family

- Caretaker: _____
- Neighbors: _____

Pets

- Caretaker: _____
- Neighbors: _____

Communication

List communication modes you plan to use in an emergency

Text instead of call in an emergency

It takes less bandwidth & is more likely to work in emergency

Primary (Mobile Phone, Text Message, Internet):

Back Up (Landline Phone, Walkie-Talkie, Radio):

Social Media (Facebook, Twitter, Google+, Couple Apps):

Emergency Supplies

List emergency supplies you may need during an emergency

- Food: _____

- Water: _____

- Medications: _____

- Flashlight: _____

- Phone Charger & Batteries: _____

- Eye Glasses/Contact Supplies: _____

- Other: _____

Key Phone Numbers

List key phone numbers you may need to use in an emergency

- Significant Other: _____

- Children: _____

- Parents: _____

- Friends & Neighbors: _____

- Schools: _____

- Other: _____

Workplace Safety

List additional information you may need during an emergency

1. List of safe rooms: _____

2. Evacuation procedures/evacuation points: _____

3. Location of first aid resources (First Aid Kits, AEDs): _____

4. Other: _____



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