



Employee Contact List

Use this form to gather information on employees (and the business owner) so that each person can be contacted at any time or place. After you have entered all your employees, assign a number to *Call Order* for each employee. You may choose to sort your employee list alphabetically or by call order.

Maintain an up-to-date copy of contact information for each employee in an accessible and secure location.

*You can download copies of this form from: http://www.disastersafety.org/business_protection.
Save a blank version so you can make additional copies as needed.*

Name:				Call Order:	
Position:					
Key Responsibilities:					
Home Address:					
City, State, Zip:					
Home Phone:		Mobile Phone:			
Office Phone:		Pager/Beeper:			
Fax:					
Home E-mail:			Work E-mail:		
Certifications:	<input type="checkbox"/> First Aid		<input type="checkbox"/> CPR		
	<input type="checkbox"/> Emergency Medical Technician (EMT)		<input type="checkbox"/> Ham Radio		
	<input type="checkbox"/> Special Licenses:		<input type="checkbox"/> Other		
Emergency Contacts					
Local Emergency Contact:			Relationship:		
Phone:			Alternate Phone:		
Address:			E-mail:		
Out-Of-State Emergency Contact:			Relationship:		
Phone:			Alternate Phone:		
Address:			E-mail:		
Notes:					