

# Workplace Emergency Contacts Sheet



Fill out this form and place it by the phone to ensure you have all necessary contact details in case of an emergency, and visitors are aware of the numbers too. Additionally, input this information into your phone and Sat Nav system in your vehicle, if available. Adhere to all workplace policies and seek further information from your manager regarding specifics relevant to your workplace.

#	<b>In an emergency phone 999 or 112 without delay, keep your phone with you and tell them:</b>	
1	What service you require	
2	What has happened and what injury or illness has occurred	
3	What your address is	
4	Who you are and your phone number	
5	Ask them any questions you have, they can help you	
<b>Your Address – include your full address, postcode and any directions</b>		
<b>Business Name:</b>		
<b>Address:</b>		
<b>Postcode:</b>		
<b>Phone No:</b>		
<b>Special Directions:</b>		
<b>Reception dial:</b>		
<b>Manager Dial:</b>		
<b>Chemist Number:</b>		
<b>Taxi Number:</b>		
<b>Doctors Number:</b>		
<b>Hospital Number:</b>		
<b>Other:</b>		
<b>First Aiders:</b>	<b>Add the names and numbers of first aiders</b>	
1		
2		
3		
4		
5		