



# Emergency Event Contact Information

**Event:**

**Date of Event:**

The following emergency contact information must be filled completely, visibly posted where necessary, distributed to all crew members and available for quick reference to all.

Topic/Contact	Contact Info
<b>Location Info</b>	Address: Location on site (room #, field, etc.):
<b>Client Contact</b>	Name: Phone: Backup: Phone:
<b>Venue Onsite Contact</b>	Name: Phone: Backup: Phone:
<b>Senior Program Manager</b>	Name: Phone:
<b>Program Coordinator</b>	Name: Phone:
<b>Venue Emergency Contacts</b>	1 <sup>st</sup> Contact: Phone: Backup: Phone:
<b>Emergency Service Info:</b> A) Fire: B) Ambulance: C) Police: D) Onsite EMS:	A) Phone: B) Phone: C) Phone: D) Phone:
<b>Additional Contacts</b>	Name: Phone: Name: Phone:

**Emergency Shelter Location (Be precise in location instructions)**

**Regroup Location (in case of separation)**

### IN THE EVENT OF AN EMERGENCY

- Assess the issue and alert others (alarm, radio, etc.) Follow **Contingency Plans** if possible,
- Contact Emergency Services needed- EMS, Fire, Police, etc.
- Secure the area- Remain calm, comfort victims, separate unaffected people, assess potential for additional injuries
- Prepare for emergency services- inventory injuries and severity, clear space for accessibility to victims
- Distribute and collect **Incident Report Forms** from every party involved—staff, attendees, emergency workers, witnesses, etc. \*Ensure that all contact information is confirmed for follow up.\*

Form Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Event Code:

