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Emergency contact list template for construction site

The emergency contact list is a detailed record of the relevant telephone numbers and emergency authorities. Why do I need an emergency contact list? Emergency preparedness is a vital part of the business's business. When an emergency occurs, it is important to have key numbers published so that employees know who to contact to help resolve the issue safely. How do I use an emergency contact list? To publish lists of emergency contacts sent prominently to each site of work Ensure that staff are trained in all emergency contact lists In case of emergency, staff should contact the appropriate contact, make sure to include the relevant numbers of key staff (including health and safety representatives, supervisors, local authorities and emergency service providers) The following provides a list of templates, documents, articles and other resources to help you carry out the duties and management of your works department. The documents are expected to be amended to suit the style, needs and circumstances of the individual or company. These resources are not intended to replace a person's personality or professional, professional and skillful judgment. Each template, document and article and other resource should be evaluated in the context of the activity of the individual or his or her own daily activity. Individuals and companies must exercise a correct decision respecting the correctness and applicability of the material. Hard Hat Hunter is not responsible for any errors or omissions and expressly waives such liability. Imagine: business goes smoothly as usual when a sudden disaster strikes. Your office building experiences flooding at night, fire excess in the kitchen, or power unexpectedly stops and stops production. What are you doing now? This is when an emergency contact list enters the game. After the initial panic elements, you need to deal with the situation in a quick and sub-signal way. Knowing who you need to contact can help you deal with this stressful situation. But what should the list look like? What should be included and what should be left to? We have created a template to download, print and fill in conveniently for you. Download our emergency contact list template! What should you include in your list? Deciding what to include in the emergency contact list is very important because when something goes wrong, you want to make sure that all the information you need is in one place. It's also crucial that your list doesn't have too much in it, so don't sort through too much redundant information to find the data for you really need. Your company Getting things first, your business information should be the top entry in the list. This must include your company's name, address, location and phone number. While you I think you will remember these details, in a moment of panic you can forget valuable information, so it is better to be safe. So when you talk to emergency services, you will have all the details right in front of you. Your room manager If there is a problem with your building, the knowledge and experience of your facility manager, building owner or landlord may be useful. They will know the tent and outside the property and can reverse an emergency. It is important to include several forms of contact information, if possible, so that you have the best chance of reaching them immediately. Your contact list should also include emergency contact information for your employees. This is important for two reasons. First, your employees will need to know if something goes wrong with the business. Secondly, if the emergency involves one of your employees, you will need to contact their emergency contacts. That's why your list should include a phone number (and email address) for all employees, as well as an emergency contact for each employee. Emergency numbers Everyone knows to call 911 if a disaster occurs, but some other emergency services deserve a place on your contact list as well. This can include poison control, animal control, your alarm system and any other specific services you think you may need if things go wrong. Your insurance information If your business has suffered a loss, you will need to contact your insurer as soon as possible. Therefore, your emergency contact list should include your insurance company name, your policy number and the direct number of the claims team. This way you can quickly contact your insurer, start the claims process faster and start your business again. Utility numbers for gas, electricity and water services are valuable assets for your emergency contact list. They can be vital for reducing damage if your business experiences something like a gas leak or a pipe burst. Other useful contacts There are other numbers that can be useful for inclusion in your list, such as locksmiths, taxi companies, or tugboats. Having all the numbers you may need available is important, so do not waste valuable time searching for them. What additional numbers might be for you. After all, you know your business better than anyone. Being insured is important, also being prepared for an emergency is important, but also having an insurance policy that you can rely on. The right insurance policy for business can be the difference between a smooth recovery period and a rough one. To learn more about our business insurance offerings, visit our business Today! This blog is provided for information only and is not a substitute for professional advice. We don't do or guarantees as to the accuracy or completeness of the information and shall not be liable for losses arising from the reliance on the information. Make a list that you won't have to double-check with JotForm's free online list templates! Whether you keep track of wedding guests, medications, contact information, or daily tasks, do it in a professional spreadsheet, which also becomes the calendar view. Simply select a list template below that best suits your needs and enter your items in the finished spreadsheet. You can update and manage information on any device, and download, print, or share your lists immediately. If you want to customize one of the list templates below, do so with just a few clicks — you can add color-coded labels for an easier organization, upload files as receipts or contracts, and rearrange the custom touch layout. Once you've enter your list data from a computer, smartphone, or tablet, you'll have an easy-to-use spreadsheet designed to help you better track your items, increase performance, and keep your records organized online. - No, no, Power outage just closed your store during a crucial production run. Or maybe a midnight flood left your office three feet underwater, or an employee accidentally unleashed a computer virus. What's your next move? Emergencies are urgent by nature, and after the heartbeat will need to be triggered. This is where the right tool – such as a detailed list of emergency contacts – can make a big difference. Fortunately, our download template will help you create a report on your business needs. What to include in your list? Your business information should be the first record, including your company's name, address, location, and phone number. This information should be available, so when you talk to the emergency services, you can get the data arranged immediately. Are you ready to go? Download our emergency contact list template! Of course, there is much more to add to an emergency contact list other than your business information, regardless of the type or size of your business. Consider these key sections: Manager and employee information Problem with your building? Your owner or room manager can be an important ally when it comes to physical problems or damage to your workspace. Be sure to include several forms of contact information — after all, if you can't catch them right away, you may lose valuable recovery time. If the emergency situation is their emergency contacts will also need to be alerted. Including a contact number and email address – as well as an emergency contact for each employee – is a good idea. Emergency numbers 911 are an obvious emergency number, but not only does that deserve to be on your emergency contact list. Cases: Add poison control numbers, animal control, your company alarm system, and any other specific services you think you may need if things go wrong. Insurance information When your business is at risk of loss (or if one has already occurred), you will need to contact your insurer as soon as possible. Be sure to include the name of the insurance company, your policy number and the direct number of the claims team to start the claims process. If you are not sure that your current policy targets risks, check out our list of the most common types of business insurance. Utility utilities probably play a central role in their business, so it's important to keep your utilities up to date. Include gas, electricity and water suppliers numbers on your list, as these contacts can help reduce damage if you feel a gas leak or an burst pipe. Need help finalizing your list? Think about what our risk management service professionals have to offer. Other useful contacts You may need to contact other services as a result of an accident, such as locksmith, taxi companies, or tugboats. Play safely and include all the relevant services in this master list, so you won't have to frantically track the numbers when the time comes. Plan ahead to protect your business losses are difficult, and recovery can be a long way off. But you're not alone! The right insurance policy for business can help with everything from immediate cleaning to legal issues that arise after the dust is ed. The best way to get a well-tailored policy for your business is to work with a broker who really understands your industry. Find a broker in your area today! Today!

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