

Employee Contact List



Institute for Catastrophic
Loss Reduction
Building resilient communities

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.

Save a blank version of this form so you can make additional copies as needed.

Name	<input type="text"/>	Call Order	<input type="text"/>
Position	<input type="text"/>		
Key Responsibilities	<input type="text"/>		
Home Address	<input type="text"/>		
City, Province, Postal Code	<input type="text"/>		
Home Phone	<input type="text"/>	Mobile Phone	<input type="text"/>
Office Phone	<input type="text"/>	Pager/Beeper	<input type="text"/>
Fax	<input type="text"/>		
Home Email	<input type="text"/>	Work Email	<input type="text"/>
Certifications	<input type="checkbox"/> First Aid	<input type="checkbox"/> CPR	
	<input type="checkbox"/> Emergency Medical Technician (EMT)	<input type="checkbox"/> Ham Radio	
Special Licenses	<input type="text"/>	Other	<input type="text"/>

Emergency Contacts

Local Emergency Contact	<input type="text"/>	Relationship	<input type="text"/>
Phone	<input type="text"/>	Alternate Phone	<input type="text"/>
Address	<input type="text"/>	Email	<input type="text"/>
Out-of-Province Emergency Contact	<input type="text"/>	Relationship	<input type="text"/>
Phone	<input type="text"/>	Alternate Phone	<input type="text"/>
Address	<input type="text"/>	Email	<input type="text"/>
Notes	<input type="text"/>		



A program of the Insurance Institute
for Business & Home Safety