**Company K Emergency Contact Procedures**

**1. Purpose**

This document outlines the procedures and guidelines for managing emergency situations at Company K. The purpose is to ensure that employees know how to respond in emergencies, who to contact, and how to maintain safety and security.

**2. Scope**

This policy applies to all employees, contractors, and visitors at Company K. It includes procedures for various types of emergencies, including medical, fire, security, and natural disasters.

### **3. Emergency Contact Procedures**

**3.1 Types of Emergencies**

**3.1.1 Medical Emergencies**

* **Description**: Situations requiring immediate medical attention.
* **Procedure**:
  1. **Contact**: Call emergency services by dialing 911 or the local emergency number.
  2. **Inform**: Notify the office manager or facilities team immediately.
  3. **First Aid**: Provide first aid if trained and safe to do so.
  4. **Document**: Record the incident and actions taken for reporting.

**3.1.2 Fire Emergencies**

* **Description**: Situations involving fire or smoke.
* **Procedure**:
  1. **Alert**: Activate the nearest fire alarm if not already sounding.
  2. **Evacuate**: Follow the building’s evacuation plan and exit the premises using the nearest exit.
  3. **Call**: Contact emergency services by dialing 911.
  4. **Inform**: Notify the office manager or facilities team.
  5. **Account**: Ensure everyone is accounted for at the designated assembly point.

**3.1.3 Security Emergencies**

* **Description**: Situations involving threats to safety or security (e.g., intrusions, threats).
* **Procedure**:
  1. **Secure**: Lock doors and secure areas if possible.
  2. **Contact**: Call emergency services by dialing 911.
  3. **Inform**: Notify security personnel or the office manager.
  4. **Follow**: Follow instructions from security personnel or law enforcement.

**3.1.4 Natural Disasters**

* **Description**: Events such as earthquakes, floods, or severe weather.
* **Procedure**:
  1. **Seek Shelter**: Follow safety procedures specific to the type of disaster (e.g., shelter in place for earthquakes).
  2. **Inform**: Notify the office manager or facilities team.
  3. **Evacuate**: Evacuate the building if instructed by authorities or if safe to do so.
  4. **Account**: Ensure everyone is accounted for at the designated assembly point.

### **4. Emergency Contacts**

**4.1 Internal Contacts**

**4.1.1 Emergency Response Team**

* **Role**: Coordinate emergency response and ensure safety.
* **Contact**:
  + **Name**: John Doe, Safety Officer
  + **Phone**: (555) 987-6543
  + **Email**: safety-officer@companyk.com

**4.1.2 Facilities Management**

* **Role**: Manage building safety and maintenance.
* **Contact**:
  + **Name**: Jane Smith, Facilities Manager
  + **Phone**: (555) 234-5678
  + **Email**: facilities@companyk.com

**4.1.3 Security Personnel**

* **Role**: Handle security-related issues and emergencies.
* **Contact**:
  + **Name**: Mark Johnson, Security Lead
  + **Phone**: (555) 345-6789
  + **Email**: security@companyk.com

**4.2 External Contacts**

**4.2.1 Emergency Services**

* **Role**: Provide immediate assistance in emergencies.
* **Contact**:
  + **Phone**: 911 (or local emergency number)

**4.2.2 Local Hospital**

* **Role**: Provide medical care in emergencies.
* **Contact**:
  + **Name**: City Hospital
  + **Phone**: (555) 678-9012
  + **Address**: 123 Main St, City, State, ZIP

**4.2.3 Fire Department**

* **Role**: Respond to fire emergencies.
* **Contact**:
  + **Name**: City Fire Department
  + **Phone**: (555) 789-0123
  + **Address**: 456 Elm St, City, State, ZIP

**4.2.4 Police Department**

* **Role**: Handle security and law enforcement issues.
* **Contact**:
  + **Name**: City Police Department
  + **Phone**: (555) 890-1234
  + **Address**: 789 Oak St, City, State, ZIP

### **5. Emergency Procedures**

**5.1 Training and Drills**

* **Description**: Regular training and drills to prepare employees for emergencies.
* **Schedule**: Annual emergency drills and quarterly training sessions.
* **Contact**: For scheduling and additional information, contact the Safety Officer at safety-officer@companyk.com.

**5.2 Emergency Kits**

* **Description**: Kits containing essential supplies for emergency situations.
* **Contents**: First aid supplies, flashlights, batteries, emergency contact list.
* **Location**: Emergency kits are located in common areas and designated safe rooms.

**5.3 Communication**

* **Description**: Methods for communicating during an emergency.
* **Channels**: Emergency notifications will be sent via email, SMS, and public address system.

### **6. Continuous Improvement**

**6.1 Feedback**

* **Surveys**: Provide feedback on emergency procedures and response effectiveness.
* **Suggestions**: Submit suggestions for improvements to safety-officer@companyk.com.

**6.2 Review**

* **Updates**: Regularly review and update emergency contact procedures based on feedback and changes in regulations.