Supervisor’s Staff Roster for Workplace Emergencies

The roster below should be updated frequently. Keep a printed copy with you or in a safe location to reference in an emergency.

| **Supervisor Name:** |  | **Organization:** |  |
| --- | --- | --- | --- |
| **Assembly Area Location:** |  | **Check in Point:** |  |

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| --- | --- | --- |
| Role | Name | Contact Info |
| Occupant Emergency Coordinator (OEC) |  |  |
| IC Emergency Coordinator (IC-EC) |  |  |
| Assembly Area Coordinator (if applicable) |  |  |
| Other: |  |  |

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| Name and  Contact Info | | | Schedule and Location | | | | | | | | | |
| **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** |
| *John Doe (example)*  *301-123-4567* | | | *TW* | *Bldg 2 8:00-4:30* | *TW* | *TW* | *TW* | *TW* | *TW* | *Bldg 2 8:00-4:30* | *TW* | *TW* |
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| **Supervisor Name:** |  | **Organization:** |  |

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| Name and  Contact Info | | | Schedule and Location | | | | | | | | | |
| **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** |
| *John Doe (example)*  *301-123-4567* | | | *TW* | *Bldg 2 8:00-4:30* | *TW* | *TW* | *TW* | *TW* | *TW* | *Bldg 2 8:00-4:30* | *TW* | *TW* |
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