



Employee Directory Emergency Procedure

This Employee Directory Emergency Procedure applies to all Employees of the business.

The objective of the procedure is to establish clear procedures in case of an emergency with another employee.

The requirement is for all staff to comply with the Employee Directory Emergency Procedure.

Procedures

If there is an emergency with any staff members, please refer to the Employee Directory on Monday.com.

Emergency contacts & medical information can be found here.



Purpose

To ensure swift and effective response during emergencies involving staff members, the following procedures must be followed.

Objective

To ensure all appropriate response in case of emergency with employees.

Requirements

- 1. Accessing the Employee Directory:**
 - In the event of an emergency involving any staff member, immediately refer to the Employee Directory on Monday.com.
- 2. Finding Emergency Contacts and Medical Information:**
 - Locate the relevant staff member's profile in the Employee Directory.
 - Review the emergency contacts and any available medical information listed.
- 3. Taking Appropriate Action:**
 - Contact the listed emergency contacts to inform them of the situation.
 - Provide necessary medical information to first responders or medical personnel, if applicable.

Example Steps:

- 1. Emergency Occurrence:**
 - Identify the staff member in need of emergency assistance.
- 2. Access Employee Directory:**
 - Log in to Monday.com.
 - Navigate to the Employee Directory.
- 3. Locate Information:**
 - Find the profile of the staff member involved.
 - Review emergency contact details and any medical information provided.
- 4. Contact Emergency Contacts:**
 - Use the provided contact information to reach out to the staff member's emergency contacts.
 - Inform them of the situation and any steps being taken.
- 5. Share Medical Information:**
 - If required, share the staff member's medical information with first responders or medical personnel to ensure they receive appropriate care.

By following these procedures, we ensure that emergencies involving staff members are handled promptly and effectively, with the necessary information readily available.

Review and Updates

This policy will be reviewed annually to ensure it remains relevant and effective. Updates will be communicated to all team members as necessary.

