



Annual Business Meeting & Training Seminar
 Double Tree by Hilton Hotel Boston North Shore
 50 Ferncroft Road
Danvers, Massachusetts
Phone: (978) 777-2500
Emergency Contact Form

Section A.

Name:		Home Address:	
Last	First	MI	
Home #:		Cell Phone #:	
Are you staying at this hotel?		No	(See Section D. below)
		Yes	

Section B.

Allergy or Special Medical Need(s): (Use back if more space is needed)	Medicines: Note dosages if known

Will you need assistance in an evacuation situation? Please explain.

Section C.

1st Emergency Contact:		2nd Emergency Contact:	
Name:		Name:	
Phone #:		Phone #:	
Cell Phone #:		Cell Phone #:	
Relationship:		Relationship:	

Section D. (Complete only if you are NOT staying at this hotel)

Hotel Name:		Hotel Phone # & Room # :	
Hotel Address:			

NOTE: Information obtained for the purpose of this event and only will be used in case of an emergency. This document will be destroyed at the close of this conference.