*The decision regarding who to contact during an emergency is often dependent on the nature and severity of the developing crisis. When a crisis occurs, being able to communicate quickly with all affected stakeholders is critical. Use this form to record contact information for people who should be notified when a crisis develops.*

Where possible, include an alternate number as during a wide-scale event, primary contact numbers are often overwhelmed. Attempt to gather information for out-of-the-area points of contact, such as a relative or friend, for key organizational contacts. These individuals may be able to locate an individual in the event of a wide-scale emergency that results in a breakdown of normal contact patterns and relocation of individuals and businesses.

 **Management Contact Information** (Repeat as often as needed)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Name** | **Primary Phone #** | **Secondary #** | **Out of Area #** | **Email Address** |
| **John Doe** | **555-555-5555** | **555-555-5555** | **555-555-5555** | **jdoe@gmail.com** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Emergency Response Team Contact Information** (Repeat as often as needed)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team Member** | **Primary #** | **Secondary #** | **Email Address #** | **Alternative Contact** |
| **John Doe** | **555-555-5555** | **555-555-5555** | **jdoe@gmail.com** | **jdoe@gmail.com** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Key Vendors and Contractors Contact Information** (Repeat as often as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Name** | **Primary #** | **FAX Number** | **Email Address** |
| **John Doe** | **555-555-5555** | **555-555-5555** | **jdoe@gmail.com** |
|  |  |  |  |

**Damage and Restoration Services Contact Information** (Repeat as often as needed)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company Name** | **Contact** | **Primary #** | **Email Address** | **Location** |
| **Doe Company** | **John Doe** | **555-555-5555** | **jdoe@gmail.com** | **Street Address** |
|  |  |  |  |  |

**Poison Control Contact Information** (Repeat as often as needed)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Primary Phone #** |  |  |  |  |
| **555-555-5555** |  |
|  |  |

**Information Technology Support Contact Information** (Repeat as often as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** | **Primary Contact** | **Email Address** | **Primary #** |
| **John Doe Co.** | **Joseph Doe** | **jdoe@gmail.com** | **555-555-5555** |
|  |  |  |  |

**Local Hospital Emergency Room Contact Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Primary #** | **Hospital Address** |  |  |  |
| **555-555-5555** |  |
|  |  |

**Fire Department Contact Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Primary #** |  |  |  |  |
| **555-555-5555** |  |
|  |  |

**Law Enforcement Contact Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Primary #** |  |  |  |  |
| **555-555-5555** |  |
|  |  |

**Insurance Agency Contact Information** (Repeat as often as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** | **Primary Contact** | **Email Address** | **Policy #** |
| **Doe Insurance** | **Joe Doe** | **jdoe@gmail.com** | **ABC123-57** |
|  |  |  |  |

**Legal Services Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** | **Primary Contact** | **Email Address** | **Primary #** |
| **Doe at Law** | **Joe Doe** | **jdoe@gmail.com** | **555-555-5555** |
|  |  |  |  |

**Other Services Contact Information** (Repeat as often as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** | **Primary Contact** | **Email Address** | **Primary #** |
| **John Doe Co.** | **Joseph Doe** | **jdoe@gmail.com** | **555-555-5555** |
|  |  |  |  |

**Employee Call Tree**

* For organizations with less than 50 personnel, call trees can be an effective means of conveying vital information quickly. A call tree is a telecommunications notification chain. The call tree should have one coordinator for each organizational structure. The call tree coordinator will ensure that all members of their departments or areas are included on a call tree chart.
	+ Because privacy is a concern, take special care when distributing personal information. Creating charts for each office within your organization and allowing only immediate coworkers and supervisors access to contact information can help maintain a level of privacy.
* Organizations with more than 50 personnel should consider acquiring an automated call notification and alerting tool.

**Employee Contact Information** (Repeat as often as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name** | **Primary Phone #**  | **Secondary #** | **Out of Area #** |
| **John Doe** | **555-555-5555** | **555-555-5555** | **555-555-5555** |
| **Person to be Called Next** | **Primary Phone #**  | **Secondary #** | **Out of Area #** |
| **John Doe** | **555-555-5555** | **555-555-5555** | **555-555-5555** |
| **John Doe** | **555-555-5555** | **555-555-5555** | **555-555-5555** |
| **John Doe** | **555-555-5555** | **555-555-5555** | **555-555-5555** |