# **Sample Contact Lists**

***Sample*** Staff Contact List (Section II, Identifying Roles - Question 2)

|  |  |  |  |
| --- | --- | --- | --- |
| Staff Name | Title / Responsibility (Including Chain of Command) | Home / Cell Number | Personal Email Address |
|  |  |  |  |
|  |  |  |  |

***Sample*** Vendor Contact List (Section II, Identifying Roles, External Partners - Question 2)

|  |  |  |
| --- | --- | --- |
| Vendor | Resource/Service Provided | Contact Information |
|  |  |  |
|  |  |  |

***Sample*** Emergency Contact Information

|  |  |
| --- | --- |
| **Emergency Contact Information Dial 911 in an emergency** | |
| NON-EMERGENCY Police PHONE NUMBER: | Electricity Provider & phone number: |
| Non-emergency Fire PHONE NUMBER: | Gas Provider & PHONE NUMBER: |
| Insurance Provider & PHONE NUMBER: | water Provider & PHONE NUMBER: |
| OTHER (PROPERTY MANAGEMENT) & PHONE NUMBER: | Other (Food Supplies Vendor) & PHONE NUMBER: |
| Other (HazMat Spill Clean-Up) & PHONE NUMBER: | Other (property security) & PHONE NUMBER: |
| Other (IT support) & PHONE NUMBER: | Other (bank) & PHONE NUMBER: |
| Other (Hospital) & PHONE NUMBER: | Other (Transporation) & PHONE NUMBER: |
| Other: | Other: |