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: