|  |  |
| --- | --- |
| The Primary/Alternate contact will be notified by: |  |
|  | Direct supervisor of Unit or their designee |

The Primary/Alternate contact will make at least INSERT NUMBER attempts over a period of INSERT NUMBER hours to notify each of the following persons, at any/all of the numbers listed:

|  |  |  |
| --- | --- | --- |
| **Name & Email** | **Contact Numbers** | **Contact Date and Time**  **(To be completed at time of emergency)** |
| **Primary Contact 1** (Calls List 1) | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
| **Alternate Contact 1** (Calls List 1) | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
| **Primary Contact 2** (Calls List 2) | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
| **Alternate Contact 2** (Calls List 2) | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |

**NOTE:** If needed additional Primary and Alternate Contacts can be added to this list by adding rows to the table.

**Contact 1 notifies the following individuals:**

|  |  |  |
| --- | --- | --- |
| **Name & Email** | **Contact Numbers** | **Contact Date and Time**  **(Completed at time of emergency)** |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
|  | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
|  | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
|  | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
|  | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
|  | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |

**NOTE:** If needed additional Primary and Alternate Contacts can be added to this list by adding rows to the table.

**Contact 2 notifies the following individuals:**

|  |  |  |
| --- | --- | --- |
| **Name & Email** | **Contact Numbers** | **Contact Date and Time**  **(Completed at time of emergency)** |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
|  | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
|  | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
|  | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
|  | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |
|  | | |
| **INSERT NAME** | Work | Date: |
| Home |
| **INSERT EMAIL** | Cell | Time: AM/PM |
| Other |

**NOTE:** If needed additional Primary and Alternate Contacts can be added to this list by adding rows to the table.