

EXTERNAL NOTIFICATION FORM--MASTER

EMERGENCY CONTACTS

A. Fire/EMT Department

Contact:

Telephone _____

Fax _____

Radio frequency _____

B. Police Department

-Local

Contact:

Telephone _____

Fax _____

Radio frequency _____

-State

Contact:

Telephone _____

Fax _____

Radio frequency _____

C. Highway department/Public works

-Local

Contact:

Telephone _____

Fax _____

Radio frequency _____

-State

Contact:

Telephone _____

Fax _____

Radio frequency _____

D. Neighbors (homes/businesses possibly evacuated in case of emergency)

Contact:

Address _____

Home phone _____

Work phone _____

Cell phone _____

Contact:

Address _____

Home phone _____

Work phone _____

Cell phone _____

Contact:

Address _____

Home phone _____

Work phone _____

Cell phone _____

E. Red Cross and other shelter/aid providers

Contact:

Telephone _____

Fax _____

Cell _____

F. Federal and state emergency management offices

Contact:

Telephone _____

Fax _____

Cell _____

G. State forest or environmental officials

Contact:

Telephone _____

Fax _____

Cell _____

H. Federal forest or environmental officials

Contact:
Telephone _____
Fax _____
Cell _____

I. Search and rescue groups

Contact:
Telephone _____
Fax _____
Cell _____

J. Local and regional hospitals/trauma centers

Contact:
Telephone _____
Fax _____
Cell _____

K. Local and regional airports/heliports

Contact:
Telephone _____
Fax _____
Cell _____

L. Other Local and Recreational Activity Companies

Contact:
Telephone _____
Fax _____
Cell _____

Contact:
Telephone _____
Fax _____
Cell _____

Contact:

Telephone _____

Fax _____

Cell _____

Corporate Contacts

A. Corporate headquarters

President:

Telephone _____

Private line _____

Fax _____

Cell phone _____

Home phone _____

Email _____

Executive assistant to president:

Telephone _____

Private line _____

Fax _____

Cell phone _____

Home phone _____

Email _____

Chief Operating Officer

Telephone _____

Private line _____

Fax _____

Cell phone _____

Home phone _____

Email _____

B. Outside public relations counsel

Telephone _____

Private line _____

Fax _____

Cell phone _____

Home phone _____

Email _____

C. Local/regional trade association

President:

Telephone _____
Private line _____
Fax _____
Cell phone _____
Home phone _____
Email _____

Public relations director:

Telephone _____
Private line _____
Fax _____
Cell phone _____
Home phone _____
Email _____

D. National trade association

President:

Telephone _____
Private line _____
Fax _____
Cell phone _____
Home phone _____
Email _____

Public relations director

Telephone _____
Private line _____
Fax _____
Cell phone _____
Home phone _____
Email _____

E. Attorney

Telephone _____
Private line _____
Fax _____
Cell phone _____
Home phone _____
Email _____

F. Insurance

--Liability

Telephone _____
Private line _____
Fax _____
Cell phone _____
Home phone _____
Email _____

-Property

Telephone _____
Private line _____
Fax _____
Cell phone _____
Home phone _____
Email _____

BRAINSTORM: What other outside corporate or company-related entities does your resort associate with that might be helpful during a crisis?