American Red Cross
Ready Rating™

Sample Emergency Contact Form

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 on people who should be notified when a crisis develops.

Where possible, include an alternative number since in a wide-scale event, primary contact numbers are often initiated with requests and are 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.

CONTENTS

American Red Cross

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

American Red Cross

Adaptation by _____ .

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 #	
1 (800) 222-1222	

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	

American Red Cross

Adaptation by _____.

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	

American Red Cross

American Red Cross
Ready Rating™

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

American Red Cross

Employee Call Tree

- For organizations with less than 50 employees, call trees can be an effective means of conveying vital information quickly.

- Organizations with more than 50 employees should consider acquiring an automated call notification and alerting tool.

Employee Contact Information

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

(Repeat as often as needed)

American Red Cross