

Making an Emergency Contact List

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In this chapter, you will learn the following to World Class CAD Networking standards:

1. Identifying the Emergency Response Organizations
2. Creating an Emergency Contact List

Making an Emergency Contact List

The Disaster Recovery Plan should contain a list of organizations that can be contacted in case of an emergency. Some of these groups are obvious such as the police and fire departments, but the others are numbers that can be called if the primary emergency notification system is down due to a local disaster. Other groups are part of the county, state, and federal government emergency management departments.

Emergency Organizations

- Police for security
- Fire department for medical and fire
- Environmental Protection Agency (EPA) for spills
- Local hospital for emergency room services
- County Emergency Management Agency
- State Emergency Management Agency
- Federal Emergency Management Agency

Figure 3.1 – Emergency Organizations

We would want to contact these organizations in a sequence, since not every disaster can be considered to have regional or national importance. In most cases, the local first responders have sufficient resources to handle the emergency.

Making an Emergency Contact List

In a word processing program, we create a new document. We type “Company Confidential” for the header. We then input “Emergency Contact List” for the document title.

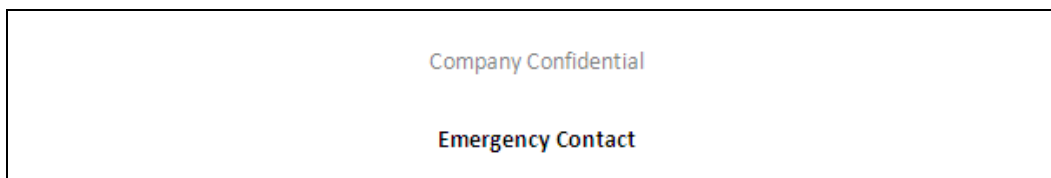


Figure 3.2 – Header and Document Title

Next, we insert a two column and one row table. We will type “Emergency Contact:” in the left cell of the table and “9-1-1” in the right cell of the table.

Keeping the Network Safe

Company Confidential	
Emergency Contact	
Emergency Contact:	9-1-1

Figure 3.3 – Emergency Contact Primary Number

We place our cursor on the right side of row one of the table and press Enter twice to add two rows. We input the station number, address and phone numbers for the precinct. We can use the address to locate the station in case that the telephone system is down because of the disaster.

Company Confidential	
Emergency Contact	
Emergency Contact:	9-1-1
Police:	Precinct 7, 5030 Ulry Road, Columbus, Ohio 43207 614-645-4545 , 614-645-1407

Figure 3.4 – Police Precinct

We can add additional rows to the table to add more emergency contacts. We then will add the fire department, the local hospital emergency room, the Environmental Protection Agency (EPA) office for spills, the county emergency management agency, the state emergency management agency, and the federal government emergency management agency.

We can turn of the border on the table if you do not wish to see the lines and the list will appear as shown in figure 3.5.

The Emergency Contact list should be in front of the DRP binder.

Keeping the Network Safe

Company Confidential	
Emergency Contact	
Emergency Contact:	9-1-1
Police:	Precinct 7, 5030 Ulry Road, Columbus, Ohio 43207 614-645-4545, 614-645-1407
Fire:	Station 28, 3240 McCutcheon Road, Columbus, OH, 43230 614-645-6011
Mount Carmel East:	6000 East Broad St., Columbus Ohio 43213 614-234-6000(main) and 614-234-6010 (emergency)
EPA:	50 WestTown Street, Suite 700 Columbus, OH 43215 1-800-282-9378, 614-644-2924
Franklin County Emergency Management and Homeland Security	5300 Strawberry Farms, Columbus, OH 43230 614-794-0213 Michael R. Pannell, Director
Ohio Emergency Management Agency	2855 West Dublin-Granville Road, Columbus, Ohio 43235-2206 614-889-7150
FEMA:	1-800-621-3362

Figure 3.5 – Emergency Contact List

World Class CAD Challenge 81-03 - Create a one page emergency contact list that has phone numbers and addresses for the police and fire department, the local hospital emergency room, the Environmental Protection Agency (EPA) office for spills, the county emergency management agency, the state emergency management agency, and the federal government emergency management agency. Repeat this exercise two more times to maintain your World Class ranking.