Emergency Contact List Template

Community Emergency Preparedness Plan

Introduction:

This emergency contact list is designed to provide essential contact information for key individuals and organizations that may need to be reached during an emergency. It includes contacts for emergency services, local authorities, utility companies, and other relevant entities.

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1. Personal Information:

- **Name:**
- **Address:**
- **Phone Number:**
- **Email:**
- **Emergency Contact Person:**
    - **Name:**
    - **Relationship:**
    - **Phone Number:**
    - **Email:**

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2. Emergency Services:

Service	Organization/Person	Phone Number	Email	Additional Notes
Police Department	[Local Police Department]	[Phone Number]	[Email]	[Notes]
Fire Department	[Local Fire Department]	[Phone Number]	[Email]	[Notes]
Ambulance Service	[Local Ambulance Service]	[Phone Number]	[Email]	[Notes]
Emergency Management	[Local Emergency Management]	[Phone Number]	[Email]	[Notes]
Poison Control	[Poison Control Center]	[Phone Number]	[Email]	[Notes]
Animal Control	[Animal Control Service]	[Phone Number]	[Email]	[Notes]

3. Local Authorities:

Authority	Organization/Person	Phone Number	Email	Additional Notes
Mayor's Office	[Mayor's Office]	[Phone Number]	[Email]	[Notes]
City Council	[City Council]	[Phone Number]	[Email]	[Notes]
Health Department	[Health Department]	[Phone Number]	[Email]	[Notes]
Public Works	[Public Works Department]	[Phone Number]	[Email]	[Notes]
Social Services	[Social Services Department]	[Phone Number]	[Email]	[Notes]

4. Utility Companies:

Utility	Company	Phone Number	Email	Additional Notes
Electricity	[Electricity Company]	[Phone Number]	[Email]	[Notes]
Gas	[Gas Company]	[Phone Number]	[Email]	[Notes]
Water	[Water Company]	[Phone Number]	[Email]	[Notes]
Sewage	[Sewage Company]	[Phone Number]	[Email]	[Notes]
Telephone	[Telephone Company]	[Phone Number]	[Email]	[Notes]
Internet	[Internet Service Provider]	[Phone Number]	[Email]	[Notes]

5. Schools and Childcare:

Institution	Contact Person	Phone Number	Email	Additional Notes
School District Office	[School District Office]	[Phone Number]	[Email]	[Notes]
Elementary School	[Elementary School]	[Phone Number]	[Email]	[Notes]
Middle School	[Middle School]	[Phone Number]	[Email]	[Notes]
High School	[High School]	[Phone Number]	[Email]	[Notes]
Daycare Center	[Daycare Center]	[Phone Number]	[Email]	[Notes]

6. Healthcare Facilities:

Facility	Contact Person	Phone Number	Email	Additional Notes
Hospital	[Hospital Name]	[Phone Number]	[Email]	[Notes]
Clinic	[Clinic Name]	[Phone Number]	[Email]	[Notes]
Pharmacy	[Pharmacy Name]	[Phone Number]	[Email]	[Notes]
Urgent Care	[Urgent Care Center]	[Phone Number]	[Email]	[Notes]
Mental Health Services	[Mental Health Services]	[Phone Number]	[Email]	[Notes]

7. Other Important Contacts:

Contact	Organization/Person	Phone Number	Email	Additional Notes
Red Cross	[Red Cross Office]	[Phone Number]	[Email]	[Notes]
Local Shelter	[Local Shelter]	[Phone Number]	[Email]	[Notes]
Volunteer Organizations	[Volunteer Organization]	[Phone Number]	[Email]	[Notes]
Media Contacts	[Local Media]	[Phone Number]	[Email]	[Notes]
Others	[Other Contacts]	[Phone Number]	[Email]	[Notes]

Instructions:

1. Fill in the contact information for each category as completely as possible.
2. Update this list regularly to ensure all information is current and accurate.
3. Distribute copies to key personnel and keep a copy accessible in your emergency kit.

Prepared by: [Your Name]
Emergency Management Coordinator
[Community Name]
[Date]

This template provides a structured format for compiling essential contact information needed during an emergency. It includes sections for emergency services, local authorities, utility companies, schools, healthcare facilities, and other important contacts.