

WORKSHEET #37: PERSONNEL CONTACT LIST (RAPID RECALL LIST)

The Personnel Contact List is a short document with a cascade call list and other critical phone numbers. The cascade list should include COOP team members, key personnel, organization management and emergency personnel, both inside and outside the organization. The POC will activate the list and initiate the first contact with the organization head and COOP Team.

Employee Cascade List	Email Address	Work #	Home #	Cellular or Pager #			
Organization Head							
COOP Team							
• Employee A							
• Employee B							
• Employee C							
• Employee D							
• Employee E							
Key Personnel & Management							
• Employee I							
• Employee J							
• Employee K							
• Employee L							
• Employee M							
Emergency Personnel		Phone Number(s)					
Fire Department							
Police Department							
Ambulance/Emergency Medical Services							
NC Emergency Operating Center							
Employee Emergency Hotline							
Alternate Facility Contacts							

This worksheet is from the Maryland Emergency Management Agency (MEMA) Continuity of Operations Planning Manual.