
6. Record of Distribution

The **All Hazards Emergency Plan** has been distributed to individual administrative personnel and departments within the facility and corporation (if applicable), as well as other relevant organizations, including but not limited to local emergency responders, municipal, township, county, and state agencies. It is important to track distribution to help ensure the reliability, continuity, and security of this Plan. The following chart shall be utilized to maintain a record of distribution.

Record of Distribution

Individual Name/Facility Department/Outside Organization	Date Distributed

7. Organizational Chart/ Recall Roster/ Emergency Information

The following is a snapshot of the daily operation and levels of authority within _____ (facility name).

The organizational chart will also serve as a recall roster/call structure, which shall be updated regularly. The Recall Roster shall be activated during an emergency situation.

Facility is to insert its Organizational Chart on the next page(s) with the phone numbers listed below each position of at least the management/supervisory personnel, so a call structure (Recall Roster) can be initiated when needed.