
Disaster Notification/Communications

The Public Relations and Communications Coordinator will notify Foundation personnel of plan activation and event status using the following methods:

- Employee/board call/e-mail tree
- Phone forwarding
- Employee hotline (1-800 or local number)
- Conference call bridge (determine vendor)
- Web site as information center (document vendor and instructions/passwords)
- Media contacts (See Appendix C – List of Key Service Providers)

See Appendix E for telecommunications information. <Complete the attached list, keep it electronically and assign someone to be responsible for maintaining the list. If you decide to keep a hard copy, consider using a color so it will stand out.