**Crisis/ emergency Communications**

understands the importance of clear communication in an crisis/ emergency situation.

The Crisis/ emergency Operations Center will be stocked with cellphones and laptops and equipped with wireless internet. It will be equipped with a backup generator to ensure Internet access even if the power goes out.

**Notification**

will ensure that all employees know the proper notification procedures for a variety of scenarios.

Employees should report an crisis/ emergency by contacting <Employee name>. In the event <Employee name> is not available, employees should contact <Employee name>.

To aid employees in their notification efforts, will post crisis/ emergency telephone numbers <Location> and provide the crisis/ emergency contact list of employees (the phone tree) <Location>.

The designated employees, <Employee name>, < Employee name> and <Employee name> are responsible for monitoring the local radio/weather report in the event that bad weather is approaching.

In the event of an crisis/ emergency that requires a facility-wide evacuation, will send out the following announcement to all employees:

* Due to a developing crisis/ emergency, asks you to please calmly exit the building and reconvene at our designated meeting point located at <Address>. Bring with you only that which is necessary, such as medication or clothing for inclement weather. Assist your co-workers in assuring that your area of the building is completely evacuated and that everyone is calmly heading for the company meeting spot. We will release more information at that time. Thank you.

**Warning**

has the following warning system to alert all employees: <Warning system details>. We will test the warning system and record the results <Number> times a year.

The warning will sound like <Warning sound> and look like <Warning visual>. To help alert people with certain disabilities that may have difficulty perceiving the warning, we have augmented our warning system to include <Warning accommodations>.

Crisis/ emergency exits will be marked with <Exit signage details> to attract attention and guide evacuating employees.

When customers or other visitors are also in the building when a warning is issued, employees should do the following to ensure everyone evacuates safely: <Customer evacuation procedure>.

**Confidentiality Requirements**

<Existing agreements with other companies or vendors that require confidentiality>

**Organizational Chart**

<Organizational chart>

**Customer Lists**

<Customer lists>

**Utility Provider Information**

<Utility provider information>

**Suppliers and Equipment Providers**

<Supplier and equipment provider information>