Security Services

135 Building / Room 500 Emergency Notification Checklist

Incident #

CCO	Date	Time	
Caller	Tx		
Address	Location	City	State

Calling Procedures: ALL individuals are to be notified. **At least one person must be spoken to directly.**

Individual		Office Pager Home	Time Called	Time Contacted	Left Message or Direct Contact
Person #1	Office	**555-1234**			
	Pager	**Pager PIN 1426063**			
	Home	**123-345-5678**			
Person #2	Office	**555-5555**			
	Pager PIN	**1425984**			
	Home	**20-123-5689**			
Person # 3	Office	**323-5656**			
	Pager	**1426035**			
	Home	**123-456-7894**			
Person #4	Office	**323-1134**			
	Pager	**1426068**			
	Home	**123-456-7894**			
Person # 5	Office	**323-4455**			
	Pager	**1426078**			
	Home	**847-123-5555**			
Person # 6	Office	**323-1234**			
	Pager	**1426195**			
	Home	**123-555-7897**			
Person # 7	Office	**555-5566**			
	Pager	**none**			
	Home	**323-123-4567**			
Person # 8	Office	**323-5555**			
	Pager	**none**			
	Home	**232-456-8888**			

Contact	Time	Special Instructions