



## INSTRUCTIONS

**PURPOSE.** This form is designed to provide management with the names, agency, addresses and telephone numbers of key persons who are to be contacted in emergencies to cope with civil disturbances, fires, utility failures, and other types of emergency conditions.

**PREPARATION.** In cases where the list is lengthy, consider preparing more than one list (i.e., a list for fire, police, FBI, U.S. Attorney, U.S. Marshall, Bomb Squad, etc, a list of numbers for Field or Regional Office Personnel, etc.). List to be updated periodically as required. Check box in Item 1 when applicable on date of preparation.

**DISTRIBUTION.** This form is designed to be kept at the Guards' Desk; however it should be beneficial for key persons such as Building Managers to have an individual copy of the form. The offices which receive listings and the distribution should be made according to local requirements.