

Notification/Coordination Roster

Use this worksheet to identify organizations and individuals who should be contacted/coordinated with in the event of an emergency. Be sure to include both day and evening contact information.

Group	Notifications (check those that apply)	Contact	
		Who	How (Day/Evening)
Local and County	<input type="checkbox"/> City / county health department officer		
	<input type="checkbox"/> City / county health department public information officer		
	<input type="checkbox"/> City mayor / county commissioners public information officer		
	<input type="checkbox"/> City / county hospital public information department head		
	<input type="checkbox"/> City / county fire, police public information office		
	<input type="checkbox"/> Other		
State Government	<input type="checkbox"/> State health director		
	<input type="checkbox"/> State health director's public information officer		
	<input type="checkbox"/> Governor's office, press officer		
	<input type="checkbox"/> Elected officials		
	<input type="checkbox"/> Other		
Federal Government	<input type="checkbox"/> Elected officials		

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	Centers for Disease Control and Prevention (notification chain)		
	<input type="checkbox"/> Center level, associate director of communication		
	<input type="checkbox"/> Director, Media Relations Division		
	<input type="checkbox"/> Director, CDC office of the director, office of communication		
	<input type="checkbox"/> CDC, Washington		
	<input type="checkbox"/> Office of Legal Counsel		
	<input type="checkbox"/> HHS Assistant Secretary for Public Affairs		
	Within CDC (depending on event)		
	<input type="checkbox"/> Associate director for minority health		
	<input type="checkbox"/> Associate director for science		
	<input type="checkbox"/> Freedom of Information Act office		
	<input type="checkbox"/> Information resources management office		
	<input type="checkbox"/> Management analysis and services office		

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	<input type="checkbox"/> National Vaccine Program Office		
	<input type="checkbox"/> Office of Global Health		
	<input type="checkbox"/> Office of Health and Safety		
	<input type="checkbox"/> Office of Women's Health		
	<input type="checkbox"/> Epidemiology Program Office		
	<input type="checkbox"/> National Center for Chronic Disease Prevention and Health Promotion		
	<input type="checkbox"/> National Center for Environmental Health		
	<input type="checkbox"/> Office of Genetics and Disease Prevention		
	<input type="checkbox"/> National Center for Health Statistics		
	<input type="checkbox"/> National Center for HIV, STD, and TB Prevention		
	<input type="checkbox"/> National Center for Infectious Diseases		
	<input type="checkbox"/> National center for Injury Prevention and Control		
	<input type="checkbox"/> National Immunization Program		

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	<input type="checkbox"/> National Institute for Occupational Safety and Health		
	<input type="checkbox"/> Public Health Practice Office		
	<input type="checkbox"/> Other		

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Other national agencies to notify (depending on event)	<input type="checkbox"/> Public Health Service, Office of Surgeon General		
	<input type="checkbox"/> National Institutes for Health		
	<input type="checkbox"/> Food and Drug Administration		
	<input type="checkbox"/> Health Resources Services Administration		
	<input type="checkbox"/> Centers for Medicare and Medicaid Services		
	<input type="checkbox"/> National Public Health Information Coalition		
	<input type="checkbox"/> WHO Press Office		
	<input type="checkbox"/> Federal Bureau of Investigation		
	<input type="checkbox"/> Environmental Protection Agency		
	<input type="checkbox"/> (Through Health and Human Services) U.S. Department of Agriculture, State Department, Interior Department, Department of Justice and Homeland Security		
	<input type="checkbox"/> Other		

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Our Stakeholders	<input type="checkbox"/> _____		
	<input type="checkbox"/> _____		
	<input type="checkbox"/> _____		
	<input type="checkbox"/> _____		
	<input type="checkbox"/> _____		
	<input type="checkbox"/> Other		
Other	<input type="checkbox"/> Employees		
	<input type="checkbox"/> Families		
	<input type="checkbox"/> Retirees		
	<input type="checkbox"/> Board Members		
	<input type="checkbox"/> Advisors		
	<input type="checkbox"/> Clients		
	<input type="checkbox"/> Customers		

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	<input type="checkbox"/> Residents		
	<input type="checkbox"/> Business leaders		
	<input type="checkbox"/> Consumer groups		
	<input type="checkbox"/> Unions		
	<input type="checkbox"/> Competitors		
	<input type="checkbox"/> Legal advocates		
	<input type="checkbox"/> Other		