

FAX: (555) 555-1212

PROPERTY NAME

In an effort to update our Emergency Operations Plan and, more specifically, to prepare to respond to the potential Howard Hanson Dam/Green River flood situation, we are asking that you provide us with up-to-date emergency contact information for a primary and secondary Single Point of Contact (SPOC) for your firm. The primary and secondary Single Points of Contact will be included in our first responder contact list in the event that it is necessary to activate our Emergency Operations Plan. When we activate the Emergency Operations Plan, we will contact the SPOC, first by group email and then by calling the cell number and home number provided below. If we do not reach the primary SPOC on our first attempt, we will contact the secondary SPOC. **It is critical that the individuals identified below are aware that they will be the initial single point of contact in the event of an emergency and that failure to respond could result in a breakdown of the emergency response process for your business.** Please provide us with the information requested below, which will be kept in strictest confidence at the **Your Management Company** Office and used for informational and emergency notification purposes only.

Date:

Tenant Name:			
Business Description:			
Tenant Physical Address:			
Business Phone:	Business Fax	No. of Employees on Site:	
Primary Single Point of Contact:	Cell No.:	Home No.:	E-mail:
Secondary Single Point of Contact:	Cell No.:	Home No.:	E-mail:

ALL INFORMATION CONTAINED HEREIN IS CONFIDENTIAL

FAX OR E-MAIL FORM BACK TO
(555) 555-1212 or contact@yourmanagementcompany.com
ATTN: Property Contact