**CRITICAL NOTIFICATION NUMBERS**

Use this handy sheet to update critical recall numbers as a handy ready reference for storm preparations.

LICENSING AGENCY (State of FLORIDA site: <http://www.fdhc.state.fl.us/MCHQ/Emergency_Activities/index.shtml>

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name | Telephone Number | Email / Notification |

RVP / CORPORATE CONTACT (updated for real time to account for vacations and time off)

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name | Telephone Number | Email / Notification |

DISASTER AGENCIES

|  |  |
| --- | --- |
| Fire department  | Police (local) |
|  |  |  |  |
| Name | Telephone Number | Name | Telephone Number |

Local County Emergency Operations Center (In Florida to find your county site and representatives go to: <http://www.floridadisaster.org/County_EM/county_list.htm>

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name | Telephone Number | Email / Notification |

State Emergency Preparedness Representative (in Florida go online: <http://www.floridadisaster.org/County_EM/county_list.htm>) You can find your State of FL Department Emergency Manager (DEM) for the state and region you are in at this site as well.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Name | Telephone Number | Email / Notification | Your Region |

Key administrative staff recalls.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Job Title ADMINISTRATOR | Home Telephone Number | Cell Phone Number | Alternate Number |
| Name | Job Title BUSINESS OFFICE MANAGER | Home Telephone Number | Cell Phone Number | Alternate Number |
| Name | Job Title NURSE MANAGER | Home Telephone Number | Cell Phone Number | Alternate Number |
| Name | Job Title CLINICAL DIRECTOR | Home Telephone Number | Cell Phone Number | Alternate Number |
| Name | Job Title MATERIALS MANAGER | Home Telephone Number | Cell Phone Number | Alternate Number |

Medical director recall.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Name | Telephone Number | Email / Notification | Your Region |

Med / Executive Committee Recall:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Office Number | Home Telephone Number | Cell Phone Number | Alternate Number |
| Name | Office Number | Home Telephone Number | Cell Phone Number | Alternate Number |
| Name | Office Number | Home Telephone Number | Cell Phone Number | Alternate Number |
| Name | Office Number | Home Telephone Number | Cell Phone Number | Alternate Number |
| Name | Office Number | Home Telephone Number | Cell Phone Number | Alternate Number |
| Name | Office Number | Home Telephone Number | Cell Phone Number | Alternate Number |
| Name | Office Number | Home Telephone Number | Cell Phone Number | Alternate Number |