



In the event of a reported disaster, the Recovery Coordinator for PFS will be notified. The Recovery Coordinator will then invoke the EOC plan. This includes getting a preliminary report of damages and /or injuries. If it is deemed a disaster, each company will initiate their calling tree to advise employees of instructions, and proceed with procedures for their Contingency Plan.

This worksheet is to be used to confirm contact with employees to verify they are safe and accounted for, to provide them instructions, document who has been contacted, and to direct the employees to alternate work facilities to help in the recovery process if appropriate.

The total counts of people and assignments need to be available for the Contingency Planners to make sure we have enough coverage, and to plan relief teams as appropriate.

This form should be used as a worksheet, and updated as additional contact or instructions are given.