



Please Fill OUT The following Information for your Emergency PLAN:

user: _____

PW: _____

Basic Information about the Agency

**please use proper capitalization*

Agency Name: _____ License #: _____

Address: _____

Phone Number: _____ (This number will be answered at all times)

Fax Number: _____

County (ies) Licensed in: _____ email: _____
(counties in your service area)

** do not not print or scan the form please*

Person in Charge during Emergency (Key Staff)

Administrator Name/Title: _____

Home Phone Number: _____

Address: _____

(Home) Personal email: _____

Cell number: _____

Alternate: _____

**please use proper capitalization (can be a family member phone number)*

Alternate Name/Title: _____

Home Phone Number: _____

Work Phone Number: _____

Personal email: _____

Cell Phone Number: _____

Local Police Information (Address/ph/fax/email): _____

Lease Landlord Name, or Owner Association & phone: _____

3. Agency Owner(s) **please use proper capitalization*

Agency Owner(s): _____

Name/Title: _____

Home Address: _____

Work Phone Number: _____

Home Phone Number: _____

Personal email: _____

Cell Phone Number: _____

alternate: _____

alterntae: _____

(alternate number can be a family member phone number)

Agency population, service provided: Skilled Services (Nursing & Therapy)

Non Skilled Services (Aide, Personal Care, etc.)

Other: _____

Elderly persons Minors Any ages patients

Other: _____

4. RN in charge: **please use proper capitalization*

Name/Title: _____

Home Address: _____

Work Phone Number: _____ email: _____

Cell Phone Number: _____

Administrator: _____ email: _____

Nursing Supervisor: _____ email: _____

(Another RN Name)

Education Coordinator: _____ email: _____

Medical Records: _____ email: _____

(Clerk)

Backup Agency Name

Phone Number

Submitted by (name): _____

**do not sign*

Date: _____



(Address)

