



FEDERAL EMERGENCY MANAGEMENT AGENCY

	Date	Number
INSTRUCTION	March 2, 2001	NETC 1500.1

Emergency Contacts

1. Purpose. This instruction continues the National Emergency Training Center's (NETC's) procedures for maintaining a roster of personnel to be contacted in case of emergency.
2. Applicability and Scope. The provisions of this instruction are applicable to all personnel assigned to NETC.
3. Supersession. The provisions of this instruction supersede NETC Instruction 1500.1, Emergency Contacts, dated February 10, 2000.
4. Background. NETC is the site of the U.S. Fire Administration, the Emergency Management Institute (EMI), the Field Personnel Operations Division and the Satellite Procurement Office. These organizations have emergency-related responsibilities, and it may be necessary to contact appropriate staff regarding the emergency occurrences and/or accomplishment of emergency responsibilities.
5. Responsibilities.
 - a. The Director, NETC Management and Operations, is responsible for:
 - (1) Establishing policy and procedures to be used for emergency situations; and
 - (2) Determining, maintaining, and distributing the list of employees to be contacted in case of an emergency, ensuring the lists are protected against unauthorized disclosure of personal information (home telephone numbers and home addresses).
 - b. Employees are responsible for providing the Director, NETC Management and Operations, with a current address and telephone number where they may be contacted during nonduty hours.
 - c. Switchboard Operator on duty is responsible for contacting personnel when advised to do so by the Director, NETC Management and Operations; or routinely staff or students of either EMI or the National Fire Academy, when advised to do so by the Superintendents of these organizations.

Ronald P. Face, Jr.
Director
NETC Management and Operations