**Point of Contact Template**

**PURPOSE**

This is a template to organize partner and network contacts for an advisory.

**DIRECTIONS**

Complete the information for water system and network partners. Distribute completed information to all. Embed a schedule to update information regularly. Adapt this template to reflect each water system’s partners and communication network.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Organization** | **Order** | **Name** | **Title** | **Office Phone (and Extension #)** | **Cell Phone** | **24/7 Phone** | **E-mail** | **Address** |
|  | Primary |  |  |  |  |  |  |  |
| 1st Alternate |  |  |  |  |  |  |  |
| 2nd Alternate |  |  |  |  |  |  |  |
|  | Primary |  |  |  |  |  |  |  |
| 1st Alternate |  |  |  |  |  |  |  |
| 2nd Alternate |  |  |  |  |  |  |  |
|  | Primary |  |  |  |  |  |  |  |
| 1st Alternate |  |  |  |  |  |  |  |
| 2nd Alternate |  |  |  |  |  |  |  |
|  | Primary |  |  |  |  |  |  |  |
| 1st Alternate |  |  |  |  |  |  |  |
| 2nd Alternate |  |  |  |  |  |  |  |
|  | Primary |  |  |  |  |  |  |  |
| 1st Alternate |  |  |  |  |  |  |  |
| 2nd Alternate |  |  |  |  |  |  |  |
|  | Primary |  |  |  |  |  |  |  |
| 1st Alternate |  |  |  |  |  |  |  |
| 2nd Alternate |  |  |  |  |  |  |  |