Institute for Business & Home Safety

Critical Telephone Numbers

Use this form to list your company telephone and/or fax lines that are critical to the survival of your business. Enter what each is used for and think about whether it is essential that this number be continuously available. Then, select a solution for how to keep the number operational or an alternative to meet the need.

You may want to have a plan in place to communicate any contact information changes to your employees, vendors, and key contacts.

You can download copies of this form from: http://www.disastersafety.org/business_protection/
Save a blank version so you can make additional copies as needed.

Phone Number	**Type** (Enter Code) **L** Local **LD** Long Dist. **800** Toll Free **F** Fax **M** Mobile **O** Other	**Status** (Enter Code) **C** Currently in use **E** Will establish during recovery	**Description** *(e.g. hotline, main line, toll free customer service line, dial-in to network)*	**Solution** (Enter letter) **R**eroute to recovery location **N**ew Number Recorded **M**sg **O**ther (Explain)	**Related Business Function(s)**
Recovery Notes:					

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