



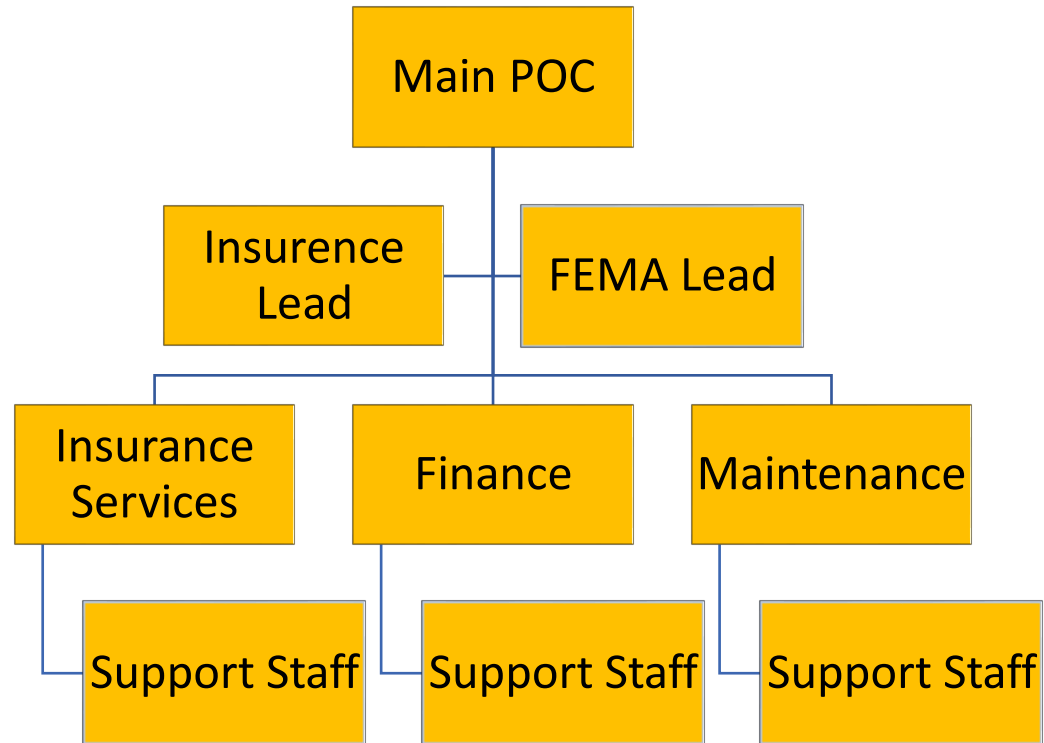
DISASTER READINESS

Organizational Chart
Contact Matrix
Worksheets For FEMA

Organizational Chart Directions

1. Please insert the name of the individuals into the below sample chart;
2. Please add all applicable departments. To add more departments, please:
 - a. Click on the department row;
 - b. Click on the header bar, 'SmartArt Design';
 - c. On the top left corner, click 'Add Shape';
 - i. If the shape is added below the designated department area, simply click the 'Promote' function, directly to the right of the 'Add shape' function;
3. Please add all applicable support staff assigned to support in the recovery effort.
To add more support staff, please follow the steps outlined under **step-2** above;
4. Print Page 2 of this document.

DISASTER READINESS: Organizational Chart



Contact Matrix Instructions

1. Please input / populate all fields for each individual that has been assigned to support the Public Entity in its recovery efforts;
2. Please add as many rows as necessary to capture to all personnel who will be supporting the Public Entity. To add more rows, please:
 - a. Highlight an entire black row;
 - b. Right click (sometimes the box may just appear)
 - c. Click on the 'Insert' function
 - d. Click on 'Insert Rows Below'
3. Print Page 4 of this document.

Procor recommends that the organizational chart be distributed by the Main POC to all designated staff throughout the Public Entity who will be assisting in the recovery effort, with a read receipt notification. This will ensure that the Main POC is aware of who has reviewed the information distributed and who has not. This will allow for prompt follow-ups and effective management of the Public Entity wide, employees.

DISASTER READINESS - Contact Matrix

| Disaster Readiness Contact Matrix | | | | | |
|------------------------------------------|----------------|------------|-------|------------|--------------|
| Employee | Disaster Title | Department | Email | Work Phone | Mobile Phone |
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To add more pages, please click the following hyperlink to download an editable word document > <https://www.procorllc.com/wp-content/uploads/2019/09/Procor-Disaster-Readiness-FEMA-Worksheet.docx>