

**EMERGENCY PUBLIC AND MEDIA INQUIRY INFORMATION SHEET**

PERSON RECEIVING CALL: \_\_\_\_\_

CALLER: \_\_\_\_\_

CALL BACK NUMBER: \_\_\_\_\_

INFORMATION:

ACTION TAKEN:

SUPPLIED THE FOLLOWING ANSWER:

ROUTE TO FOLLOWING FOR VERIFICATION/CONFIRMATION ETC.

_____ FIRE	_____ LAW ENFORCEMENT
_____ PUBLIC UTILITIES	_____ EMERGENCY MANAGEMENT
_____ RED CROSS	_____ UTILITIES
_____ EMS	_____ HEALTH
_____ OTHER: _____	

RESOLUTION: \_\_\_\_\_ CALL BACK \_\_\_\_\_ NEWS RELEASE \_\_\_\_\_ STATEMENT

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