Emergency Contact Information Template

If airfield workers are required to note emergency contact information, this template provides a form for airport operators to print that allows airfield workers to note emergency contact information. All or some of the following contacts may be appropriate to list on the emergency contact template:

Airport Operations	Radio Frequencies / Channels Telephone Number
FAA Control Tower	Radio Frequencies / Channels (Ground and Tower) Telephone Number
Emergency	Telephone Number
Airport Maintenance	Radio Frequencies / Channels Telephone Number
Direct Supervisor	Telephone Number

Ideas for distributing this template include:

- Produce template on pre-diecut name badge inserts, such as Avery or other similar brand. Inserts can be laser printed and inserted into a badge holder or attached to a lanyard. Consult with those responsible for the badging process on sizing and other requirements.

- Printed and laminated badge cards using same production method as that used to produce airport badges, and attach emergency contact badge card to lanyard.

- Distribute electronic file (e.g., .jpg or .png) that can be assigned to smartphone home screen and lock screens.

- Produce laser-printed window clings to apply to vehicle and equipment windows.

EMERGENCY CONTACTS		
[Insert Airport Logo and/or Name Here]	Name / Title	Phone No./Radio Frequency