IT Emergency Response Contact Sheet

Date: **[Insert Date]**

To: **[Insert Recipient]**

From: **[Insert Sender]**

Emergency Contact Details

Name	Role	Phone Number	Email
[Insert Name 1]	[Insert Role 1]	[Insert Phone Number 1]	[Insert Email 1]
[Insert Name 2]	[Insert Role 2]	[Insert Phone Number 2]	[Insert Email 2]
[Insert Name 3]	[Insert Role 3]	[Insert Phone Number 3]	[Insert Email 3]

Emergency Procedures

If an IT emergency occurs, please follow these steps:

1. Assess the situation and determine the severity of the incident.
2. Contact the primary IT emergency response contact immediately.
3. Document all relevant information regarding the incident.
4. Follow additional instructions provided by the IT team.

Stay safe and ensure communication remains open during the incident.

Best Regards,

[Insert Your Name]

[Insert Your Title]