

Incident Communications

External Stakeholder Contacts

This template is designed for chemical facilities to identify all external stakeholders to be contacted during or after an incident. It should be reviewed and updated quarterly and stored with the facility's emergency response plan.

I. LOCAL EMERGENCY MANAGEMENT AND PUBLIC SAFETY

Stakeholder Type	Name	Agency/Organization	Office Phone	Mobile Phone	Email	Notes
OEM Emergency Management Coordinator, OEM						
County OEM						
City Fire Chief						
Fire Marshal						
Local EMS Director						
Sheriff						
Police Chief						
911 Dispatch Supervisor						

Incident Communications

External Stakeholder Contacts

II. ELECTED OFFICIALS

Stakeholder Type	Name	Title	Office Phone	Mobile Phone	Email	Notes
Mayor						
County Judge						
City Council Member(s)						
County Commissioner(s)						
State Representative						
State Senator						
U.S. Representative						
U.S. Senator(s)						

Incident Communications

External Stakeholder Contacts

III. COMMUNITY & REGIONAL PARTNERS

Stakeholder Type	Name	Organization	Office Phone	Mobile Phone	Email	Notes
Regional Industry Association						
Local Emergency Planning Committee (LEPC) Chair						
School District Superintendent						
Principals of Nearby Schools						
Nearby Neighborhood Associations						
CAP/CAC Liaison						
Industrial Mutual Aid Group Leader						
Local Chamber of Commerce CEO						
Local Hospital/ER Director						
Local News Media Contact(s)						
Port Authority						

Incident Communications

External Stakeholder Contacts

IV. STATE AND FEDERAL AGENCIES

Stakeholder Type	Name	Agency	Office Phone	Mobile Phone	Email	Notes
TCEQ Region Office Contact		Texas Commission on Environmental Quality				
TDEM Regional Coordinator		Texas Division of Emergency Management				
Railroad Commission (if applicable)						
EPA Region 6 Contact		U.S. Environmental Protection Agency				
DHS/CISA Contact		Cybersecurity and Infrastructure Security Agency				
USCG (if applicable)		U.S. Coast Guard				