

Use the following table to identify members of your program committee and compile their contact information. Use the list to prepare a distribution list for communicating with committee members and distribution of program documentation.

Program Committee

Department/Business Function	Name	Contact Information

Instructions: Members of the Program Committee should include management and representatives from departments and business functions such as Legal, Human Resources, Public Relations or Public Affairs, Regulatory Affairs, Risk Management, Environmental Health & Safety (EHS), Finance, Labor Relations, Operations, Facilities or Property Management, Engineering, Security, Medical, Information Technology, Purchasing, Supply Chain, and Distribution, and Quality.

Appoint a Program Coordinator to coordinate the development, implementation, evaluation, and maintenance of the program.

External Representatives

External Agency/ Contractor or Vendor	Agency or Company Name Contact Person's Name	Contact Information (Telephone/Email)
Fire Department (firefighting, rescue, hazardous materials)		
Emergency Medical Services		
Public Health		
Emergency Management Agency		
Local Emergency Planning Committee (LEPC)		
Law Enforcement (local, county or state police)		
Public Works		
Vendors		
Customers		

Instructions: Solicit representation from public agencies, contractors, vendors, and others who can provide input into the program. Include their contact information in the table above.