Identify Position, Title and Function

- Consider position, title, function and name of key personnel during the emergency

Example:

Position	Title	Function	Name
Primary	Facilities Director	Facilities	George
Alternate #1	Operations Manager	Facilities	Mary

Position	Title	Function	Name
Primary			
Alternate #1			
Primary			
Alternate #1			
Primary			
Alternate #1			
Primary			
Alternate #1			
Primary			
Alternate #1			
Primary			
Alternate #1			
Primary			
Alternate #1			
Primary			
Alternate #1			
Primary			
Alternate #1			
Primary			
Alternate #1			