



**Office of the Special Narcotics Prosecutor
for the City of New York**

Bridget G. Brennan, Special Narcotics Prosecutor

MEMORANDUM

To: All Staff
From: Bridget Brennan
Date: February 29, 2012
Subject: Emergency Procedures and Contact Information

New Emergency Card:

Attached is an emergency card that provides the telephone number and website that you should access to obtain information about the office in the event of an emergency. **Please keep the card with you so that it is available at a time of emergency.**

All staff can use the telephone number on the emergency card [REDACTED] to obtain information about the office's status in light of the emergency. In non-emergencies, this number is the Support Staff Hotline. If there is an emergency, the greeting on this telephone number will be changed to provide emergency information for the entire staff. If you are unable to come to work as a result of the emergency, you should leave a message on this number **and** contact your legal staff or support staff supervisor.

The emergency information will also be posted on the emergency page of our website at: www.nyc.gov/snp [REDACTED].

Contact Information Collected via Email:

As part of planning for an emergency, we must update everyone's emergency contact information. We will need your home address, your personal cell phone number, your personal email address and an emergency contact person. This information will be kept confidential.

We will be collecting your emergency contact information through an email that will direct you to enter the information into a form. Even if you have previously provided information, please check to see if the information in our system is accurate. The emergency information form must be completed by the end of March, 2012.

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Please let me know if you have any concerns or questions about our emergency procedures.