



Newsroom Source List for [NEWSROOM NAME]

How to Use This Template

- **Before a disaster:** This source list is a living document designed to help newsrooms **build and maintain verified contacts** ahead of a disaster.

As you're adding names & contacts to the list, **reach out to schedule a phone or coffee meeting to build** relationships with officials, first responders and others who will be critical contacts in the days and weeks following a disaster.

- **Print out copies** for staff to keep on-site and at home: In the event of power outages, you'll want these contacts accessible.
- **Keep things updated:** The document owner should review twice a year and update as needed, continuing to connect with officials periodically to maintain relationships.
- **Caution:** Please assess whether any sensitive information should be included on digital and/or printed copies.
- **Go to File → Make a Copy** and adapt this for your newsroom's needs.

[Emergency Mode for News](#) is for newsroom planners and activators – the people everyone looks to when a disaster happens. Whether your job title is editor, reporter, or publisher, Emergency Mode is for you. The program is a collaboration between [OpenNews](#), [Newspack](#), and [NC Local](#), with funding from [Press Forward](#), a national initiative to reimagine local news.

Document Ownership

Document Owner (responsible for updates)	
Approver (editor or manager who signs off)	
Last Reviewed	
Next Review Due	

Local leaders

Location/role	Contact Name	Phone	Email	Language(s)	Notes
Mayor/Supervisor					
City/County Manager					
Public Information Officer					

Emergency Management

Location/Role	Contact Name	Expertise	Phone	Email	Language(s)	Notes
County Emergency Management						
State Emergency Management						
City/Town Fire Department						
City/Town Police						
County Sheriff's Office						
County EMS / Emergency Medical Services						
Hospitals & Medical						

Weather / Environment

Organization	Contact Name	Role / Expertise	Phone	Email	Language(s)	Notes
National Weather Service – Local Office						
State Environmental Agency						
State Environmental Agency						
Local meteorologist						
Academic or university climate scientist						

Public Health

Organization	Contact Name	Role / Expertise	Phone	Email	Language(s)	Notes
County Health Department						
Hospital / Trauma Center						
State Health Department						
State Medical Assistance Teams						
Local Health Communicator						
Bilingual Health Communicator						

Utilities & Infrastructure

Organization	Contact Name	Role / Expertise	Phone	Email	Language(s)	Notes
Electric Utility						
Water Utility						
Internet Provider						
State DOT / Transit Authority						

Community Messengers and Connectors

Organization	Contact Name	Role / Expertise	Phone	Email	Language(s)	Notes
Trusted Community Connector						
Facebook Group Moderator						
Discord/Reddit Moderators						

Mutual Aid & Social Services

Organization	Contact Name	Role / Expertise	Phone	Email	Language(s)	Notes
Mutual Aid Group						
Food Bank						
Counselors/therapists						
Legal Aid						
Social Services (seniors, housing authorities, people with disabilities)						

Multilingual Organizations

Organization	Contact Name	Role / Expertise	Phone	Email	Language(s)	Notes
Multilingual Media Partner						
Multilingual Nonprofits						
Multilingual Content Creators						

Subject Matter Experts

Organization	Contact Name	Role / Expertise	Phone	Email	Language(s)	Notes
Academic / Research						
Public Health / Infrastructure						

Amateur Radio (HAM) Communications

Organization	Contact Name	Role / Expertise	Phone	Email	Language(s)	Notes
Independent / Local Ham Radio / GMRS						

Other Local Media

Organization	Contact Name	Role / Expertise	Phone	Email	Language(s)	Notes
Local newspaper						
Local TV						
Local Radio						
Regional / State Outlet						
Content Creator						

Freelancers, Photographers & Contributors

Contact name	Role/beat	Skills	Phone	Email	Language(s)	Notes

Infrastructure & Field Resources

Resource	Location	Contact	Phone	Notes
Public WiFi / Charging				
Fuel / Field Supplies				
Food/Water				
Showers				

Finance & Legal

Insurance company	Account rep/claims provider	Policy Number	Phone	Email	Coverage type	Disaster-specific claims line
Legal representation	Attorney name, if available	Area of expertise	Phone	Email	Notes	
Bank, fiscal sponsor, funder	Contact Name	Role during disaster	Phone	Email	Notes	