

Transmitted via email

To: Chief Executive Officers of All Connecticut Banks and Credit Unions

From: Jorge L. Perez  
Banking Commissioner

Re: Emergency Contact Information

Date: [Month, Day, Year]

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In preparing for emergency situations, the Department of Banking is updating its “Emergency Contact” information for financial institutions in Connecticut.

The “Emergency Contact” information will be treated and protected as confidential and will assist the State of Connecticut in efforts to provide timely and accurate response in the event of an emergency or disaster.

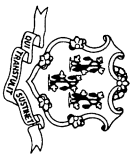
While this information is maintained confidential, it may be shared with the Department of Emergency Management and Homeland Security’s (DEMHS), if requested.

Attached you will find a contact information sheet reflecting the current contact information. Please review the information and update the form. Please return it to Herline Hill, Administrative Assistant, Financial Institutions Division via email at [herline.hill@ct.gov](mailto:herline.hill@ct.gov), or fax it to (860) 240-8167. Your cooperation and timely response is greatly appreciated. Should you have any questions, please contact Division Director Mary Ellen O’Neill at (860) 240-8185.

Sincerely,

Jorge L. Perez  
**BANKING COMMISSIONER**

JLP:hh  
Attachment



STATE OF CONNECTICUT  
DEPARTMENT OF BANKING  
EMERGENCY CONTACT INFORMATION



.	Current Information	Corrected Information
Institution Name/ Main Office Address	«Institution_Name» «Street_Address» «City», «State» «Zip»	
Point of Contact Name	«Contact_Name»	
Point of Contact Title	«Contact_Title»	
Point of Contact Phone	«Contact_Phone»	
Point of Contact E-Mail	«Contact_Email»	
Primary 24 Hour Phone	«M_24_Hour_Phone»	
Primary 24 Hour Phone Note	«M_24_Hour_Note»	
Secondary 24 Hour Phone	«M_24_Hour_Ph_2»	
Secondary 24 Hour Phone Note	«M_24_Hour_Note_2»	
Security Office Contact	«Security_Office_Contact»	
Security Office Phone	«Security_Office_Ph»	

Person completing form: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Please review and update this emergency contact information. Point of Contact is the individual that should be contacted in the event of an emergency or disaster. This may include the President of the institution, contingency plan coordinator, or the individual responsible for security of the institution infrastructure. 24 Hour Phone should include the beeper, cell phone, or home phone number for the Point of Contact

*Return completed forms via Fax to Division Director Mary Ellen O'Neill at (860)240-8167 (fax).*