

Emergency Contacts

In an emergency, call 911 first!

(Note dialing instructions, e.g., dial “9” for an outside line.)

Name	Phone
Fire Department _____	_____
Police Department _____	_____
Hospital _____	_____
EMS/Ambulance _____	_____
Poison Control Center _____	_____

Essential Contacts

Name	Phone
Electric Co. _____	_____
Gas Co. _____	_____
Water/Sewer Co. _____	_____
Telephone Co. _____	_____
Health Dept. _____	_____
Insurance Contact _____	_____
Security Contact _____	_____
Preservation Professional _____	_____
Disaster Recovery Service _____	_____
Local Emergency Management Agency _____	_____

Institutional Contacts

The first person on the scene should immediately call the appropriate authorities.
Then call:

	Name	Work Phone	Home/Cell
Director	_____	_____	_____
Backup	_____	_____	_____
Response Team Leader	_____	_____	_____
Backup	_____	_____	_____
Security Director	_____	_____	_____
Backup	_____	_____	_____
Building/Operations Manager	_____	_____	_____
Backup	_____	_____	_____
Collections Manager	_____	_____	_____
Backup	_____	_____	_____
Preservation Administrator/ Conservator	_____	_____	_____
Backup	_____	_____	_____
Communications/ Media Director	_____	_____	_____
Backup	_____	_____	_____
Director of Finance	_____	_____	_____
Backup	_____	_____	_____
IT Manager	_____	_____	_____
Backup	_____	_____	_____
Attorney	_____	_____	_____