

Insurance

Who Is Our Insurance Contact?

Name _____

Company _____

Telephone _____ Cell _____

Kind of coverage _____

What Should I Tell the Contact When I Call?

Policy holder _____

Policy number _____

Address of facility or site _____

Current date and time _____

My name/phone _____

Team leader's name/phone _____

Cause of emergency/incident _____

Kind of damage _____

Where/when damage was discovered _____

Extent of damage _____

Steps taken to prevent further damage _____

From the *Field Guide to Emergency Response*

Suppliers and Vendors

Supplier/Service	Vendor	Phone
Architect	_____	_____
Carpenter/contractor	_____	_____
Data recovery service	_____	_____
Dehumidification service	_____	_____
Electrician	_____	_____
Engineer, structural	_____	_____
Exterminator	_____	_____
Freeze-drying service	_____	_____
Freezer space	_____	_____
Glass replacement	_____	_____
Janitorial/cleaners	_____	_____
Locksmith	_____	_____
Magnetic media restoration	_____	_____
Microform restoration	_____	_____
Moving supplies	_____	_____
Mycologist (mold expert)	_____	_____
Plumber	_____	_____
Portable toilets	_____	_____
Refrigerator/freezer trucks	_____	_____
Roofer	_____	_____
Security/guard service	_____	_____
Smoke recovery	_____	_____
Temporary space	_____	_____
Tent rental	_____	_____
Trailer rental	_____	_____
Tree service	_____	_____
Trucking service	_____	_____