

Emergency Resource List

PROPERTY NAME/LOCATION:		
Emergency services		
Fire department:		
Police department:		
Hospital:		
Poison control center:		
Emergency resources		
Insurance company:		
Red cross:		
Local shelter:		
Salvation Army:		
Local area services		
Health department:		
Animal control:		
Electric company:		
Telephone company:		
Water company:		
Gas company:		

Emergency Resource List (cont.)

Area hospitals					
Name		Location		Phone	
Cou	rtesy officer(s)/Security company				
Name		Phone		Alternate Phone	
Loc	ation of emergency supplies				
First	aid supplies:				
Disa	Disaster supplies:				
Fire extinguishers:					
Bottled water company:					
Othe	er supplies:				

Business Emergency Phone List

Regional/District manager	Employees
Corporate office/Owner	
Media contact	
Courtesy officer/Security	

Tenant Emergency Contact

Name:	
Address:	
Home phone:	
Mobile phone:	
Email:	
Emergency contact 1	
Name:	
Relationship:	
Address:	
Emergency contact 2	
Name:	
Relationship:	
Address:	
Evacuation information	
Evacuation location:	
Phone:	

Vendor Resource List

General contractor:	
Landscaping/tree service:	
Roofing company:	
Plumber:	
Electrician:	
Trash collection/dumpster:	
Security company:	
Biohazard company:	
Janitorial company:	
Carpet cleaner:	
Water extraction:	
Laundry service:	
Carpet/flooring company:	
Paint contractor:	
Local hardware store:	
Locksmith:	
Fire/alarm company:	
Limited access gate:	
Contractor:	
Elevator company:	
Glass company:	

Note: You should have the key contact name, phone number, emergency number, insurance agent, claims contact person, policy number and carrier name.

Employee emergency contact

Name:		
Position:		
Property:		
Address:		
Home phone:		
Mobile phone:		
Email:		
Emergency contact 1		
Name:		
Telephone:		
Relationship:		
Address:		
Emergency contact 2		
Name:		
Telephone:		
Relationship:		
Address:		
Evacuation information		
Lives on site?	Yes O No O	
Disaster duties?	Yes O No O	
Evacuation location:		
Phone:		

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