



Handout 2.1—Emergency Contact Directory Template

Emergency Contact Directory

STAFF CONTACT INFORMATION

Name	Title
Address	Email (work)
Email (home)	Phone (work)
Phone (home)	Phone (mobile)
Emergency Contact (Name & Number)	Distance from home to work

Name	Title
Address	Email (work)
Email (home)	Phone (work)
Phone (home)	Phone (mobile)
Emergency Contact (Name & Number)	Distance from home to work

Name	Title
Address	Email (work)
Email (home)	Phone (work)
Phone (home)	Phone (mobile)
Emergency Contact (Name & Number)	Distance from home to work

Name	Title
Address	Email (work)
Email (home)	Phone (work)
Phone (home)	Phone (mobile)
Emergency Contact (Name & Number)	Distance from home to work



ELECTRONIC DISTRIBUTION LISTS

TYPE	TITLE/RECIPIENTS	POSTING ADDRESS
Email		
Text messaging		

OTHER EMERGENCY CONTACTS

FIRST RESPONDERS

SERVICE/POSITION	NAME	COMPANY/ORG.	PHONE NUMBER
Police Chief			
Nearest Police Station			
Fire Chief			
Nearest Fire Station			
Sheriff			
Nearest Hospital			
Local Emergency Management Agency			
State Emergency Management Agency			
FEMA Regional Office			
Local Red Cross			
Public Health Dept			
OTHER			



PUBLIC/MUNICIPAL CONTACTS

POSITION	NAME	COMPANY/ORG.	PHONE NUMBER
Mayor/ Town Administrator/ Town Manager, etc.			
County Commissioner			
Town/City/County Clerk			
County Manager			
Chief Operations Officer			
Chief Financial Officer			
OTHER			
OTHER			



MAINTENANCE/UTILITIES

SERVICE/POSITION	NAME	COMPANY/ORG	PHONE NUMBER
Gas			
Electric			
Water Utility			
Fire Detection and Suppression			
HVAC			
Plumber			
Electrician			
Telephone Provider			
Internet Provider			
Locksmith			
Janitorial Services			
Pest Control			
Architect			
Legal Counsel			
Security			
OTHER			



VENDORS, CONTRACTORS, RECOVERY SPECIALISTS

SERVICE/POSITION	NAME	COMPANY/ORG	PHONE NUMBER
Document Recovery Services			
Building Recovery Services			
Local Freezer Space			
Out-of-area Freezer Space (in case of a larger/regional disaster)			
Trucking/Transport			
Conservator/ Preservation Expert			
Mycologist			
OTHER			

INSURANCE

SERVICE/POSITION	NAME	COMPANY/ORG	PHONE NUMBER
Risk Manager			
Insurance Company			



OTHER CONTACTS

SERVICE/POSITION	NAME	PHONE NUMBER
State Archives		
State Historical Records Advisory Board (SHRAB)		
Local Disaster Networks		
Regional Preservation Services		
Govt. Records Organization		
State/Regional Archival Organization		
NARA Regional Office		