

This list provides building staff with contact information for emergency contractors and agencies to aid a building’s disaster recovery. It should be updated at least yearly and when contracts change, and posted in a location where all staff can access it.

**READY TO RESPOND** DISASTER STAFFING TOOLKIT

Critical Vendor

Contact List

|  |  |  |  |
| --- | --- | --- | --- |
| Building Protection Team Leader |  | | |
| Phone |  | Email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Heating/HVAC | | | |
| Vendor |  | Contact person |  |
| Phone |  | Email |  |
| Notes  Service contract in place |  | | |

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| --- | --- | --- | --- |
| Electrician | | | |
| Vendor |  | Contact person |  |
| Phone |  | Email |  |
| Notes  Service contract in place |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Plumber | | | |
| Vendor |  | Contact person |  |
| Phone |  | Email |  |
| Notes  Service contract in place |  | | |

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| Generator | | | |
| Vendor |  | Contact person |  |
| Phone |  | Email |  |
| Notes  Service contract in place |  | | |

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| --- | --- | --- | --- |
| Fuel | | | |
| Vendor |  | Contact person |  |
| Phone |  | Email |  |
| Notes  Service contract in place |  | | |

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| --- | --- | --- | --- |
| Elevator technician | | | |
| Vendor |  | Contact person |  |
| Phone |  | Email |  |
| Notes  Service contract in place |  | | |

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| Property Security Desk/Office | | | |
| Vendor |  | Contact person |  |
| Phone |  | Email |  |
| Notes  Service contract in place |  | | |

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| --- | --- | --- | --- |
| Security Alarm Company | | | |
| Vendor |  | Contact person |  |
| Phone |  | Email |  |
| Notes  Service contract in place | Contract in place for services | | |

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| Fire Alarm Technician | | | |
| Vendor |  | Contact person |  |
| Phone # |  | Email |  |
| Notes  Service contract in place |  | | |

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| --- | --- | --- | --- |
| Clean-up (mold, water, refuse) | | | |
| Vendor |  | Contact person |  |
| Phone |  | Email |  |
| Notes  Service contract in place |  | | |

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| Materials Hauler | | | |
| Vendor |  | Contact person |  |
| Phone |  | Email |  |
| Notes  Service contract in place |  | | |

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| Gas/Electric | | | |
| Vendor |  | Contact person |  |
| Phone |  | Email |  |
| Notes  Service contract in place |  | | |

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| --- | --- | --- | --- |
| Water | | | |
| Vendor |  | Contact person |  |
| Phone |  | Email |  |
| Notes  Service contract in place |  | | |

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| --- | --- | --- | --- |
| Sanitation | | | |
| Vendor |  | Contact person |  |
| Phone |  | Email |  |
| Notes  Service contract in place |  | | |

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| Police Precinct | | | |
| Vendor |  | Contact person |  |
| Phone |  | Email |  |
| Notes  Service contract in place |  | | |

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| Local Fire­­ House | | | |
| Vendor |  | Contact person |  |
| Phone |  | Email |  |
| Notes  Service contract in place |  | | |

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| --- | --- | --- | --- |
| Office of Emergency Management | | | |
| Vendor |  | Contact person |  |
| Phone |  | Email |  |
| Notes  Service contract in place |  | | |

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