

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 |  |

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| --- |
| 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  |  |

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| --- |
| 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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