

[Organization Name]	RESPONSE TEAM	BUILDING CONTACTS	FIRST RESPONDERS	EMERGENCY RECOVERY SERVICES
<p>Pocket Response Resource</p> <p>Date revised:</p> <hr/> <p>INSTITUTIONAL CONTACTS</p> <p>[link to your online ArtsReady or dPlan account]</p> <p>Main Emergency Management Office (if you have a parent organization) [office phone] / [email] /</p> <p>Executive Director [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Director of [department] [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Communications and Public Relations Officer [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Financial Services / Accountant [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>House Manager [name] [company name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p><i>Add contact information for additional departments such as collections, environmental/health services, IT, resident companies, tenants or long-term renters, visiting performers, etc.</i></p>	<p>Team Leader [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Members [name] [Response Team role] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>[name] [Response Team role] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>[name] [Response Team role] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <hr/> <p>FREE SPACE</p> <p><i>Use this space for additional instructions for immediate emergency response. This might include a staff phone tree; contact information for student and volunteer employees, frequent contractors, renters, etc.; or overflow from other columns.</i></p>	<p>Facilities / Building Manager [street address of building] [name] [office phone] / [home phone] / [cell]</p> <p><i>Add additional buildings and separate facilities (including rentals) as needed. Include street address to reference when calling emergency services.</i></p> <p>Electric [phone]</p> <p>Elevators [phone]</p> <p>Fire Suppression [phone]</p> <p>Gas [phone]</p> <p>Janitorial Services [name] [company name] [office phone] / [home phone] / [cell]</p> <p>Plumber [phone]</p> <p>Security [name] [company name] [office phone] / [home phone] / [cell]</p> <p>Telephone [phone]</p> <p>Water – Fire Sprinklers [phone]</p> <p>Water – Potable [phone]</p> <p>Windows/Glass [phone]</p>	<p>Emergency 9-1-1</p> <p>Ambulance / Emergency Medical [phone]</p> <p>City Emergency Management [phone]</p> <p>County Emergency Management [phone]</p> <p>Fire Department [phone]</p> <p>Health Department [phone]</p> <p>Police Department / Law Enforcement [phone]</p> <p>Red Cross [phone]</p> <p>State Office of Emergency Services [phone]</p> <hr/> <p>MUTUAL AID PARTNERS (“BATTLE BUDDIES”)</p> <p>Alternate facility(ies) for operations [name] [organization] [office phone] / [home phone] / [cell]</p> <hr/> <p>OTHER CONTACTS</p> <p>Arts Council (local and/or state)</p> <p>Trade/professional associations</p> <p>Performing Arts Readiness Project www.performingartsreadiness.org; PAR@lyrasis.org</p> <p>NCAPER www.ncaper.org; mquinlanhayes@ncaper.org</p> <p>dPlan dplan.org; help@dplan.org</p> <p>National Heritage Responders 1-202-661-8068</p>	<p>Building Recovery – Local company [name] [phone]</p> <p>Building Recovery – National company [name] [phone]</p> <p>Collections Conservator [name] [phone]</p> <p>Data Recovery Service [name] [phone]</p> <p>Exterminator / Pest Control Service [name] [phone]</p> <p>FEMA Disaster Assistance 800-621-FEMA</p> <p>Freezer Storage [name] [phone]</p> <p>Insurance Contact / Agent [name] [company name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Structural Architect / Building Engineer [name] [phone]</p> <p>Temporary Storage [name] [phone]</p> <p><i>Add additional contact information for other needs related to your primary services.</i></p>

