

What Contact Numbers Do You Need at Hand?

In an emergency, it's critical to be able to contact relevant personnel at any time of day or night. Be sure to collect work, cell, and home phone numbers for the following:

Staff

Head Librarian/Archivist/Curator
Building Manager
Chief Financial Officer
Chief Executive Officer
Security
Security monitoring service
Facilities Management

Emergency Services

In addition to 911, it is helpful to maintain the headquarters numbers for local first responders. It is wise to reach out to your local fire department and have those first responders in for a tour of your facilities. That way, they'll have a sense of where your most valuable collections are kept.

Collect phone numbers for the following:

Police
Fire
Emergency Medical Services
FBI Art Crime Team
<https://www.fbi.gov/investigate/violent-crime/art-theft>
Your Attorney
Your Architect
Your Structural Engineer

Utilities

The most important first step in disaster response is securing your building. Thefts routinely occur in the hours immediately after an emergency occurs when security is disrupted.

Collect phone numbers for the following:

Gas
Water
Electricity/Electrician
Locksmith
Exterminator
Phone/IT Services
Elevator

HVAC
Insurance Agent