

Disaster Control Template - Planning

Template 5 - Emergency contact list

Emergency contacts should include a list of people and organisations you may need to contact. In addition, it is advisable to list names and contact details of experts, such as conservationists and other professionals, who can provide advice and support in the event of an incident.

	Name	Contact number
Emergency Services		
Local Council		
Water Company		
Electricity Company		
Gas Company		
Alarm System		
Telephone Company		
Medical Advice		
Insurance Company/Broker		
Locksmith		
Plumbers		
Electrician		
Drain Cleaning		
Pest Control		
Glaziers		
Lawyer		
Engineer		
Conservator		
Disaster Recovery Services		
Drying Company		
Transport		
Storage		
Boxes / Crates		
Cold Storage / Freezers		
Conservation Equipment		
Protective Clothing		
Emergency Lighting		
Fire Extinguishers		
Polythene Bags / Sheets		
Generators		
Portable Toilets		
Marquees		
Emergency Equipment Rental		
Other		
Other		

Insurance information

A copy of your Insurance schedule should be attached, along with a copy of your policy wording or a summary of cover.

Policy Number

Claims

Contact Number

When you contact your insurer or broker to make a claim, the following information will be useful:

- The location, nature and time of occurrence
- Details of circumstances
- The extent of damage
- The current situation
- Who the loss adjuster should contact on site.



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