**Library Emergency Call List**

**Safety and Security**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Organization or Company** | **Contact Name** | **Phone** | **Email** |
|  |  |  |  |  |
| Police | Police Main Contact | Officer Rover McGruff | 920-123-4567 | mcgruff@police.org |
| Police | Police Chief |  |  |  |
| Fire | Fire Main Contact |  |  |  |
| Fire | Fire Chief |  |  |  |
| Fire alarm system |  |  |  |  |
| Fire Sprinkler system |  |  |  |  |
| Security System |  |  |  |  |
| County Emergency Management |  |  |  |  |
|  |  |  |  |  |

**Building and Grounds**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Organization or Company** | **Contact Name** | **Phone** | **Email** |
| HVAC | SureFire Heating | Mike Mulligan | 920-789-4321 | Mike@surefire.com |
| Plumber |  |  |  |  |
| Electrician |  |  |  |  |
| Elevator |  |  |  |  |
| Locksmith |  |  |  |  |
| Water Utility |  |  |  |  |
| Sewer Utility |  |  |  |  |
| Gas Utility |  |  |  |  |
| Electric Utility |  |  |  |  |
| Broken Window |  |  |  |  |
| Carpet Cleaning |  |  |  |  |
| Tree Service |  |  |  |  |
| Roof Leak |  |  |  |  |
| Water in Basement |  |  |  |  |
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**Insurance & Legal**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Organization or Company** | **Contact Name** | **Phone** | **Email** |
| Liability Insurance | Acme Insurance. Policy # 6543210 |  |  |  |
| Property Insurance |  |  |  |  |
|  |  |  |  |  |
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**Library Staff and Board**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Title** | **Address** | **Phone 1** | **Phone 2** | **Email** |
|  | Library Director |  |  |  |  |
|  | Library Custodian |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  | Board President |  |  |  |  |
|  | Board VP |  |  |  |  |
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**Municipality**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Title** | **Address** | **Phone 1** | **Phone 2** | **Email** |
|  | Mayor/ Village President |  |  |  |  |
|  | Clerk or Administrator |  |  |  |  |
|  | Attorney |  |  |  |  |
|  | Department of Public Works |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Police & Fire | See *Safety and* | *Security* |  |  |
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