

Commercial Tenant Emergency Contact Directory

Property managers and emergency coordinators can use this template to maintain up-to-date contact information for all commercial tenants in the event of an after-hours emergency.

Property Details

Building Name:

Street Address:

Property Manager / Coordinator Name:

Property Manager Phone Number:

Tenant Contact Directory

Suite / Unit	Business Name	Primary Emergency Contact	Primary Phone	Secondary Emergency Contact	Secondary Phone	Special Instructions (e.g., Hazardous Materials, Medical Needs)

Critical Building Utility Locations

Water Main Shut-off Location:

Gas Main Shut-off Location:

Electrical Room / Main Breaker Location:

Fire Alarm Control Panel (FACP) Location: