

Best Practice: Laminated Pocket Cards

EMERGENCY CONTACT No's	
Facility Manager	202.345-5555
PFSO:	202.633-5555
Port Authority:	202.678-5555
Police:	202.810-5555
Sheriff:	202.979-5555
Marine Patrol:	202.801-5555
Coast Guard:	202.990-5555
Fire Dep't:	202.921-5555
Ambulance:	202.922-5555
Customs:	202.934-5555
Immigration:	202.479-5555
Security Dispatch:	202.922-5555

Category:	Communications
Location First Observed:	New Zealand
Date First Observed:	November, 2004

Description: The Port Facility Security Officer (PFSO) developed pocket sized laminated cards with the name and phone number of approximately 20 emergency contact personnel including Port Facility Security Officers, Company Security Officers, Security Services & Dispatch, Port Administrators, Customs, Immigration, Coast Guard, Police, Fire, etc which he then distributed to all port employees.

Discussion: The usefulness of a pocket (wallet) sized phone contact card to enhance the ability to reach key personnel or resources is readily evident, especially during an emergency. It is critical that each card be laminated and fully water resistant to protect it from deterioration.

Potential Down-side: It is important to regularly verify and update contact personnel and phone numbers to ensure they are still current. Re-issue updated phone cards as necessary.

Conclusion: Very useful and simple security and safety enhancement.

Cost: Nominal