



To Whom it may concern,

In an effort to keep our records up to date regarding emergency call-outs, would you please complete the following information. This information will be used in the event of an emergency at your place of business, after business hours.

Name of Business _____

Address _____

E-Mail Address _____

Business Phone _____ Business Hours _____

Business Owner _____ Phone _____

Owners Address _____

Does the business have a burglar alarm? Yes ___ No ___ Silent ___ Audible ___

Name & Telephone # of Alarm Company _____

Does the business have a safe? Yes ___ No ___

Does the business have a fire alarm? Yes ___ No ___

If any hazardous materials are on the premises please list:

_____ In order to serve you better in the event of an emergency, please provide us with an emergency call out list. List them in the order they should be called, local contacts are preferred. Only one person will be called, however, we need more than one name if possible, in the event that the first person on the list is not available.

1) Name _____ Home # _____ Cell # _____

2) Name _____ Home # _____ Cell # _____

3) Name _____ Home # _____ Cell # _____

If any changes occur in the listed employees, please call or fax any changes.

Thank you for your continued cooperation,

Lisa Moffitt,
Director of Communications