



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,

Jennifer Brune,
Director of Communications