



TOWN OF TRUCKEE POLICE DEPARTMENT

LOCAL BUSINESS EMERGENCY CONTACT FORM

Situations such as open doors or windows, vandalism, burglaries, and alarms often occur and are discovered after usual business hours. In these instances, the Town of Truckee Police Department would need the business owner or an employee to respond to assist with securing the building and contributing necessary information for report purposes. The purpose of providing this information to the Town of Truckee Police and Fire Department is to assist our public safety agencies in locating business owners or responsible employees when and if a problem arises. Situations such as odor, smoke, or smoke/sprinkler alarms where a business may be jeopardized, Truckee Fire Protection District would need to reach someone from the Business Emergency Contact Form for the business to obtain essential information.

Please complete and return to the above address.

Business Name: _____

Business Location Address: _____

Business Mailing Address:

Business Phone: _____

Business Type: ___ Retail ___ Service ___ Manufacturing ___ Other (If other, please explain) _____

Hours of Operation: _____

Owner(s) Name(s) _____

Phone: _____

Phone: _____

Phone: _____

Do you own the building? Yes No If you answer no, please list the building owner below.

Building Owner: _____ Phone: _____

Address: _____ Alternate Phone: _____

In an emergency, contact persons in this order:

First Contact

Name: _____ Title/Position: _____

Phone: _____ Alternate Phone: _____

Second Contact

Name: _____ Title/Position: _____

Phone: _____ Alternate Phone: _____

Third Contact

Name: _____ Title/Position: _____

Phone: _____ Alternate Phone: _____

Alarm System: Yes No **Alarm Audible:** Yes No **Auto Dialer:** Yes No

Alarm Panel Location: _____ **Is your alarm system monitored by a central station?:** Yes No

Alarm Company Name: _____ **Phone:** _____

Alarm Types: Burglar Hold Up Panic Fire Medical Yes NO

Video Monitoring: Yes No

_____ **Date:** _____

Owners Signature

- If you need to update your information you may print a form from our website www.truckkeepolice.com and email to police-records@townoftruckee.com . Contact the Truckee Police Department at the above numbers for any questions related to this form.

NOTE: All this information is Confidential and stored at our Nevada County Regional Dispatch Center. This information is not accessible to anyone other than our public safety employees and is used for emergency purposes only.