



# ROCKTON POLICE DEPARTMENT

## Business Emergency Contact Information Form

NEW INFORMATION

UPDATE OF EXISTING INFORMATION

TODAY'S DATE \_\_\_\_\_

TO ENSURE ACCURACY, PLEASE PRINT LEGIBLY OR TYPE THE INFORMATION

### BUSINESS INFORMATION

BUSINESS NAME

PHONE

ADDRESS

EMAIL

### BUSINESS HOURS

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
|--------|--------|---------|-----------|----------|--------|----------|

Each business or corporation is required to have an owner or authorized, knowledgeable keyholder respond to every alarm with the Police and/or Fire Department. It is your responsibility to notify the Police Department of any change in the type of alarm or names and telephone numbers of keyholders.

### OWNERS / KEY HOLDERS

| NAME | ADDRESS | PHONE | TITLE | RESPONSE TIME<br>(IN MINUTES) |
|------|---------|-------|-------|-------------------------------|
|      |         |       |       |                               |
|      |         |       |       |                               |
|      |         |       |       |                               |

### ALARM COMPANY INFORMATION

NAME OF ALARM COMPANY & ADDRESS

PHONE NUMBER

### OTHER PERTINENT INFORMATION ABOUT YOUR BUSINESS

Please list any information that would be helpful to emergency personnel, such as location of hazardous materials, used and/or stored, disabled individuals on premises, access door/key box codes and utility shut-off locations.

Please return this form to:

ROCKTON POLICE DEPARTMENT  
 Attn: Officer Mike Reiman  
 110 E. Main Street  
 Rockton, IL 61072  
 Email: reiman@rocktonpolice.org  
 Phone: 815-624-6891  
 FAX: 815-624-4955