



# 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

<b>BUSINESS NAME</b>
<b>PHONE</b>
<b>ADDRESS</b>
<b>EMAIL</b>

### BUSINESS HOURS

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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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 (IN MINUTES)

### ALARM COMPANY INFORMATION

<b>NAME OF ALARM COMPANY &amp; ADDRESS</b>	<b>PHONE NUMBER</b>
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### 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: Jennifer Mayborne**  
**110 E. Main Street**  
**Rockton, IL 61072**  
**Email: mayborne@rocktonpolice.org**  
**Phone: 815-624-8881**  
**FAX: 815-624-4955**