



# City of Dayton Police & Fire Department

P.O. Box 226  
Dayton, TN 37321  
Police Phone: 423-775-8403  
Fire Phone: 423-775-8402



## 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 City of Dayton 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. Situations such as odor, smoke, or smoke/sprinkler alarms where a business may be jeopardized, the City of Dayton Fire Department would need to reach someone from the Business Emergency Contact Form for the business to obtain essential information. The purpose for providing this information to the City of Dayton Police and Fire Department is to assist our public safety agencies in locating business owners or responsible employees when and if a problem arises.

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: \_\_\_\_\_

\_\_\_\_\_ 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

**Does the building have a standpipe/sprinkler system?:** \_\_\_ Yes \_\_\_ No

**If yes, please specify the location of the Fire Department Connection:** \_\_\_\_\_

**Roof Type:** \_\_\_\_\_ **Stories:** \_\_\_\_\_ **Square Feet:** \_\_\_\_\_

**Elevator:** \_\_\_ Yes \_\_\_ NO    **Elevator Manufacturer:** \_\_\_\_\_

**SPECIAL HAZARDS/ADDITIONAL INFORMATION**

(Please include any hazardous materials or notes that may be pertinent about your business/building ie: guard dog, hazardous chemicals, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

**Owners Signature**

- If you need to update your information you may print a form from our website [www.daytontn.net](http://www.daytontn.net) and submit it to the above address or contact the Police or Fire Departments at the above numbers.

NOTE: All this information is confidential and stored at our dispatch center, Police Station, & Fire Station. This information is not accessible to anyone other than our public safety employees and is used for emergency purposes only.