**Commercial Central Station Emergency Notification List**

In order to assist us in the handling of the activity on your account, please provide us with the following information and return this form to our office.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Account Account #

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address of Alarm System City State/Zip

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Premise Phone # Nearest Cross Street Email Address

In case of an emergency (i.e. burglary, fire and/or hold-up alarms) please list the individuals in the order in which they are to be notified by our Central Station.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Phone #** | **Cell #** | **Alternate #** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |

Please list the hours that employees are to normally be at the premise.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| **OPEN** |  |  |  |  |  |  |  |
| **CLOSE** |  |  |  |  |  |  |  |

Please mark off the holidays for which your business will be observing.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **New Years** |  | **Easter Sunday** |  | **Thanksgiving** |
|  | **Martin Luther King, Jr. Day** |  | **Memorial Day** |  | **Christmas**  |
|  | **Lincoln’s Birthday** |  | **4th of July** |  | **Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **President’s Day** |  | **Labor Day** |  | **Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Washington’s Birthday** |  | **Veteran’s Day** |  |  |

If there are any other specific instructions in which you would like our Central Station to follow in terms of emergency contacts, please describe below. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please notify the Central Station at (916) 452-4651 if there should be any changes to the above information.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Date