

COFFEYVILLE POLICE DEPARTMENT
BUSINESS INFORMATION & EMERGENCY CONTACT FORM

Date _____

Business Name _____

Business Address _____

Business Mailing Address (if applicable) _____

Business Phone # _____ Business Fax # _____

E-mail for Business or Manager/Owner _____

Please list all employees or contact personnel who have a key to the business
in order of who we are to call in case of an emergency or after hour contact:

1st Call _____ Phone# _____

2nd Call _____ Phone# _____

3rd Call _____ Phone# _____

4th Call _____ Phone# _____

5th Call _____ Phone# _____

6th Call _____ Phone# _____

Does the business have some type of an alarm: YES NO

If so, is it monitored thru an alarm company? YES NO

Alarm company name and type: _____

Are there any lights left "ON" inside the business? YES NO -- Outside? YES NO

Please list anything below that may be important for us to know about your business

(Example: animals on premises, firearms, flammable or hazardous materials inside etc.)

Once completed, please return this form to the Coffeyville Police Dept one of the following ways:

- Fax it to the Coffeyville Police Department @ **(620) 252-6116**
- Mail it to P.O. Box 1629 Coffeyville, KS 67337 (**ATTN: Police Dispatch**)
- Drop off in person @ Emergency Services Building located at 1206 W 11th Street

*** Remember to keep your contact sheet updated if any employees, contacts, or phone numbers change throughout the year. You can get a new contact sheet 24/7 by request by calling the CPD non-emergency line (620) 252-6160 or online @ <http://www.coffeyville.com/documentcenter/view/161>