



**Worcester County
 Department of Emergency Services
 1 West Market Street, Room 1002
 Snow Hill, MD 21863
 410-632-1311
 410-632-2141 fax**

EMERGENCY CONTACT INFORMATION FORM

BUSINESS NAME: _____

BUILDING ADDRESS: Street Number _____ Unit Number(if applicable) _____

Street Name: _____ City: _____

MAIN BUSINESS PHONE NUMBER: _____

ALTERNATE BUSINESS PHONE NUMBERS: _____

EMERGENCY CONTACTS (please list in priority order)

1. NAME: _____ POSITION: _____

HOME ADDRESS: _____

HOME PHONE: _____ CELL: _____ PAGER: _____

2. NAME: _____ POSITION: _____

HOME ADDRESS: _____

HOME PHONE: _____ CELL: _____ PAGER: _____

3. NAME: _____ POSITION: _____

HOME ADDRESS: _____

HOME PHONE: _____ CELL: _____ PAGER: _____

IS BUILDING ARMED-----FIRE: _____ BURGULAR: _____ PANIC: _____

ALARM COMPANY NAME: _____

ALARM COMPANY ID: (if applicable—not your passcode): _____

IS BUILDING EQUIPPED WITH KNOX BOX (key lock box): YES NO

LOCATION OF BOX: _____

ARE THERE ANY HAZARDOUS MATERIALS ON SITE OR OTHER HAZARDS THAT POLICE, FIRE, RESCUE, OR EMERGENCY MEDICAL SERVICES NEED TO BE AWARE OF: _____

All information is kept confidential and used only for public safety purposes only. Please keep your information with us updated. If you can provide any floor plans or additional important information about your business, please include it with the return of this form to the above address, fax or e-mail to: dispatch@co.worcester.md.us

Contact us with any questions you may have concerning this form or any other emergency preparedness concerns. Thank your for your cooperation to allow us to provide the best and most accurate information available to the emergency responders to your business. Key lock boxes are available from your local fire company to allow immediate emergency access and reduce property damage to gain entry in an emergency situation.