

NOTE: Please complete both Berlin PD and Wor. County Forms below.



Town of Berlin
10 William Street
Berlin, MD 21811
410-641-2770

410-641-2316 (Fax)

410-641-1333 Berlin Police



EMERGENCY CONTACT INFORMATION FORM

BUSINESS NAME: _____ DATE: _____

BUILDING ADDRESS: STREET NUMBER _____ STREET NAME _____

CITY _____ STATE _____ ZIP _____

MAIN BUSINESS PHONE NUMBER: _____

ALTERNATE BUSINESS PHONE NUMBER: _____

EMERGENCY CONTACTS (please list in priority order)

1. NAME: _____ POSITION: _____

HOME ADDRESS: _____

HOME PHONE: _____ CELL: _____

2. NAME: _____ POSITION: _____

HOME ADDRESS: _____

HOME PHONE: _____ CELL: _____

3. NAME: _____ POSITION: _____

HOME ADDRESS: _____

HOME PHONE: _____ CELL: _____

IS BUILDING ALARMED? FIRE: _____ BURGULAR: _____ PANIC: _____

ALARM COMPANY NAME: _____

ALARM COMPANY ID (not your password): _____

IS THERE A SAFE ON PREMISES? YES NO IS MONEY KEPT ON THE PREMISES? YES NO

ARE WEAPONS KEPT ON THE PREMISES? YES NO

IF YES, WHERE AND WHAT TYPE? _____

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



**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 ALARMED-----FIRE: _____ BURGLAR: _____ 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 you 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.