



Wayne Police Department Dispatch

BUSINESS EMERGENCY CONTACT INFORMATION



• • • • • **COMPLETE BOTH SIDES** • • • • •

About This Form

Submitting this form allows local police and fire agencies to **contact you**, in the event of an incident (break-in, fire, etc.) at your business. Information will be used only **in the event of an emergency**.

Instructions

Thank you for submitting emergency contact information for your business. This information will only be used in the event of an after-hours emergency or incident at your business. Information will not be shared outside of law enforcement agencies and the fire department. All information is optional.

Business owners please note: You must contact Wayne Police Department Dispatch with updated or new contact information. Updates are accepted as often as is necessary.

In the event of an incident, emergency responders may request that an authorized person respond to the business to reset a ringing alarm, provide helpful information, represent an owner's interests, or secure the property after a fire or break-in. It would be necessary for that person to respond with keys to the property, and a proper alarm code if applicable.

Please provide the information requested below, providing as many details as possible. Contact information will be kept strictly confidential and only used for notification purposes by law enforcement and/or the fire department.

If you have questions about how information will be stored and used, contact our dispatch center at (402)375-2626.

Business Information

Section 1	INSTRUCTIONS: If your business name is indicated by any signage on the exterior of the building, list that business name . If the main phone number is answered with a recording or automated attendant, indicate an inside phone number by which an employee can be reached immediately , if one is available. A separate form should be filled out for each business location or physical address.	
	BUSINESS NAME	MAIN BUSINESS PHONE # (PUBLIC)
	BUSINESS ADDRESS	PREMISE INSIDE PHONE # (IF DIFFERENT)
BUSINESS CITY	TYPE OF BUSINESS (OFFICE, GAS STATION, ETC.)	

Section 2	INSTRUCTIONS: Complete this section only if the business is monitored by a 24-hour alarm company . Otherwise, skip this section.		
	ALARM COMPANY	ALARM COMPANY PHONE # (IF KNOWN)	ACCOUNT NAME OR NUMBER (IF APPLICABLE)

Section 3	INSTRUCTIONS: Indicate any special instructions for finding your business or accessing the business property. Also note any door codes, lock box location, or other pertinent information . Otherwise, skip this section.	
	SPECIAL INSTRUCTIONS OR DIRECTIONS	DOOR CODE (IF APPLICABLE)

Section 4	INSTRUCTIONS: Indicate if any hazards exist on site. Also note any special needs or conditions of interest.	
	HAZARDOUS MATERIALS ON SITE (INDICATE SPECIFIC LOCATION)	AED <input type="checkbox"/> Mark this box if there is a medical automatic external defibrillator (AED) on the premises.

COMPLETE EMERGENCY CONTACT INFORMATION ON REVERSE SIDE



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Emergency Contact Information

INSTRUCTIONS: In the event of an emergency, the dispatch center will begin with the **first** emergency contact and proceed down the list until a responsible party is notified. List contacts in your preferred notification order preference. Information will only be used in the event of an emergency. List as many contact persons as you wish.

Primary Contact

CONTACT NAME		TITLE (E.G., OWNER, EMPLOYEE)	
HOME PHONE	MOBILE PHONE	LOCAL ADDRESS	
NOTES			

Contact 2

CONTACT NAME		TITLE (E.G., OWNER, EMPLOYEE)	
HOME PHONE	MOBILE PHONE	LOCAL ADDRESS	
NOTES			

Contact 3

CONTACT NAME		TITLE (E.G., OWNER, EMPLOYEE)	
HOME PHONE	MOBILE PHONE	LOCAL ADDRESS	
NOTES			

Signature of Person Completing Form

Date

How To Submit This Form

MAIL 	<p>MAIL THIS FORM TO: THE WAYNE POLICE DEPARTMENT DISPATCH AT THE FOLLOWING ADDRESS:</p> <p style="text-align: center;">Wayne Police Department 306 Pearl Street Wayne, NE 68787</p>	E-MAIL 	<p>You may also e-mail this form to:</p> <p style="text-align: center;">police@cityofwayne.org</p>
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Fax 	<p>Fax this form to the Wayne Police Department Dispatch Center.</p> <p>The fax number is: 402-375-1122</p>
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Info 	<p>To reach a non-emergency dispatcher, 24-hours a day, call 402-375-2626</p> <p>In case of an emergency, dial 9-1-1</p>
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