Cambridge Emergency Communications Department

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www.cambridge911.org

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Emergency Contact Information Worksheet
City of Cambridge Emergency Communications

The Cambridge Emergency Communications Department receives all 911 calls and dispatches Police, Fire, and EMS to emergencies in the city. In the event of an emergency after business hours, we may need to quickly contact a business owner, manager, or other authorized person who can respond with keys to a property, reset a ringing alarm, provide helpful information, represent an owner's interests, or secure the property after a fire or break-in. We have developed a database to manage this information and are soliciting updated information about contact persons for your business.

Please fill-in the information below, providing us with at least two contact names (preferably three) so that a notification can always be made. The contact information will be kept confidential in the Emergency Communications Center and only used for notification purposes by the Emergency Communications Department and/or Police or Fire personnel.

BUSINESS NAME: _____

ADDRESS IN CITY: _____

PHONE: _____ WEBSITE:_____

TYPE OF BUSINESS: _____ EMAIL: _____

EMERGENCY CONTACTS:

1. Last Name: _____ First Name: _____

   Address: _____ City: _____

   Phone: _____ Email: _____

2. Last Name: _____ First Name: _____

   Address: _____ City: _____

   Phone: _____ Email: _____

3. Last Name: _____ First Name: _____

   Address: _____ City: _____

   Phone: _____ Email: _____

Person Completing Form: _____ Date: _____

Office Use Only: Date Entered:	By:

MAIL OR FAX TO THE ABOVE LOCATION/FAX NUMBER
OR EMAIL ECADMINREQUESTS@CAMBRIDGE911.ORG