

PLEASE COMPLETE THIS FORM AND RETURN IT TO:

NEW MARTINSVILLE POLICE DEPARTMENT
193 MAIN STREET
NEW MARTINSVILLE, WV 26155
AS SOON AS POSSIBLE

****EVEN IF YOU FEEL NOTHING HAS CHANGED.****

Please complete entirely

The New Martinsville Police and Fire Departments are currently updating their emergency notification files. This information will be used to notify you in case of an emergency situation such; fire, unsecured premises or other problems. Please print or type all information below. Please list only local information.

All information will be kept confidential

Date: _____

Business Name: _____

Street Address: _____

Business Phone: _____

Alarm Company Name: _____

Alarm Company Phone Number: _____

Person(s) to be notified in case of emergency. Please list only those who will have access to door keys, alarm systems, etc. After Hours. Please list in the order you wish to be notified. Please list those who can respond quickly if an emergency arises. Please do "not" put your business phone number as an emergency contact. This is for after hours contact information.

1. _____ Phone: _____

2. _____ Phone: _____

3. _____ Phone: _____

4. _____ Phone: _____

Please fill in other names below as needed.

**BE SURE TO ADVISE US PROMPTLY OF ANY CHANGE
IN THIS INFORMATION AT 304-455-9100, THANK YOU!**