



# HANOVER TOWNSHIP FIRE DEPARTMENT

1586 Sans Souci Parkway, Hanover Township, PA 18706

Phone: (570) 371-3888

www.HANOVERTWPFIRE.COM

## Emergency Contact Information Worksheet

*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 a 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 internally within the Hanover Township Fire Department and only used for notification purposes by the Hanover Township Fire Department or emergency response personnel.*

**BUSINESS NAME:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **WEBSITE:** \_\_\_\_\_

**TYPE OF BUSINESS:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

### EMERGENCY CONTACTS

1. **NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

2. **NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

3. **NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**PERSON COMPLETING FORM:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Mail completed form to the above location or scan and email to [fireheadquarters@hanovertwfire.com](mailto:fireheadquarters@hanovertwfire.com).  
Additional information if necessary, can be included on the reverse side of this worksheet.