



COCKRELL HILL FIRE DEPARTMENT

4125 West Clarendon Drive | Dallas, Texas 75211 | P: (214) 330-6357 | E: contact@cockrellhillfire.org

BUSINESS EMERGENCY CONTACT INFORMATION

When there is a fire, alarm, break-in, or water leak at your business after hours, the Fire Department uses this form to reach someone who can respond and to know what is inside the building. Return it by email to contact@cockrellhillfire.org, drop it off at 4125 W. Clarendon Drive, or call **(214) 330-6357** and we will pick it up. Send an updated form whenever any of this information changes.

1. BUSINESS INFORMATION

Business Name _____ Type of Business _____
Street Address _____ Suite or Unit _____
Mailing Address (if different) _____
Business Phone _____ Business Email _____
Hours: Mon to Fri _____ Saturday _____ Sunday _____

2. EMERGENCY CONTACTS

List in the order we should call

#	Name	Title or Role	Cell Phone	Other Phone	Has a Key
1					☐
2					☐
3					☐

3. BUILDING INFORMATION FOR FIREFIGHTERS

Does anyone live or sleep in the building? ☐ Yes ☐ No
Fire sprinkler system? ☐ Yes ☐ No
Knox Box (key box) on the building? ☐ Yes ☐ No
Alarm Monitoring Company _____
Hazardous materials stored on site? ☐ Yes ☐ No
Where are these located?
Electric panel or main shutoff _____
Water shutoff _____
Are there guard dogs or other animals? ☐ Yes ☐ No
Fire alarm system? ☐ Yes ☐ No
Date the key in the Knox Box was last updated _____
Phone _____
If yes, what and where _____
Gas meter or shutoff _____
Sprinkler riser or fire alarm panel _____

4. ADDITIONAL INFORMATION

Anything else firefighters should know

5. COMPLETED BY

Print Name _____ Title _____
Signature _____ Date _____

FIRE DEPARTMENT USE ONLY

Received By _____ Date Received _____ Entered in Records System _____
Knox Key Verified _____ Pre-Plan Updated _____ Notes _____