



Ottawa County Central Dispatch Authority

West Olive, MI 49460

Phone: (616)994-7800 Fax: (616)994-7801

Business/Facility Name: _____ Business Type: _____

Street Address: _____ City / Township: _____

Business Phone #: _____ After Hours Phone #: _____ Fax#: _____

Alarm Company: _____ Alarm Company Phone #: _____

Key or Lock / Knox Box Location (If applicable): _____

Business Owner/Manager Information:

This information is used in the case of an emergency that would require your immediate attention and would be the primary contact for this business/facility.

Name: _____ Email: _____

Address: _____ Cell Phone: _____ Home: _____

Emergency Contact Information:

List at least three additional people who are in possession of a key and can or will respond in a timely manner to the business in an emergency situation.

<u>Name/Position</u>	<u>Cell Phone</u>	<u>Home Phone</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Building Owner Information:

Name: _____ Cell Phone: _____ Home: _____

AED on Site / Additional Information

AED on Site/Location? List potential hazards to responders or additional information regarding facility.

Please email or fax completed form to: Ottawa County Central Dispatch – 12101 Stanton St, West Olive, MI 49460. Fax: (616) 994-7801. Email: tammysmith@ocdda.org Also please update this form as your contacts/information changes.