Crystal Lake Fire Rescue Department

100 W. Woodstock Street Crystal Lake, IL 60014
(815) 356-3640 (815) 477-2568 Fax www.crystallake.org

- The Emergency contacts listed below are person(s) to be notified in the event of an **after-business-hours** incident.
- This confidential information is for Fire and Police use only.
- **The Fire prevention bureau requests businesses to provide current contact information yearly.**
- Email the completed form to fpb@crystallake.org. You may also fax the completed form to Crystal Lake Fire Rescue Department. If you have any questions, please get in touch with our department at (815) 356-3640.

Emergency Information Update

(Print Clearly or Type)

BUSINESS NAME: _____

BUSINESS ADDRESS: _____ **UNIT/SUITE:** _____

CITY/STATE/ZIP: _____

BUSINESS/PREMISES PHONE: _____ **FAX:** _____

	Business Owner	Property Owner	Property Management
Name			
Phone			
Email			

*Key holder may be the same as above. A **minimum** of one key holder needs to be listed in case of an emergency.*

	Key Holder #1	Key Holder #2	Key Holder #3
Name			
Phone			
Email			

Knox Box	☐ Yes ☐ No	**Location:**

Premise Notifications

Responsible Person	Mailing Address	Phone Number	Email

(Premise Notifications include Annual Sprinkler, 5 Year Sprinkler, Annual Fire Alarm, etc. The Responsible Person would be the contact person who is responsible for coordinating inspections and handles billing).

Comments for the Fire Prevention Bureau:

_____

FOR OFFICE USE ONLY

CLWAN Pos. #:_____

☐ ETSB ☐ First Due ☐ SEECOM ☐ COMPLIANCE ENGINE