



Mayor
Vaughn D. Spencer

**City of Reading
Police Department**
815 Washington Street
Reading, Pa. 19601

PHONE: (610) 655-6116 FAX: (610) 655-6135



Chief of Police
William M. Heim

Dear City Merchant,

The attached form is to enable your Police Department to serve you in an expedient manner in an effort to protect your business.

We would appreciate your cooperation in completing this form, which will enable us to contact key people in emergency situations.

As indicated on the form, please make several photocopies for future changes in the personnel that will be called out. Our records will only be as accurate as your submitted update form.

PLEASE TYPE OR PRINT CLEARLY.

Thank You for your prompt attention in this matter.



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BUSINESS EMERGENCY UPDATE FORM

Please make a photocopy before completing and faxing to facilitate any name changes in the future. Additional faxes must be sent to keep your emergency callout list accurate.

PLEASE TYPE OR PRINT ONLY.

BUSINESS NAME: _____

PHONE#: _____

ADDRESS: _____

ALARM: (Y/N)

ALARM COMPANY & PHONE # _____

Emergency Contact Personnel that can respond immediately with a key and/or access code after business hours. Please provide a maximum of three (3) numbers only.

(1) Name: _____ **Phone#:** _____

(2) Name: _____ **Phone#:** _____

(3) Name: _____ **Phone#:** _____

Comments: