

# EMERGENCY CONTACT FILE

Dear Business Owner:

We are asking for your assistance in maintaining and updating a file of emergency telephone contacts for businesses in Arlington County. This file will be maintained by the Arlington County Emergency Communications Center and will be for public safety use. The information you furnish will aid both the Police and Fire Departments invaluablely when responding to a theft, fire, etc. when your business is closed.

Please complete the information requested below and mail this form to the Emergency Communications Center. Thank you for your assistance.

Sincerely,  
MD Scott  
Chief of Police

Mail address:  
Arlington County Police Department  
Emergency Communications Center  
1425 N Courthouse Rd., 7th Floor  
Arlington, VA 22201

E-mail address: [ecc@arlingtonva.us](mailto:ecc@arlingtonva.us)

**Business Name** \_\_\_\_\_

**Business Address** \_\_\_\_\_

## PERSON TO CONTACT - PLEASE LIST AT LEAST TWO

<b>Name</b>	_____	<b>Contact Telephone</b>	_____
<b>Name</b>	_____	<b>Contact Telephone</b>	_____
<b>Name</b>	_____	<b>Contact Telephone</b>	_____
<b>Name</b>	_____	<b>Contact Telephone</b>	_____