

West Shore Fire District

Office of the Fire Marshal

WEST SHORE FIRE DISTRICT NOTIFICATION FORM

The West Shore Fire District asks each business to fill out a form, listing employees to be contacted in the event of an emergency. These forms are vital to the fire department. We consult these forms to contact business owners, employees, or building owners and representatives during non-business hours (nights, weekends, and holidays) when we've discovered a problem at the business. (A fire alarm problem, broken water Pipes, etc.)

Any information you give is then entered into our dispatching system, which allows our dispatchers immediate access to your contact information. This enhances your business security. We ask that you contact us in the event any changes need to be made in the future. Any info you provide us is strictly confidential.

WHO DO YOU WANT THE FIRE DEPARTMENT TO NOTIFY AND HOW CAN WE DO THIS?

If you, as the business owner want to be the first one called, please indicate this on one form as contact person #1, otherwise fill out the entire form with the information requested. From our experience it is easier for all concerned if your primary contact is someone who lives in the immediate area so that response times are minimal.

Knox Box Rapid Entry System

The West Shore Fire District uses the Knox Box Rapid Entry System. These key boxes provide us with access to the needed keys for entry to the building and controlled rooms so that we do not have to do any more damage to the property than needed. These secured boxes attach to the building providing us one location for access. Knox electronic master key retention units located in our trucks assure complete system security. Our dispatchers can only release these keys electronically and they are logged in the computer system when the key is released and restored. For information on purchasing any key boxes or installation questions, please contact the Fire Marshal's office,

If you have any questions about this form,
Please contact the West Shore Fire District Fire Marshal's Office at 931-0031

Business/Apartment Name _____ Telephone _____

Business/Apartment Address _____

Business/Apartment Owner _____ Telephone # _____

Building Owner _____

Alarm Company _____ Telephone _____

Contact Person #1 _____ Telephone _____

Home Address _____ Cell/Pager _____

Contact Person #2 _____ Telephone _____

Home Address _____ Cell/Pager _____

Please return to the West Shore Fire District at the above address when completed.