



## City of Banning Police Department

125 East Ramsey Street  
Banning, CA 92220  
Phone Number: (951) 922-3170  
Fax Number: (951) 922-0042  
[www.banning.ca.us](http://www.banning.ca.us)



Dear City Merchant,

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

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

As indicated on this form, please make several photocopies for future changes in the personnel that might occur. You can also find this form listed on our website above. 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 returning to facilitate any name changes in the future. Additional faxes must be sent to keep your emergency callout list accurate. You can also update this form on our website listed above.

#### PLEASE TYPE OR PRINT ONLY

DATE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(Street, City, Zip Code)

ALARM: YES \_\_\_\_\_ NO \_\_\_\_\_                      CAMERAS: YES \_\_\_\_\_ NO \_\_\_\_\_

HAZARDOUS MATERIAL: YES \_\_\_\_\_ NO \_\_\_\_\_

ALARM COMPANY AND PHONE #: \_\_\_\_\_

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

- |                        |                |
|------------------------|----------------|
| 1. Name & Title: _____ | Phone #: _____ |
| 2. Name & Title: _____ | Phone #: _____ |
| 3. Name & Title: _____ | Phone #: _____ |

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_