



City of Pleasant Hill, Missouri

POLICE DEPARTMENT

203 Paul Street
Pleasant Hill, MO 64080

(816)540-9109
FAX (816)987-9113

Robert L. Driscoll
Chief of Police

ATTN: Facility Manager/ Owner

In order that we may notify you immediately if an emergency arises on your property 24 hours per day, it is imperative that we have on file the current names, addresses, home and cell phone numbers (if applicable) of at least three members of your company or organization who are responsible individuals **WITH KEYS** or other access to the property. It is important that we have exact addresses of each site, which your company may have in the city limits of Pleasant Hill or the Pleasant Hill Fire District. As in years past, we are also requesting that you list any hazardous materials that may be stored on your property. Include copies of your Material Safety Data Sheets on each hazardous material, if available.

Enclosed you will find a blue **NOTIFICATION OF EMERGENCY** form. Please print or type the information requested on the form. **It is imperative that this information be complete and accurate.** In addition you may bring, fax (816-987-9113) or mail the form to:

Pleasant Hill Police Department
Emergency Communications Center
C. O. Teresa Rogers
203 Paul Street
Pleasant Hill, MO 64080

These forms will be used to enter the information in our Computer Aided Dispatching System, so that it will be available to Emergency Dispatchers 24 hours per day. This information is accessible to Law Enforcement personnel only. Information that is gathered is considered strictly confidential and shall not be disseminated outside of our agency.

This information will be re-requested each year to insure that our records are current. However, if changes in your callout personnel do occur throughout the year, we would urge you to notify us with the changes.

Thank you in advance for your prompt attention to this important matter. Don't hesitate to call if you have any questions or comments, as we are striving to provide quality service to the businesses and citizens of Pleasant Hill.

Sincerely,

Sgt. Gary Bagby

PLEASANT HILL, MISSOURI POLICE DEPARTMENT
E-911 EMERGENCY COMMUNICATIONS CENTER
COMMERCIAL PROPERTY EMERGENCY NOTIFICATION

BUSINESS NAME:		BUSINESS PHONE:	FAX PHONE:
PHYSICAL ADDRESS:		MAILING ADDRESS: (Include CITY, STATE, ZIP)	
ALARM COMPANY:		ALARM CO. PHONE NUMBER:	
OWNER NAME:	PHONE:	Cellular	ADDRESS:
FACILITY MANAGER:	PHONE:	Cellular	ADDRESS:
RESPONSIBLE PERSON WITH KEY:	PHONE:	Cellular	ADDRESS:
RESPONSIBLE PERSON WITH KEY:	PHONE:	Cellular	ADDRESS:
RESPONSIBLE PERSON WITH KEY:	PHONE:	Cellular	ADDRESS:
RESPONSIBLE PERSON WITH KEY:	PHONE:	Cellular	ADDRESS:
RESPONSIBLE PERSON WITH KEY:	PHONE:	Cellular	ADDRESS:
HAZARDOUS MATERIALS ON PROPERTY			
<i>COMPRESSED GAS CYLINDERS</i>	<i>ANY FUELS</i>	<i>ACIDS</i>	<i>EXPLOSIVES</i>
<i>VICIOUS ANIMALS</i>			

RETURN COMPLETED FORM TO:
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Pleasant Hill Police Department
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Pleasant Hill, MO 64080
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Fax (816)987-9113