



## Vienna Police Department – Business Emergency Contact Information

The Town of Vienna Police Department maintains an emergency contact file for businesses in Town. This file is used when the police department needs to contact an owner or designated employee in an emergency situation involving the business.

Please take a moment to complete this form. Please also remember to update the information you provide, should any changes be made regarding listed individuals. This may include changes in key-holder information, managers, or employee status.

Please provide contact information for at least two individuals who can be contacted in the event of an emergency situation involving your business. All information will be kept confidential within the police department.

Should you need further assistance or have questions regarding this form, please contact MPO Juan Vazquez at [juan.vazquez@viennava.gov](mailto:juan.vazquez@viennava.gov) or 703-255-7845.

Please type or write legibly in the spaces provided. Thank you for your cooperation.

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

Address \_\_\_\_\_

Business Phone \_\_\_\_\_

### Emergency Contacts

#### Primary Contact

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Position \_\_\_\_\_ Key Holder

#### Secondary Contact

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Position \_\_\_\_\_ Key Holder

#### Additional Contact

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Position \_\_\_\_\_ Key Holder

Please mail, fax, or hand deliver to: Town of Vienna Police Department, 215 Center Street S, Vienna, VA, 22180.  
Fax number: 703-255-5732