

**HELP US
HELP YOU!!!**

**By providing your
Public Safety a set of floor plans for your Business
and completing the enclosed emergency contact information you will be helping us
HELP YOU in the event of an emergency. If you have a
set of floor plans attach them to the card or simply draw your floor plans
underneath your contact information**

**When you help us, YOUR PUBLIC SAFETY is able to help you
properly, efficiently and more effectively.**

**Floor plans allow your EMS/Fire/Law Enforcement
to know the lay out of your business
and emergency contacts enable your
E911 to contact you or your agent in the event of an
emergency at your business. Please make sure your emergency
contact person will be available during non-business hours.**

**Just one small step and you can help safeguard your
business. Don't forget to UPDATE your emergency contact YEARLY
or when needed.**

Thank you!

**Morgan County Office of Homeland Security & Emergency Management
(MCOHSEM)
83 War Memorial Dr.
Berkeley Springs, WV 25411
304-867-3145(office) 304-258-7305(fax)**

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EMERGENCY CONTACT INFORMATION

Business Name:

Address:

Emergency Contact #1:

Emergency Contact #2:

Optional Floor Plans (can be hand drawn)

