



OCCUPANCY CONTACT UPDATE FORM

Sussex Fire Department

N63W24335 Main Street

Sussex, WI 53089

Work Phone: (262) 246-5237

Fax Phone: (262) 246-5196

www.villagesussex.org

sfdinspect@villagesussex.org

In order to better assist your company in the event that you have a fire or other emergency situation at this location, we ask that you fill out the following information. You can fax or e-mail this back to the Sussex Fire Department.

Basic Information:

Company Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Hours of Operation: _____

Emergency Contact 2:

Name: _____

Involvement (ie: owner, manager, etc); _____

Key holder (circle one): Yes No

Afterhours Phone Number: _____

Cell Number: _____

E-mail Address: _____

Emergency Contact 1:

Name: _____

Involvement (ie: owner, manager, etc); _____

Key holder (circle one): Yes No

Afterhours Phone Number: _____

Cell Number: _____

E-mail Address: _____

Emergency Contact 3:

Name: _____

Involvement (ie: owner, manager, etc); _____

Key holder (circle one): Yes No

Afterhours Phone Number: _____

Cell Number: _____

E-mail Address: _____