



# City of Melrose

## Emergency Management

562 Main Street  
Melrose, MA 02176  
781-979-4411

[aalpert@cityofmelrose.org](mailto:aalpert@cityofmelrose.org)



Allan I. Alpert  
Director

**Why should I complete a Site Information form? To enhance the speed to:**

- Contact the facility during business hours
- Contact a representative of the facility after working hours due to an incident at the location at the **fire** and/or **police** departments request for a representative at the location

**Who should complete the Site Information form**

- Construction and unoccupied renovations sites
  - Update when contact names change and building is occupied
- Businesses and all commercial sites
  - Congregate housing

The information will be kept in the secure 911 data base.

In order to insure that the information is current, you are requested to update any information as it changes and email to the address below.

Email the completed Site Information File to: [aalpert@cityofmelrose.org](mailto:aalpert@cityofmelrose.org)

Thank you very much for your prompt attention and reply..

*Director Allan J. Alpert*

**Emergency Management**  
**It's about TEAMWORK!**



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### Site Information

### Twenty-Four Hour **Emergency** Contact Information

**Date:**

**Property Location:**

**Company Name:**

**Type of Business:**

**On Site Contact/Manager:**

**On Site Direct Number (no voice directory)**

**24 Hour Contact Name:**

**24 Hour Contact Phone Number:**

**Alarm Company:**

**Phone Number:**

**Type of Alarm:** Check appropriate: / / **Fire** / / **Police**

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