

Today's Date:



Pitt Meadows Fire & Rescue Service
12007 Harris Road
Pitt Meadows, BC
V3Y 2B5

Pitt Meadows Emergency Services Emergency Dispatch Information

The City of Pitt Meadows Fire & Rescue Service requires that all public buildings or businesses, in the City, provide dispatch information for our emergency response records. We request that you complete this form, even if you have completed one previously, and return it to the Fire Department by one of the following methods:

- Fax to 604-465-1195
- mail to 12007 Harris Rd, Pitt Meadows, BC, V3Y 2B5
- email to fire@pittmeadows.bc.ca
- This form is also available in **fillable PDF format** on our website. Please visit <http://www.pittmeadowsfire.com/safety-plans> where you may complete the form **online** and submit it to us via email.

After Hours Contact:

After hours or when the building is closed, the Fire & Rescue Service requires contact information for three people, at least one of whom is available **24 hours a day** by telephone to attend within 30 minutes of notification by the Fire & Rescue Service to enter and secure the premises at an incident.

They must have all keys and be able to assume full responsibility for the premises.

Fire Protection & Life Safety Bylaw No. 2405 PART SEVEN: FIRE ALARM SYSTEMS

7.1 Contact Persons

- 7.1.1 Every **owner** and **occupier** of any **premises** with a **fire alarm system** must maintain and provide to the **Fire & Rescue Service**, in writing, the names and telephone numbers of three (3) contact persons, at least one of whom is available 24 hours a day by telephone to attend within 30 minutes of notification by the **Fire & Rescue Service** to enter and secure the **premises** at an **incident**.
- 7.1.2 The **owner** or **occupier** must notify the **Fire & Rescue Service** in writing within 7 days of any changes in the names or addresses of contact persons.
- 7.1.3 The owner or occupier must provide to every contact person designated under Section 7.1.1 full access to the **premises** for which they have responsibility and full authority to take control of and operate the alarm system and secure the **premises** on completion of **assistance response** or other **incident**.

We strongly suggest you review the Fire Protection & Life Safety Bylaw No. 2405, Section 7 in its entirety. There are cost recovery fees that will be applicable if a contact person fails to attend an incident. This Bylaw can be found on our website at www.pittmeadowsfire.com

(Please complete form, over)

Today's Date: _____

Please call **604.465.2401** if you require assistance with or have any questions regarding this form.

This information is vital in the event of an emergency at your business. Please print clearly. Return to: Pitt Meadows Fire & Rescue Service at 12007 Harris Rd., Pitt Meadows, BC, V3Y 2B5 See page one of this form for other methods of submitting this form.

Incomplete forms may be returned for clarification

Name of Business:						
Business Address (include unit or complex #):				Mailing Address, if different from location address:		
Postal Code:						
Days and Hours of Operation:						
M	Tu	W	Th	F	S	Su
Type of Business:				Phone No:		Cell No. (if applicable)
Main Email Address:				Fax No:		
Security Alarm: Yes <input type="checkbox"/> No <input type="checkbox"/>				Alarm Company Phone #:		
If yes, Name of Alarm Company:				Property Mgmt. Contact Person:		
				Property Management Email:		
Property Management Company:				Property Mgmt. Contact #:		

Ensure you have provided a valid email address

Persons listed as emergency contacts must be able to respond within 30 minutes in the event of an emergency

1. Name:	24 Hr. Contact Number:
Primary Contact Email (required):	

2. 2nd Contact – Name:	#2 24 Hr. Contact Number:
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3. 3rd Contact - Name:	#3 24 Hr. Contact Number:
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*NOTICE: Personal information requested on this **Emergency Contact Form** is collected under the authority of Section 26 of the Freedom of Information and Privacy Act, R.S.B.C. 1996, c. 165, as amended. Unless otherwise specified, the information gathered will be used by the City of Pitt Meadows to contact business owners/occupants in the event of an emergency and for fire inspection purposes. Questions about the collection, use, and disclosure of this information should be directed to the Head for Freedom of Information and Protection of Privacy, City of Pitt Meadows, 12007 Harris Road, Pitt Meadows, BC, V3Y 2B5, 604-465-2433.*