



**Town of North Reading**  
*Massachusetts*

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***Fire Department***

Dear Business Owner:

The North Reading Fire Department is updating its computer program to assist the business owner. The following information will be used to serve you better. This provides the Department with the ability to contact you during off hours in a quick and efficient manner if the need arises. We would appreciate your cooperation by providing the following information and return it by fax (978-664-1224) or mail.

Site Name: \_\_\_\_\_ Site Address: \_\_\_\_\_

Site Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

After hours Name & Phone Number

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

If you know the following information, please indicate where the shut-offs are located.

Gas: \_\_\_\_\_ Water: \_\_\_\_\_

Electrical: \_\_\_\_\_

Do you have the following? If so, advise location:

Fire Alarm Panel: \_\_\_\_\_ Alarm Company Phone # ( ) \_\_\_\_\_

Are there any special hazards kept in the building or outside? If so, please note location and type of hazard. Use additional paper or the reverse of this form if needed.

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If you have any questions, please call 978-664-3112 and speak to the Duty Officer or Firefighter Tom Harris. Thank you for your assistance.