

EMERGENCY CONTACT CALL LIST

Your Honeywell security system is programmed to contact the central monitoring station in the event of an alarm.

The central monitoring station will attempt to contact you directly. However, in the event that you cannot be reached, the central monitoring station will then contact the first Emergency Contact individual that you designated on this Call List to notify them of the event. If the first contact person is not available, the central monitoring station will proceed to call the names, in order of appearance, until a contact person is reached.

Please fill in the complete information for each of your designated Emergency Contact individuals in the area provided.

Note: Contact your alarm company to make changes to this list.

Name of Property Owner _____
Address _____
City, State, Zip _____
Bus. Phone No. _____
Home Phone No. _____
Cell No. _____
Owner e-mail _____

TO BE COMPLETED BY SECURITY COMPANY

Account No. _____
System Make _____
System Model _____
Alarm Permit No. _____

I authorize the alarm company to contact and direct the Individual(s) I have designated as my Emergency Contact Person on my behalf, when notified by the central monitoring station.

I have been instructed that each individual I designate must provide acceptance of this responsibility. I understand and agree that _____
(Security Salesperson)
can contact and meet with each designated contact person to procure consent, describe all products and explain what their obligations and duties will be in case an emergency occurs in my absence. I acknowledge that my named contact people can have the ability to arm and disarm my security system if I give them my code. The security dealer shall not provide my security code to any party.

In the event that one or more of my designated emergency contacts decline to accept the responsibility, I will provide another contact individual in their place. I understand the importance of having a minimum of six contact people on the Emergency Contact Call List at all times. I agree to replace any contact that is no longer willing or able to respond on my behalf.

Name of Property Owner _____

Signature of Property Owner _____ Date: _____



P.O. Box 1008
Neenah, WI 54957-1008
(800) 821-7370
FAX (920) 722-1717
tom@secureyou.com

EMERGENCY CONTACT NAMES

Number 1

Contact Name _____
Address _____
City, State, Zip _____
Relation to Owner _____
Home Phone No. _____
Work Phone No. _____
Cell Phone No. _____
e-mail address _____

Number 4

Contact Name _____
Address _____
City, State, Zip _____
Relation to Owner _____
Home Phone No. _____
Work Phone No. _____
Cell Phone No. _____
e-mail address _____

Number 2

Contact Name _____
Address _____
City, State, Zip _____
Relation to Owner _____
Home Phone No. _____
Work Phone No. _____
Cell Phone No. _____
e-mail address _____

Number 5

Contact Name _____
Address _____
City, State, Zip _____
Relation to Owner _____
Home Phone No. _____
Work Phone No. _____
Cell Phone No. _____
e-mail address _____

Number 3

Contact Name _____
Address _____
City, State, Zip _____
Relation to Owner _____
Home Phone No. _____
Work Phone No. _____
Cell Phone No. _____
e-mail address _____

Number 6

Contact Name _____
Address _____
City, State, Zip _____
Relation to Owner _____
Home Phone No. _____
Work Phone No. _____
Cell Phone No. _____
e-mail address _____



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EMERGENCY RESPONSE INSTRUCTIONS

PROPERTY OWNER

If your security system alarm is triggered, it is important to follow the procedure listed below.

If the central monitoring station is contacted by your security system, the central monitoring station will attempt to call your home, cell phone or other number you designate. Be prepared to give them the following information:

1. Verify your name and address and be prepared to provide your password when asked. **NOTE:** This is NOT your security system code. This is the password that you gave the central monitoring station that identifies you to them
2. Identify the incident and give status (if you know)
3. Wait for instructions from the operator
4. Verify if the authorities have been dispatched
5. In case of fire, check that all family members are outside the premises at a pre-designated area; do NOT stop to gather any possessions
6. Follow instructions of the operator or of the authorities



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AUTHORIZATION ACCEPTANCE

EMERGENCY CONTACT PERSON

I have been instructed by _____ regarding the proper procedure to follow when responding to an alarm/event at the protected location listed below.
(Name of Security Company)

I received a copy of the Emergency Contact Response Instructions and agree to follow them in case of an alarm/event.

I understand that the owner of the property may request that I be removed from the Emergency Contact List at any time without notice.

I agree to carry my Emergency Response Instructions card at all times and be prepared to present my driver's license to any law enforcement official upon request.

Property Owner _____

Address _____

City, State, Zip _____

Home No. _____

Work No. _____

Cell No. _____

e-mail _____

Contact Name _____

Address _____

City, State, Zip _____

Relation to Owner _____

Home No. _____

Work No. _____

Cell No. _____

e-mail _____

I agree to provide the alarm company with my updated emergency contact information when any changes occur or if and when the alarm company initiates a periodic update.

I understand that if for any reason I cannot respond that I will not be held liable.

Name _____ Date _____
(Property Owner)

Name _____
(Emergency Contact)

Signature _____
(Emergency Contact)



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EMERGENCY RESPONSE INSTRUCTIONS

CONTACT PERSON

What do you do when you are called by the Central Monitoring Station?

1. Verify the name of the alarm company/central monitoring station
2. Verify that the call is in reference to the property that you are authorized to respond to
3. Ask what type of alarm/event has taken place
4. Call the property owner's home phone number or cell number to see if anyone answers
 - If someone answers the phone, verify that it is the property owner
 - If someone does not answer the phone, plan to meet with the authorities at the location

What do you do when you respond to the call?

1. Do NOT go to the location by yourself; take another adult with you
2. Be sure to have your driver's license or other personal identification with you
3. Upon arrival at the residence, meet with the authorities. Be prepared to present your driver's license
4. Do NOT enter the premises
5. Follow instructions from the authorities
6. Contact, or leave a message for, the property owner to inform them the event took place

If you have any questions regarding the above response procedures, contact:

Name _____ Date _____



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