

Town Supervisor  
**Kevin J. Tollisen**

Town Board  
**Paul Hotaling**  
**Daphne Jordan**  
**John Wasielewski**  
**Jeremy W. Connors**



# TOWN of HALFMOON

**John Cooper Jr., Code Enforcement Officer**  
2 HALFMOON TOWN PLAZA  
HALFMOON, NY 12065  
COUNTY OF SARATOGA  
(518) 371-7410 Ext. 2260 • Fax (518) 371-0304  
jcooper@townofhalfmoon.org

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## EMERGENCY CONTACT UPDATE

Please print clearly

DATE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

BUSINESS OWNER: \_\_\_\_\_

BUSINESS OWNER EMAIL: \_\_\_\_\_

### EMERGENCY CONTACTS

CONTACT 1: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT 2: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT 3: \_\_\_\_\_ PHONE: \_\_\_\_\_

This form is used to assist the Code Enforcement Office and Emergency Service personnel who may be called to your business after hours. Please be sure that the persons listed on this form will be willing and available to respond during off-hours to assist Police and/or Fire personnel in gaining entry to your business. The above information should also be updated in the Knox Box if one is present on the building.

**PLEASE BE ADVISED THAT FAILURE TO RESPOND TO ASSIST EMERGENCY SERVICE PERSONNEL MAY RESULT IN DAMAGE TO YOUR BUILDING TO FACILITATE ENTRY BY POLICE AND/OR FIRE PERSONNEL.**

PLEASE EMAIL OR FAX COMPLETED FORM TO

[JCOOPER@TOWNOFHALFMOON.ORG](mailto:jcooper@townofhalfmoon.org)

(518) 371-0304