Business Emergency Contact Information Sheets

The Cortland County Department of Emergency Response and Communications is transitioning to a new Records Management System (RMS) in 2015. The RMS is utilized by all county police departments, fire departments, emergency service agencies, and the Communications Center. Beginning in October 2014, pertinent information will be entered into the RMS so that training can begin in January 2015. The information that will be entered first is business contacts. Accurate and detailed information on local businesses will help first responders responding to emergencies and to make notification in the case of an incident or emergency. The new RMS will not only allow contact information to be retained at the 911 Center but actually be available to the field units on their mobile computers.

The Cortland County Department of Emergency Response and Communications Center has developed the attached Emergency Contact Information Sheet for county businesses to complete. The Information Sheet contains detailed information that emergency responders deem vital when responding to any type of business. The information sheet is available on the Cortland Police Department's and Cortland County Fire's websites. Beginning on Wednesday September 10, 2014 SUNY Cortland students, who need to complete a community service project as a class requirement, will be assisting the Cortland Police Department by visiting City businesses to drop of copies of the Information Sheets and explain its importance.

Completed information sheets can be emailed to Courtney Metcalf at cmetcalf@cortland-co.org or mailed or dropped off to Courtney at the Cortland Fire Department 19 Court Street Cortland, New York 13045.