



LACONIA FIRE DEPARTMENT

Fire Prevention Division 848 North Main Street, Laconia, NH 03246
(603) 524-6881 - fax (603) 524-0437 – fireprevention@laconianh.gov

Fire Alarm System and Emergency Contact Form

In case of an emergency, it is important that the names and contact telephone number(s) for your property are available and accurate. Please remember to update your information if there are any changes.

It is also imperative that a Laconia Fire Department approved lock box be affixed to your property to store keys that can be used in the event of an emergency. Approved lock boxes are required by the Laconia City Ordinances, Chapter 149-15-A. Applications for the lock boxes can be obtained from the Laconia Fire Department at the Central Fire Station or online at www.knoxbox.com.

Please complete the emergency contact form below and return it to the Laconia Fire Department via email, fax, or letter. (Please see above for contact information).

*** PLEASE INCLUDE YOUR MASTER BOX NUMBER BELOW REGARDLESS OF CHANGES, AND PLEASE NOTE ANY CHANGES***

Occupancy - Owner and Billing Information:

Name of Occupancy: _____

Address of Occupancy: _____

Business Telephone: () _____

Building Owner: _____

Billing Address: _____

Emergency Contact Information:

Person(s) to be Notified.	Telephone	Cell Phone
_____ OWNER	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Alarm System Information:

Type of Alarm System: _____ **Monitoring Company** _____

Alarm Maintained By: _____

Emergency Telephone: () _____

Location of Alarm Panel: _____

Location of Key Box: _____