



## BARNES COUNTY DISPATCH CENTER

"PROUDLY SERVING THE CITIZENS AND EMERGENCY RESPONDERS OF BARNES COUNTY!"

2371 7TH ST SE, VALLEY CITY, NORTH DAKOTA 58072

24/7 PHONE: 701-845-8181 \* FAX: 701-845-8189

E-MAIL: DISPATCHREQUEST@BARNESCOUNTY.US



2 LAW ENFORCEMENT  
AGENCIES

13 FIRE DEPARTMENTS  
7 EMS AGENCIES -  
AMBULANCE & QRU

June 7, 2023

To whom it may concern:

The Barnes County Dispatch Center is in the process of updating our Emergency Contact List for all businesses and facilities in our area. It is important to have the information of whom to contact in the case of an emergency after hours for the 911 Dispatch Center, Law Enforcement, Fire, and Ambulance to ensure communication with you if something should take place at this location.

We are asking for your help in this task to ensure our records are accurate and up to date. The information that we are looking for is: names of individuals that have access to your building after hours in case of an emergency and their home and/or cell phone numbers. Please list them in the order of how you would want them contacted, starting with the first person on the list, until someone is reached.

If you have an alarm system that is monitored by an alarm company, please let us know the name of the company that will be contacting Barnes County Dispatch when activated so we can verify the information and get responders sent to your location in a timely manner.

We will be sending out these forms once a year, in our best attempt to keep our records updated, but we ask that if your information should change throughout the course of the year, you contact Barnes County Dispatch Center with any updated changes.

We are trying to complete this project in the next couple of weeks and would appreciate your response as soon as possible. **Please return forms to Barnes County Dispatch ATTN: Chrissy Drake** by mail, e-mail, or fax.

I appreciate your help in this matter and look forward to continuing to work with your business/facility in the future.

Sincerely,

A handwritten signature in cursive script that reads "Chrissy Drake".

Chrissy Drake  
Barnes County Dispatch Communications  
E-mail: [cjudd@barnescounty.us](mailto:cjudd@barnescounty.us)  
Phone: 701-845-8181  
Fax: 701-845-8189



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**2023 Facility and Business Update Form**

Facility/Business Name: \_\_\_\_\_

Facility/Business Address: \_\_\_\_\_

Facility/Business Phone Number: \_\_\_\_\_

**Emergency Contact/Key Holder Information**

Manager Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Other: \_\_\_\_\_

1. Emergency Contact Name & Title: \_\_\_\_\_

Phone number: \_\_\_\_\_ Other: \_\_\_\_\_

2. Emergency Contact Name & Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Other: \_\_\_\_\_

3. Emergency Contact Name & Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Other: \_\_\_\_\_

**Does your business have an AED (automated external defibrillator)?**

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

If you do not, and are interested or have any questions, please contact Holly Neuberger at [hneuberger@barnescounty.us](mailto:hneuberger@barnescounty.us)

Alarm Company Name: \_\_\_\_\_

Alarm Company Phone Number: \_\_\_\_\_

***For Official Use Only:***

Date Received: \_\_\_\_\_

Entered into Database by: \_\_\_\_\_

Date Entered: \_\_\_\_\_