

**EMERGENCY RESPONSE FORM**

As stated in ordinance Sec. 27-39

**SEC. 27-39. EMERGENCY RESPONSE INFORMATION.**

(a) An owner or operator of a multi-tenant property shall provide the director with the name, address, and telephone number of a person or persons **who can be contacted 24 hours a day, seven days a week** in the event of an emergency condition on the property. An emergency condition includes any fire, natural disaster, collapse hazard, burst pipe, lack of working utilities, serious police incident, or other condition that requires an immediate response to prevent harm to the property, the occupants of the property, or the public.

(b) The owner or operator of the multi-tenant property shall **notify the director within 10 days of any change** in the emergency response information.

(c) The owner or operator of a multi-tenant property, or an authorized agent, **must arrive at the property within one hour after a contact person named under this section is notified** by the city or emergency response personnel that an emergency condition has occurred on the property. (Ord. 25522)

Emergency information is required to be on file and updated as changes are made.

**NEW INFORMATION** \_\_\_\_\_ **UPDATE** \_\_\_\_\_

**PROPERTY ADDRESS** \_\_\_\_\_

PLEASE PRINT ALL INFORMATION

**PROPERTY NAME** \_\_\_\_\_

**EMERGENCY CONTACT NAME #1** \_\_\_\_\_

PHONE NUMBER #1 \_\_\_\_\_ PHONE NUMBER #2 \_\_\_\_\_

**EMERGENCY CONTACT NAME #2** \_\_\_\_\_

PHONE NUMBER #1 \_\_\_\_\_ PHONE NUMBER #2 \_\_\_\_\_

**MAIL TO: 320 E. JEFFERSON BLVD.  
ROOM 216  
DALLAS, TX 75203**

**FAX TO: 214.948.4181**

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_

