

P.O. Box 207
211 N. Sherman
Mexia, Texas 76667-0207



Phone (254) 562-4150
(254) 562-4140
Fax (254) 562-3763

Date: _____ *Police Department*

TO: All Mexia Business's

FROM: Richard F. Hawthorne Jr., Chief of Police

Subject: Update of Emergency Notification

To provide better service to the area businesses, the Mexia Police Department is currently updating our Emergency Notification files. This notification list is to provide us a contact for any unforeseen event occurring at your business location. The information will assist the department in making a timely contact to you or your designated representative.

The Mexia Police Department will secure the information you provide and it will not be released to anyone other than emergency services. Contact will be made either by Mexia Police Dispatcher or by a Mexia Police Officer.

Please complete the information indicated below and mail to the Mexia Police Department, 211 N. Sherman, Mexia, Texas 76667, or fax to 254-562-3763.

We will attempt to contact in the sequence you list. Once an individual is contacted, they shall be responsible for any other contacts.

If this business is no longer open, please indicate this below also.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS MANAGER/OWNER: _____

BUSINESS PHONE: _____ **FAX NUMBER** _____

CONTACT PERSON #1: _____

PHONE NO.: _____

CONTACT PERSON #2: _____

PHONE NO. _____

CONTACT PERSON #3: _____

PHONE NO. _____