



**ALARM CALL / DUTY CALL / CALL-BACK REPORT FORM**

Date \_\_\_\_\_ Building \_\_\_\_\_

Employee responding to call: \_\_\_\_\_

Time called in: \_\_\_\_\_ AM / PM      Time checked out: \_\_\_\_\_ AM / PM

Type of call:  Intrusion Alarm       Maintenance Call  
 Fire Alarm       Other (identify) \_\_\_\_\_  
 Freezer/Septic Alarm

Area where alarm was tripped: \_\_\_\_\_

Item(s) damaged/found unsecured & location(s): \_\_\_\_\_

\_\_\_\_\_

Items repaired & location(s): \_\_\_\_\_  No repairs completed

\_\_\_\_\_

\_\_\_\_\_

Outcome of call/comments (use back of form if needed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Emergency agency that responded: \_\_\_\_\_  No response

Name of responding officer: \_\_\_\_\_

Names of people involved in alarm. *(Ask responding Police Officer, if needed.)*

\_\_\_\_\_

\_\_\_\_\_

**I responded to this call and I have completed this form to the best of my knowledge.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Operations Director Signature

\_\_\_\_\_  
Date Signed