



**State of Vermont**  
**Enhanced 9-1-1 Board**  
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## **E9-1-1 Coordinator Responsibilities Checklist**

*Updated 14 January 2013*

For E9-1-1 Coordinator training and/or review please do not hesitate to contact us at (802) 828-4911, 800-342-4911 (VT only), or [E911-info@state.vt.us](mailto:E911-info@state.vt.us).

### Site/Building Addition or Change

- Determine distance (a measuring wheel works best) to center of new curb cut/driveway and calculate new site address using the *New Address Calculation* worksheet.
- Complete a *GIS Update* form, along with a copy of the corresponding atlas page with the new site location clearly marked, and send to the E9-1-1 Board.
- If adding/deleting a site that will change the High/Low range or Odd/Even/Both indicator on your MSAG (Master Street Address Guide), complete the *MSAG Update* form and send to E9-1-1 Board.
- Please notify appropriate parties of the changes made (e.g., property owner(s), Post Office, Emergency Service Agencies, telephone companies, road crew, etc.).

### Road Addition or Change

- Complete a GIS Update form, along with a copy of the corresponding atlas page with the new/updated road information clearly marked, and send to the E9-1-1 Board.
- Complete the MSAG Update form and send to E9-1-1 Board.
- Please notify appropriate parties of the changes made (e.g. property owner(s), Post Office, Emergency Service Agencies, telephone companies, road crew, etc.).
- A shared driveway with three or more sites should be changed to a private road re-addressed. Note – existing addresses must be recalculated following the instructions above.

Emergency Service Zone (ESZ) Addition or Change (e.g., primary providers of police, fire or EMS services change; dispatching arrangements for those services change; emergency telephone numbers or geographical jurisdiction of police, fire or EMS services change.)

- Notify the E9-1-1 Board in advance of any changes to emergency service providers or emergency phone numbers.
- Coordinate with the E9-1-1 Board in advance of emergency service provider coverage area changes.

### Annual ALI Audit and MSAG Review

The ALI Audit and MSAG Review are used to resolve discrepancies in your town's E9-1-1 data; they are sent to E9-1-1 Coordinators yearly.

- ALI Audit – Automated comparison of the addresses in the Telephone Number (TN) Database to the town's GIS data.

- MSAG Audit – Review of all existing town road names, low and high address ranges, and ESZ assignments to each range.
- ESZ/ESA – Review of each town’s ESZs and their corresponding Emergency Service Agencies.

Review TN Database Periodically for Accuracy

- E9-1-1 Coordinators may request a complete Telephone Number (TN) list for their town from the E9-1-1 Board for the purpose of review and correction of records in the TN database. This listing is strictly confidential; a written, signed request acknowledging confidentiality is required to obtain this listing.

Other

Visit our website (<http://e911.vermont.gov/>) for further information on:

- E9-1-1 Viewer & E9-1-1 Responder (web map apps that can be downloaded to your computer, tablet, or smartphone)
- PMF Maps (electronic GIS data, available for download, updated monthly)
- E9-1-1 Coordinator Listings
- E9-1-1 Coordinator Forms (GIS Update, MSAG Update, etc.)
- Submitting additions/changes electronically