

## **E911 Coordinator Responsibilities Checklist**

*Updated 26 September 2022*

For E911 Coordinator training and/or review, please do not hesitate to contact us at:

Enhanced 911 Board  
6 Baldwin Street  
2<sup>nd</sup> Floor  
Montpelier, VT 05633-7960  
(802) 828-4911 or 800-342-4911 (VT only)  
(802) 828-4109 (fax)  
[e911.database@vermont.gov](mailto:e911.database@vermont.gov)

### 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.
- Enter all changes (including address, site type/description, and unit counts for locations with more than one unit) into the web map change request interface, or complete a *GIS Update* form and send it to the E911 Board along with a copy of the corresponding atlas page with the new site location clearly marked.
- 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

- Enter all changes into the web map change request interface or 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 E911 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 must be changed to a named private road (with confirmation of a name through the selectboard) and re-addressed. Note – existing addresses must be recalculated following the instructions above.

Emergency Service Zone (ESZ) Addition or Change (e.g., primary emergency responders for 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 E911 Board in advance of any changes to emergency service providers or emergency phone numbers.
- To create a new ESZ or Change a provider for an existing ESZ, complete a ESZ worksheet and submit it to the E911 Board along with the required documentation described on the form. To change the coverage area of an existing ESZ within town boundaries, complete a GIS update Form along with a copy of the atlas sheet showing the new boundary to the E911 Board.

### Annual (Automatic Line Information) ALI and GIS Review

The ALI Audit and GIS Review are used to resolve discrepancies in your town's E911 data; they are sent to E911 Coordinators yearly.

- ALI Audit – Automated comparison of the addresses in the Telephone Number (TN) Database to the town's GIS data.
- GIS or Map Audit – Review of all existing town road names, addresses on the road, 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

- E911 Coordinators may request a complete Telephone Number (TN) list for their town from the E911 Board for the purpose of review and correction of records in the TN database only. This listing is strictly confidential; a written, signed request acknowledging confidentiality is required to obtain this listing.

### Other

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

- E911 Viewer & E911 Responder (web map apps that can be downloaded to your computer, tablet, or smartphone)
- Municipal E911 Coordinator Contact Listings
- E911 Coordinator Forms (GIS Update, ESZ Worksheet, etc.)
- Submitting additions/changes electronically through our NEW Web Map Change Request option. Contact our office to request training!