

E9-1-1 Coordinator Responsibilities Checklist

Updated 12 June 2018

For E9-1-1 Coordinator training and/or review please do not hesitate to contact us at:

Enhanced 9-1-1 Board
100 State Street
4th Floor
Montpelier, VT 05620-6501
(802) 828-4911 or 800-342-4911 (VT only)
(802) 828-4109 (fax)
e911.info@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 E9-1-1 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 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 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 E9-1-1 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 E9-1-1 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 E9-1-1 Board.

Annual (Automatic Line Information) ALI and GIS Review

The ALI Audit and GIS 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.
- 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

- 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 only. 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)
- Municipal E9-1-1 Coordinator Contact Listings
- E9-1-1 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!