

## STATE OF VERMONT 911 BOARD

### Application for PREMISE INFORMATION Additions/Changes

#### Background/Instructions:

Premise Information is a tool in the current 911 call handling application that allows additional information to be attached to a phone record. Premise Information must relate directly to caller and/or responder safety. It is information that call-takers or responders should be aware of in order to provide the best level of service to a caller.

#### Sample Language:

The information you provide should be clear and concise. Focus on information that will be critical during an emergency. Below is sample language:

*Child with autism resides at this address. May NOT respond if you do not have her direct attention. May appear disoriented or confused. Very verbal and intelligent. May Run.*

*Caller may be tracheotomy patient who is unable to speak. Silent call may indicate need for immediate medical assistance.*

*64 yr old female with muscular dystrophy lives alone at this location. Uses an electric wheelchair. Doors are never locked. Has seven dogs on back porch – friendly. Two woodstoves in the residence – kitchen and living room.*

ALL INFORMATION YOU PROVIDE WILL BE KEPT PRIVATE AND CONFIDENTIAL. IT WILL ONLY BE USED IN CONNECTION WITH THE VERMONT 911 SYSTEM AND AN EMERGENCY RESPONSE.

**To request that Premise Information be attached to your phone number, please complete the attached form and return to:**

**STATE OF VERMONT  
ENHANCED 911 BOARD  
TRAINING & COMMUNICATIONS DEPT  
100 STATE STREET – 4<sup>th</sup> Floor  
MONTPELIER, VT 05620-6501**

You will be contacted annually to confirm the information is still applicable. If there are any changes in the telephone number or in the information you have provided, you must submit a NEW properly completed “Premise Information” form for this information to be applied to your revised 911 record.

Copies of this form are available by calling toll-free, 1-800-342-4911. TTY users should call the Vermont Telecommunications Relay Service (1-800-253-0191) to reach this toll-free number. Copies of the E911-Premise Information application are also available on the 911 Board website located at: <http://e911.vermont.gov/forms>

QUESTIONS: Please call 1-800-342-4911, Monday – Friday, 8:30 AM – 4:00 PM if you have any questions regarding completion of the form. TTY users should call the Vermont Telecommunications Relay Service (1-800-253-0191) to reach this toll-free number. We can be reached by e-mail at [e911.training@vermont.gov](mailto:e911.training@vermont.gov)

**STATE OF VERMONT 911 BOARD**

**Application for PREMISE INFORMATION Additions/Changes**

**Return Form to: Vermont Enhanced 911 Board, 100 State St, 4<sup>th</sup> Floor, Montpelier, VT 05620-6501**

Please check one:  NEW APPLICATION       UPDATED APPLICATION

Phone Number to which information should be attached:	
Type of Phone Service:	Wire Line _____ Wireless (Cell) _____ VoIP _____
Name(s) associated with this phone number:	
Locatable Address associated with this phone number:	
Premise Information Requested: (this information should be concise and provide information that may be of concern during an emergency)	
	<i>The 911 Board may need to contact the requesting party to clarify information on this application. The 911 Board will also contact the requestor annually to confirm the information is still applicable.</i>
Name of Requestor:	
Phone Number of Requestor:	
Mailing Address of Requestor:	
E-mail Address of Requestor:	
What is the preferred method of contact:	Phone _____ US Mail _____ E-mail _____
Is Requestor the owner of the phone:	Yes _____ No _____
	If no, what is the relationship between the requestor and owner of the phone?
	<i>I understand that I am responsible for submitting correct information on this application and for updating it as needed.</i>
Requestor Signature:	
Today's Date:	