



**ONEIDA COUNTY
DEPARTMENT OF EMERGENCY SERVICES
FIRE COORDINATOR
911 CENTER**

ANTHONY J. PICENTE, JR.
County Executive

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To: All Oneida County Fire Chiefs

From: Kevin Revere, Oneida County Fire Coordinator

Date: March, 2012

Re: Site Information Form

Attached you will find a copy of the Site Information form used by Oneida County 911 to collect information from businesses and other buildings within the county. Fire departments can use this form to collect information for both the fire department records and the database at the 911 Center. Any information gathered will be stored by the 911 Center to assist the fire departments when responding to the addresses. Note: this is not related to the box alarm project.

The form is self explanatory. When it is completed, please return to the 911 center via email, fax, in person, U.S. mail, or through your deputy fire coordinator.

If you have any questions, please contact me.

Thank you for your assistance.

Oneida County Emergency Communications Center
SITE INFORMATION FORM

SITE CONTACT INFORMATION

Location Name:			
Phone:	Fax:	Website:	
Physical Street Address:			
City:	State:	ZIP Code:	
Owner Name:			
Owner Phone:		Owner Fax:	

SITE ACCESS INFORMATION

Building Use: <i>SPECIAL RESIDENTIAL</i> <i>COMMERCIAL</i> <i>INDUSTRIAL</i> <i>OTHER</i>			
Main Access:		# of entrances:	# of stories:
Roof Access:		Basement Access:	
Knox Box Location:		Alarm Panel Location:	
Alarm Company Name:			
Alarm Company Phone:		Annunciator Panel Location:	
Utility Type	Shut off Location		
Electricity			
Gas			
Water			
Sprinklers			

SITE KEYHOLDER INFORMATION

Keyholder #1 Name:	
Phone:	Cell:
Keyholder #2 Name:	
Phone:	Cell:
Keyholder #3 Name:	
Phone:	Cell:
Keyholder #4 Name:	
Phone:	Cell:

AUTHORIZATION

Fire Department Name:	County Dept #:
Fire Chief Signature:	Date:
911 Director/Designee Signature:	Date:

911 CENTER USE ONLY

Date Entered In CAD:	Expiration Date:
Entered By:	
Special Notes:	