



## DISABILITY INDICATOR FORM

To The Citizens of Southwick

In order to provide you with the best services in an emergency we are asking that you take a minute to review the attached DISABILITY INDICATOR FORM to see if it applies to you or someone in your home. Please remember that this form is CONFIDENTIAL, only the Emergency 9-1-1 System and your local Emergency Services will have this information.

This is a standardized form created to encourage participation from all persons with disabilities. As you are aware, there are an extensive range of disabilities and medical conditions. The disability indicator categories listed on the form may be considered too broad for some; when you consider the extensive range of disabilities. However, information requested on the form must remain sensitive to those who may not wish to provide detailed information.

The information provided on the DISABILITY INDICATOR FORM enables a special code to appear on the 911-Emergency Dispatch screen, which alerts the Emergency Dispatchers that a person residing at that address may require special assistance during an emergency. It is your responsibility to notify the Southwick Police Department immediately of any changes that need to be made to your DISABILITY INDICATOR. Annually the Southwick Police Department will send you a notice for you to confirm that your information is still active.

Always remember information on the DISABILITY INDICATOR FORM is CONFIDENTIAL. Forms are available at the Southwick Police Department, Southwick Fire Department, Southwick Town Hall, or the Town of Southwick's Web Site [www.southwickma.org](http://www.southwickma.org), Southwick Public Library, and the Southwick Senior Center and can be downloaded from the Southwick Police Department Website [www.southwickpolice.com](http://www.southwickpolice.com).

Please complete this form and return it as soon as possible to the address below:

The Southwick Police Department  
Attn: S. Anderson  
P.O. Box 1144  
Southwick, MA 01077

Forms can be dropped off at the Southwick Police Department, 11 Depot Street, or Faxed to 413-569-9046. Or if you prefer you can email this form to [sma@swkpd.com](mailto:sma@swkpd.com).

If you have any questions or you would like a form sent to you please contact the Southwick Police Department at 413-569-5348, Ext. 609, Monday – Friday 8:00 a.m. – 4:00 p.m.

10/13/2010

Southwick Police Department  
Telephone: 413-569-5348, Ext. 609  
[sma@swkpd.com](mailto:sma@swkpd.com)

11 Depot Street  
P.O. Box 1144

Southwick, MA 01077  
Fax Number: 413-569-9046

**DISABILITY INDICATOR FORM**  
Important Information and Instructions

You are required to complete this form if you want your police department, fire department, or other emergency agency to know about you when you call 9-1-1 in an emergency.

**\*PLEASE NOTE: IT IS IMPORTANT TO SUBMIT A NEW DISABILITY INDICATOR FORM UPON CHANGE OF SERVICE PROVIDER, TELEPHONE NUMBER, OR ADDRESS.\***

When your 9-1-1 call is answered at your local Public Safety Answering Point, the 9-1-1 system automatically displays your name, address and telephone number on the dispatcher's screen.

At your request, codes will be displayed on the dispatcher's screen that will identify the disability indicators that have been reported for you or someone living with you at your address. These codes will help the dispatcher at the 9-1-1 Public Safety Answering Point to communicate with the caller and provide useful information to your responding public safety agency.

The information is confidential and will **only** appear at the dispatcher's location when a 9-1-1 call originates from **your** address.

The information you provide for input to the 9-1-1 system will remain until you request a change or make a request to have it removed. **It is your responsibility to notify your 9-1-1 Municipal Coordinator when there is a change in the information described on this form.** When there is a change, complete another form and send it to your 9-1-1 Municipal Coordinator.

**If the disability indicator form is not completed properly, the information will not be entered into the 9-1-1 system.**

When filling out the form, be sure to:

- 1 Give your telephone number, name, and address
- 2 Check the box or boxes
- 3 Sign and date the form
- 4 Return the form to your 9-1-1 Municipal Coordinator for processing

Any questions should be referred to your 9-1-1 Municipal Coordinator at:

Name: Suzann Anderson

Telephone Number: (413) 569-5348, ext 609

**9-1-1 MUNICIPAL COORDINATORS:**

**RETAIN ORIGINAL FOR YOUR RECORDS** *All forms must be signed by both parties or it will be returned.*

**Fax all disability indicator forms to Verizon 9-1-1 Database Management at 1-800-839-6020**

**9-1-1 Disability Indicator Form-Individual Record**

The filing of this document with your 9-1-1 Municipal Coordinator will alert public safety officials that an individual residing at your address communicates over the phone by a TTY and/or has a disability that may hinder evacuation or transport. This information is confidential and will **ONLY** appear at the dispatcher's location when a 9-1-1 call originates from **your** address.

**\*PLEASE NOTE: IT IS IMPORTANT TO SUBMIT A NEW DISABILITY INDICATOR FORM UPON CHANGE OF SERVICE PROVIDER AND ADDRESS.\***

Telephone Number: Area code (\_\_\_\_) \_\_\_\_\_ Voice TTY

Telephone Service Provider \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town & Zip Code: \_\_\_\_\_

Please check approved designations for inclusion in the 9-1-1 Database to assist public safety dispatchers in responding to an emergency at your address: **Any changes should be communicated to your 9-1-1 Municipal Coordinator promptly.**

**Check all that apply to indicate that someone at the address:**

- “LSS” Life Support System:** has equipment required to sustain their life.
- “MI” Mobility Impaired:** is bedridden, wheelchair user or has another mobility impairment.
- “B” Blind:** is legally blind.
- “DHH” Deaf or Hard of Hearing:** is deaf or hard of hearing.
- “TTY”:** communication via the phone may be by TTY.
- “SI” Speech Impaired:** has a speech impairment.
- “CI” Cognitively Impaired:** is cognitively impaired.
- PLEASE REMOVE any designation presently on file.**
- PLEASE CHANGE existing designators to those shown above.**

**NOTICE:** By initiating this document I understand that I am responsible for notifying my 9-1-1 Municipal Coordinator of any changes with regard to the status of the above disability indicator(s). I further agree, I will indemnify, defend and hold the State 911 Department, Verizon, my public safety dispatch location and municipality harmless from and against any claims, suits and proceedings (including attorney fees associated therewith) resulting from or arising out of the initial provision or updating of this information.

**I understand this information will remain as part of my 9-1-1 record until such time as I notify my 9-1-1 Municipal Coordinator to changing or delete the same.**

Signed : \_\_\_\_\_ (Customer) DATE: \_\_\_\_\_

Signed: \_\_\_\_\_ (Municipal Coordinator) DATE: \_\_\_\_\_