

## HOW TO ESTABLISH YOUR 911 ADDRESS

911 ADDRESSING COORDINATOR  
800 CHANDLER STREET  
HARTWELL, GEORGIA, 30643  
(706) 376-1468

We will need to know exactly where your home's driveway will be. If the driveway is not already in place, you need to clearly mark its location. We will supply you two white flags for this purpose.

A 911 Addressing Officer will then measure to your driveway from the closest intersection. The 911 Addressing Number you will be given corresponds to the exact distance on the given road, with odd numbers on the left and even numbers on the right. Please allow 2 to 3 days for this process.

### YOU WILL ALSO BE ASKED THE FOLLOWING QUESTIONS:

This information will be entered into the E-911 system, to be used by emergency workers in the event of an emergency at your home.

- ✓ Description of your dwelling (brick, color, trim color etc.)
- ✓ Number of people in household, including all adults and children
- ✓ If any one in your household has any medical conditions such as diabetes, heart condition, high blood pressure, seizures, etc.

**Note: Your information and telephone number will be used only in responding to emergencies**

### RESIDENTS RESPONSIBILITY TO 911

County Ordinance Chapter 66 Sec. 67 requires that your E-911 numbers be posted. Use numbers at least 3 inches in size to post your new address on your mailbox. Put numbers so they are visible from each direction on the road. It is highly recommended they be high contrast and reflective so they may be seen easily at night or in bad weather.

If your mailbox is not near your driveway, you must post your number on a sign within 5 feet of the road bed, preferably next to your driveway. Remember, emergency personnel rely on these numbers to locate you in case of an emergency.

When you complete your construction you MUST contact the 911 Addressing Coordinator to update the 911 system. If, in the event of an emergency, you or someone in your home should dial 911 your information will automatically activate for the emergency responders.

**The 911 System works only as well as the information you provide to us. Thank you for your cooperation.**

**NOTIFY THE 911 ADDRESSING COORDINATOR IF YOU SHOULD MOVE OR OF ANY CHANGES TO THE ABOVE INFORMATION.**