City of Chicago

The following are suggested parameters intended to assist business entities in the documentation of telephone installation location information, in accordance with the State of Illinois Emergency Telephone ACT, Public Act 91-0518:
Provide a name to all private streets on your campus/complex that you must address.
Identify all buildings and/or structures that need to be readdressed. Each building and/or structure must have a unique name, address, or identifier.
Use the National Emergency Number Association (NENA) recommended abbreviations for street thoroughfares.
Assign addressing based on the City of Chicago street grid system. (Contact the City of Chicago Bureau of Maps and Plats, 121 North La Salle Street, Chicago Illinois, 60602)

Develop and maintain a listing of all your campus/complex addresses that your telephone system provides service to.
Develop, install, and maintain signs for each building that displays that building's unique address, name or number. Have these signs displayed in close proximity to the entrance the emergency responder would use.
Develop, install, and maintain signs for each floor within your building(s), which clearly depict and identify the specific floor plan and room/office number or identification. Display these signs at prominent locations throughout your building(s) including each elevator lobby and fire stairwell (outside the fire door).
Develop and maintain a separate database of all pay telephones and their installation location within your building(s) campus/complex locations. Verify with the pay telephone service provider, that 9-1-1 can be dialed from these phones, and that the correct number and location information is passed to 9-1-1.
Contact your PBX vendor to identify what adjunct equipment and software, is needed to ensure your telephone system is in compliance with the Illinois Emergency Telephone System Act.
Develop a database and naming convention of all telephone numbers, extensions, and specific location installation information deployed throughout your telephone system. Periodically review and update this information, ensuring to update your telephone system's reported PSALI data passed to the 9-1-1 PSAP.
Avoid installation practices of programming telephone service to telephones and extensions that cannot dial 9-1-1.
When populating the 20 character allocation information field@ utilize the following abbreviations listed below to save space and always start with the most generic location on the left and finish with most specific location on the right *(i.e. Flr2, SW, Rm219, Cube A).*
Use a comma, space or dash delimiter between the specific information. Building name or number information can be added to the AName Field@ which is 32 characters long. *(i.e. City of Chicago - Depaul Center).* Use a comma, space or dash delimiter between the specific information.

The following are the suggested abbreviations to use for location information within your buildings:

Building	-bldg	Suite	-suite
Floor	-flr	South	-S
Mezzanine	-mez	Southwest	-SW
Roof	-roof	Southeast	-SE
Basement	-bsmt	North	-N
Room	-rm	Northwest	-NW
Cubicle	-cube	Northeast	-NE
Quadrant	-quad	East	-E
Center	-cntr	West	-W

Load the above database information into the PSALI application for downloading to the 911 ALI (Automatic Location Information) database. Download all PSALI information to SCC (the City of Chicago's 911 database administrator).
Please contact John Teresa, S911 Project Manager for Ameritech at 312-727-2964 when you are ready to test your system(s). It is important to remember, the PSALI information you are providing must be clear and concise, so as to assist and enable an emergency responder (relying on the information you have provided) to quickly locate the caller and the telephone used to report the emergency.