



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

120 Base Road ♦ Oriskany, New York 13424  
Phone: (315) 765-2526 ♦ Fax: (315) 765-2529

ANTHONY J. PICENTE, JR.  
County Executive

FRANCIS MANFREDO  
Director

To: All Oneida County Fire Chiefs

From: Francis Manfredo, Oneida County Fire Coordinator

Date: January 5, 2026

Re: Site Information

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.

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:    *SPECIAL RESIDENTIAL*    *COMMERCIAL*    *INDUSTRIAL*    *OTHER*

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: