



## COMPUTER AIDED DISPATCH CITIZEN INFORMATION

The City of Port Coquitlam’s Citizen Information notification form allows you to provide Fire & Emergency Services personnel with information which will notify us of any specialized circumstances that may be required for response to your residence or business.

This information is programmed into our Computer Aided Dispatch system and provides Fire & Emergency personnel prior notice of circumstances that are beyond normal operating procedures. This detailed information enables the department to better provide you with prompt and professional service when responding to an emergency situation.

**To ensure accurate records, the computer system will soon clear itself of last year’s data input.** This procedure takes place every year to ensure that our information is up-to-date and reflects changing situations such as the relocation of residents and other physical changes.

Once we receive your new form, our Fire Dispatch Computer will again be programmed with:

- Names and location of person(s) who **may require specialized assistance** in the event of an emergency evacuation (*ex/ physical disability, visual or hearing impairment, special medical equipment such as oxygen tanks, etc.*)
- Any type of special caution notes which would alert our firefighters to **unusual circumstances** within your residence (*ex/ dangerous material storage*)

If you wish to **register or re-register**, complete this form online at [www.portcoquitlam.ca/dispatchform](http://www.portcoquitlam.ca/dispatchform) or complete the section below and return it via mail or hand deliver it to either:

**#1 Fire Hall**  
 1725 Broadway Street  
 Port Coquitlam, BC V3C 2A1

**#2 Fire Hall**  
 3196 Toronto Street  
 Port Coquitlam, BC V3B 5K3

<b>Name:</b> _____
<b>Address:</b> _____ <b>Apt. #:</b> _____
<b>Phone #:</b> _____
<b>Person(s) requiring specialized assistance:</b> _____
<b>Unusual circumstances:</b> _____
<b>NOTE:</b> Forms containing blank Caution Notes or information that falls within our normal operating procedures will <b>not</b> be entered into our CAD system.

\*Personal information provided is collected in compliance with the *Freedom of Information and Privacy Act* and will be used only for the purposes of Port Coquitlam’s Computer Aided Dispatch Service.

If you require additional information, contact 604-927-5466 or email [fire@portcoquitlam.ca](mailto:fire@portcoquitlam.ca)