



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Employee Emergency Contact Information		
<b>Policy Number:</b>	172	<b>Volume:</b>	Administration
<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	October 2013
<b>CFAI Reference:</b>	N/A	<b>CAAS Reference:</b>	N/A
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### PURPOSE

To provide guidelines for maintaining employee emergency contact information on file to be utilized in the event that an employee suffers a serious injury or death while on-duty at the fire department.

### POLICY

Upon beginning employment at the Rogers Fire Department all employees will complete a RFD Form 2 – Employee Emergency Contact Information. The form will contain the basic emergency contact information that would be needed to notify the person of the employee's choosing in the event that the employee suffers a serious injury or death while on-duty.

Information contained in the form will include:

- Employee information
- Emergency contact information (home and work)
- Names of dependents
- Information regarding contact procedures
- Funeral arrangement wishes
- Special requests

Upon completion, the Employee Emergency Contact Information form will be placed in the employee's personnel file. To ensure that accurate information is maintained, an updated emergency contact form will be completed annually during the city-wide employee open-enrollment period or anytime an employee's emergency contact information changes.