

# SCOTTS VALLEY FIRE PROTECTION DISTRICT



<b>STANDARD OPERATING PROCEDURES</b>	<b>ARTICLE: I</b>	<b>SOP: 1110</b>
	<b>SECTION: 1100 PERSONNEL</b>	
	<b>SUBJECT: EMERGENCY CONTACT LIST</b>	
	<b>DATE APPROVED:</b> 6/16/2011	
<b>APPROVED:</b>	<i>M. Murphy</i>	

**Purpose:** To provide some reasonable means of locating district members and their immediate family during major emergencies and disasters.

**Scope:** Each employee will have the ultimate responsibility of completing the Emergency Contact List (see attached form) and updating it on an as-needed basis.

## **Procedure:**

The Emergency Contact procedures should provide a reasonable level of assurance on the part of employees, as well as employee family members, that their personal welfare is being looked after and, that for the department personnel that are on duty at the time of such an occurrence, all possible efforts will be exercised to determine the whereabouts and condition of family members.

This list should also be utilized by the duty chief, for notification of family members, in the event of a serious illness, injury or death to an employee of the fire district.

1. It is the responsibility of each employee to assure their contact list is kept current.
2. It is the responsibility of each employee of this district to establish a plan with their respective family members to educate them as to the proper procedures to follow as may be dictated by a particular situation.
3. The district will maintain employees emergency contact information in the Firehouse database.

In instances where it is required we notify, or determine the location of, family members during major emergencies to reduce anxiety levels of both our employees and employee's families, the following shall occur:

1. Each family member shall be instructed to contact this office. (NOTE: this includes off-duty personnel, PCFs and their families)
2. The incident commander shall assign the responsibility of locating personnel and their families as the situation may dictate.
3. The first individuals to be contacted should be the family members of those employees who are on duty, with the remainder contacted thereafter.

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4. A log of those people contacted showing the time of contact and the location of the individuals should be kept. A re-contact point should be obtained, if possible.
5. As family members are located, the information shall be relayed *immediately* to the employee.