


# 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>	<b>12/8/2020</b>	
<b>APPROVED:</b>		

**Purpose:** To provide reasonable means of locating Scotts Valley Fire Protection District (SVFPD) employees and their immediate family members/emergency contacts during major emergencies and disasters.

**Scope:** Each employee will have the responsibility of completing the Emergency Contact List (see attached form) and updating it annually.

**Procedure:**

The Emergency Contact procedures should provide a reasonable level of assurance on the part of employees, as well as employee family members/emergency contacts, that their personal welfare is being looked after and, that for the SVFPD 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/emergency contacts.

This list should also be utilized by the Battalion Chief, for notification of family members/emergency contacts, in the event of a serious illness, injury or death to an employee of the SVFPD

1. Annual updates will be required via Target Solution assignment to assure Emergency Contact Lists are current.
2. It is the responsibility of the employee to establish a plan with their family/emergency contact members to educate them as to the proper procedures to follow as may be dictated by a particular situation.
3. The SVFPD will maintain employees emergency contact information in the Firehouse database as provided by the employee annually.

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

1. Each emergency contact/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.
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.