

# EMERGENCY CONTACT INFORMATION POLICY

## PURPOSE

The purpose of this policy is to ensure the County of Monmouth has the most accurate and up to date emergency contact information to be used in the case of an emergency or medical event impacting a County employee. Emergencies can happen at any moment and having accurate employee information on file is critical.

## SCOPE

This policy applies to all County employees including part time employees, seasonal staff, and unpaid Interns.

## POLICY

It is the responsibility of all individuals who work for the County to keep their emergency contact information current. This includes accurate and up to date address, cell or home phone and e-mail information for the employee and the same information regarding individual(s) who should be contacted in the event of a health or safety emergency concerning the employee occurring while at work. Please be aware that in the event of an imminent threat to health or safety the **first** call that will be made is to 911.

When deciding upon an emergency contact, consider the following:

- Does the person know, or have ready access to, personal information about you such as health conditions, medications, allergies, health care providers, names of family members, and where your children attend a school or daycare?
- Is the person authorized to act on your behalf in the event of an emergency, such as picking up your children or other family members from the school, daycare, or other activities?
- Is the person competent to handle high-stress situations?
- Is the person easy to contact?
- Does the person live in the area?

It is recommended that you provide at least two emergency contacts, identifying one as primary. If you do list multiple emergency contacts, the County will call the preferred contact first. If the preferred contact is not available, a message will be left, and the County will attempt to reach the additional emergency contact.

You will be specifically asked to confirm that any emergency contact listed is authorized to be informed about the specific circumstances of a medical incident occurring while on the job. If you do not provide this authorization, the County will be limited to the information regarding a medical incident that it can provide your emergency contact.

When employees experience a change in their address, phone, or other relevant information, including any emergency contacts, it is their ultimate responsibility to inform their supervisor and also contact the Department of Human Resources (MCHR) to update their employee records.

## **EMERGENCY CONTACT INFORMATION POLICY**

Periodic requests may be made by MCHR and supervisors or department heads to employees to ensure that employee emergency contact information is current. Emergency contacts will only be contacted in the event of a legitimate emergency concern, contact information will be kept confidential, and shared or used only on a strict need-to-know basis.

If the County cannot reach the emergency contact(s) you have listed, or if you have no emergency contacts listed, depending on the circumstances involved, the County may need to contact law enforcement to assist in locating next of kin. Additionally, if you require emergency medical attention and are unable to communicate, responding medical professionals may be required to make decisions on your behalf.