



Santa Cruz Consolidated Emergency Communications Center

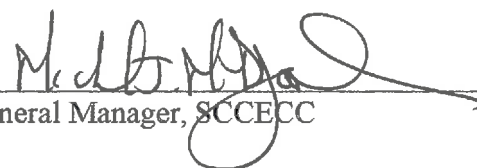
495 Upper Park Road
Santa Cruz, California 95065
(408) 471-1000 Fax (408) 471-1010

Michael J. McDougall
General Manager

9-1-1 FIRE
POLICE
MEDICAL

COMMUNICATIONS PERSONNEL POLICY/PROCEDURE

Procedure No: 2140
Date Issued: September 3, 1997
Date Revised:

APPROVED: 
General Manager, SCCECC

SUBJECT: EMPLOYEE EMERGENCY NOTIFICATION RECORD

- 1.0 All employees shall adhere to the following procedure in order to provide the Authority with the maximum availability of personnel during the time of declared crisis or emergency, and/or to provide a means of rapid notification of employee designated persons.
 - 1.1 All employees are to keep the Authority advised of their current residence address, telephone number, and the person(s) they wish to be notified in case of an emergency involving the employee.
 - 1.2 The employee is responsible for proving any changes in there status in or to maintain a current, correct information.
 - 1.2.1 Updated information shall be documented on a *Change of Address* form and forwarded to the Senior Administrative Assistant within three working days of a change in address or phone number.
 - 1.3 The information provided by each employee shall be kept confidential and will not be provided to any unauthorized person(s).