



PRINCE GEORGE'S COUNTY, MARYLAND  
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

<b>General Order Number:</b> 11-15	<b>Effective Date:</b> January 2010
<b>Division:</b> Personnel Management	
<b>Chapter:</b> Notification Forms/Personal Information	
<b>By Order of the Fire Chief:</b> Marc S. Bashoor	<b>Revision Date:</b> N/A

## **POLICY**

This General Order establishes a procedure to ensure that the Department has accurate, up-to-date personal and contact information on all employees.

## **DEFINITIONS**

N/A

## **PROCEDURES / RESPONSIBILITIES**

### **General Provision**

It shall be the responsibility of every member of this Department to ensure that personal information on file is accurate and up-to-date. This includes basic information such as name, address, phone number, etc., in addition to health, next of kin, and emergency contacts. Personal information can be updated by completing a PGC Form #673, a change of address form, or by written memo. The information is to be sent to the Human Resources office for entry into Departmental records. The Human Resources office shall be responsible to ensure that changes are forwarded to the appropriate County agencies.

Each supervisor is to ensure that a Prince George's County Fire/EMS Department Personnel Record/Risk Management Form (PGC Form #673) and an Emergency Contact Information form are to be completed with each Past Performance Appraisal (PPA). All forms should be completely filled out and attached to the PPA prior to returning them via the chain-of-command.

## **REFERENCES**

N/A

## **FORMS / ATTACHMENTS**

Prince George's County Fire/EMS Department Personnel Record/Risk Management, PGC Form #673 (Rev. 10/04)

Prince George's County Fire/EMS Department Emergency Contact Information

PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT  
PERSONNEL RECORD/RISK MANAGEMENT

EMERGENCY CONTACT/CALL BACK INFORMATION SUPPLEMENTAL FORM

- ◆ Please use this supplemental form to provide information on additional contact persons should you become involved in a personal emergency while on duty that requires notification. This form will also be used in case of a County emergency and personnel call back is required.

EMPLOYEE'S NAME \_\_\_\_\_ ID \_\_\_\_\_  
Last First MI

**EMPLOYEE'S CALL BACK INFORMATION**

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
PAGER \_\_\_\_\_ CELL PHONE \_\_\_\_\_

**PERSONAL EMERGENCY CONTACT INFORMATION**

ADDITIONAL CONTACT NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
PAGER \_\_\_\_\_ CELL PHONE \_\_\_\_\_

ADDITIONAL CONTACT NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
PAGER \_\_\_\_\_ CELL PHONE \_\_\_\_\_

ADDITIONAL CONTACT NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
PAGER \_\_\_\_\_ CELL PHONE \_\_\_\_\_

ADDITIONAL CONTACT NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
PAGER \_\_\_\_\_ CELL PHONE \_\_\_\_\_



# PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT

## PERSONNEL RECORD/RISK MANAGEMENT

ID NUMBER	_____	DATE	_____
NAME: LAST	_____	MIDDLE	_____
FIRST	_____	TITLE	_____
STREET ADDRESS	_____	APT.	_____
CITY	_____	STATE	_____
ZIP CODE	_____	HOME TELEPHONE	_____
BIRTH DATE	_____	RELIGION	_____
SEX	_____	RACE	_____
HEIGHT	_____	WEIGHT	_____
COLOR EYES	_____	BLOOD TYPE	_____
FAMILY DOCTOR _____			
DOCTOR'S TELEPHONE _____			
MEDICAL ALLERGIES _____			
_____			
CHURCH OR MINISTER _____			
CHURCH TELEPHONE _____			
EMERGENCY CONTACT NAME _____			
ADDRESS _____			
TELEPHONE – WORK _____			
HOME _____			
RELATIONSHIP _____			
INITIAL CONTACT DATE _____			
ASSIGNMENT DATE _____			
RANK/TITLE _____			
FIRE/EMS DEPARTMENT STATUS: VOL. _____ CAREER _____			
AUX. _____ CIVILIAN _____			
DRIVER'S LICENSE NUMBER _____			
DRIVER'S LICENSE CLASS _____			
DRIVER'S LICENSE EXPIRATION DATE (MM/DD/YYYY) _____			
DRIVER'S LICENSE RESTRICTIONS _____			

PGC FORM #673 (Rev. 10/04)

White: PPA

Green: Supervisor

Yellow: Operations Center

Pink: Originator