

Issue 360 - General Manual  
Part 480 - Safety and Health

WA480.9 - Introduction

This Washington General Manual Issue establishes Washington State Policy on use of the Personal Emergency Information Card.

WA480.1 - Item Covered

Personal Emergency Information Card.

A. All employees are requested to fill out the Personal Emergency Information Card (Exhibit A) and submit the completed card to their immediate supervisor. The supervisor will keep the emergency information card in the Employee's personnel folder in a locked drawer or filing cabinet. A copy will also be held by the Human Resources staff at the state office and will be filed in a locked file cabinet. Providing this information is voluntary and is to be designated to be used for emergency purposes. Those purposes include office closures, delays, physical accidents or other emergencies where contacting the employee or persons specified on the card is deemed necessary.

WA480.01

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Exhibit A  
USDA NRCS  
Washington State  
Personal Emergency Information Card

Employee Name	Home Address (Physical Address)	Home/Cell Phone
		H: C:

Notify in Case of Emergency:

Name	Relationship	Home Address	Home/Cell Phone
			H: C:

Notice: This information is for emergency purposes only and is voluntary. This information will be used only in the event of an emergency to speed the provision of medical care and/or to notify relative(s) or other person(s), specified on the form, of an accident or injury. It may also be used to notify you of office closures or important work place issues (such as missing timesheets.)

Employee Signature	Date
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