



TEXAS SOUTHERN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY



STANDARD OPERATING PROCEDURE

SUBJECT Emergency Information File		NO. OF PAGES: 2
REFERENCE: N/A	EFFECTIVE DATE: Jan. 1, 2009	REVIEW DATE: N/A
General Order 003	SPECIAL INSTRUCTIONS/SUPERSEDES: N/A	ISSUING AUTH.: CHIEF OF POLICE

PURPOSE: The purpose of this directive is to ensure specified emergency information is available to the shift supervisor for emergency reference on any employee.

OBJECTIVE: This directive applies to all personnel.

A. Information File:

1. An employee emergency data file for each employee will be kept in the Records Management System (ARMS). A hard copy will be maintained in each employees file. The emergency date file will include the following information:

- a. Full name
- b. Current address
- c. Telephone number to indicate listed, unlisted, or cellular.
- d. Age and date of birth
- e. Marital status with spouse's name if applicable. If single, next of kin and telephone.
- f. Family doctor and telephone number
- g. Other person to be called in an emergency
- h. Blood type
- i. Medicines which cause allergic reaction (submission of this or any other medical information is voluntary)

2. Each shift commander has the responsibility for obtaining and updating this information on employees.

3. As new employees start to work, a new file is to be completed by the Administrative Hiring Manager.

APPROVED:

Roger Byars Date
Chief of Police

Review and Responsibility

Responsibility Party: Texas Southern University Department of Public's Safety's Command
Staff

Review: Review will be conducted every even numbered

Retention: Original on file in the Office of the Chief of Police

Approval: Roger D. Byars, Director for Public Safety/Chief of Police

Date of Approval: September 1, 2008