

SUBJECT: PERSONAL INFORMATION PACKET	SECTION: 103.16A
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PURPOSE

The Fire Department's response to a firefighter's death or serious injury will greatly affect how surviving family members, co-workers, and the community copes with the unexpected tragedy. Part of the pre-planning for such a tragedy is collecting information on each and every member. In the event of such a tragedy, this information is vital for a quick and compassionate response to the family, friends and co-workers. The Personal Information Packet (PIP) will help the Department be prepared with current data on each employee.

POLICY

It is the responsibility of each member of the Department to maintain current information in the member's Personal Information Packet. Information in the PIP is considered CONFIDENTIAL and is to be utilized ONLY in the event of the death or serious injury of the member.

PROCEDURE

Each member of the Department will receive a Personal Information Packet upon implementation of this SOP or upon hire.

The completed Personal Information Packet shall be returned to the Department within seven days. The PIP will be sealed and filed in the member's personnel folder.

Each year, during the member's performance appraisal, the member will have an opportunity to update the PIP. If NO CHANGE TO THE EMERGENCY CONTACT INFORMATION is necessary, a member will be required to initial, date and note that there are no changes. If changes need to be made, a member may update the PIP as needed.

Since the information in the Personal Information Packet is essential for the department to provide family assistance in the event of death or serious injury, a member may request to update their PIP at anytime.

REFERENCE

Firefighter Line-of-Duty Death Guidelines, State of Ohio Fire Marshal, April 2010.