


<p style="text-align: center;"><b>TOWNSHIP OF VERONA</b> <b>COUNTY OF ESSEX, NEW JERSEY</b></p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Emergency Contact Information
	Policy Reference No:	8-8
	Release Date:	17 February 2023
	Approved By:	Joseph D'Arco, Township Manager
	Authority:	§ 79-1 (C) Ordinance No. 2020-26
	Revision History:	2
	No. of Pages:	1
	Applicability:	All Employees

New employees as well existing employees and volunteers are required to complete and/or update their Emergency Contact form yearly.

Emergency Contact information is required for the unlikely and unexpected event that there is a medical emergency, accident, death or other reason that an employee is unable to contact their emergency contact themselves. Emergency contacts may be used if an employee does not show up for work and multiple efforts have been made to contact the employee directly.

The Emergency Contact Form includes a request, albeit not required, for known medical conditions. All medical information/history is kept confidential in a separate file located in the Township Manager's Office.

The Emergency Contact Form, with medical information/history redacted, may be shared with the Police Department in the event of an "after-hours" emergency. Should you choose not to share Emergency Contacts with the Police Department, please notify the Township Manager.

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Revision No.	Revision Date	Nature of Revision	Approved By
1	15-June-2021	Added Recodified Authority	MAC
2	17-Feb-23	Changed Approver from Cavallo to D'Arco	JD