

**EMERGENCY NOTIFICATION INFORMATION**

ADM-0131 (REV 8/2001) CT #7541-1514-5

**PERSONAL INFORMATION NOTICE**

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977(Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification to inspect all personal information in any record maintained on the individual by identifying particular. Direct any inquires on information maintenance to your IPA Officer.

		DATE
EMPLOYEE NAME	OFFICE PHONE NUMBER	HOME PHONE NUMBER
HOME STREET ADDRESS	CITY, STATE, ZIP CODE	
POSITION NUMBER	DISTRICT/DIVISION	SOCIAL SECURITY NUMBER
SUPERVISOR	OFFICE PHONE NUMBER	

**PERSONS TO NOTIFY IN CASE OF EMERGENCY**

NAME	RELATIONSHIP
HOME STREET ADDRESS	HOME PHONE NUMBER
1 CITY, STATE, ZIP CODE	
WORK/COMPANY NAME	ADDRESS PHONE NUMBER
NAME	RELATIONSHIP
HOME STREET ADDRESS	HOME PHONE NUMBER
2 CITY, STATE, ZIP CODE	
WORK/COMPANY NAME	ADDRESS PHONE NUMBER

**PREDESIGNATING YOUR PHYSICIAN FOR AN OCCUPATIONAL INJURY/ILLNESS**

PHYSICIAN'S NAME	BUSINESS PHONE NUMBER
OFFICE ADDRESS (Include city, state and Zip code)	
MEDICAL INSURANCE COMPANY	MEDICAL CARD NUMBER (if applicable)

**SPECIAL ASSISTANCE IN AN EMERGENCY**

Does employee need special assistance during an emergency?  YES  NO  
 If yes, discuss with employee and notify emergency response personnel.

**ADDITIONAL MEDICAL INFORMATION**

EMPLOYEE SIGNATURE

**RETURN TO: Department of Transportation**  
 Transactions MS-47  
 1727 - 30th Street, 5th Floor  
 Sacramento, CA 95816

ORIGINAL - Official Personnel File  
 YELLOW - Supervisor  
 PINK - Liaison  
 GOLDENROD - Timekeeper/RAO