



SECTION: HR  
TOPIC: EMERG NOTIFY 01  
INJURY/ILLNESS  
JANUARY, 2025

## ADMINISTRATIVE PRACTICES MANUAL

**SUBJECT: EMERGENCY NOTIFICATION: SERIOUS ON-THE-JOB INJURY OR ILLNESS**

1. In the event of an employee's on-the-job accident or illness where emergency medical conveyance is necessary, it is the immediate supervisor's responsibility to ensure that prompt and appropriate contact for emergency medical conveyance is made.
2. In the event of an employee's serious on-the-job accident or illness, it is the immediate supervisor's responsibility to ensure that prompt notification is made to the employee's family and/or others as designated by the employee. Supervisors are encouraged to contact Corp Counsel and/or Risk Manager with questions on what can and/or be communicated.
3. In the event of an employee's on-the-job accident resulting in either serious injury or death, the supervisor is to promptly notify the Dane County Risk Manager. The Risk Manager can be contacted at (608) 266-4134 during normal working hours. At other times, contact is made through the Public Safety Communications Department by dialing "9-1-1" if inside Dane County, or (608) 267-3913 if outside Dane County. In the event of a fatality or three (3) or more employees requiring hospitalization, outside stakeholders may require notification within <8 hours or less.
4. Copies of the Employee Data Form will be maintained in the department and in the Employee Relations Office with emergency contact information. Employees will be reminded semi-annually through payroll check messages to make any needed updating revisions by completing a new form. Departmental payroll clerks should supplement this reminder effort by having employees complete a new form for relevant status changes (e.g., marriage, insurance changes affecting changes in clinic and/or hospital, etc.).
5. The procedural action steps following this page will apply in most cases of serious on-the-job accident or illness. However, since circumstances can vary significantly, the action steps are intended as guidelines. Individual supervisory discretion and judgment is needed in each case of serious on-the-job injury or illness. Supervisors are encouraged to contact Corp Counsel and/or Risk Manager with questions.

**END OF POLICY**



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Forms Needed:

Employee Data Form 014-79-05(11/94)

**RESPONSIBILITY**

**ACTION**

Supervisor

1. Telephone 9-1-1 for emergency medical conveyance.
2. Determine which hospital the employee is being conveyed to and, if possible, the employee's general condition.
3. Notify by telephone the ill or injured employee's family and/or others as designated by the employee. If it is not clear as to whom to notify, consult the Employee Data Form.
4. In cases of life threatening injury or illness, if practical in terms of distance and/or other factors, make in person the notification covered in Action 3 above with an offer of transportation to the hospital. If personal notification is not practical, make a telephone notification and inquire if transportation to the hospital is needed and offer assistance.
5. In case of serious injuries or death, promptly notify Dane County Corp Counsel and/or the Dane County Risk Manager. During normal business hours, contact Corp Counsel at (608) 266-4355 and/or the Risk Manager at (608) 266-4134. At other times, contact the Risk Manager through the Public Safety Communications Department by calling 9-1-1 if calling within Dane County or (608) 267-3913 if calling outside Dane County.

**END OF PROCEDURE**