Next of Kin Notifications
and
Emergency Contact Information Procedures

Next of Kin Notifications

When an employee goes to a local hospital, whether sick, injured, or deceased, it is the responsibility of the hospital officials and local law enforcement officials to notify the employee's family. Doctors or medical examiners (coroners) must declare an employee deceased. DOE occupational medical staffs are authorized to discuss the medical condition of an employee for which they have first hand knowledge with family members and other medical staffs.

Emergency Contact Information

DOE will publish a system of records notice that will provide for the release of DOE-maintained emergency contact information to medical service providers as a routine use. Once the notice has been published, DOE will assist external medical service providers with the notification process by providing the emergency contact information available in the Employee Self Service (ESS) portion of the Corporate Human Resources Information System (CHRIS), which covers only Federal employees, when the employee's name or a list of names is provided by the medical service provider. HR will serve as the point of contact for providing the information.

Employees are responsible for the information in ESS and are reminded annually to review and update the information. There is no requirement for employees to provide the information; however, it is in the employee's best interest to maintain current information in the event that it is needed under an emergency situation. The following information is collected under the "Update, Emergency Contacts" tab on the ESS main screen:

Enter information and click on SUBMIT to process

Contact Name:

Relationship to Employee: Spouse ▼

Check here if Person is the Primary Contact: ☐   **Same Address as Employee:** ☐

Enter address information as completely as possible

Address Line 1:

Address Line 2:

City/State/Zip: VA ▼

Enter at least one contact number below:

Home Phone:		**Work Phone:**	
Fax Phone:		**Cellular Phone:**	
Pager 1:		**Pager 2:**	
Dorm Phone:		**Campus Phone:**	

Providing Information to Family Members and the General Public

When family members or friends call to ascertain an employee's status, the only information that is to be provided is the information captured on the Workforce Data Collection Spreadsheets. The spreadsheets should include contractor employees and military members working at the affected DOE site. If the status of an employee is not known, then the response will be that; however, when known, including whether the employee is ill, injured, or deceased, such information may be released once the employee's family has been notified by a medical service provider or local law enforcement agency. DOE does not collect information on the name or location of the medical facility where the employee has been transported.