

<b>PEMBERTON TOWNSHIP FIRE DEPARTMENT GENERAL ORDER</b>
<b>Number: 16-002</b>
<b>Cross Reference: None</b>
<b>Subject: Changes to Personal Contact Sheets</b>
<b>Effective Date: March 19, 2016</b>
<b>By Order of: Pemberton Township Fire Chief <i>Craig L. Augustoni</i></b>

All Department personnel shall report any changes to their personnel contact sheets within 24 hours., in accordance to but not limit to the below listed categories. This information shall be forwarded to the Assistant Fire Chief.

1. Change in address
2. Change in e-mail address
3. Change in phone numbers ( ALL)
4. Change in emergency contact
5. Change in medical information

