

## EMERGENCY CONTACT UPDATE

We would like your help updating and expanding emergency contact records. This updated contact sheet includes additional methods of reaching your designated contact in the event of an emergency.

**Please provide current emergency contact information below and return to the Human Resources Manager. *Please print legibly.***

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EMPLOYEE NAME \_\_\_\_\_

EMPLOYEE # \_\_\_\_\_

**In EMERGENCY notify:**

### Primary Contact

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

PHONE NUMBERS:

HOME \_\_\_\_\_

CELL \_\_\_\_\_

WORK \_\_\_\_\_

### Secondary Contact

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

PHONE NUMBERS:

HOME \_\_\_\_\_

CELL \_\_\_\_\_

WORK \_\_\_\_\_