

## EMERGENCY NOTIFICATION RECORD

The Emergency Notification Record is a very important document in your official personnel folder (OPF). You are responsible for updating this form as necessary to identify the persons to be notified if you are injured, or become ill during working hours.

For new hires or updates, please complete and return a new Emergency Notification Record for to the Human Resources office for inclusion in your OPF.

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### 1. EMPLOYEE INFORMATION:

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

### 2. EMERGENCY/NEXT OF KIN INFORMATION:

a. Notify in case of emergency: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

b. Notify in case of emergency: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_