Employee Emergency Contact Form

What happens when an employee suddenly has trouble breathing at work and medical personnel needs to be called? What about an unexpected fire where the facility is evacuated and employees from multiple floors need assistance? Information from emergency contact forms may help parish and schools’ administrators in these situations but many are unsure of how they can be used and where those forms should be kept.

Emergency contact forms have been a staple of employee files for many years as a useful information tool during emergency situations.

Once the form is complete, the Administrator should file such a form in the employee’s confidential medical file or in a special emergency contact file and **NOT** in the employee’s personnel file. In addition, access to the information should be restricted only to those in a need-to-know position

Countless administrators, during an emergency, have tried to locate the form and then find either the form is missing or outdated. Don’t let this happen to you. Ask employees to update their forms on a regular basis. The following is a sample form that can be modified for use in your organization.

**Emergency Contact Form**

Please fill out the following information. If you don’t know the answer, you may leave an answer blank.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Contact Information | | | | |
| Name | |  | | |
| Home Address | |  | | |
| Home Phone | |  | Cell Phone |  |
| Home Email | |  | | |
|  | | | | |
| Primary Emergency Contact | | | | |
| Name |  | | | |
| Relationship |  | | | |
| Home Phone |  | | Cell Phone | Email |
| Secondary Emergency Contact | | | | |
| Name |  | | | |
| Relationship |  | | | |
| Home Phone |  | | Cell Phone | Email |