

MEMORANDUM

TO: KCC Staff

FROM: Janet McGhee
Director, Human Resources

RE: Emergency Contact

Potential Employees

In case of an emergency, we need to have contact information for each employee. This information will be kept on record in your personnel file. Please complete the information below and return to Human Resources.

Current Employees

If you have previously completed an emergency contact form and your information has changed, please complete this form.

Employee Name: _____
(please print)

In case of emergency, notify

Name: _____

Relationship (optional): _____

Telephone Number: _____

Name: _____

Relationship (optional): _____

Telephone Number: _____

Signature

Date