



## Emergency Contact Worksheet

**Employee:**

Please return the completed form to your department payroll representative for entry and record retention.

**Each employee must choose one PRIMARY emergency contact.  
Multiple emergency contacts may be submitted - please complete a separate form for each person.**

<input type="radio"/> Initial Information	<input type="radio"/> Additional Contact Info	<input type="radio"/> Replacement Contact Info	<input type="radio"/> Update Existing Contact Info
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**Employee**

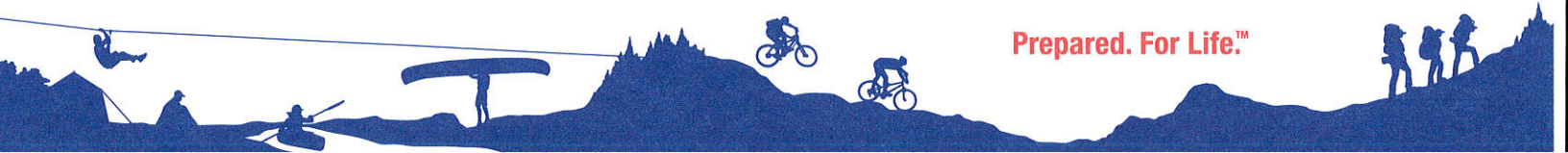
<b>Employee Name:</b> <i>(Last Name, First, Middle)</i>	<b>Employee ID #</b> <i>(preferred)</i> or SSN:	<b>Date:</b>

**Emergency Contact Address/Phone**

<b>Contact Name:</b>	<b>Relationship to Employee:</b>	<b>Primary Contact?</b> <i>(Required)</i> <input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Address Same as Employee <input type="checkbox"/> Phone Same as Employee		
<b>Address 1:</b>		
<b>Address 2:</b>		
<b>City:</b>	<b>State:</b>	<b>Postal Code:</b>
<b>Phone Numbers:</b>		
<b>Phone Type</b>		<b>Preferred Number</b>
<input type="radio"/> Cellular <input type="radio"/> Business <input type="radio"/> Campus <input type="radio"/> Dorm <input type="radio"/> Emergency <input type="radio"/> Fax <input type="radio"/> Home <input type="radio"/> Main <input type="radio"/> Other <input type="radio"/> Pager <input type="radio"/> Telex		
<b>Phone Type</b>		<b>Alternate Number 1</b>
<input type="radio"/> Cellular <input type="radio"/> Business <input type="radio"/> Campus <input type="radio"/> Dorm <input type="radio"/> Emergency <input type="radio"/> Fax <input type="radio"/> Home <input type="radio"/> Main <input type="radio"/> Other <input type="radio"/> Pager <input type="radio"/> Telex		
<b>Phone Type</b>		<b>Alternate Number 2</b>
<input type="radio"/> Cellular <input type="radio"/> Business <input type="radio"/> Campus <input type="radio"/> Dorm <input type="radio"/> Emergency <input type="radio"/> Fax <input type="radio"/> Home <input type="radio"/> Main <input type="radio"/> Other <input type="radio"/> Pager <input type="radio"/> Telex		

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