# EMPLOYEE EMERGENCY CONTACT INFORMATION

**Division of Comparative Medicine**

**Save & return by attaching in email to** [**CompMed@research.usf.edu**](mailto:CompMed@research.usf.edu) **or by Fax: 813-974-9432 or by campus mail to MDC20**

It is important for this division to maintain a listing for each employee regarding their current address, telephone number, and an emergency contact name and telephone number. This listing will not be for public use but will be maintained in divisional personnel files at the administrative office. Each facility manager will have access to this information for the employees assigned to their site as a means of communicating with employees or their emergency contacts as the need occurs. It is important that you help to keep this information current by contacting the department personnel coordinator & submitting current information with this form.

Please provide the following information for our files.

**EMPLOYEE NAME**

**WORK SITE ALZ, CAMLS, COM, PSY, SRB**

**CURRENT ADDRESS**

**EMPLOYEE TELEPHONE NUMBERS** (Include Area Code)**:**

**HOME CELL**

**NAME AND RELATIONSHIP OF EMERGENCY CONTACT** (Wife, Husband, Mother, Daughter, etc.)

**TELEPHONE NUMBERS OF EMERGENCY CONTACT** (Include Area Code)

**HOME CELL**