Employee Contact List

Use this form to gather information on employees (and the business owner) so that each person can be contacted at any time or place. After you have entered all your employees, assign a number to *Call Order* for each employee. You may choose to sort your employee list alphabetically or by call order.

Maintain an up-to-date copy of contact information for each employee in an accessible and secure location.

You can download copies of this form from: http://facilities.uah.edu/erp/forms.htm.
Save a blank version so you can make additional copies as needed.

Name:		Call Order:	
Position:			
Key Responsibilities:			
Home Address:			
City, State, Zip:			
Home Phone:		**Mobile Phone:**	
Office Phone:		**Pager/Beeper:**	
Fax:			
Home E-mail:		**Work E-mail:**	

Certifications:	☐ First Aid	☐ CPR
	☐ Emergency Medical Technician (EMT)	☐ Ham Radio
	☐ Special Licenses:	☐ Other

Emergency Contacts

Local Emergency Contact:		Relationship:	
Phone:		**Alternate Phone:**	
Address:		**E-mail:**	
Out-Of-State Emergency Contact:		**Relationship:**	
Phone:		**Alternate Phone:**	
Address:		**E-mail:**	
Notes:			