

New Employee Emergency Contact Information Form Sample

This **new employee emergency contact information form sample** ensures that essential contact details are collected promptly for workplace safety and swift communication in case of emergencies. It is designed to be straightforward and easy to fill out, guaranteeing accuracy and completeness. Employers can use this form to maintain updated records and respond efficiently during urgent situations.

Employee Information

Full Name:

Department:

Phone Number:

Email Address:

Primary Emergency Contact

Full Name:

Relationship:

Phone Number:

Alternate Phone Number:

Secondary Emergency Contact (Optional)

Full Name:

Relationship:

Phone Number:

Alternate Phone Number:

Submit