



DEPARTMENT OF HUMAN RESOURCES
CHIEF ADMINISTRATIVE OFFICE
CITY OF NEW HAVEN

200 Orange Street, New Haven, CT 06510
Tel. (203) 946-8252
Fax: (203) 946-7166



EMERGENCY CONTACT FORM

You are also encouraged to maintain this information via the Employee Self Service portal.

I. Employee Name: _____

Title: _____

Department: _____

Work Location Address: _____

Work Telephone: _____

Work Email: _____

II. Home Address: _____

Home Telephone: _____

Personal Email: _____

III. In case of an emergency, please contact:

Name: _____ -OR- Name: _____

Telephone: _____ Telephone: _____

Relationship: _____ Relationship: _____

(Optional):
Name & Telephone of Primary Care Physician: _____

Employee Signature

Date

This Emergency Contact Form is maintained by the Department of Human Resources, and is to be used only in cases of emergency.