



# HUMAN RESOURCE SERVICES

556 Boleskine Road, PO Box 700, Victoria, BC V8W 2R1  
Phone: (250) 475-4191 / Fax: (250) 475-4113

**TO: ALL EMPLOYEES**

**SUBJECT: EMERGENCY CONTACT(S)**

**Please complete the following and return to Human Resource Services**

***PLEASE PRINT***

Employee's Name: \_\_\_\_\_  
Last First Initial

Preferred Name (if different from above): \_\_\_\_\_

**Primary Emergency Contact:**

Name: \_\_\_\_\_  
Last First Initial

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Secondary Emergency Contact:**

Name: \_\_\_\_\_  
Last First Initial

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

**If this information changes, please complete a new form and submit to Human Resources immediately.**

The information collected on this form is required and will be used solely for the purpose of effecting contact in case of accident, illness or other emergency. It will be kept secure and confidential in accordance with the Freedom of Information and Protection of Privacy Act. Any questions concerning the collection and use of this information may be directed to the Director, Human Resources, 556 Boleskine Road, Victoria, BC. V8W 2R1, telephone 250-475-4192

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date