



HUMAN RESOURCE SERVICES

556 Boleskine Road Victoria, BC V8W 2R1
Phone: 250- 475-4191 / Fax: 250- 475-4113

EMERGENCY CONTACTS

Please complete the following and return to Human Resource Services

PLEASE PRINT

Employee's Name: _____
Last First Initial

Preferred Name (if different from above): _____

Email Address: _____

Primary Emergency Contact:

Name: _____
Last First Initial

Home Phone Number: _____ Work/Cell Phone Number: _____

Relationship: _____

Secondary Emergency Contact:

Name: _____
Last First Initial

Home Phone Number: _____ Work/Cell Phone Number: _____

Relationship: _____

If this information changes, please complete a new form and submit to Human Resource Services 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 Resource Services, 556 Boleskine Road, Victoria, BC. V8W 2R1, telephone 250-475-4191

Signature

Date

September 2016