

## EMERGENCY CONTACT

Please complete the form below to update the "Emergency Contact" information that is kept in your local personnel file. This information will also be referenced in conjunction with the Court's Continuation of Operation Plan (COOP) should the need arise.

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Your Name: \_\_\_\_\_

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1<sup>st</sup> Contact Name: \_\_\_\_\_

1<sup>st</sup> Contact Phone: \_\_\_\_\_ or \_\_\_\_\_

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

2<sup>nd</sup> Contact Name: \_\_\_\_\_

2<sup>nd</sup> Contact Phone: \_\_\_\_\_ or \_\_\_\_\_

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

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In the event of a court closure (weather, security, etc.) the Emergency Notification System will attempt to contact all court employees to advise them to stay home. In order to contact you please provide us with the following:

Personal email address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone and Network Provider: \_\_\_\_\_

Any other phone you would like us to call: \_\_\_\_\_

**IF ANY OF THESE NUMBERS CHANGE, PLEASE NOTIFY HR**

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Today's Date: \_\_\_\_\_