

**MOHAWK VALLEY COMMUNITY COLLEGE  
UTICA AND ROME, NEW YORK**

MEMORANDUM

TO: All Employees

FROM: Kimberly Evans-Dame  
Executive Director of Human Resources

SUBJECT: Emergency Contact Information – Attached

The Human Resources Department is often approached for names and telephone numbers of employee contacts in emergency situations.

In an effort to better serve your needs, we would be happy to maintain an emergency contact person for you. If you wish to maintain an emergency contact sheet, please complete the attached form with the required information.

As information changes, feel free to stop in and update it with us.

Thank you.

/Attachment

**MOHAWK VALLEY COMMUNITY COLLEGE  
Human Resources Department**

**EMERGENCY CONTACT INFORMATION SHEET**

**Employee Information:**

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

Department: \_\_\_\_\_

Title: \_\_\_\_\_ Full-Time \_\_\_\_ Part-Time \_\_\_\_

Street Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Emergency Contacts:**

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

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

Street Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

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

Street Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**It is the employee's responsibility to update this information as needed.**