

## EMERGENCY CONTACT

Please complete the form below to update the "Emergency Contact" information that is kept in your personnel file. This information will also be used 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: \_\_\_\_\_

3<sup>rd</sup> Contact Name: \_\_\_\_\_

3<sup>rd</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 of the situation. In order to contact you, please provide us with the following:

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

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

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

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

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