

# Emergency Contact Information Form

Last revised: November 2020

Last reviewed: August 2020

**Next review: August 2021**

*This form below should be used to specify employee's emergency contacts.*

This form should be completed only if employees are unable to access PSC Client. Otherwise, please complete the form, and email it to the HR Service Centre, [hrsc@gov.sk.ca](mailto:hrsc@gov.sk.ca)

## Employee Information

Employee Name

Employer Home Phone

Employee ID Number

## Contact Information

Emergency Contact Name

Emergency Contact Phone

Alternative Phone

**OR**

Emergency Contact Name

Emergency Contact Phone

Alternative Phone

The above information will be confidentially stored and maintain in MIDAS. The employee's home phone number will be only shared with the employee's direct manager if there is a work related issue which requires the manager to contact the employee at home.

The emergency contact information will only be accessed if there is an emergent situation, such as the employee is injured at work, or if there is a medical issue. The employee's direct Manager or Human Resources would access the contact information.

**To authorize the use of this information in case of emergency:**

Employee Signature

Date

Please note the information collected on this form is compliant with the *Freedom of Information and Protection of Privacy Act*, and that this form is voluntary.