

Emergency contacts

About three minutes. Opened only in an emergency.

Questions marked * need an answer.

Who sees this: [HR and your manager], only if you are hurt or ill at work, or do not arrive and cannot be reached. Privacy policy: _____.

About you

1. Your name *

2. Department or team

3. Your mobile number *

First emergency contact

The person we call first.

4. First contact's name *

5. Their relationship to you *

☐ Spouse or partner

☐ Parent

☐ Child

☐ Brother or sister

☐ Friend

☐ Other

6. First contact's mobile *

7. Another number for them (home or work)

8. Add a second contact?

Someone to call if the first person does not answer.

☐ Yes

☐ No

Second emergency contact

9. Second contact's name *

10. Second contact's relationship to you *

- | | | |
|---|------------------------------|-----------------------------|
| ☐ Spouse or partner | ☐ Parent | ☐ Child |
| ☐ Brother or sister | ☐ Friend | ☐ Other |

11. Second contact's mobile *

12. Add a third contact?

- ☐ Yes ☐ No

Third emergency contact

13. Third contact's name *

14. Third contact's relationship to you *

- | | | |
|---|------------------------------|-----------------------------|
| ☐ Spouse or partner | ☐ Parent | ☐ Child |
| ☐ Brother or sister | ☐ Friend | ☐ Other |

15. Third contact's mobile *

Health information (optional)

Only if you want to share it. Read by [first aid officer or HR] in an emergency and used for nothing else.

16. Anything a first aider or paramedic should know

For example a condition, an allergy or a medicine you carry.

17. Would you need help to leave the building in an emergency?

- ☐ Yes ☐ No

18. What help would you need?

Only if "Would you need help to leave the building in an emergency?" is Yes.

Before you send

19. Do the people you listed know they are your emergency contacts?

A contact who expects the call is more likely to answer it.

☐ Yes

☐ No

20. Agreement *

☐ I agree [organisation] may contact these people in an emergency, and I will update this form if anything changes.

21. Signature

Signature

Date