



# Employee Emergency Information Record

## In Compliance with the Workplace Know Your Rights Act

California law requires employers to provide employees with the opportunity to name an emergency contact and to indicate whether that contact should be notified if the employee is arrested or detained during work. You may update this information at any time during your employment. The information provided will be used in case of accident or emergency **only** and should be kept current at all times.

<b>EMPLOYEE NAME</b>		<b>PRIMARY PHONE</b>	<b>ALTERNATE PHONE</b>
<b>HOME ADDRESS</b>			
Street		City	State Zip Code
<b>PRIMARY EMERGENCY CONTACT</b>			
<b>NAME</b>		<b>RELATIONSHIP</b>	
<b>HOME ADDRESS</b>			
Street		City	State Zip Code
<b>PRIMARY PHONE</b>	<b>ALTERNATE PHONE</b>		
<b>SECONDARY EMERGENCY CONTACT (IF UNABLE TO REACH PRIMARY CONTACT)</b>			
<b>NAME</b>		<b>RELATIONSHIP</b>	
<b>HOME ADDRESS</b>			
Street		City	State Zip Code
<b>PRIMARY PHONE</b>	<b>ALTERNATE PHONE</b>		
<b>Authorization for Notification of Arrest or Detention</b>			
Please indicate your preference regarding notification by checking <b>one</b> of the boxes below:			
<input type="checkbox"/> <b>YES, I AUTHORIZE</b> my employer to notify the emergency contact listed above if I am arrested or detained on the worksite; or during work hours or while performing job duties away from the worksite (provided the employer has actual knowledge of the arrest or detention).			
<input type="checkbox"/> <b>NO, I DO NOT AUTHORIZE</b> my employer to notify my emergency contact in the event of my arrest or detention			
<b>EMPLOYEE SIGNATURE</b>		<b>DATE</b>	