

Nixyáawii Community School
73300 July Grounds Lane
Pendleton, OR 97801

Emergency Contact Information Policy

All employees must provide emergency contact information for persons to be contacted in the event of a personal emergency. Emergency contact information is confidential and will not be made available to nonessential staff. Emergency contact information may not be used for any purposes other than its original intention.

All employees are required to supply emergency contact information—it is each employee's personal decision as to whom he or she chooses to have as the emergency contact.

Employee Name: _____

First Emergency Contact Name: _____

Relationship _____

Phone Number(s): _____ Cell: _____

Work: _____

Notes:

Second Emergency Contact Name: _____

Relationship _____

Phone Number(s): _____ Cell: _____

Work: _____

Notes:

In an effort to keep information current, employees will be asked to verify emergency contact information occasionally.