

### EMERGENCY CONTACT INFORMATION

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

#### Primary Emergency Contact

#### Secondary Emergency Contact

Name	Name
Address	Address
City, State & Zip	City, State & Zip
Phone	Phone
Email	Email
Relationship	Relationship

#### ***Workplace Know Your Rights Act Emergency Contact Preferences***

Under California law, employers must allow employees to designate an emergency contact who will be notified if they are arrested or detained at the worksite or if they are arrested or detained during working hours or while performing their job duties offsite, provided the employer has actual knowledge of the arrest or detention (Labor Code section 1555).

Please select from the options below stating your emergency contact preferences in the event you are arrested or detained while working, as described above. You can provide updated contact information at any time.

**YES PLEASE NOTIFY MY DESIGNATED PRIMARY OR SECONDARY EMERGENCY CONTACT IF I AM ARRESTED OR DETAINED AT WORK**

**NO, DO NOT NOTIFY MY PRIMARY OR SECONDARY DESIGNATED EMERGENCY CONTACT IF I AM ARRESTED OR DETAINED AT WORK**

\_\_\_\_\_  
Employee Signature:

\_\_\_\_\_  
Date: