



**HUMAN RESOURCES**  
**3301 E. Onstot Road**  
**Yuba City, CA 95991**

## **EMERGENCY CONTACT INFORMATION**

### **Employee Information**

Employee Name:

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Colleague ID:

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Department:

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Work Location:

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Phone (optional):

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### **General Emergency Contact(s)**

(To be contacted in the event of illness, injury, or general emergency)

#### **Primary Contact**

Name:

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Relationship:

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Phone:

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Alternate Phone  
(optional):

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#### **Secondary Contact (Optional)**

Name:

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Relationship:

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Phone:

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Alternate Phone  
(optional):

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**Special Emergency Contact for Detention or Arrest**

(Pursuant to California Labor Code §1555, employees have the right to designate a contact to be notified if detained or arrested at or during work)

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Alternate Phone (optional): \_\_\_\_\_

Check here if this individual is the same as a general emergency contact listed above

**Authorization and Acknowledgment**

I authorize Yuba Community College District to contact the individuals listed above in the event of an emergency.

I understand that:

- I may update or change this information at any time.
- Designating a detention/arrest emergency contact is voluntary.
- The District will make reasonable efforts to notify the designated contact consistent with California Labor Code §1555.

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

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

**HR Use Only**

Date Received:

Entered into System  Yes  No

Entered By: \_\_\_\_\_