



~~~ EMERGENCY CONTACT INFORMATION FORM ~~~

Office of Human Resources

Phone: 717-361-1406

Employee Name \_\_\_\_\_

Elizabethtown College entered into an agreement in February 2008 with Blackboard Connect, Inc. to provide emergency notification services for the College with the Connect-ED Communications System.

The College provides the company with the office phone numbers and College e-mail addresses for all Elizabethtown faculty and staff. The information will be used in the unlikely event of a life-threatening or potentially catastrophic emergency at the College.

To broaden our reach during an emergency, we are asking all faculty and staff to provide us with additional contact information: the number of the cellular phone that you regularly carry with you, the number and carrier for your text-enabled device (if you have one), and your home e-mail address. Per our contract, Blackboard Connect, Inc. will not sell, share, lease or rent contact information – name, phone numbers and email addresses – with any companies outside of Blackboard Connect, Inc. or Blackboard Connect service providers.

Additionally, we are requesting the name and phone number of your emergency contacts.

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**Connect-ED Contact Information**

**Cell Phone Number:** \_\_\_\_\_

**Home E-mail Address:** \_\_\_\_\_

**Emergency Contact Information**

**# 1 Emergency Contact Name:** \_\_\_\_\_

**(Relationship)** \_\_\_\_\_

**#1 Emergency Contact Number:** \_\_\_\_\_

**# 2 Emergency Contact Name:** \_\_\_\_\_

**(Relationship)** \_\_\_\_\_

**#2 Emergency Contact Number:** \_\_\_\_\_