

## Employee Emergency Contact and NY-Alert Form

In case of emergency, Paul Smith's College needs to know how to contact you and others that you specify. It is critical that you keep this information current with the Office of Human Resources.

**NY Alert** is an emergency notification service run by the NY State Emergency Management Office (SEMO). This service allows the College to notify you, and others you specify, about campus and local emergencies through multiple messaging gateways such as phone calls, text messages, and/or emails.

**NY Alert** requires Cell Carrier information to be able to contact you through your cell phone.

Date:	<input type="text"/>		
Name:	<input type="text"/>		
Home Address:	<input type="text"/>		
State/Province:	<input type="text"/>	Zip/Postal Code:	<input type="text"/>
Home Phone:	<input type="text"/>	Cell Phone:	<input type="text"/>
Cell Carrier (Verizon, AT&T, etc.):	<input type="text"/>	Personal Email	

### Emergency Contact #1

Check if we should notify in an emergency

Name:	<input type="text"/>	Relationship:	<input type="text"/>
Home Address:	<input type="text"/>		
State/Province:	<input type="text"/>	Zip/Postal Code:	<input type="text"/>
Day Phone:	<input type="text"/>	Night Phone:	<input type="text"/>
Cell Phone:	<input type="text"/>	Cell Carrier (Verizon, AT&T, etc.):	<input type="text"/>
E-mail Address:	<input type="text"/>		

### Additional NY-Alert Emergency Notification Numbers

Phone #2:

Cell Phone (if checked identify carrier)      Cell Carrier (Verizon, AT&T, etc.):

Phone #3:

Cell Phone (if checked identify carrier)      Cell Carrier (Verizon, AT&T, etc.):

*The information provided on this form will be transmitted to the NY-Alert Emergency Notification System to enable communication of emergency conditions to the person completing the form. This data will be maintained by Human Resources as a confidential record.*

### NY-Alert Opt Out

I do not wish to supply additional emergency notification numbers for the NY-Alert Emergency Notification System. I understand that I may choose to provide additional information to the system at anytime by completing and submitting this form to Human Resources