Emergency Notification Form

The SF State Emergency Notification System is designed to notify you as soon as possible about a campus emergency via phone and e-mail. The information you provide will only be used in the event of an emergency or an occasional test of the system. The system also allows you to optionally identify an emergency contact to be used by the University.

Please return this form to Human Resources, ADM 252

*Employee Name: ***Employee ID:**

*Department:

The University is not responsible for any charges you incur from sending or receiving calls/messages on your devices via the SF State Emergency Notification System.

Enter your phone numbers:

Phone Number (Include Area Code)	**Phone Type
Example: 415-338-1111	*Direct Campus Line*

Enter your secondary e-mail address (non-sfsu.edu):

E-mail Address	*Example: Alliegator@yahoo.com*

Enter who you would like us to contact in the event that you are in an emergency:

Contact Name	***Relationship	Phone Number	**Phone Type	Additional Phone Number	**Phone Type
Example: Joe Gator	*Relative*	*415-338-1111*	*Cellular*	*415-338-1111*	*Home*

**Required information

**Phone types: Direct Campus Line, Direct Campus TTY, Cellular, Cellular TTY, Cellular Text, Dormitory, Home, Home TTY, Other, Pager 1, Pager 2*

***Relationship: Child, Domestic Partner, Friend, Other, Parent, Relative, Spouse

HR USE ONLY

Thank you for taking this step to help
the University communicate with you in case of an emergency

HR Form, 02-08