

Individual Employee Information Sheet

Instructions

Having needed information on each employee will be useful information in the event of a work related emergency. Record information on this form so the company can contact the employee, or their emergency contact. File the individual forms alphabetically for quickly locating individual employee's information.

Personal information

Employee name	Cell phone number	Home phone number	Personal email address	
Home address		City	State	Zip

Office information

Job title/position	Office direct phone	Office extension	Company email address
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Special skills

What special skills does the employee have that may help in our Business Recovery effort (EMT, CPR certified, carpentry, painting, CDL truck license holder, etc.)

Emergency contact information

Emergency contact name	Relation			
Phone number		Cell phone number		
Street address		City	State	Zip