



# TOWN OF SAUGUS

HUMAN RESOURCES

298 CENTRAL STREET

SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-4142 • Fax: (781) 231-5666

## EMPLOYEE EMERGENCY CONTACT FORM

To be completed and returned to the Human Resource Office at Town Hall.

EMPLOYEE NAME:

DEPARTMENT:

\_\_\_\_\_

\_\_\_\_\_

PRIMARY CONTACT:

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

Address: \_\_\_\_\_

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

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

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

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

SECONDARY CONTACT:

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

Address: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE