



KEWAUNEE COUNTY ADMINISTRATOR

Edward J. Dorner

INTEROFFICE MEMORANDUM

DATE: June 6, 2013
TO: Kewaunee County Employees
FROM: Edward J. Dorner
RE: Updated Personal Contact Information & Emergency Contact Notification

Please update your employee personal contact information and emergency contact notification information on the back of this memo. The updated form will be placed in your personnel file and if there is an employee emergency, the contact(s) listed on the form will be notified. Also, your personal contact information will be entered into CodeRED (a notification database) to be used to notify you in the event of a work related or weather related emergency.

Thank you.

Kewaunee County
810 Lincoln Street
Kewaunee, WI 54216

PHONE (920) 388-7164
FAX (920) 388-7101
WEB SITE <http://www.kewauneeeco.org>



**Kewaunee County Employee Personal Contact Information
& Emergency Contact Notification Form**

EMPLOYEE PERSONAL CONTACT INFORMATION:

Employee Name: _____ Date: _____

Address: _____

City/State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Cell Provider: _____

IN CASE OF EMERGENCY PLEASE NOTIFY:

Name: _____

Address: _____

City/State: _____ Email: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Alternate #1

Name: _____

Address: _____

City/State: _____ Email: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____