



BRADLEY University

February 13, 2012

TO: University Employees

FROM: Nena Peplow, Director of Human Resources

RE: Emergency Contact Information

In order to ensure the University has emergency contact information for all employees please complete the information below and return to the Human Resource Department, 239 Sisson Hall as soon as possible. This information will only be used should the need arise to contact someone on your behalf.

Thank you.

Name _____ Department _____
(Please Print)

In Case of Emergency, please contact: (Please print)

First Contact:

Name _____

Phone _____ Alternate Phone _____

Second Contact:

Name _____

Phone _____ Alternate Phone _____

Signature

Date

HUMAN RESOURCE DEPARTMENT

1501 WEST BRADLEY AVENUE – PEORIA, IL 61625 – (309) 677-3223 – FAX (309) 677-3867