

Instructions for Completing the Employee Emergency Data Form

PLEASE NOTE: If you see incorrect characters on your form after it updates, please view [“Fix for Corrupted Data”](#) to correct this problem with your browser.

!!YOU MUST CLICK ON THE UPDATE BUTTON WITHIN 20 MINUTES OF OPENING THE FORM OR YOUR SESSION WILL TIME OUT WITHOUT NOTIFICATION!!

Complete all fields highlighted in light yellow, for which you have a living family member. If you do not have a family member, leave "None" in the appropriate blocks.

Provide a complete address for notification purposes. Do not include PO boxes or rural route addresses. If the residence is difficult to find, place additional instructions for locating it in the Continuation/Remarks block.

NOTE: We've provided separate blocks for each part of the address, and for the home phone number. Use the Continuation/Remarks block for additional information, such as cell phone and work phone numbers.

Spouse: Please enter the first name, middle initial, maiden name (if applicable), and last name of your spouse.

Spouse Address/Phone Number: Enter your spouse's address, including zip code. Enter your spouse's home phone number, Work, and/or cell phone numbers for emergency notification should be entered in the Continuation/Remarks block.

Children's Name(s), Date(s) of Birth (DOB), Relationship, and Address/Phone Number: Enter the first name, middle initial, and last name of each child. Use the drop down menu to indicate the child's relationship to you. Enter the child's date of birth in a MM/DD/YYYY format. Enter the address, including zip code., Enter your children's home phone number. Work, and/or cell phone numbers for emergency notification should be entered in the Continuation/Remarks block. If you need additional space for children, use the Continuation/Remarks block.

Father's Name: Enter the first name, middle initial, and last name of your father.

Father's Address/Phone Number: Enter your father's address, including zip code. Enter your father's home phone number, Work, and/or cell phone numbers for emergency notification should be entered in the Continuation/Remarks block.

Mother's Name: Enter your mother's first name, middle initial, and last name.

Mother's Address/Phone Number: Enter your mother's address, including zip code. Enter your mother's home phone number, Work, and/or cell phone numbers for emergency notification should be entered in the Continuation/Remarks block.

DO NOT NOTIFY: Enter the full names of persons you do NOT wish to be notified and their relationship to you.

NOTIFY INSTEAD: If you wish a person other than a family member to be notified, list that person here. Enter the first name, middle initial, last name, relationship, address with zip code, and home, work, or cell phone numbers for emergency notification.

Continuation/Remarks: Use this item for remarks or continuation of other items as necessary. Prefix the entry with the item being continued, for example, "Spouse's work/cell phone number," "Additional Child(ren)," or "Directions to father's residence."

Provide copy of EMDS form to your immediate supervisor. After entering the information, click on the Print icon on your web browser and provide the printed copy to your immediate supervisor.

Update - Press the Update button once you have completed the EMDS form. (NOTE: YOU MUST CLICK ON THE UPDATE BUTTON WITHIN 20 MINUTES OF OPENING THE FORM OR YOUR SESSION WILL TIME OUT WITHOUT NOTIFICATION.) The system will take you to another page where you should see a Congratulations notice. (If you do not receive the Congratulations screen then your changes were not saved.) At this point you may elect to return to the EMDS form or exit the web application. Please note... your update may not reflect immediately depending on the server response time to the database.

REMEMBER TO UPDATE YOUR EMERGENCY DATA ANY TIME THERE IS A CHANGE!