

From : Human Resource Services, Hendon



Emergency Contact Details

On rare occasions it is necessary to contact next of kin and it would be helpful if you could provide the University with details of your next of kin, or person to be contacted in an emergency, by completing this proforma. Occasionally staff work during evenings or at weekends, and we therefore like to collect contact details to cover both in and out of normal office hours (for this purpose normal office hours are defined as 8.00am to 6.00pm Monday to Friday).

Existing staff can update contact details at any time on the University's PAFIS (People and Financials Information System) database through Employee Self Service.

Your Name :

School/Service :

Campus :

Your home/contact telephone number : _____

May this number be divulged to (a) staff **YES / NO** (b) students **YES / NO**

(your home telephone number will be available to Human Resources and your line manager in addition to permissions given at (a) or (b) above)

Details of person to be contacted in an emergency :

Their Name : _____ **relationship to you :** _____
(eg : neighbour, parent, friend)

Their telephone number :

During office hours : _____ extension (if applicable) _____

During out of office hours : _____

Their place of contact :

During office hours (please give full address) :

During out of office hours (please give full address) :
