City of Fairfield

Emergency Contact Information

Revision Date: 04/07/2026

Employee Information

Employee # | Full Legal Name | Date

Emergency Contacts

Primary Emergency Contact

Name

Address

City/State/Zip

Phone

E-mail

Secondary Emergency Contact (Optional)

Name

Address

City/State/Zip

Phone

E-mail

Workplace Know Your Rights Act Emergency Contact Preferences

Under California law, employers must allow employees to designate an emergency contact who will be notified if they are arrested or detained at the worksite or if they are arrested or detained during working hours or while performing their job duties offsite, provided the employer has actual knowledge of the arrest or detention (Labor Code section 1555).

Please select from the options below stating your emergency contact preferences in the event you are arrested or detained while working, as described above. You can provide updated contact information at any time.

In the event that I am arrested or detained on the worksite, or during work hours or the performance of my job duties while off the worksite:

☐ Notify my designated emergency contact(s) above.

☐ Notify the following individual instead of my emergency contact(s) above:

Name

Address

City/State/Zip

Phone

E-mail

☐ Do not notify any of my emergency contacts in the event I am arrested or detained.

Employee Signature | Date