



DEPARTMENT OF PLANNING AND DEVELOPMENT
CITY OF CHICAGO

MEMORANDUM

DATE: January 24, 2017
TO: All DPD Staff
FROM: Amy Henry
HR Director
RE: Emergency Contact Information Update

HR is now updating personal and emergency contact information to be maintained in your personnel file. Please provide us with the information listed below and return to Lenore Ryan at City Hall Room 1000 by **Friday, January 27, 2017**.

Thank you.

NAME: _____
(please PRINT your name)

ADDRESS: _____ ZIP CODE: _____

HOME PHONE (____) _____ CELL PHONE (____) _____

In the event of an emergency, please contact:

NAME: _____
(please PRINT the emergency-contact name)

RELATIONSHIP _____

ADDRESS: _____ ZIP CODE _____

DAYTIME TELEPHONE NUMBER: (____) _____

EVENING PHONE NUMBER: (____) _____

CELL PHONE NUMBER: (____) _____