Request to Add/Remove/Change Contact Number for
Employee Notification Database

Process: Members complete form, sign and submit to Hertford County Emergency Management Director. Add/remove/change information will be entered by the system administrator periodically. Information regarding adverse weather closings will be sent by mass notification.

IMPORTANT: If you do not have unlimited text messaging, when you reach your account limit it will start charging you the rate according to your phone plan.

Add □   Remove□   Change□

Department:_______________________________________________

Name:_____________________________________________


1. 10 Digit Cell #:__________________________________________

   Voice□   Text□   Both□

Cell Phone Carrier:__________________________________________

2. 10 Digit Home Phone #:____________________________________

3. Email:__________________________________________________

Member Signature:__________________________________________