



# Employee Communication Contact Preference Form

In the event of an emergency, such as a tornado, active killer, or flood, the City of Johnston will send notifications to all Johnston employees. Choose the methods below on how you would like to receive the notifications. You are welcome to sign up to receive notifications in all areas.

**Please write legibly so the information can be properly put into the system.**

**Circle the department you work in.**

Police                  Fire                  Community Development                  Parks                  Public Works  
  
Administration                  Library                  Economic Development

**First and last name** \_\_\_\_\_

**Personal Cell Phone** \_\_\_\_\_

**Personal Email Address** \_\_\_\_\_

**Work Cell Phone** \_\_\_\_\_

**Work Email Address** \_\_\_\_\_

The information will be input into the CivicReady notification system and will ONLY be used in the event of an emergency. We want to ensure all employees that work for the City of Johnston receive information on what has occurred and any details following the event.

If you have questions regarding the above information, please contact:

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Communications Manager  
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515-727-7781