Each employee is responsible for ensuring his/her contact information is current. An employee may enter/update his/her contact information in WebAdvisor at any time and as often as required. Emergency contact information is retained securely in the Office of Human Resources and Equal Opportunity (HREO). As a best practice, an employee should review and confirm the accuracy of his/her emergency contact information at least twice a year.

(1) To complete the online form:

- Go to webadvisor.coastal.edu
- Login (same user ID and password used to access e-mail)
- Click on “Employees” (located in navigation bar on right side of screen)
- Click on “Emergency Data Form” under the heading labeled “Employee Profile”
- Enter the name and required information for the employee’s emergency contact
- Click on “Submit”

(2) To change emergency contact information in the future:

- Follow the same login procedure listed in section (1)
- Change fields that require updating
- Click “Submit”

Occasionally, situations arise which requires University representative needs to communicate with an employee’s emergency contact. The decision to contact an employee’s emergency contact will be determined on a case-by-case basis. Notification of the emergency contact is not mandatory. HREO may release contact information to an individual in the employee’s administrative channel, public safety, emergency management or other appropriate party.

If an employee directs a University representative not to call that employee’s emergency contact, the employee’s request will be honored, unless it appears that the employee is incapacitated.

For more information, contact the Office of Human Resources and Equal Opportunity at extension 2036.

HREO 5/24/2016