

## Employee Registration for CodeRED

Wood County utilizes CodeRED to notify employees of building closures and other emergencies. In order to receive these notifications, a primary phone number is required to be added to the employee notification group. (A phone call will be placed to the number(s) listed unless a cell phone is listed and marked to receive a text message.)

**Employee Name:** \_\_\_\_\_

**New Employee Registration**

**Contact Information Change** (report updated information below)

**Department:** \_\_\_\_\_

**Department Location:**  Courthouse Complex  East Gypsy Lane Complex

Other \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_  Home  Work  Other

Cell (Carrier \_\_\_\_\_)

Call  Text

**Secondary Phone:** \_\_\_\_\_  Home  Work  Other

Cell (Carrier \_\_\_\_\_)

Call  Text

**Work Email:** \_\_\_\_\_

**Name Change (Note previous name):** \_\_\_\_\_

I understand that I must report any changes in my employee information within seven days of the change per the employee handbook.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Should you wish to subscribe to weather or other local alerts through CodeRED, please do so through the "Invite" you receive when your account is established or contact the Emergency Management Agency at [woodcountyema@co.wood.oh.us](mailto:woodcountyema@co.wood.oh.us).

Employees who work in 24/7 departments are encouraged to register for this service or another weather alert system to be notified of severe weather conditions outside of normal office hours (8 a.m. – 5 p.m.).

Forward form to the Emergency Management Agency  
Copy to Personnel File