

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.

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