EMERGENCY CONTACTS

In the event of an emergency, establishing an emergency contact(s) allows the University or first responders to notify your loved ones. There are three ways to make this information available. Utilizing all three creates the best chance of a quick notification to your contact(s).

DUCKWEB

Is the preferred choice for housing emergency contact(s). HR (human resources) securely retains this information and can disperse it to managers, supervisors, first responders, or other necessary parties in the event of an emergency. Upon initial hire, you will receive a prompt to provide this voluntary information, but it can be updated at anytime. Follow these steps:

- Visit duckweb.uoregon.edu or follow the "duckweb" link at the bottom of the homepage
- Login using your UO ID and PAC
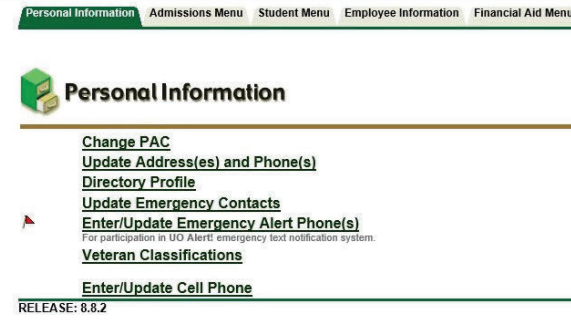- Under "Personal Information" click on "Update Emergency Contacts"

YOUR SUPERVISOR

Is often on-site in the workplace with you. By sharing your contacts with them, they can quickly notify your loved ones in the event of an emergency. However, if your supervisor is not available, there may be no way for others to access the information.

SMARTPHONE'S MEDICAL ID

Many smartphones offer a medical ID feature. Should you be found incapacitated with your phone, the feature can be accessed even while the phone is locked. The layout and setup are unique to the operating system of the phone, i.e. Apple, Android, etc. Some phones will allow allergies or important health information to be displayed with your emergency contact(s).

DuckWeb Information System

Personal Information   Admissions Menu   Student Menu   Employee Information   Financial Aid Menu

Personal Information

Change PAC
Update Address(es) and Phone(s)
Directory Profile
Update Emergency Contacts
Enter/Update Emergency Alert Phone(s)
For participation in UO Alert! emergency text notification system.
Veteran Classifications
Enter/Update Cell Phone
RELEASE: 8.8.2

Update your contacts in Duckweb under the "Personal Information" tab.

Give your supervisor your contacts.

Update your phone's medical ID.