Emergency Contact Information Update
Frequently Asked Questions for Faculty & Staff

1. **How will my emergency contact information be used?**

   Authorized university personnel will utilize emergency contact information only when a faculty or staff member’s life or safety is believed to be at risk.

2. **Why is my emergency contact information required?**

   During emergency situations time is of vital importance. Having this emergency contact information already on file allows for families and loved ones to be contacted in a timely manner.

3. **How often do I have to update my emergency contact information?**

   Emergency contacts must be reviewed by faculty & staff on an annual basis. It is imperative that your emergency contact details are current. Faculty & staff are advised to update these details when necessary and to record any changes immediately to ensure ECU has accurate information.

4. **How do I edit my emergency information?**

   Visit https://pirateport.ecu.edu and select the “My Information” portal. Click on ‘personal information’ and scroll down to the emergency contact section. Click the pencil icon to edit/update or select the trash bin icon to delete an old contact.

5. **Is this like the ECU Alert system?**

   While this helps with notifications, ECU Alert is a different communications mechanism. ECU Alerts are used when critical information needs to be sent to the entire ECU campus community. This emergency contact information is specific to each individual and will only be used when the faculty or staff member’s life or safety is of immediate concern.

6. **Will you share my emergency contact information?**

   No - emergency contact information is kept strictly confidential and shared only with ECU personnel who are authorized to access the system. This information will never be shared with a third party and will be used only in an emergency where the faculty or staff member’s life or safety are of concern.

7. **Who should I list as my emergency contact?**

   For many faculty & staff members, the emergency contact may be a spouse or partner, parent, sibling, or another relative or a friend. The emergency contact selected by each faculty or staff member does not have to be the faculty or staff member’s next of kin. Carefully consider who you select and be sure to let the person know that they are your point of contact for ECU in the event you are involved in an emergency situation.