



PROFESSIONAL GROUP PLANS

Office Emergency Closing Form

If PGP should close due to inclement weather,  
we will communicate with you through Text and/or Home (Personal) Email.

You must fill out all portions regardless of how you are notified.

Please print clearly or type so all information is legible.

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

PGP Office location: (check one)      LI      NYC      NJ

Home Phone#: \_\_\_\_\_

Cell Phone#: \_\_\_\_\_

Home (personal) email: \_\_\_\_\_

PGP will determine how you will be notified based on the circumstances surrounding the closure of the office(s).