



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE:	Employee Emergency Notification System	ROUTING All Sites All Employees
NUMBER:	REF-5483.2	
ISSUER:	Andrés E. Chait Chief of School Operations Division of School Operations Jill Barnes, Ed. D. Administrator of Emergency Management Office of Emergency Management	
DATE:	January 29, 2024	
PURPOSE:	The purpose of this Reference Guide is to provide information about the Employee Emergency Notification System and how all employees can update their own contact information, including their emergency contacts.	
MAJOR CHANGES:	This Reference Guide updates REF-5483.1, issued by the Office of the Superintendent, dated June 26, 2014. The major changes include an updated explanation about the need for and use of employee contact information.	
INSTRUCTIONS:	<p>Recent regional, national, and world events have demonstrated the necessity for efficient and timely emergency notifications to employees. In a large-scale emergency, critical or urgent information will be provided to employees via the District's mass communication and notification system (e.g. Blackboard Connect).</p> <p>To ensure that the Superintendent can provide timely emergency information to all employees, please ensure that you review and update your contact information twice a year, and whenever your contact information changes. Your cell phone number and contact information to notify your emergency contacts are also requested. To update contact information:</p> <ol style="list-style-type: none">1. Use your Single Sign-On to access the LAUSD Employee Self-Service system at ess.lausd.net.2. Update and save your personal contact information in the "Employee Address and Phone" section of the My Profile tab. Make sure your cell phone information is current.3. Review and update as needed the "Who to Contact in an Emergency" section of the My Profile tab. Include information for up to two emergency contacts.	

During a disaster, text messaging is expected to be the first successful method of communication. As such, employees should include their cell phone information in the Employee Self Service system. The District expects to only send a text message during an emergency. By providing your cell phone number, you authorize receiving emergency text messages from the District and understand that you are responsible for all text-related charges.

School-based administrators should ensure that the emergency contact information entered as part of each site's Integrated Safe School Plan is complete, accurate, and updated for personnel listed in the school's Emergency Contacts section of Step 4 Planning View. This information will be used by the Los Angeles School Police Department to contact District personnel assigned to specific school sites in response to localized emergency events that affect a single campus.

ASSISTANCE: Please contact the IT Help Desk at (213) 241-5200, Option 8 for assistance with the Employee Self Service system.

For further information, contact the Office of Emergency Management at oem@lausd.net or (213) 241-3889.