



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: Superintendent’s Emergency Notification System

NUMBER: REF-5483.1

ISSUER: Earl R. Perkins, Assistant Superintendent
School Operations
Office of the Superintendent

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Office of the Superintendent

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PURPOSE: The purpose of this Reference Guide is to provide information about the Superintendent’s Emergency Notification System and how all employees can update their contact information.

MAJOR CHANGES: This document replaces Reference Guide 5483.0 issued by School Operations, dated May 18, 2011. The revised Reference Guide provides updated instructions and contact information, and reflects current District organization.

INSTRUCTIONS: Recent national and world events have demonstrated the necessity for efficient and timely emergency notifications. In a large-scale emergency, information will be provided to employees via Blackboard Connect.

To ensure that the Superintendent can provide quick and critical 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 a loved one are also requested. To update contact information:

1. Access the LAUSD home page (www.lausd.net)
2. Click on the “Employees” box
3. Click on “Employee Tools”
4. Click on “Employee Self Service”
5. Use your Single Sign-On ID and password to access, update and save your personal contact information.

During a disaster, text messaging is expected to be the first successful method of communication. As such, the District requests that employees include their cell phone information through the Employee Self Service process. 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 are also to ensure that the emergency contact

ROUTING
All Employees



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information entered as part of each site's Safe School Plan Volume 2 is complete, accurate, and updated. This information will be used by School Police to contact District personnel assigned to specific school sites in response to localized emergency events that affect a single campus.

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

For further information, contact School Operations at (213) 241-5337.