

Emergency Contacts



ADMINISTRATIVE ORDER No. 2016-13

December 7, 2016

To:

All DCHR Employees

From:

Ventris C. Gibson, Director

Expiration:

Until superseded

Overview

The collection of emergency contact information is part of the District's emergency planning process. Should an emergency or crisis arise, a District government official may need to contact an employee or someone else on their behalf. To provide appropriate emergency communications, the D.C. Department of Human Resources (DCHR) asks all its employees to review their personal and emergency contact information listed in PeopleSoft.

I. Reviewing and Updating Information

PeopleSoft houses the personal and emergency contact information for employees and allows them to securely update information such as addresses, phone numbers, and e-mail addresses for themselves and individuals they would like to be contacted in the event of an emergency. Employees can review all personal information currently on file by accessing the "Personal Information Summary" module in PeopleSoft.

A. Required Contact Information

The required contact information under the "Personal Information" section in PeopleSoft is as follows:

1. **Home Address**
2. **Mailing Address**
3. **Phone Numbers**
4. **Emergency Contacts**

The home address must be a physical address **where the employee resides**; P.O. boxes are not allowed. Employees are encouraged to provide at least two emergency contacts. Detailed instructions for accessing and updating this information can be found in Instruction 31A-8, *Updating Personal and Emergency Contacts*.

II. Responsibilities

Upon receiving this order, employees must immediately log into PeopleSoft and review their personal and emergency contact information for accuracy. Employees must acknowledge that they have updated this information on the attached acknowledgement form. In the future, employees should periodically review this information to make sure it is up-to-date. Additionally, employees shall update personal information at the time a change occurs or within ten (10) business days from the date the information changed.

Managers and supervisors should periodically remind employees of their responsibilities under Instruction 31A-8 and the requirements to review and update contact information as required.

III. Effective Date

This order is effective immediately.

Attachments (1)