



**WE DON'T WANT
ANYONE
IN LAUSD TO
BE LEFT OUT
OF THE LOOP
DURING AN EMERGENCY
THAT IMPACTS ALL OF US!**

Update LAUSD Employee Emergency Contact Information Now!

Employee safety is a top priority in LAUSD. Keeping personal and emergency contact information updated ensures that the District can reach every employee during a crisis or disaster.

Log in to Employee Self Service at <http://ess.lausd.net>
and provide cell, work, and home phone numbers

Employee **cell phone** numbers are critical for contact:

- On the way to/from work
- When not in usual location (field trip, different room/office, etc.)
- By text message

Enter the best **work phone** number to reach you during the workday, especially if:

- You are assigned to multiple sites
- You frequently work away from your office

**Information entered is
confidential and secure
Information is only
accessed during
emergencies**

