

# Personal & Emergency Contact Information



## District Personnel Instruction No. 31A-8

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<b>Effective Date</b>	<b>Expiration Date</b>	<b>Related DPM Chapters</b>
December 8, 2016	Retain Until Superseded	31A

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### Overview

The collection of emergency contact information is part of the District’s emergency planning process. It is important for employees to keep up-to-date personal and emergency contact information on file. This information will be accessed by Human Resources staff, or other authorized personnel, in the event of an emergency or crisis situation. This instruction outlines what personal contact information must be supplied by employees, explains how to enter that information in PeopleSoft, and identifies employees' responsibility for keeping the information up to date.

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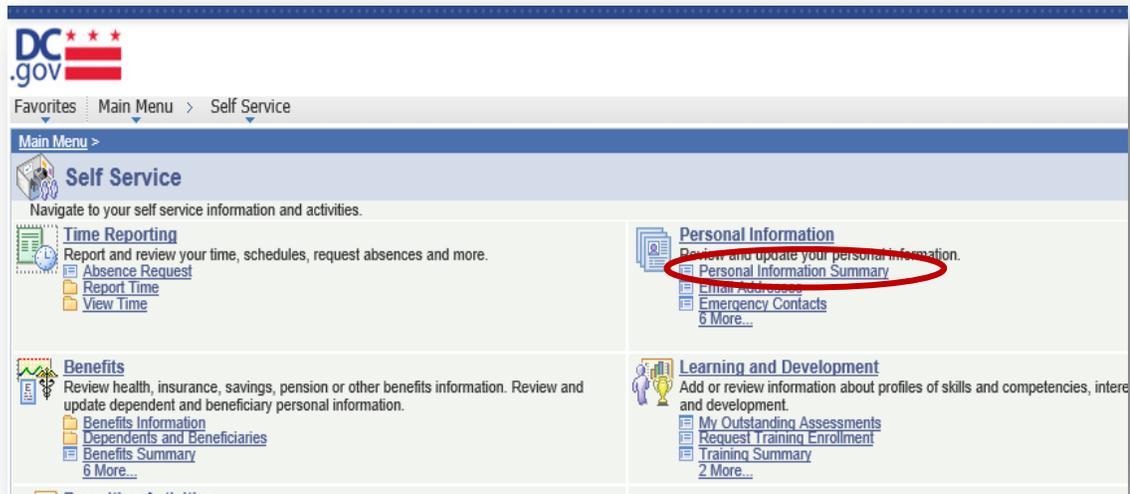
### Updating Personal Information

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Employees are responsible for ensuring their contact information is up-to-date in PeopleSoft. If an employee’s contact information changes, he or she must update PeopleSoft within 10 business days of that change. Employees should also periodically review and, as necessary, update their contact information in PeopleSoft. The required contact information under the **“Personal Information”** section in PeopleSoft is as follows:

- Home Address
- Mailing Address
- Phone Numbers
- Emergency Contacts

Employees can review all personal information currently on file by accessing the “Personal Information Summary” module in PeopleSoft. If the information listed is incorrect or out of date, the employee is **required** to access the applicable module to make corrections.



## Addresses

The home address must be a physical address *where the employee resides*. If the address is in the District, the quadrant (i.e. N.W., N.E., S.E., S.W.) should be entered following the street number and name in the “Address 1” field. If applicable, the apartment number should be entered in the “Address 2” field. Only the five (5) digit zip code should be provided.

### SAMPLE HOME ADDRESS:

**Edit Address**

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City:  State:   Postal:

County:

**i Personal Mailboxes and P.O. Boxes:** A personal mailbox featuring a physical address provided by a commercial retailer or P.O. Box **may only be used as a mailing address**. In the event emergency correspondence must be sent, the home address where the employee resides will be used. Other non-emergency correspondence will, for the most part, be sent to the employee's mailing address.

## Phone Numbers

All phone numbers provided should include the 3-digit area code. In addition to identifying the type of phone number (e.g., mobile phone, fax, home, etc.), employees will be required to select a “preferred” number where they should be called first.

Phone Type	Phone Number	Extension	Preferred
Mobile	202/555-5555		<input checked="" type="checkbox"/>
Other	202/555-5555		<input type="checkbox"/>

[Change phone numbers](#)

**Click Here to Edit or Add a Phone Number from the Personal Summary Page**

## Emergency Contacts

Employees are encouraged to provide at least two emergency contacts; however, each employee must have at least one emergency contact listed in PeopleSoft who should be contacted in the event of an emergency. Employees must provide the contact’s full name, phone number, email address, identify their relationship to the employee, and, if available, a physical address. More than one emergency contact may be provided, but employees must select a primary contact who will be contacted first should an incident occur.

**Click Here to Add a New Contact**

**Click Here to Edit Contact Information**

Contact Name	Relationship to Employee	Edit	Delete
Jim Doe	Parent	<a href="#">Edit</a>	<a href="#">Delete</a>
Susie Graham	Friend	<a href="#">Edit</a>	<a href="#">Delete</a>

Primary Contact: Jim Doe [Change the primary contact](#)

[Add an Emergency Contact](#)

[Return to Self Service](#)

## Responsibilities

Upon receipt of this instruction, agencies shall direct all employees to immediately review and update their contact information using the guidelines listed above (*See Attachment 1: Sample Administrative Order*). As noted previously, employees shall make every effort to update personal information at the time a change occurs but no later than ten (10) business days from the date the information changed.

## Legal Authorities

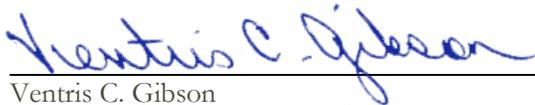
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- Title XXXI of the CMPA, Records Management and Privacy of Records (D.C. Official Code § 1-631.01 *et seq.* (2012 Repl.);
- Chapter 31 of the D.C. personnel regulations, Records Management and Privacy of Records (contained in Part I of Chapter 31A of the DPM).

## Additional Information

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For additional information concerning this instruction, please contact the Department of Human Resources, Policy and Compliance Administration, by calling (202) 442-9700 or by sending an e-mail to [dchr.policy@dc.gov](mailto:dchr.policy@dc.gov).



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Ventris C. Gibson  
Director

## Attachment 1 – Sample Administrative Order

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**[Begins on Next Page]**

# 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*.

DEPARTMENT OF HUMAN RESOURCES

## II. Responsibilities

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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

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This order is effective immediately.

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Attachments (1)