

**Los Rios Community College District  
Human Resources  
1919 Spanos Court  
Sacramento CA 95825-3905**

**“ALERT” - Employee Emergency Notification Information**

Los Rios Community College District is committed to providing an environment that is safe for all employees. In the event we need to contact you by email or cell phone regarding an emergency situation at your work location, we must have current and correct contact information.

If you are unable to complete your “ALERT” information using the Los Rios Community College District Self Service webpage, please complete your emergency notification information below and return this form to the address above.

Employee Type (check one):

Full Time Faculty:  / Adjunct Faculty:  / Management:  / Regular Classified:

Temporary Classified/Student Employee:  / Employment Service Agreement:

Employee ID#: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Cell Phone Number (include area code): \_\_\_\_\_

Can this phone receive text messages?      Yes       /      No

Non-Work E-mail: \_\_\_\_\_

If you do not have a cell phone or choose not to provide your cell phone number above, an attempt to contact you will be made via your home and/or work number(s) provided below:

Home Phone Number (include area code): \_\_\_\_\_  
(if home number is unavailable, please provide an alternate number)

Work Phone Number (include area code): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_