5.5.7   **Emergency Notification System Registration**

(a) Policy

California Correctional Health Care Services (CCHCS) shall ensure staff is notified timely in the event of an emergency. The Business Continuity Unit (BCU) shall utilize the Emergency Notification System (ENS) to notify staff via work desk phone, work email, and state issued cell phone. Staff are required to register in the ENS in order to receive notification and can be notified via personal devices if contact information is provided.

(b) Applicability

This policy applies to all CCHCS headquarters (HQ) staff and all staff who occupy office space in any CCHCS leased location.

(c) Compliance and Accountability

Management of each operating entity is responsible for ensuring that all business units under their authority comply with this policy in accordance with the standards that are issued and established in CCHCS.

(d) Procedure

(1) The ENS shall be managed by BCU, which is responsible for maintaining account access and sending alerts to all CCHCS HQ staff and all staff who occupy office space in any CCHCS leased location.

(2) Registering in the ENS

(A) In order to receive notifications, staff are required to register in the system at https://ondemand.mir3.com/cchcs/login and provide their contact information as part of the emergency notification requirements. Personal information is not required to be entered but is suggested.

(B) Staff shall ensure contact information is current at all times. For detailed instructions, refer to the Emergency Notification System Registration Instructions.

(3) The BCU shall:

(A) Provide information regarding the ENS registration process at the New Employee Orientation.

(B) Maintain active and inactive user accounts.

(C) Remind staff to update their profile information when there is a location move.

(D) Conduct bi-monthly testing with all registered ENS users.

(E) Review the status of all CCHCS staff bi-annually to ensure they are currently active within the ENS.

Revision History

Effective: 05/2017