



# EMERGENCY NOTIFICATION SYSTEM

The National Oceanic & Atmospheric Administration (NOAA) Emergency Notification System (ENS) is a tool that allows NOAA to quickly broadcast emergency information to affected employees via phone, email, or text.

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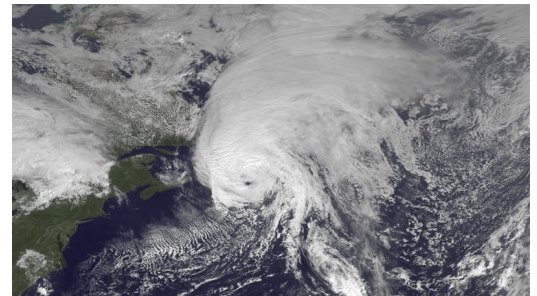


## What You Need To Do

- Enter your personal cell phone number into the NOAA Staff Directory to be sure you can be reached during an emergency (your personal information is only available to you).
  - Confirm the ENS message as soon as you receive it.
  - If directed to verify your personal safety, contact your supervisor immediately
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## ENS in Action

If you work for NOAA – as a federal employee, NOAA Corps employee, contractor, or other associate – you could receive an ENS emergency alert. Delivered via pathways such as cell phones, office phones, email, and text, these alerts increase leadership’s ability to provide you with timely, consistent information during a crisis. Note that ENS messages are sent based on geographic location, not by line office.



## Emergency Messages

Depending on the type and scope of an emergency, NOAA can deliver emergency alerts through the ENS to just one facility or to all employees at one time. For example, in the event of a hurricane in the Gulf of Mexico, the following message may be sent to employees located in that region:

*“A hurricane warning has been issued for the greater Gulf of Mexico. All employees should follow evacuation orders and monitor their local situation through normal emergency information outlets. Please confirm receipt.”*

Note: SMS messages will come from shortcode “89361”. Email messages will come from “[noaa.ens@noaa.gov](mailto:noaa.ens@noaa.gov)” and the reply address is not a phishing email.

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## Staff Accountability

To account for your safety and well-being during or after an emergency, NOAA will continue to rely on the traditional “phone tree” where supervisors contact each of their direct reports sequentially. With the addition of the ENS, NOAA will be able to execute the phone tree faster than ever. If you are in an affected area, you may receive an emergency alert from the ENS that instructs you to contact your supervisor and confirm your safety. Following receipt of this message, you are responsible for contacting your supervisor as soon as possible.



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## Contacting You

NOAA employee information is provided by the NOAA White Pages(WP). This information is now synced with the NOAA Staff Directory(NSD) and is used by the ENS to contact employees in a potential or ongoing emergency. It is critical that you maintain your current contact information. To update your personal contact details in the NSD, visit <https://nsd.rdc.noaa.gov/>. You are encouraged to enter a personal cell phone number into the directory; note that your personal information will stay that way – personal. The information will not be visible to other users of the NSD; it is visible only to you. NOAA employees and staff can update their information in three (3) ways: in the NSD (Personal Contact Information), via a respective email admin (fed manager), NOAA Accounts (everything else).



## For More Information

[NOAA Homeland Security Program Office](#)

(<https://www.noaa.gov/information-technology/homeland-security-program-office>).