



Stand-up Talk

Emergency Contact Information

In an emergency, the Postal Service may need to contact employees to verify that they are safe. The only way we can do that is by calling you on your phone number of record. In urgent situations, we may also conduct a home visit at your home address to verify that you are safe.

Unfortunately, information on file is not always up-to-date. Telephone numbers may not be current and sometimes the home address on file is a post office box. While that is correct as a mailing address, it would not be enough information to conduct a home visit to verify that you are safe under urgent, perhaps life-threatening, situations

If information isn't accurate in your work file, we then reach out to whomever you have designated as your emergency contact. That information, too, may change over time. In the coming days, your supervisor will review the contact information you have on file.

If that information is not accurate or lists a PO Box as a home address, please make it a point to sign on to *Lite Blue* to update your information or to enter a street address for your home address. As a reminder, here is the address and instructions to use *Lite Blue* for your address records:

- Go to <https://liteblue.usps.gov>
- Click on "My HR" (a tab at the top of the page)
- Under "I want to:" click on "*change my address*"

Our hope is that we never find ourselves in a position where we have to confirm you are safe or that we have to get in touch with your emergency contact. However, if the situation is urgent and our need to confirm that you are safe becomes a reality, we can only do it with current and accurate information. I encourage you to make any needed update immediately.

Always remember: Safety Depends on Me!