

May 6, 2015

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 14-41
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: InformaCast Notification System

1. Purpose. To inform the Job Corps community of the function and appropriate use of the InformaCast Notification System which is currently in place at 107 centers. The remaining centers will have the capability once Voice over Internet Protocol (VoIP) is fully deployed.

2. Background. The InformaCast System provides the ability to utilize the Cisco VoIP phones in a new way, adding to its usefulness and value to the center. When properly configured, the InformaCast System opens up a new range of uses for the existing VoIP phone system: to alert staff of emergency situations; provide information on events such as inclement weather or other concerns; or simply to ring a classroom bell (from the phone speaker) at predetermined times to mark the beginning or ending of classes.

Phones can be specified together in saved groups, making it easier to manage the process of sending messages or bell rings. The InformaCast System does this without compromising the original purpose of the Cisco VoIP phone system - which is to make and receive calls.

The Data Center Voice and Network and Telecom Teams maintain most aspects of the InformaCast System. However, **IT points of contact have been granted access on a center-by-center basis for a variety of day-to-day tasks, including the creation or modification of messages, altering or adjusting the bell schedules, or setting up exclusions to existing rules or schedules.**

Messages are text and/or audio communications sent to the screen of the Cisco VoIP phone or PC that provide information or alerts to a situation, such as an on-campus emergency. They can be arranged in groups of phones and/or PCs.

It is important to remember that InformaCast is not an alarm system. The system is not meant to be an all-encompassing emergency broadcast solution, and should be used to supplement the center's emergency action plan. In no way will this system replace fire alarms or suppression systems.

For normal day-to-day use, network connectivity is required. Job Corps is looking at the feasibility of using a mobile application in the absence of network connectivity. During the next phase of InformaCast, Job Corps is evaluating centerwide paging capability with IP speakers.

The JCDC will be providing on-going training on InformaCast.

3. Action. Addressees are to ensure this Information Notice is distributed to all appropriate staff.
4. Expiration. Until superseded.
5. Inquiries. Questions and comments should be addressed to estep.linda@dol.gov.