



Policy 6.17

**Disaster Preparedness and University State of Emergency
Sample Annual Disaster Status Notification Letter**

[date]

Dear _____:

We are writing to inform you that the director or chair of your department has designated your position during a University State of Emergency to be a(n) *essential, alternate, standby (choose one)* position. This designation is in accordance with the Emergency Preparedness and University State of Emergency Policy 6.17.

A **University State of Emergency** refers to catastrophic events such as natural or human made disasters or the outbreak of pandemic illnesses that would result in a prolonged closure of the university (e.g., Hurricane Katrina). A University State of Emergency is in effect when the university president acts to declare such a state under the guidelines set forth in the university's Comprehensive Emergency Management Plan. When a University State of Emergency is declared, any position may be designated as essential or alternate, even if not designated beforehand.

Your position classification may be different for Weather or Other Short-Term Closing Policy 6.15 for one or two day closures (e.g., snow days).

Please refer to the following position definitions, and contact _____ if you have any questions.

Sincerely,

Essential employee – One who has been designated as critical to the operation of the unit, whose presence is required regardless of the existence of an emergency condition, university and/or building(s) closure, canceling of classes, and whose absence from duty could endanger the safety and well-being of the campus population and/or facilities. Employees may be designated as essential on a situational basis, e.g., in the event of a snow emergency only, or in the event of a public health crisis. Depending on the nature of their work, essential employees may be required to report to work on campus or may be allowed to work from home. Essential employees must be notified in writing of their status as essential on an annual basis. Designations can be changed at any time depending on need.

Alternate employee – One who has been designated to serve as a back-up to an essential employee. Alternate employees must be notified in writing of their status as alternate on an annual basis. Designations can be changed at any time depending on need.

Standby employee – Any employee not designated as essential or alternate. Standby employees must be notified in writing of their status as standby on an annual basis. Designations can be changed at any time depending on need.