

Sample 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 Emergency 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, and whose absence from duty could endanger the safety and well-being of the campus population and/or physical plant. 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. 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, and will be notified to work in the event the essential employee is unable to fulfill her/his duties. Alternate employees should check in with their departments when a University State of Emergency is declared to see if they are needed.

Standby employee – any employee not designated as essential or alternate, and will only be notified to work in the event that essential university functions are unable to be maintained because of excessive essential and alternate staff shortages. Alternate employees should check in with their departments when a University State of Emergency is declared to see if they are needed.