

## Sample Emergency Employee Designation Notice

[Date]

MEMORANDUM FOR [Emergency Employee's Name]

FROM: [Manager's Name]  
[Title]

Subject: Emergency Employee Designation

The purpose of this memorandum is to inform you that you have been designated as an "Emergency Employee" for the Office of [Office/Organization name]. As an "Emergency Employee" you may be required to report to work and perform critical or essential duties during facility closures, emergencies, or Continuity or other unusual situations. Under certain conditions, you may also be directed to report to an alternate facility or location to perform your duties.

Attachment 1 to this memorandum identifies the conditions and situations during which you may be required to work and the duties that you may be required to perform. Further, during some emergency situations, you may be asked to perform additional duties to ensure the health and safety of personnel and the continued performance of the Department's Essential Functions. Please note that in the event of an emergency situation, regardless of weather conditions or any public announcements of dismissal or suspension of activities, you may be required or directed to report for duty at your normal duty station or an alternate location identified by your supervisor.

Notification of the requirement for you to report and perform your duties as assigned may be made in advance by oral or written direction from your management, by telephone, or through the media -- for example, during Government-wide closures. In the event that you are directed to work from home or an alternative worksite, you are expected to be prepared to perform your work by teleworking. Attachment 2 is a contingent emergency flexiplace/telework agreement that you are to sign which confirms this information.

As a designated "Emergency Employee," you are to provide contact information and ensure that it is accurate and up-to-date so you can be reached in an emergency. In the event that your personal safety is in jeopardy and you are unable to report, you should immediately contact your management as soon as practicable so that alternatives can be arranged. Your failure to comply with direction to report for duty as required may result in your being placed in an absent without approved leave (AWOL) status and/or being subject to disciplinary action.

Attachments

Acknowledgement:

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Distribution:

Employee  
Manager  
Employee File

DRAFT

**Emergency Employee Designation Requirements for [ *Employee Name* ]**

Emergency or Mission Critical Duties:

Conditions or Situations for Emergency Duty:

Flexiplace/Telework Requirements for Emergency Duty: (Attach Flexiplace Agreement)

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## **Emergency Employee Designation**

**DESIGNATION NOTICE**– Every employee that is likely to be required to respond during an emergency, facility closure, or other disruption should be issued a Designation Notice (sample attached) annually that outlines what is expected, including the conditions under which a response may be required; the duties the employee will be expected to perform; and any additional special requirements or conditions that may apply.

**EMERGENCY EMPLOYEES** include those personnel, both Federal and contractor, who maintain critical facilities and equipment, support personnel health and safety, provide security, and perform other mission critical functions that must be continued during facility closures, emergencies, Continuity situations, and other disruptions. It should be recognized that given the potential for emergency conditions to persist for an extended period of time (requiring multiple shifts) and that the emergency conditions may prevent some Emergency Employees from initially responding, several employees should be designated for every position that may require an Emergency Employee to report for duty

**EMERGENCY OR MISSION-CRITICAL DUTIES** include, but are not limited to:

- Support for Departmental health, safety and security operations
- Support for Critical Facility Operations (e.g., Snow removal, Water, Power, Heating)
- Maintain computer and communications systems and operations
- Perform Critical Watch Standing duties
- Coordinate Essential Interface with other Agencies and Field Activities
- Perform Emergency Response and National Response Plan Operations

**EMERGENCY CONDITIONS** include, but are not limited to, any disruption to normal working hours (facility closures, early dismissal, delayed arrival); security emergencies (local civil disturbances, security threats, intruders); National Security Emergencies; or disruptions requiring alternate work locations (Continuity Situations).

**CONTACT INFORMATION** – It is the responsibility of each designated Emergency Employee to ensure he or she maintains necessary contact with management to facilitate emergency recall if necessary. This includes maintaining up to date contact information in the Employee Self Service (ESS) web site or other contact information databases maintained for emergency notification purposes. Contact information will be securely maintained and accessed only on a need to know basis.

**FLEXIPLACE/TELEWORK** – At the discretion of management, some Emergency Employees may be able to perform their emergency functions remotely (telework from home or alternate worksites) using various communications methods. If this option is viable, it is the joint responsibility of the Manager and the Emergency Employee to ensure that the employee has the appropriate resources and training and that the required equipment is operational. If an employee may be expected to telework during an emergency situation, then a contingent situational telework agreement (sample attached) should be completed.