



- \_\_\_\_\_ 7. If I am a Non-essential employee, I must report to work immediately following the resumption of normal operations for my next regularly scheduled shift (unless I have prior supervisory approval for a different assignment). Failure to comply with these requirements may result in disciplinary action (including termination) in accordance with the provisions of the Discipline and Dismissal Policy, No. 3.10.1.
- \_\_\_\_\_ 8. I understand that in the event of an emergency, **all** employees **can be** classified essential depending on the needs of the University; therefore, if I am **not** at work it is **my responsibility** to contact my supervisor regarding assignments. In weather-related events I must stay abreast of the situation by monitoring radio, television, and the Internet for instructions, or by calling the UTMB Alert Line at (409)77-ALERT for instructions on when I need to return to work.
- \_\_\_\_\_ 9. I agree to make the necessary personal phone calls to my family members **before** coming to my work assignment informing them as to my whereabouts and asking them **not** to call me at work during the emergency. I understand that a telephone will be available should I need to contact my family members **unless** the weather disrupts the telephone service to UTMB.
- \_\_\_\_\_ 10. I understand that I may be working under emergency conditions for up to a week and that I may be assigned 12-hour shifts.
- \_\_\_\_\_ 11. I understand that my meals will be furnished on a fixed menu basis at the University's expense during the emergency period.
- \_\_\_\_\_ 12. I understand that I will be allowed to park one automobile in a UTMB garage free of charge during the emergency, depending on space availability.
- \_\_\_\_\_ 13. I understand that I may be assigned to work at a remote location where UTMB is conducting business or providing services.
- \_\_\_\_\_ 14. I understand the importance of making prior arrangements for my family outside the UTMB system so that at the time of an emergency, I will already know where they will be and who will be taking care of them.
- \_\_\_\_\_ 15. I acknowledge that if I am classified as an essential employee during an emergency, housing will be provided for me. I also understand that my assigned place to sleep may be shared by other employee(s) working a different shift.
- \_\_\_\_\_ 16. UTMB does not intend to shelter dependents during emergency conditions. Any Essential employee who has spouse, child or eldercare responsibilities and requires refuge for that dependent must obtain approval in advance from the Institutional Emergency Preparedness Officer (IEPO). A written request must be forwarded to the IEPO through the employee's Executive Director. The request must specify the names, ages, needs and justification for the request.
- \_\_\_\_\_ 17. In signing below, I am indicating that I understand, and failure to comply with the terms stated in this acknowledgement and any UTMB and/or departmental emergency preparedness plan may lead to disciplinary actions including termination of my employment.
- \_\_\_\_\_ 18. I am aware that all UTMB policies are in effect during emergency conditions. No alcohol, illegal drugs or other contraband is allowed on university property.
- \_\_\_\_\_ 19. I understand that I am expected to rest during periods when I am not scheduled for duty, and I am expected to be fit to perform my duties at all times during the emergency.

\_\_\_\_\_  
Employee's Signature / Date

\_\_\_\_\_  
Supervisor's Signature / Date

CC: Employee and Department Personnel File

**Reviewed:** Human Resources, September 2006