

ACKNOWLEDGMENT FORM

TO: All Facilities/Construction Management Employees

FROM: Senior Associate Vice Chancellor/Associate Vice
President, Facilities/Construction Management

Date: July 28, 2022

SUBJECT: EMERGENCIES AND ESSENTIAL PERSONNEL

The University of Houston Facilities/Construction Management department is central to the recovery of the campus for all emergencies. As such, all F/CM employees are vital to any successful ride-out, recovery and build back of the University and are deemed to be essential personnel regardless of their day-to-day role. During an emergency, Essential Personnel provide services that relate directly to the health, safety, and welfare of the University, ensure continuity of critical operations and maintain and protect the University's facilities. Even if individual job responsibilities on a daily basis do not seem essential, we are here to help the University and as a team we are essential.

If and when severe weather conditions or emergency situations occur, all F/CM employees must present themselves at work (unless otherwise directed by their supervisor). This is to be done only if employee can do so without placing themselves at risk. F/CM Employees are required to contact their supervisors if they are unable to report due to extenuating circumstances. Employees must be careful and mindful of road conditions, and other event related conditions when traveling to work.

Please read this notification and sign, acknowledging your understanding of the information. Please also verify your contact information in P.A.S.S. This notification and annual update is mandatory and must be completed and kept on record.

I understand the UH Facilities/Construction Management procedures related to emergencies and my responsibilities. I have also verified and if necessary updated my emergency contact information in P.A.S.S.

Name (Printed)

Signature

Date

UH Facilities; Emergencies and Essential Personnel Policy for Facilities/Construction Management Employees

Related MAPPs: 02.04.02, 06.01.01