



NOTICE OF EMERGENCY DUTY RESPONSIBILITIES

Employee's Name: _____

Employee's Title: _____

Part 1: Notice

In accordance with the Emergency Duty Policy, DOHP 310-2, reporting for emergency duty is required as part of your position. Emergencies may occur at any time and create varying degrees of damage, human suffering, injury, death, and property damage or destruction. The Department of Health (DOH), along with many other local and state agencies, has responsibilities before, during, and/or after emergencies. As DOH staff (Career Service, Selected Exempt Service, Senior Management Service, Other Personal Services, or federal assignee), you are an important part of our emergency responsibilities. In the event of an emergency, unless you are granted a temporary or limited exemption from emergency duty, you may be required to:

- Work before, during, and/or beyond your normal work hours or days
- Work in a special needs or other emergency shelter
- Perform other emergency duties including, but not limited to, responses to or threats involving any disaster or threat of disaster, man-made or natural

Emergency duty may include in-state or out-of-state deployment.

Annual and/or compensatory leave, even if it was previously approved, may be cancelled in the event of an emergency.

You may be disciplined, up to and including dismissal, if you fail to report for emergency duty after being directed to report or if you leave your required post without prior supervisory approval.

The State Surgeon General, delegated authority, or designee, may grant exemptions on a temporary basis, for a specific period of time, or for individual circumstances. Staff seeking an exemption from Emergency Duty in accordance with Emergency Duty IOP 310-2 should submit the "Request for Limited or Temporary Exemption from Emergency Duty" form.

Part 2: Emergency Duty Assignment

There are two groups designated for emergency duty. You are included in the group noted below. [NOTE: Supervisor should check the appropriate group number for the employee.]

- Emergency Duty Group 1 (EDG1): Staff determined to be a deployable resource, able to deploy out of their county of employment or out-of-state. Staff with specific, pre-determined emergency duty responsibilities within their county of employment **and** secondary duties, which may include deployment to provide assistance in a location other than their county of employment (another county or out-of-state).

- Emergency Duty Group 2 (EDG2): Staff with emergency duty responsibilities within their county of employment. The State Surgeon General, delegated authority, or designee, may elevate EDG2 staff to EDG1, on a case-by-case basis, if necessary to support the needs of the incident.

Your signature denotes your understanding of the terms and requirements identified in this notice.

Employee's Signature

Date

Employee's Name (print or type)

Supervisor's Signature

Date

Supervisor's Name (print or type)

cc: Employee's Personnel File