


## Memorandum

TO: Essential Employees

FROM: Dennis K. Sullivan, Assistant Director   
Department of Environmental Health and Safety

DATE: January 9, 2008

RE: Emergency Response Personnel Identification Cards

During an emergency or disaster, the University may have the need to close its campus(es). The public, students, faculty and most staff may not be allowed on campus until the situation has been contained. You may be needed to help stabilize the campus(es) in order that they may be reopened. Therefore, you have been designated as an essential employee.

The University has taken measures to ensure that essential staff has access to any University property during and immediately after an emergency. You are being issued an "Emergency Response Personnel" identification card. You should keep this card with you or in your vehicle, but not at your work station.

If a campus has closed due to an emergency, and you have been called to return to work, you can use this card to help you gain access to campus. If a perimeter has been set up and roadblocks prevent you from entering the campus, please show you emergency identification card to the police officer or traffic control person and ask them to allow you access. If they refuse to allow you on campus, please find a telephone and let your supervisor know that you tried and were refused access.

Once you have gained access, please report to your work station or go to where you were told to report when you were called and asked to return to work.

This card is the property of the University of Louisville and will be surrendered to your supervisor upon separation from the University. The card expires on December 31, 2009.

Should you have any questions, please contact your supervisor or contact Dennis Sullivan at 852-2948.