



MEMORANDUM

TO: University Community

FROM: Bennie L. Osborne, Director
Equal Opportunity Programs

SUBJECT: Severe Weather Conditions - Early Notification Program

The Office of Equal Opportunity Programs (EOP) realizes that individuals with disabilities may require additional time to prepare for and respond to challenges presented by inclement weather conditions such as hurricanes. In an effort to maintain an updated roster, we are once again requesting employees to register with our department regarding the early notification program.

During emergency weather conditions, EOP will directly provide participants with critical information. Notification will be provided via home phone, work phone, pager, cell phone, and/or e-mail. Information will also be posted on the EOP website.

Please note that participation in this program is voluntary. Therefore, employees wishing to participate in the program should complete the Participant Registration Form (PRF) below and return it to the EOP office as soon as possible.

Should you have questions regarding this program, please feel free to contact the EOP office at (305) 348-2785.

Attachment

**EARLY NOTIFICATION OF
INCLEMENT WEATHER CONDITIONS
FOR EMPLOYEES WITH DISABILITIES**
Participant Registration Form (PRF)

Employee Name: _____

Department: _____

Date: _____

Contact Numbers:

Office: _____

Home: _____

Pager: _____

Cell: _____

Office Location (Building and Room Number): _____

E-mail address: _____

Disability: _____

Check One Division:

___ Academic Affairs

___ Finance & Administration

___ Student Affairs

___ Human Resources

___ Enrollment Services

___ University Technology Services

___ President's Office

___ General Counsel

Changes to the above information should be reported to the EOP Office. CONTACT:

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Office of Equal Opportunity Programs
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Please return this form to EOP