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**Emergency Relocation Position Information Sheet:**

Departments with critical functions must be prepared for the possibility that an emergency will cause them to lose access to their building/facility and therefore relocate to another location on or off campus. Because of this, employees who perform or support an essential function should complete an Emergency Relocation Position Information Sheet. This sheet provides information on what staff will need at an alternate location to continue performing essential functions.

Name:

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Department:

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Title:

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Phone Number:

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Email:

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Supervisor:

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Briefly describe the essential function you are performing and/or supporting for your department:

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What training requirements are needed to perform this essential function:

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What resources do you need to perform this essential function:

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