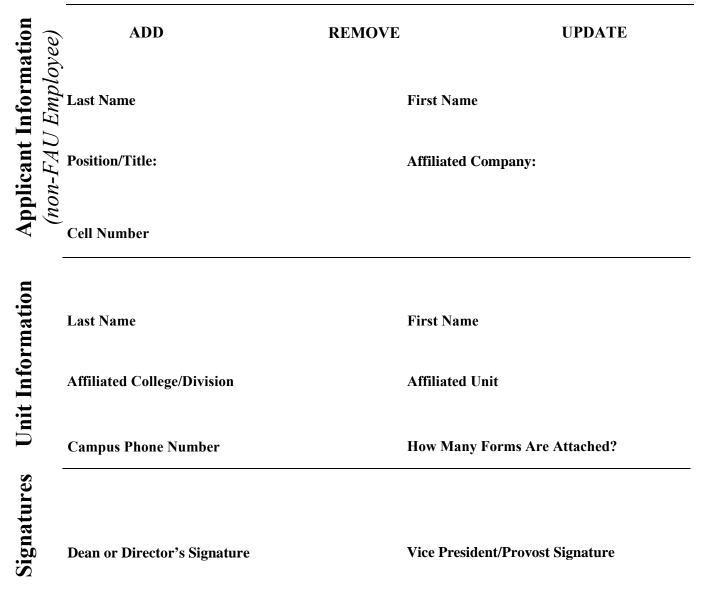# ESSENTIAL PERSONNEL FORM FOR NON-FAU EMPLOYEES

This form is to be completed to add non-FAU Employees to the non-FAU Essential Personnel Program, **update** the contact information of those in the program, or **remove** individuals from the program.

Complete the form below and send to the Department of Emergency Management at em@fau.edu. Once the form is processed, the Department of Emergency Management will notify the submitter of admittance.

NOTE:

- Only PDF submissions will be accepted
- Applicants may submit multiple applications to the program at one time. Multiple applications must be submitted in the following format:
  - One form containing **all** required signatures (this must be the first form)
  - Subsequent forms must be submitted together to form **one PDF document** (Subsequent forms do not need all required signatures)
- For updates & deletions, only Dean/Director signature is required

Applicant Information (non-FAU Employee)

ADD   REMOVE   UPDATE

Last Name   First Name

Position/Title: Affiliated Company:

Cell Number

Unit Information

Last Name   First Name

Affiliated College/Division   Affiliated Unit

Campus Phone Number   How Many Forms Are Attached?

Signatures

Dean or Director's Signature   Vice President/Provost Signature

Send completed form to the Department of Emergency Management at em@fau.edu. For more information, visit
https://www.fau.edu/emergency/planning/essential-personnel/

Form Revised 03/2023