



ESSENTIAL PERSONNEL FORM FOR NON-FAU EMPLOYEES

This form is to be completed to **delete**, **update**, or **add** non-FAU Employees to the non-FAU Essential Personnel Program. Completely fill out the form 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:

- 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 require all required signatures)
- **Only PDF submissions will be accepted.**

Only Dean/Director signature is required for any deletions or updates. **Delete** contact information of those admitted into the program. **Update**

Signatures **Unit Information** **Applicant Information**

Last Name

First Name

Position/Title:

Affiliated Company:

Cell Number

Affiliated College/Division

Affiliated Unit

Building/Room #

How Many Forms Are Attached?

Campus Phone Number

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/>