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May 11, 2009

NEW MEXICO BULLETIN NO. 360-9-7

SUBJECT: PER – EMERGENCY CONTACT INFORMATION

TO: All Employees

Purpose. To remind employees to provide emergency contact information to supervisors.

Expiration Date. September 30, 2009

The H1N1 flu virus reminds us of the importance of having current contact information for all employees available at all times should the need arise to temporarily close offices, implement the agency's continuity of operations plan, etc. Therefore, all employees are reminded to review and update their personal/emergency contact information in EmpowHR. In addition, every supervisor is to maintain a calling tree for employees under their direct supervision.

EmpowHR is a secure system, accessible only by the employee, supervisor, and human resources personnel. Similarly, calling trees are to be kept secure and used by the supervisor during official emergency situations only. The sharing of this information is strictly prohibited.

Your cooperation in this effort is appreciated.

*Rosbech L. Garcia - Sr., Acting*  
for DENNIS L. ALEXANDER  
State Conservationist