

## OTHER DHR CONTACTS

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### *Form Fields*

- **Requesting Unit** – the county, office, or facility that for which you are seeking permission an emergency release approval
- **Unit Point of Contact** – please provide the contact information (name, email, and phone) for individual requesting the release (in most cases, this will be the LDSS director)
- **Location/Address** – please indicate the specific address of the relevant facility (or facilities); if seeking approval for an entire county (multiple facilities), so state.
- **# of Employees Affected** – please indicate the number of employees scheduled to be present at the relevant facility.
  - Do not include employees that are out (or scheduled to be out) on annual, personal, or sick leave at the time of the release/closure.
  - You do not need to provide an exact count or list of impacted employees at the time of the request, but will need to provide this information when normal operations resume.
- **Time of Emergency** – When the emergency conditions first developed
- **Type of Emergency** – hazardous weather, facility or utility failure, civil disturbance, safety risk, etc.; please be as specific as possible.
- **Estimated Duration** – anticipated time required to make repairs or otherwise resolve the problem and resume normal operations.
- **Repair Contact** – contact information for worker(s) handling the repairs; this will allow DGS to contact the worker directly and resolve any outstanding questions
- **Agency Notes** – any other information that you can provide to support your request, and any COOP plans to allow operations to continue with minimum disruption.

# DGS EMERGENCY RELEASE REQUEST FORM

## Instructions

Please fill out all information as completely as possible. Using this form should expedite the consideration of your request by ensuring that DGS has all essential information needed to make a decision.

- **Process:**
  - Fill out the DGS Emergency Release Request Form
    - You are encouraged to submit this information via email – the form is less important than getting all of the information quickly and completely
    - Forms may be typed or handwritten
    - Attach extra pages if needed to provide additional information
  - Submit the form and any supporting information to DHR Central by emailing both:
    - Deputy Secretary Greg James ([Gregory.James@Maryland.Gov](mailto:Gregory.James@Maryland.Gov))
    - Chief Rainier Harvey ([Rainier.Harvey@Maryland.Gov](mailto:Rainier.Harvey@Maryland.Gov))
  - DHR Central will immediately submit the request to DGS (or contact you for more information).
  - DGS will respond to DHR Central within 2 hours of receipt of the form (and in many cases faster); if DHR does not hear from DGS in a timely manner, DHR Central staff will escalate to DGS Leadership.
  - DHR Central will immediately notify the Requesting Unit of the DGS decision.
  - DGS and DHR shall seek approval from DBM for administrative leave for released workers.
- **Advance Release Request** – in the case of a forecasted weather event (tropical storm/hurricane, winter storm/blizzard/ice storm, etc.) or similar situation, you may submit an advanced request for release.
  - e.g. you might submit an advance request on Tuesday for release on Wednesday if you know that a storm is scheduled to arrive on Wednesday afternoon.
  - Submitting an advanced request may further accelerate the decision process with DGS and put them on alert to specific concerns you may have.
  - Preparing an advanced request should also prompt you to consider what COOP or other alternatives might allow you to continue operations during a disruptive event.
  - DGS will not make a decision regarding the request until the actual conditions support the decision.
- **Administrative Leave** – Neither DGS or DHR cannot authorize administrative leave in conjunction with a release/closure event. The determination to authorize administrative leave must be made by the Department of Budget and Management.
- **Personal Leave** – Regardless of any closure decision by the state, if employees believe based on their personal situation that travel or other conditions are (or may soon become) unsafe, they may use personal leave.

**DGS has the final authority to make release/closure determinations,  
based on its determination of the best interest of the state.**