

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Oregon State Office
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Portland, OR 97208**

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To: DMs, DSDs, Staff and Branch Chiefs

From: Chief, Branch of Human Resources

Subject: Personal Emergency Information Cards - Form 1400-71

Current world events have become a daily reminder of the importance of being prepared for all types of emergencies. Form 1400-71 Personal Emergency Information Cards provides an ideal format for maintaining emergency data. Employees should be encouraged to review their personal emergency information yearly and to update accordingly.

Form 1400-71 can be obtained through district forms managers through PMDS. State Office Staff Assistants should contact Mary O'Leary at ext. 6159 for information on obtaining this form.

Districts with Unions are reminded to notify their unions of this IB and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Thomas M. O'Donnell
Chief, Branch of Human Resources

Authenticated by
Mary O'Leary
Management Assistant

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Distribution

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