Issuance of Mobile Devices Application

Requestor Name:

Organization:

Please check all that apply

Individuals who need to provide notifications to Headquarters of prescribed events. There are a limited number of events that require immediate reporting. These include:

- ☐ Loss of Personally Identifiable Information (PII)
- ☐ Safety Issues
- ☐ Injury
- ☐ Fire
- ☐ Radiological Incidents
- ☐ Security Breaches

Individuals who would need to be contacted off-hours to support the needs of the EMCBC and/or supported sites. These include:

- ☐ Safety
- ☐ Environmental Compliance
- ☐ Emergency Management
- ☐ Communications
- ☐ Security
- ☐ Managers/Supervisors

Individuals who have roving job functions but need to be available during office hours as well as off- hours. These include:

- ☐ Maintenance Support
- ☐ Facilities Management
- ☐ Facility Representatives

Assistant Director or equivalent justification:

Approve ☐ Disapprove ☐

AD Signature: Date:

Criteria for Adjudicating the Issuance of Mobile Devices

In general, mobile devices are to be issued to those individuals whose job functions require constant and/or off-hour communications with their supervisor, co-workers, or other entities outside of the EMCBC and/or supported sites.

These job functions can be broken down into the following four categories:

Individuals who need to provide notifications to Headquarters of prescribed events. There are a limited number of events that require immediate reporting. These include:

- Loss of Personally Identifiable Information (PII),
- Safety Issues
- Injury
- Fire
- Radiological Incidents
- Security Breaches

Individuals who would need to be contacted off-hours to support the needs of the EMCBC and/or supported sites. These include:

- Safety
- Environmental Compliance
- Emergency Management
- Communications
- Security
- Managers/Supervisors

Individuals who have roving job functions but need to be available during office hours as well as off-hours. These include:

- Maintenance support
- Facilities Management
- Facility Representatives

Others cases can be justified in writing by the Assistant Director or equivalent.