



MITCHELL J. LANDRIEU  
LIEUTENANT GOVERNOR

**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
MANAGEMENT AND FINANCE

ANGÈLE DAVIS  
SECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 05-026

**TO:** All CRT Employees

**FROM:** Mary V. Gloston *mvg*  
Human Resources Director

**SUBJECT:** Office Closures During an Emergency – New Toll-free Number

**DATE:** July 8, 2005

Lt. Governor Landrieu and Secretary Davis wishes to notify all employees of the following information regarding emergency situations and office closures.

Commissioner of Administration, Jerry L. LeBlanc, has notified all state agency heads of a toll-free number that has been established to provide information to state employees regarding office closures in the event of an emergency. **The toll-free number is 1-800-360-9660.**

The Commissioner of Administration will update the message as new information regarding office closures is obtained. In non-emergency situations, the number is active, but it has a generic message stating that there has been no emergency situation recorded. This recording will not give updates on the emergency situation; it will only provide information regarding employees reporting to work for state agencies.

**PLEASE NOTE THIS VERY IMPORTANT INFORMATION APPLICABLE TO LT. GOVERNOR EMPLOYEES AND DCRT EMPLOYEES.....**

While this information has been shared with **ALL** state agencies, the Office of the Lieutenant Governor and the Department of Culture, Recreation and Tourism **requires that you remain in contact with your immediate supervisor for further instructions on reporting to work during office closures.** Each Appointing Authority, or his designated representative, will determine if an office closure is necessary, and will further notify employees if they are essential or non-essential in an emergency situation. Our agency's needs and requirements may differ from other state agencies which determines if and when an office closure is appropriate and if employees are required to report to work or not.

If you have any questions or need further clarification on this issue, please contact your immediate supervisor or your Appointing Authority.

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