

**EXTRAORDINARY CIRCUMSTANCES GUIDELINES
INCLUDING DISASTERS OR EXTREME EMERGENT SITUATIONS**

The University of Connecticut is committed to preserving the educational experiences of its residents/fellows during times of extraordinary circumstances. Extraordinary circumstances include but are not limited to abrupt hospital closures, disasters, extreme emergent situations or a catastrophic loss of funding.

Definition of a Disaster

A disaster is defined as an event or set of events causing a need for significant alteration to the residency/fellowship experience of one or more residency/fellowship programs.

Example: Hurricane Katrina

Definition of Extreme Emergent Situation

A local event (such as a hospital declared disaster for an epidemic) that affects resident/fellow education or the work environment but does not rise to the level of a disaster as defined above.

Responsibilities of the Residents/Fellows:

1. Residents/fellows must contact their program director as soon as possible to verify their safety, current/anticipated location, and any changes to their contact information.
2. Residents/Fellows must contact by phone or by email the appropriate Review Committee Executive Director with information and/or requests for information.
3. All transferred residents/fellows should refer to instructions on the ACGME Web Accreditation System to change resident/fellow email information.
4. It is critical that residents/fellows keep open channels of communication by phone or email during an extraordinary circumstance and particularly during an extreme emergency or disaster in order to get current and updated information.
5. In order to ensure that all residents/fellows have access to funds in the event of an extraordinary circumstance, all residents/fellows will be strongly encouraged to elect to receive their paycheck through direct deposit.

Salary and Benefits for Residents/Fellows following the Declaration of Extraordinary Circumstances:

The Sponsoring Institution will make every effort to ensure that there is no interruption in the salary and benefits provided to a resident/fellow once an extraordinary circumstance has been declared.

Reviewed 3/15, 5/17, 4/19, 3/21