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| <b>University Policy Number:</b> UP-03-03 |  | <b>Effective:</b> September 28, 2022 |
| <b>Subject</b>                            | Essential Personnel Designation  |                                      |
| <b>Authority</b>                          | Florida Constitution Article IX, Section 7; Section 1001.706(5)(a), Florida Statutes; BOG Regulation 1.001(5)(a); BOT Policy 2005-23; HR Operating Procedure 3000; Fair Labor Standards Act; FAMU CEMP, and Florida Statutes Chapter 252, Emergency Management |                                      |
| <b>Applicability</b>                      | This Policy applies to all Florida A&M University employees designated as essential personnel.   |                                      |
| <b>Related</b>                            |  |                                      |

**I. POLICY PURPOSE AND INTENT**

To ensure the safety of our University community and continuity of operations and facilities, this Policy provides guidance to departments on identifying essential employees that are designated to work during a University emergency and/or closure.

**II. STATEMENT OF POLICY**

The Florida A&M University (FAMU or University) holds the safety of our University community as a top priority. When interruptions in normal University operations occur because of an emergency, the University will exercise efficient use of its resources to ensure the safety and welfare of the University community, the continuity of key operations, and the protection of University fixed assets.

The University has identified two distinct categories of employees (Critical Personnel and First Responder(s)) who are needed to perform duties on campus or remotely during an interruption in normal operations. Critical Personnel and First Responders are defined as essential personnel. Essential personnel will be designated in accordance with the procedures set forth below, and must complete appropriate trainings, maintain personal emergency plans, and report to work when notified.

Non-essential personnel shall not report to campus during emergencies unless authorized or notified via FAMUINFO or the appropriate vice president or his/her designee. Faculty, staff, and contracted employees who are not designated as essential personnel are expected to comply with requests regarding any emergency notifications.

All employees should monitor their FAMU ALERT updates as they may be requested to support campus emergency operations pre or post disaster.

The Office of Communications will also provide timely and accurate information about emergencies that could affect the University and life safety. The FAMU Communications Team including but not limited to the Safety Officer, Logistics Liaison, Risk Management Officer, etc. will coordinate internally and externally with the following nonexclusive local, state, federal, University, and private sector partners, as needed. Per the [Incident Command Staff \(ICS\) Org Chart](#), the FAMU Communications Team will report to the assigned by the President or his/her designee Incident Commander (IC) of the event for detailed guidance.

### III. DEFINITIONS

**Critical Personnel.** Personnel whose job duties affect the security, safety, systems, finances, health, facilities, or physical operations of the University. Such personnel may be required to work in conjunction with the FAMU Emergency Operations Center (EOC) when normal campus operations have been suspended, the campus is under a state of emergency, and access to campus is being controlled by law enforcement. Critical Personnel may have access to the incident scene upon request from ICS. Critical Personnel include:

- University Emergency Manager
- University Housing
- Division of Research (animal care and to manage any interruptions to sensitive research/lab activities)
- Emerging Issues and Crisis Response Team (EICRT)
- Senior Leadership Team (SLT)
- Facilities, Planning and Construction (FPC)
- Plant Operations and Maintenance (POM)
- Student Health Services
- Department of Environmental Health & Safety (EH&S)
- Contractors/suppliers (e.g., food and water vendors, debris management, etc.)
- Other department personnel not specifically designated above that may be needed to assist with maintaining critical University functions during emergency situations.
- **Please refer to Appendix 1 for other positions that are defined as essential personnel.**

**Disaster.** Any natural, technological, or civil emergency that causes damage of sufficient severity and magnitude to result in a declaration of a state of emergency by a county, the governor, or the President of the United States.

**Emergency.** Any occurrence, or threat thereof, whether natural, technological, medical, or human-caused in war or in peace, which results or may result in substantial injury or harm to the population or substantial damage to, or loss of, property, including a declared emergency.

**Declared Emergency.** A finding and declaration by the University President in accordance with University Regulations 1.021, Authority of the President, that a closure and/or an Emergency, as defined by this Policy or otherwise exists.

**First Responders.** Employees who respond to emergencies and are responsible for the protection and preservation of life, property, evidence, and the environment and for meeting basic human needs. First Responders have access to the campus during any operational status and have access to the incident scene. These employees are identified in the [Homeland Security Act of 2002](#) and include employees in the following disciplines:

- Emergency Management
- Emergency Medical Services
- Fire Services

- Law Enforcement

**FAMU ALERT (Mass Notification System).** FAMU ALERT is a specialized notification system hosted by Everbridge designed to enhance the University's capacity for emergency communication.

**FAMU Emergency Operations Center (EOC)** is the central point of coordination and collaboration for all Emergency Support Functions (ESFs) during tropical weather preparedness, response, and recovery operations. ESFs are they coordination structure that group resources and capabilities into functional areas most frequently needed in a response. The FAMU EOC is in the Center for Access and Student Success (CASS) building on the 3<sup>rd</sup> Flood in general purpose room 1735 Wahnish Way Tallahassee, FL 32310.

#### IV. PROCEDURES

When the University is under a state of emergency, it will activate its operational emergency procedures including designation of essential personnel and activation of the FAMU EOC. Essential personnel are expected to be actively involved in and support bi-weekly emergency management Zoom/Conference calls during a disaster impacting campus operations. Emergency Management will use the FAMU ALERT System to notify Critical Personnel and First Responders who are required to report to work. FAMU departments will complete an [ICS 214 form](#) and provide it to the FAMU EOC with the preparer's name, mobile phone number, and campus location. Please send the form to [RattlerEOC@famuedu](mailto:RattlerEOC@famuedu). All employees responding to and working on the campus during emergencies must provide their FAMU Rattler credentials to gain entry to campus when the campus is under a state of emergency and access is controlled by law enforcement. Below are the procedures to be enforced and activated during the state of emergency:

- a) Essential personnel will be identified by the Vice President of Student Affairs, Vice President of Finance and Administration/CFO, and/or Vice President for Academic Affairs/Provost or their designee to support emergency situations in consultation with the other appropriate administrators or their designees.
- b) Critical personnel and/or designee must report to work as indicated by the University. All University personnel should monitor their FAMU ALERT updates as they may be requested to support campus emergency operations pre/post disaster.
- c) Any notifications/announcements will be sent via text message, email, and/or posted to the home page of FAMU and FAMU Alert.
- d) University's emergency pre/post-event contractors/suppliers will be permitted to support campus operations during the state of emergency.
- e) Special compensatory leave is provided to USPS employees required to perform essential duties during an emergency closing for the hours worked during the closing.
- f) If you are designated as essential personnel in your current position and move to a new position within University and are no longer considered essential personnel, the following Offices must be notified promptly: Human Resources, Emergency

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Management, Environmental Health and Safety, and Campus Police Department immediately.

The University President, or designee, has discretion to adjust this Policy as necessary during emergencies. Failure to comply with this Policy and trainings may result in appropriate disciplinary action up to and including termination, in accordance with University policies and applicable collective bargaining agreements.

*Larry Robinson*

**Larry Robinson, Ph.D.**  
President

9/29/22

Date

*Gloria J. Walker*

**Gloria J. Walker, Ed.D.**  
Vice President for Finance & Administration/  
Chief Financial Officer

9/29/22

Date

|                             |  |
|-----------------------------|--|
| <b>Attachments:</b>         | <b>Appendix 1</b>  |
| <b>Hyperlink Addresses:</b> | <a href="#">Florida Constitution Article IX, Section 7; Section 1001.706(5)(a), Florida Statutes; BOG Regulation 1.001(5)(a); BOT Policy 2005-23; HR Operating Procedure 3000 and Fair Labor Standards Act</a> |

# APPENDIX 1

## FAMU Emergency Management Essential Personnel\*

### Academic Affairs

| Department Name                           | Position Title                               | Work Location    |
|---|--|------------------|
| College of Agricultural and Food Sciences | Executive Director                           | Brooksville, FL  |
| College of Agricultural and Food Sciences | Dean   | Quincy, FL       |
| College of Education                      | Dean<br>OPS                                  | GECA<br>GECC     |
| College of Law                            | Dean<br>Associate Dean/Faculty Administrator | CLAW/Orlando     |
| College of Pharmacy                       | Professor/Associate Dean                     | Crestview, FL    |
| College of Pharmacy                       | Associate Professor/Director                 | Davie, FL        |
| College of Pharmacy                       | Associate Professor/Director                 | Jacksonville, FL |
| College of Pharmacy                       | Dean   | Tampa, FL        |

### Audit

| Department Name      | Position Title                             | Work Location |
|----------------------|--|---------------|
| Audit and Compliance | Associate Vice President<br>Vice President | FHAC<br>FHAC  |

## Communications

| Department Name          | Position Title               | Work Location |
|--------------------------|------------------------------|---------------|
| Office of Communications | Executive Associate/Director | LEEH          |
|                          | Assistant Director           | LEEH          |

## Compliance and Ethics

| Department Name                 | Position Title                    | Work Location |
|---------------------------------|-----------------------------------|---------------|
| Office of Compliance and Ethics | Chief Compliance & Ethics Officer | FHAC          |

## Finance and Administration

| Department Name                               | Position Title                    | Work Location |
|---|-----------------------------------|---------------|
| Budget Office                                 | Director                          | FHAC          |
| Business and Auxiliary Services               | Assistant Vice President          | SSCE          |
|   | Coordinator                       | SSCE          |
|   | Director                          | SSCE          |
|   | Maintenance Specialist            | SSCE          |
| Controller's Office                           | Accountant                        | FHAC          |
|   | Assistant Controller              | FHAC          |
|   | Associate Vice President          | FHAC          |
|   | Associate Controller              | FHAC          |
| Environmental Safety                          | Assistant Director                | POMA          |
|   | Coordinator                       | POMA          |
|   | Director                          | POMA          |
|   | Industrial Health Safety Officer  | POMA          |
| Facilities, Planning, Construction and Safety | Assistant Director                | POMA          |
|   | Associate Vice President          | POMA          |
|   | Control/Alarm System Technician   | POMA          |
|   | Custodial Services Superintendent | POMA          |

|                           |                                   |      |
|---------------------------|-----------------------------------|------|
|                           | Director                          | POMA |
|                           | Electronic Tech Supervisor        | POMA |
|                           | Executive Director                | POMA |
|                           | Groundskeeper                     | POMA |
|                           | Maintenance Mechanic              | POMA |
|                           | Maintenance Specialist            | POMA |
|                           | Maintenance Supervisor            | POMA |
|                           | Senior Custodial Supervisor       | POMA |
|                           | Senior Custodial Worker           | POMA |
|                           | Senior Electrician                | POMA |
|                           | Senior Groundskeeper              | POMA |
|                           | Senior Maintenance Superintendent | POMA |
|                           | Stores/Receiving Manager          | POMA |
|                           | Utilities Superintendent          | POMA |
| Finance & Administration  | Vice President/CFO                | LEEH |
| Office of Human Resources | Associate Director                | FHAC |
|                           | Associate Vice President/CHRO     | FHAC |
|                           | Director of Human Resources       | FHAC |
| Procurement Services      | Assistant Director                | POMA |
|                           | Director                          | POMA |

### Information Technology Services

| Department Name                 | Position Title      | Work Location      |
|---------------------------------|---------------------|--------------------|
| Information Technology Services | Associate Director  | COLE               |
|                                 | Executive Assistant | University Commons |
|                                 | Vice President      | University Commons |

### Legal Affairs

| Department Name           | Position Title | Work Location |
|---------------------------|----------------|---------------|
| Office of General Counsel | Vice President | FHAC          |

Business/Management Analyst (Risk  
Manager)

FHAC

### Office of President

| Department Name  | Position Title            | Work Location |
|------------------|---------------------------|---------------|
| President Office | Executive Assistant       | LEEH          |
|                  | Executive Associate       | LEEH          |
|                  | Interim Athletic Director | LSBW          |
|                  | President                 | LEEH          |

### Research

| Department Name             | Position Title                | Work Location |
|-----------------------------|-------------------------------|---------------|
| Vice President for Research | Vice President                | FHAC          |
|                             | Director of Research Programs | FHAC          |

### Student Affairs

| Department Name                   | Position Title           | Work Location |
|-----------------------------------|--------------------------|---------------|
| Campus Security                   | Assistant Director       | POMA          |
|                                   | Assistant Vice President | POMA          |
|                                   | Law Enforcement Officer  | POMA          |
| Housing Office                    | Associate Director       | GIBB          |
|                                   | Director                 | GIBB          |
| Student Health Services           | Director                 | SSCE          |
|                                   | Associate Vice President | FHAC          |
| Vice President of Student Affairs | Executive Director       | FHAC          |
|                                   | Vice President           | SSCE          |

### Title III

| Department Name | Position Title | Work Location |
|-----------------|----------------|---------------|
|-----------------|----------------|---------------|



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Title III

Executive Director

FHAC

**University Advancement**

| <b>Department Name</b> | <b>Position Title</b>    | <b>Work Location</b> |
|------------------------|--------------------------|----------------------|
| Alumni Affairs         | Assistant Vice President | LEEH                 |
|                        | Assistant Director       | LEEH                 |

**\*FOR EACH POSITON NOTED ABOVE, THE DEPARTMENT MAY ASSIGN HIS/HER DESIGNEE.**