

SUBJECT: Designation of Personnel for Emergencies	Effective Date: 7/14/2014	Policy Number: 3-507	
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	Responsible Authority: Director of Emergency Management		

APPLICABILITY/ACCOUNTABILITY

This policy applies to all UCF faculty, staff, and contracted employees.

POLICY STATEMENT

The University of Central Florida (UCF) makes safety for our university community a top priority. When interruptions in normal university operations occur as a result of an emergency, the university will exercise efficient use of its resources to ensure the safety and welfare of the university community, continuity of key operations, and the protection of university property. To accomplish this, UCF has identified four distinct categories of designated personnel who may be needed to perform duties on campus during an interruption in normal operations: First Responders, Critical Personnel, Essential Personnel, and Continuity Personnel. Designated personnel must complete training, maintain personal emergency plans, and are required to report to work when notified. Faculty, staff, and contracted employees not designated in these categories are expected to listen to and comply with requests from designated personnel and should not report to campus during emergencies unless authorized or notified. Failure to comply with this policy may result in appropriate disciplinary action up to, and including termination.

DEFINITIONS

Continuity Personnel. Personnel identified by their department's director, dean, or chair and who are recorded in their department's, division's, or unit's Continuity of Operations Plan as being required to perform Departmental Mission Essential Functions during Continuity of Operations Plan activations.

Critical Personnel. Personnel whose job duties affect the security, safety, or physical operation of the university, and who are required to work in the Emergency Operations Center when normal campus operations have been suspended. Critical Personnel may have access to the incident scene upon request from Incident Command Staff. Critical Personnel include:

- Emergency Coordinating Officers
- Emergency Support Function Personnel
- Executive Policy Committee
- Public Information Officers

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, 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.

Essential Personnel. Personnel who are identified by their department director, dean, or chair to support Critical Personnel when normal operations have been suspended. Essential Personnel include personnel in the following areas:

- Building Liaisons
- Computer Services and Telecommunications
- Damage Assessment Team
- Environmental Health and Safety
- Food Services
- Housekeeping
- Landscape and Natural Resources
- Maintenance
- Payroll
- Public Works
- Research
- Work Control
- Counseling and Psychological Services
- Health Services
- Housing and Residence Life
- Others as designated

First Responders. A designation for personnel 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 when normal operations have been suspended and have access to the incident scene. These personnel are identified in the Homeland Security Act of 2002 and include personnel in the following disciplines:

Emergency Management

- Emergency Medical Response
- Fire

- Law Enforcement

UCF Alert. A multimedia communication system that provides timely and accurate information about emergency situations that could affect the university and which is activated primarily for life safety situations.

PROCEDURES

1. First Responders will be identified by the associate vice president of safety and security. Critical Personnel will be identified by the Office of Emergency Management. Essential Personnel will be identified by the dean or director of the department and the designation will be indicated on the Essential Personnel Designation and Notification Form and on the employee's position description. Continuity Personnel will be identified by the dean or director of the department, and will be indicated in the department's Continuity of Operations Plan.
2. Essential Personnel designations will be identified by the departments' director or dean on the Essential Personnel Designation and Notification Form. This form will be signed by the employee, the employee's supervisor, and the director or dean of the department. Three copies of the form will be made and one copy will be submitted to the employee, the supervisor, and UCF Human Resources on or before February 15th of each year.
3. For contracted employees without a personal ID (PID), the Essential Personnel Designation and Notification Form for Contracted Employees will be used. This form should be completed and submitted to the UCF director with whom the contracted employee is employed.
4. All First Responders, Critical Personnel, Essential Personnel, and Continuity Personnel must complete the required training courses identified in the Training Requirements Chart. Certificates of completion must be submitted to the UCF Office of Emergency Management via email to ucfem@ucf.edu by the end of the fiscal year (June 30). Training courses are only required to be completed once.
5. During a disaster or emergency, the UCF Office of Emergency Management will use the UCF Alert System to notify Critical Personnel who are required to report to work. Notifications may be sent out via text message, email, and/or may be posted to the UCF home page (www.ucf.edu). Once notified, Critical Personnel must determine which Essential Personnel are needed for support and will contact the Essential Personnel to report to work. If required, Critical and Essential Personnel must report to work by the time indicated by the university.
6. Critical Personnel will be credentialed through the Office of Emergency Management's credentialing program. UCF Essential Personnel must bring their Essential Personnel Designation and Notification Form to UCF Card Services each year to receive their Essential Personnel credential. For contracted employees, the UCF department director

must contact UCF Card Services to inform them of the number of credentials needed for their contracted staff. UCF Card Services will provide the UCF department director with the Essential Personnel Credentials at a nominal cost per card. All employees responding to the campus during emergencies must provide the appropriate credentials to gain access to campus when roadways are closed.

7. Compensation for performing work during emergency or disaster situations is based on employee type and policies maintained by UCF Human Resources. Consequences for failing to or refusing to report to work when required will be handled on a case-by-case basis by the employee's supervisor and may result in disciplinary action up to, and including, termination.

CONTACTS

UCF Office of Emergency Management: 407-882-7111

UCF Human Resources: 407-823-2771

UCF Card Services: 407-823-2100

FORMS

Essential Personnel Designation and Notification Form

<http://emergency.ucf.edu/resources/Essential%20Personnel%20Designation%20and%20Notification%20Form.pdf>

Essential Personnel Designation and Notification Form for Contracted Employees

<http://emergency.ucf.edu/resources/Essential%20Personnel%20Designation%20and%20Notification%20Form%20-%20Contractors.pdf>

RELATED DOCUMENTS

Compensation for Performing Work During Emergencies or Disasters

www.emergency.ucf.edu/essential.html

Essential Personnel Information Website (documents, forms, FAQ, etc.)

www.emergency.ucf.edu/essential.html

Florida Statute 252

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0200-0299/0252/0252ContentsIndex.html&StatuteYear=2011&Title=-%3E2011-%3EChapter%20252

Homeland Security Act of 2002

<http://www.dhs.gov/homeland-security-act-2002>

Training Requirements Chart
www.emergency.ucf.edu

UCF Alert
<http://emergency.ucf.edu/ucfalert.html>

University of Central Florida Comprehensive Emergency Management Plan
www.emergency.ucf.edu/plans.html

INITIATING AUTHORITY Vice President for Administration and Finance

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: <u>3-507</u>	
Initiating Authority: <u>Will F. Menke</u>	Date: <u>7-2-14</u>
University Policies and Procedures Committee Chair: <u>Donald L. Bishop</u>	Date: <u>7/2/2014</u>
President or Designee: <u>John C. Hill</u>	Date: <u>7/14/14</u>