

Guidelines for Establishing Essential/Non-essential Personnel in Case of a Campus Emergency

The definition of which employees (among all faculty, staff, and managers) are essential will vary depending on the circumstances. However, there is a core of essential personnel who should remain in most circumstances. This core includes state and auxiliary positions as follows:

Essential Core

- Security (campus police)
- Environmental health and safety
- Food services (particularly in the residence halls)
- Communications
 - University Relations media coverage
 - Ham radio operators (usually in higher level emergencies)
 - Phone operators
 - Computer systems operators, including Web
- Housing
- Health Center
- Plant operations
 - Skilled crafts
 - Engineers
- Budget and accounting (emergency purchasing and processing authority)
 - Procurement (selected staff and managers)
 - Controller
 - Budget officer
- Human Resources (selected staff and managers)
- Child Care Centers staff
- Cabinet members and Athletic Director
- Cabinet Assistants
- Executive Director, Auxiliary Services

Essential Management

In addition, depending on the circumstances of the emergency, all managers (MPPs) should be considered essential personnel until a decision is made about which services will be closed. Dismissal of classes does not necessarily mean that the campus shuts

down completely and all students leave. Once a determination is made as to what, if any, services are to remain open to students, managers in those areas are responsible for providing appropriate staffing. Thus, services such as the library, financial aid, recreation facilities, food services may be considered essential if the intention is to keep services open to students even though classes are cancelled. Even in areas that are deemed essential services, managers may allow staff to leave who have personal circumstances that necessitate departure from the workplace, e.g. child care issues.

Levels of closure

There are basically three levels of closure that may require releasing non-essential personnel. The examples below are an attempt to define increasing levels of urgency. In the end, the nature of the emergency will determine what services should continue and who is then essential to the continued operation of the campus. The distinction between the levels described below is blurred by the specifics of the circumstance at hand. The following is offered as a general guideline.

III. Extreme Emergency: Direct threat to health or safety of the campus

Examples: actual incident affecting this campus, e.g. plane crash on campus, air or water contaminated

Emergency Operations Center is activated. Collective bargaining agreements' provisions for emergency pay are activated.

Keep: essential core

Release: all other staff and managers, all faculty and students, including evacuation of the residence halls

II. Campus Closure: Inability to conduct business

Examples: complete loss of power; response to a national incident elsewhere; Chancellor issues directive to release non-essential personnel; or Governor issues state of emergency

Keep: essential managers and essential core, residence hall occupants

Release: all students, all faculty

I. Classes Dismissed: Non-instructional day, all other services open

Examples: study day; academic "quiet" day; recognition of a national event

Keep: all staff and managers

Release: students and faculty

Note: employees with child care issues created by local unified school district decisions may be released.