



Designation of Personnel for Emergencies

Policy Number	3-507.1
Responsible Authority	Director of Emergency Management
Initiating Authority	Senior Vice President for Administration and Finance, CFO
Effective Date	5/6/2021
Date of Origin	7/14/2021

APPLICABILITY/ACCOUNTABILITY

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

POLICY STATEMENT

The University of Central Florida (UCF or university) makes the safety of 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, the continuity of key operations, and the protection of university property. To accomplish this, UCF has identified two distinct categories of designated personnel who may be needed to perform duties on campus during an interruption in normal operations: First Responders and Critical Personnel.

Designated personnel must complete training, maintain personal emergency plans, and are required to report to work when notified. Faculty and staff members 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

Critical Personnel. Personnel whose job duties affect the security, safety, or physical operation of the university, and who may be required to work in conjunction with the Emergency Operations Center 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 Incident Command Staff. Critical Personnel include:

- Emergency Coordinating Officers (ECOs)
- Emergency Support Function Personnel (ESFs)
- Executive Policy Group (EPG)
- Emerging Issues and Crisis Response Team (EICRT)
- Public Information Officers (PIOs)
- UCF Department of Public Safety Personnel

Other department personnel not specifically designated above that may be needed to assist with maintaining critical university functions during emergency situations will need to apply for such credentialing annually.

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.

First Responders. 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 during any operational status 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 Services
- Fire Services
- 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 public safety. Critical Personnel will be identified by the UCF Department of Emergency Management (Emergency Management) with the assistance of several departments.
2. Critical Personnel will be credentialed through Emergency Management's credentialing program. Department personnel needed to assist in emergency situations will need to complete and submit an application for credentials to Emergency Management by April 1st of each year. If an employee is hired or designated critical after April 1st, an application must be submitted within 30 days of employment or change of status. Emergency Management will submit the approved applications to UCF Human Resources. Once approved, UCF Card Services will issue their Critical Personnel credential. Credentials will be valid from June 1st through May 31st of the following year.
3. Personnel who are identified by their director, dean, or chair to support emergency situations when normal operations have been suspended and access to campus has been restricted will be given a Department Critical Personnel Badge. Departments must apply for a specific number of Department Critical Personnel Badges by April 1st of each year. Emergency Management will provide approved departments with their Department Critical Personnel Badges. At the time of Emergency Operations Center Activation, departments must supply an accountability form to the Emergency Operations Center with the name, mobile phone number, campus location, and badge number of personnel who have been given a Department Critical Personnel Badge.
4. The application requestor will receive an email after the application review process. Additional information will be provided on the application decision and appeal process, if applicable.
5. Once an application has been approved, Critical Personnel must complete the required training course. Department and university contractors will receive a "Just-in-Time" training handout. Emergency Management will be the custodian for all Critical Personnel training records. A refresher training course will be required annually.
6. All employees responding to and working on the campus during emergencies must provide the appropriate credentials to gain entry to campus when the campus is under a state of emergency, and access is controlled by law enforcement.
7. University contractors and vendors should not be on campus 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. If a contractor or vendor must be on campus during this time, the dean or director with whom the contractor or vendor is employed must submit a request to the UCF Emergency Operations Center and

credentials for the contractor or vendor must be obtained.

8. During a disaster or emergency, 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 home page of UCF's website (ucf.edu). If required, Critical Personnel must report to work by the time indicated by the university.
9. Compensation for performing work during emergency or disaster situations is based on employee type and policies maintained by UCF Human Resources.
10. 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.

RELATED DOCUMENTS

[Florida Statute 252 Emergency Management](#)

[Homeland Security Act of 2002](#)

[UCF Alert](#)

[University of Central Florida Comprehensive Emergency Management Plan](#)

FORMS

[Critical Personnel](#)

Critical Personnel Designation Application
Department Critical Personnel Designation Application
Department Critical Personnel Accountability Form
Request Form for Contracted Employees Credentials

CONTACTS

UCF Department of Emergency Management: 407-882-7111


UCF Human Resources: 407-823-2771

UCF Card Services: 407-823-2100

POLICY APPROVAL **(For use by the Office of the President)**

Policy Number: 3-507.1

Initiating Authority: Gerald Hector Digitally signed by Gerald Hector
Date: 2021.05.02 21:26:59 -04'00' Date: 5/2/2021

University Policies and Procedures Committee Chair:  Date: 4/27/2021

President or Designee: Alexander Cartwright Digitally signed by Alexander Cartwright
Date: 2021.05.06 17:43:02 -04'00' Date: 5/6/2021