



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	SEC-2002	Policy Title:	Designation of Personnel for Emergencies
Effective:	10/01/2021	Responsible Office:	Office of Emergency Management
Date Approved:	09/29/2021	Approval:	President
Replaces Policy Dated:	9/17/2021	Responsible University Official:	Director of Emergency Management

PURPOSE:

The University of Richmond 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, University of Richmond has identified three distinct categories of designated personnel who may be needed to perform duties on campus during an interruption in normal operations: Emergency Personnel, Essential Personnel, and Continuity Personnel.

SCOPE:

This policy applies to personnel designated as emergency, essential, or continuity. 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.

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SEC-2001- Designation of Personnel for Emergencies

POLICY STATEMENT:

SEC-2002.1 – Definitions

Continuity Personnel

Personnel identified by their department's director, dean, or chair who are recorded in their department's, division's, or unit's Continuity of Operations (COOP) Plan as being required to perform critical functions during activation of the COOP plan.

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 the University of Richmond, the City of Richmond, Henrico County, the Governor of Virginia or the President of the United States.

Emergency

Any occurrence or threat, whether natural or man-made, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources.

Emergency Personnel

Personnel who may be required to respond to an emergency and whose job duties affect safety or operation of the university, to include members of the Incident Management Team or Executive Group. Additionally, this includes individuals required to work in the Emergency Operations Center or Community Assistance Center. Emergency Personnel have access to campus when normal campus operations are modified or suspended.

Essential Personnel

Employees who are identified by the relevant President's Cabinet Member or Academic Deans, due to the nature of the services they provide, are expected to report to work when the normal schedule is suspended. Supervisors of employees providing essential services should clearly communicate the work attendance requirements during an emergency, regardless of media announcements of university closings, cancellations or delays.

Non-Essential Personnel

Employees who are not expected to report to work during a closing, cancellation, or delayed opening.

UR Alert

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

SEC-2002.2 – Procedures

Identification

- Emergency Personnel will be identified by the relevant President's Cabinet Member or Academic Dean in conjunction with the Director of Emergency Management. The designation will be indicated on the Emergency Personnel Designation and Notification Form.
- Essential Personnel will be identified by the relevant President's Cabinet Member or Academic Deans. The designation will be indicated on the employee's position description.

SEC-2001- Designation of Personnel for Emergencies

- Continuity Personnel will be identified by the dean or director of the department. The designation will be indicated within the department's Continuity of Operations Plan.

Emergency Personnel

Emergency Personnel designations will be identified by the relevant President's Cabinet Member or Academic Dean in conjunction with the Director of Emergency Management. The designation will be indicated on the Emergency Personnel Designation and Notification Form. The form will be distributed by October 1 of each year for signature by the employee, the employee's supervisor, and the dean or division leader. The signed form will be submitted by the employee by November 15 of each year.

Training

All Emergency Personnel, Essential Personnel, and Continuity Personnel must complete the required training courses identified in the Multi-Year Training and Exercise Plan. Certificates of completion must be submitted to the Office of Emergency Management via e-mail to bschaal@richmond.edu. Training courses are only required to be completed once.

Notification to Report

During a disaster or emergency, the Office of Emergency Management will use UR Alert to notify Emergency Personnel who are required to staff either the Emergency Operations Center and/or the Community Assistance Center. Notifications may be sent out via text message, e-mail, and/or may be posted to alert.richmond.edu. Once notified, Emergency Personnel must determine which employee(s) will staff the first operational shift. Emergency Personnel must be available by the time indicated.

Compensation

Compensation for performing work during emergency or disaster situations is based on employee type and policies maintained by 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.

SEC-2002.3 – Applicable Regulations & Accreditation Standards

Emergency Management Accreditation Program (EMAP) Standard 3.2: Coordination

Emergency Management Accreditation Program (EMAP) Standard 4.7: Communication and Warning

Emergency Management Accreditation Program (EMAP) Standard 4.9: Training

Emergency Management Accreditation Program (EMAP) Standard 4.10: Exercises, Evaluations, and Corrective Actions

RELATED POLICIES:

SEC-2003 - Emergency Management Policy

Inclement Weather and Emergencies Policy

Time Reporting and Pay Practices During Inclement Weather

POLICY BACKGROUND:

SEC-2001- Designation of Personnel for Emergencies

The Emergency Management Program Advisory Committee reviewed this policy prior to approval in 2015. The Emergency Management Program Advisory Committee reviewed and updated this policy prior to its approval in September 2021. The policy will be reviewed annually by the Office of Emergency Management. Non-substantive changes were made on September 29, 2021.

POLICY CONTACTS:

Director of Emergency Management
AVP of Public Safety & Chief of Police