Applies to: All Operations & Facilities Management Department (OFMD) staff

GUIDELINES:
Re-Issued: March 18, 2020

PURPOSE:
This guideline defines essential Personnel for OFMD employees during severe weather conditions or emergencies. All unit functions and employees deemed necessary must present themselves at work, if they can do so without placing themselves at risk.

OFMD is at the very core of all campus emergencies. As such, our employees are vital to any successful ride-out, recovery, and build back of the University. During a crisis, essential Personnel provides services that relate directly to the health, safety, and welfare of the University, ensure continuity of critical operations and maintain and protect the University’s build-environment.

DEFINITIONS:
FISC – Facilities Integrated Service Center
Essential personnel is defined under the University's definition found at [https://hr.wustl.edu/items/emergency-conditions/](https://hr.wustl.edu/items/emergency-conditions/).

PROCESS:

1. When a weather event or emergency occurs, all essential Personnel for OFMD are expected to maintain constant communication with their immediate supervisors as it relates to the needs of the University. To be able to provide these needs, it is necessary to determine essential Personnel for OFMD.
   a. In general, the majority of OFMD personnel are essential.
      i. All Facilities Operations, Security, Safety, Emergency and Lobby Personnel as well as the FISC and Dispatch Centers, are considered essential.
      ii. Project Managers and Planners are also essential due to the construction and planning required to keep the campus operational and projects moving forward. Both groups may flex their time if needed. Still, this team should report to work for construction project supervision activities and certain planning activities that require a physical presence on campus.
      iii. Administrative employees (hourly staff) should be evaluated by each workgroup for on-site assignments, leave, or redeployment.
      iv. Business Operations (event staff, capital projects accounting, contracts, and finance staff) should be partial flex and partial teleworking to ensure continuity of the business.
v. All staff (regardless of the unit) are on 24/7 call, and should one workgroup be adversely affected during this time, others (regardless of work status or group) may be called in for redeployment to ensure ongoing clinical and campus operations.

2. If and when severe weather conditions or emergencies occur, all unit functions and employees deemed essential must present themselves at work, if they can do so without placing themselves at risk.
   a. Constant communication with immediate supervisors is imperative during an emergency.
   b. All essential Personnel shall notify their supervisor immediately if not reporting to work or coming in late due to road conditions. Employees must be careful and mindful of road conditions and other event-related conditions when traveling to work.
   c. In cases of severe weather or other emergency events, select staff members will be identified in advance to ride-out the event on campus. Employees should contact immediate supervisors to determine the composition of these teams before an emergency occurs.

3. The Emergencies and Essential Personnel Acknowledgement Form is a requirement for all OFMD employees. This annual acknowledgment form is mandatory and will be completed and kept on record. Employees will sign the form and acknowledge that this policy is understood concerning emergencies and responsibilities as essential Personnel.
   a. Employees are responsible for contacting their immediate supervisors if and when an emergency arises.
   b. Essential Personnel is expected to present themselves at work if they can do so without placing themselves at risk.
   c. Supervisors are responsible for staying connected to the status and events happening on campus to relate this information and needs to their direct reports.
ACKNOWLEDGMENT FORM

To: All OFMD Employees

From: Assistant Vice Chancellor, Assistant Dean, Operations & Facilities Management Department

Date: March 18, 2020

SUBJECT: EMERGENCIES AND ESSENTIAL PERSONNEL

The Operations & Facilities Management Department has always been at the very core of all campus emergency responses. As such, our employees are vital to any successful ride-out, recovery, and build back of the University. During an emergency, essential Personnel provides services that relate directly to the health, safety, and welfare of the University, ensure continuity of critical operations and maintain and protect the University's built environment.

When a weather event or emergency occurs, all essential Personnel for OFMD is expected to maintain constant communication with their immediate supervisors as it relates to the needs of the University. To be able to provide these needs, it is necessary to determine essential Personnel for OFMD.

In general, the majority of OFMD personnel are essential.
1. All Facilities Operations, Security, Safety, and Emergency Personnel, as well as the FISC and Dispatch Centers, are considered essential.
2. Project Managers and Planners are also essential due to the construction and planning required to keep the campus operational and projects moving forward. Both groups may flex their time if needed. Still, this team should report to work for construction project supervision activities and certain planning activities that require a physical presence on campus.
3. Administrative employees (hourly staff) should be evaluated by each workgroup for on-site assignments, leave, or redeployment.
4. Business Operations (capital projects accounting, contracts, and finance staff) should be partial flex and partial teleworking to ensure continuity of the business.
5. All staff (regardless of the unit) are on 24/7 call, and should one workgroup be adversely affected during this time, others (regardless of work status or group) may be called in for redeployment to ensure ongoing clinical and campus operations.
Emergencies & Essential Personnel Guidelines & Acknowledgement Form

Please read this notification and sign, acknowledging your understanding of the information. Once completed, this form should be returned to your immediate supervisor. This notification and annual update is mandatory and must be completed and kept on record.

I understand the OFMD procedures related to emergencies and my responsibilities.

_____________________________  __________________________  _______________________
Name (Printed)  Signature  Date