



Emergency Essential Personnel

- Scope:** This policy applies to all units of the LSU and A&M campus.
- Effective:** February 28, 2014
- Purpose:** The purpose of this operating procedure is to establish the LSU policy for designation and management of emergency essential personnel. "Essential Employee" means one who has been designated as critical to the operation of a unit, whose presence is required regardless of the existence of an emergency condition, and whose absence from duty could endanger the safety, resources, and well-being of the campus population and/or physical plant. Employees may be designated as essential on a situational basis, e.g., in the event of a weather emergency only, or in the event of a public health crisis. Essential Employees should be notified in writing on an annual basis by their department and the employee's job description should reflect their designation as an Essential Employee. Designations may be changed by the appropriate Vice Chancellor/Vice President at any time depending on need.

Procedures:

- A. Designated Essential Employees in support and service divisions of the University are required to report to work, remain at work, or be available to work in order to maintain essential operations of the University, whether the University has otherwise suspended operations or not. The following departments and divisions will remain in operation and their designated Essential Employees are required to be at work during times of emergency closure or reduced operations:
- Athletics Facilities
 - Environmental Health & Safety
 - Facility Services
 - Information Technology Services (ITS)
 - LSU Auxiliary Services
 - LSU Dining
 - LSU Police Department (LSUPD)
 - Parking & Transportation Services
 - Residential Life
 - Student Health Center
 - Veterinary Teaching Hospital & Clinics
- B. Departments with designated emergency essential positions are required to develop and maintain a written departmental emergency response plan to address the department's specific needs. Departments should determine if their operation depends upon the effectiveness of another department, and coordinate efforts with other units as appropriate and deemed necessary. Departmental plans shall be reviewed and updated as necessary or at least annually. Departmental plans must be consistent with the University Emergency Operations Plan (once developed and adopted) and shall not conflict with University plans. The departmental plan should clearly identify which positions are essential based on the following process:
1. For a set of reasonably possible incidents, determine which of the unit's services are likely to be required in the course of those events.

2. Determine the criticality of those services, and the allowable lag time in responding to a request for that service.
 - a. Immediate response
 - b. 4 hours response
 - c. 24 hours response
 3. Identify positions capable of supporting the identified services.
 - a. Services requiring immediate response = **primary essential** position. These positions are critical to emergency operations of the University by maintaining continuity of critical operations, conducting assessments of assigned areas and reporting critical conditions involving buildings, university infrastructure, and work conditions. Primary essential positions are expected to remain at or report to work during an emergency.
 - b. Services requiring 4 hours response = **secondary essential** position. These positions need to be reachable and able to be on-site within four (4) hours of notice.
 - c. Services requiring 24 hours response = **other essential** position. These positions need to be reachable and able to be on-site within twenty-four (24) hours of notice.
- C. Departmental emergency response plans must be submitted to and approved by the appropriate Vice Chancellor/Vice President with input from the Office of Human Resource Management. Plans must identify specific positions and the designation as “primary essential”, “secondary essential” and “other essential” positions. Once approved by the appropriate Vice Chancellor/Vice President, essential positions will be coded as such in the Human Resources System (HRS), and affected employees will receive written notice from their department that their position is designated as essential. Authority for final review and coordination of all departmental emergency response plans rests with the LSU Office of Risk Management and authority for final approval is given to the Vice President for Finance and Administration (see LSU PS-18 “Emergency Response Plan”).
- D. Essential Employees are expected to report for work during a University incident unless specifically directed by their department not to report, or if directed by civil, emergency or medical authorities not to report for health and safety reasons. In the event of a University incident, essential departments should be prepared to report the number of employees engaged in providing essential services and maintain a record of their hours worked.
- E. Upon approval of the appropriate Vice Chancellor/Vice President, operations in these units may be reduced to minimum requirements and individual employees retained for work or released from work as determined by the existing conditions.
- F. With the approval of the appropriate Vice Chancellor/Vice President, other units and/or individual employees may be designated as essential and required to report for work. Recognizing that weather conditions may make employee travel difficult or impossible at times, notification should be as early as possible.
- G. Failure of essential personnel to remain at or report to work as required may result in disciplinary action up to and including termination.