

Sample Essential Personnel Assignments Based on Situation

For weather-related Suspension of Operations (i.e. closings or delays), Essential Personnel include:

- Campus safety personnel
- Facilities personnel
- Dining services (including Sodexo) personnel
- Residence Hall staff (Area Coordinators)
- Library personnel
- IITS personnel (may be available remotely)
- Others to be determined by appropriate department head in accordance with the nature of the emergency

For other Suspension of Operations (non-weather related, such as those related to safety), Essential Personnel include:

- Campus Safety personnel
- Facilities personnel (as directed by the Executive Director of Facilities Management)
- Environmental Health & Safety
- Dining services (Sodexo) personnel
- Residence Hall staff (Area Coordinators)
- Others to be determined by the appropriate department head and/or the Campus Emergency Management Team (CEMT) in accordance with the nature of the emergency

For Suspension of Operations during student breaks:

- Campus Safety personnel
- Facilities personnel
- Others to be determined by appropriate vice president, appropriate department head, and/or the Campus Emergency Management Team (CEMT) in accordance with the nature of the emergency

For Non-Emergency Closings/Partial Closings/Leave Early:

- Campus Safety personnel
- Facilities personnel
- Student service personnel as determined by vice president or department head

For emergency Suspension of Operations situations (weather-related, safety-related, facilities-related, etc.) in locations other than the main Utica campus, such as Syracuse and Florida locations, the identification of Essential Personnel will occur between the location's Site Director, a Utica College administrator with direct knowledge of the operation, and the Campus Emergency Management Team (CEMT), if available.

It is important for an employee to contact his or her immediate supervisor directly if there is uncertainty as to whether or not he or she is considered Essential Personnel for a particular emergency situation.