DIRECTIVE 210

TITLE: Emergency Response Volunteer Cadre for Facilities Management

EFFECTIVE DATE: October 26, 2015

REVISION DATE: First version

I. SCOPE:

This directive applies to all Facilities Management staff members.

II. PURPOSE:

To supplement Directive 200 and establish a pre-identified cadre of volunteer staff that are the “first to respond” during an emergency event.

III. POLICY:

Directive 200 identifies all personnel in FM as essential. This ensures FM is able to prepare for, respond to and recover the campus following a variety of emergency situations. However, the entire FM department staff is not required to recover the campus from most emergency events. Therefore, this supplement establishes procedures for creating and periodically updating an event specific list of volunteers to serve in a first response capacity for the emergency scenarios most likely to occur.

Nothing in this supplement shall override any provisions of Directive 200.

A. INTENT:

This supplement is intended to assist employees in their balance of personal concerns with professional obligations during an emergency event. Success depends on a volunteer cadre of the right size with the correct skills. Management will fill shortages within the volunteer cadre with non-volunteers as necessary to meet the demands of the event.
B. RESPONSIBILITIES:

1. FM Directors will identify a volunteer cadre for the following emergency scenarios:
   - Winter Storm (snow or ice event)
   - Hurricane, tornado, etc.
2. The volunteer cadre will be identified via a supervisor query of their direct reports. A list of volunteers will be established, reviewed and prioritized by the department directors and AVP. Management will prioritize volunteers based on skills and expected work volume.
3. Employees serving as members of the volunteer cadre are obligated to respond during an emergency scenario for which they have volunteered. Employees shall report to work at their normal time or as otherwise directed by their supervisor. Only unforeseen circumstances beyond the employee’s control will justify not reporting.
4. Non-membership in a volunteer cadre does not change an employee’s designation as essential, nor does it relieve the responsibility to respond as directed by his/her supervisor.
5. Cadre lists will be published and maintained by the administrative assistant to the AVP.
6. The volunteer cadre will be reviewed and updated annually in April (intended to be between winter storm and hurricane seasons) or more often if determined necessary.
7. Employees may add or remove their name from the volunteer list at any time.
8. For emergency events that do not require full cadre support, volunteers who respond will move to the “back of the line” for the next event. The intent is to rely on all members of the cadre equally – not the top of the list repeatedly.

IV. APPROVAL, AMENDMENT, AND GUIDANCE:

This policy was approved by the Associate Vice President of Facilities Management. The Director of Operations and Maintenance interprets this policy and is directed to review this policy annually to ensure continued effectiveness.

[Signature]

Van Dobson
Associate Vice President, Facilities Management