

Non-FAU Essential Personnel Program

Overview

Program Oversight

The Department of Human Resources manages Florida Atlantic University's Essential Personnel program.

The Department of Emergency Management manages the Non-FAU Essential Personnel information.

What does it mean to be a Non-FAU Essential Person?

Non-FAU Essential personnel are personnel who perform critical operations, functions and tasks for the University but are employed through contract service providers. Examples include:

- Food and Dining Services
- Postal Services
- Grounds Maintenance
- Residential and Housing Facilities Maintenance



What Prompts a Suspension of Normal Operations

The severity of impact of an emergency event to:

- Life safety
- Resources: Critical Infrastructure and Key Resources (CIKR)
- The basic operating environment, academic, research, business and other essential services and functions, including necessary dependencies
- The environment
- The University's financial state of affairs or economy
- Regulatory/legal/accreditation requirements and contractual obligations

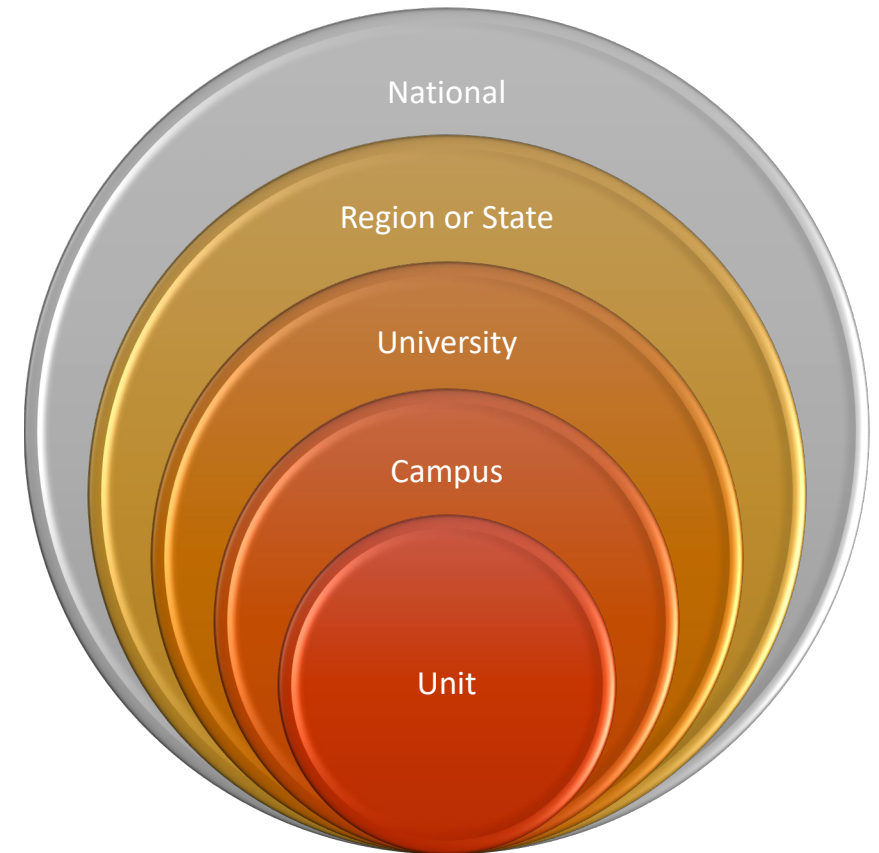
Severity of Impact

Depending on the type, scope, complexity and of an event or emergency and its potential to escalate, impacts can be localized or far-reaching:

- Some emergencies can impact only one unit or a few units while the campus or University operations remain ongoing, such as
 - Building fire (with no injuries), building flood
 - Seasonal flu
- Some emergencies can impact a campus, or a significant portion of University operations, such as
 - Large-scale power outage
 - Water main break
 - Active threat/hostile intruder
 - Civil disturbances or protests
- Some emergencies can impact multiple University sites, or major University operations, such as
 - Hurricane or other regional weather events
 - Cyber attack targeting main University systems or platforms

Declaration of an Emergency

- The University President or designee may declare a University state of emergency depending on the severity of impact.
- During a state of emergency, normal University/campus operations are suspended and measures necessary to meet the emergency and, to the extent possible, safeguard persons and property will be enacted.
- Depending on the impact (potential or actual), statewide (Governor) or national (President) declarations of emergency may be made by state and federal officials.
- The University will initiate actions, accordingly, including recall/remain at work orders for essential personnel.



Non-FAU Essential Personnel Letters

- The Department of Emergency Management issues Non-FAU Essential Personnel Letters on an incident basis.
- Should an incident present itself where these are warranted, the Department of Emergency Management will provide incident-specific letters to the appropriate College/Division/Unit for distribution to approved Non-FAU Essential Personnel.

Returning to Campus

- **DO NOT RETURN TO CAMPUS UNLESS ADVISED BY YOUR FAU REPRESENTATIVE.**
 - **You may not gain access to campus unless you have been advised by your FAU Representative who manages your contractual services.**
- Await guidance from your FAU representative who manages your contractual services.

How will I gain access to Campus if I am recalled?

- The Department of Emergency Management will provide incident-specific letters to the appropriate College/Division/Unit for distribution to approved Non-FAU Essential personnel.
- To gain access to campus, non-FAU Essential personnel need to present the letter mentioned above and a valid I.D. from the place of employment. FAU Police Department will have a list of those who are in the non-FAU Essential Program

Next Steps

- Communicate with your FAU representative who manages your contractual services
- Ensure the contact information is up-to-date should you be admitted into the program
- Communicate with your supervisor. Service providers must ensure their personnel are ready and able to provide contracted services during a suspension of normal operations.

Contact Us

Department of Emergency Management

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fau.edu/emergency/planning/essential-personnel/
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