



## Sample Essential Personnel Assignments Based on Situation

For weather-related emergencies (i.e. closings or delays), essential personnel include:

- Campus safety personnel
- Facilities personnel
- Dining services (Sodexo) personnel
- Residence Hall staff (RAs)
- Library personnel
- IITS personnel (may be available remotely)
- Others to be determined by appropriate vice president or dean in accordance with the nature of the emergency

For other emergencies (non-weather related), essential personnel include:

- Campus safety personnel
- Facilities personnel
- Dining services (Sodexo) personnel
- Residence Hall staff (RAs)
- Others to be determined by appropriate vice president or dean in accordance with the nature of the emergency

For emergencies during student breaks:

- Campus safety personnel
- Facilities personnel
- Others to be determined by appropriate vice president or dean in accordance with the nature of the emergency

It is important for an employee to contact his or her supervisor directly if there is uncertainty as to whether or not he or she is considered essential personnel for a particular emergency situation. Supervisors are required to communicate with staff members who are not listed in this document, but are expected to report to work during the emergency situation.