

# UF CEMP Support Group Annex: Employee Group

## I. Emergency Operations Team (EOT) Departments

- UF Human Resources
- Division of Enrollment Management

## II. Introduction

### A. Purpose

This Support Group Annex further details key functions and expands upon the responsibilities and actions of the Employee Group and associated departments described in the University of Florida (UF) Comprehensive Emergency Management Plan (CEMP) Base Plan.

### B. Scope

This Annex will be utilized during emergency operations in conjunction with the CEMP Base Plan and carried out by the departments specified above. It applies to the entire university enterprise.

## III. Concept of Operations

The Emergency Operations Team (EOT) is charged with cooperatively addressing imminent threats and hazards, supporting incident command or on-scene personnel during complex incidents, and staffing the University Emergency Operations Center (EOC) when activated. The Team will exchange and consolidate information, support institutional decision making, and coordinate resources. Within the EOT structure, the Employee Group has broad authority to address issues affecting faculty, staff, and other employees of the university. Their area of responsibility will include and expand upon their standard university roles and will require coordination with internal and external stakeholders.

## IV. Organization

The university's emergency management structure is fully detailed in the CEMP Base Plan. The Emergency Operations Team (EOT) is comprised of eight Support Groups primarily composed of representatives from identified university departments. These groups are organized around key functions to facilitate information and resources, and coordinate actions within these shared areas to manage unified operations for the university. The groups do not have designated leaders, and representatives report to the EOC Director and University Administrator for their EOT roles.

Each designated department or partner is responsible for assigning primary and alternate representatives to the EOT. Those representatives will actively participate in planning, trainings, exercises, communications, EOC activations, after-action reviews, and other EOT activities. Additionally, these departments are responsible for developing and maintaining any internal plans, procedures, and guidance documents needed in order to carry out their assigned responsibilities.

## V. Assignment of Responsibilities

Upon activation, the Employee Group is responsible for addressing the needs of university employees through tasks including, but not limited to the following:

- 1) Staff and support the Employee Group and Emergency Operations Team (EOT) when activated by the University Administrator, EOC Director, or their designees – *All listed departments***
  - Staff the EOC when activated, including the potential for 24/7 operations.
  - Fulfill requests and mission tasking for support group issues and resources.
  - Provide updates to the EOT throughout the activation.
  - Maintain records of decisions and activities throughout the emergency.
  - Document expenses related to the emergency for FEMA reimbursement.
  - Plan for and implement demobilization procedures for activated resources.
  
- 2) Facilitate employee safety before, during and after the emergency – *UF Human Resources***
  - Consult with Environmental Health and Safety (EH&S), other appropriate subject matter experts, and impacted units to evaluate and address anticipated or actual workplace safety issues.
  - Communicate workplace safety issues resulting from the emergency with employees, especially those employees performing roles in response to the emergency or outside their normal job responsibilities.
  - Maintain an Essential Employee program for colleges and departments to designate their essential employees who must report to work, be “on call” to report to work, and/or work remotely if required in order to maintain the critical functions of the university. During a campus closing, only employees designated as On-Campus Essential may be present on campus. During a modification of on-campus activities, only employees designated as On-Campus Essential may be present on campus and Remote Essential may be periodically present on campus with supervisor approval.
  
- 3) Account for employees following an emergency – *UF Human Resources***
  - Coordinate with departments and colleges on accounting for employees at the unit level from supervisors to unit leadership and HR Liaisons.
  - Upon notification by HR Liaisons, attempt to contact employees not accounted for, especially those in areas impacted by the emergency.
  - Facilitate resources and provide support to employees (and families where appropriate) who are missing, injured, or deceased, and provide support to those departments.
  
- 4) Support the Information and Notification Center and/or Family Assistance Center if established – *UF Human Resources***
  - Arrange staffing to coordinate assistance to employees and/or families of employees impacted by an incident.
  - Coordinate with the Student Group on providing resources and support to the center.
  
- 5) Analyze faculty and academic impacts and effects as a result of the emergency – *Division of Enrollment Management***
  - Liaise with the Provost’s Office and other appropriate stakeholders on faculty academic issues.

- Understand and present concerns regarding academic operations due to schedule changes, closures, building disruptions, and other impacts including but not limited to financial aid, billing, admissions dates, and disbursements.
- Provide details on the academic schedule, including course times and locations, for situational awareness.

**6) Coordinate with the Public Information Group on communications with employees regarding emergency information, situation updates, and resources available – UF Human Resources**

- Communicate regularly with employees regarding the emergency, including the status of university schedule and operations. Generally, UF facilities outside of Alachua County will follow the operating schedule of local governments in their area.
- Prior to known incidents, and throughout all incidents, disseminate details regarding time reporting, overtime, essential employees, leave procedures, and other issues resulting from closures and impacts of the emergency.
- Provide information on resources, such as sheltering, food distribution sites, and federal recovery assistance.
- Promote Aid-A-Gator regarding applying for financial assistance.

**7) Continue essential business functions for employees, such as payroll and benefits – UF Human Resources**

- [Maintain payroll process, in coordination with Payroll Services, implementing alternate procedures and timelines if needed.](#)
- Serve as an information resource for employee questions regarding payroll, benefits, and other employee services impacted by the emergency.
- Administer contractual obligations and compliance with collective bargaining agreements on emergency conditions.

**8) Coordinate counseling and other behavioral health services for employees – UF Human Resources**

- Offer worklife support and behavioral health services to employees, including the Employee Assistance Program.
- Outreach to departments impacted by the emergency and implement tailored programs and services if needed.
- Facilitate follow-up care with employees impacted by the emergency.