

PROCEDURE LIT.2.01.12
CRISIS MANAGEMENT / EMERGENCY RECALL

SCOPE: Faculty and Staff

1. Crisis Management Team

1.1. The Crisis Management Team will be assembled should the President (or designee) determine a situation may have, or has had, a potentially wide-ranging or long-lasting effect.

1.2. The Crisis Management Team will consist of the following individuals:

- 1.2.1. President
- 1.2.2. Provost/Vice President for Instruction and Student Services
- 1.2.3. Vice President for Finance and Operations/CFO
- 1.2.4. Associate Vice President of Student Services
- 1.2.5. Associate Vice President of Accreditation and Strategic Initiatives
- 1.2.6. Director of Communications and Marketing
- 1.2.7. Director of Facilities and Maintenance
- 1.2.8. Chief of Police

2. Key Essential Personnel

2.1. The Crisis Management Team will designate Key Essential Personnel

2.1.1. Key Essential Personnel are employees who will be the first responders for the campus. They will be called upon to return to campus immediately following an emergency, or they will set up temporary operations at another site.

2.2. Compensation

2.2.1. Employees who are designated as “Key Essential Personnel” will receive compensation as follows:

- 2.2.1.1. Non-exempt classified employees will be paid straight time for hours worked up to 40 hours and time and one-half for hours worked over 40 within the work week.
- 2.2.1.2. Exempt professional employees will be paid straight time for actual days/time worked.
- 2.2.1.3. Essential personnel may be paid for 24 hours a day when required to remain on campus.

2.3. Expenses

2.3.1. Key Essential Personnel will receive reimbursement for lodging, meals, and mileage in accordance with the campus travel policies when required to travel to

campus from their temporary living quarters. Any other reimbursable expense must be approved by the employee's supervisor and the appropriate Vice President.

Related Policies: LIT.2.01 Safe and Healthy Campus Environment

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

Document History:

Adopted:

Reviewed:

Revised: July 2024, August 2026