



KENNESAW STATE UNIVERSITY

DEPARTMENT OF PUBLIC SAFETY
AND UNIVERSITY POLICE
Office of Emergency Management

November 2019



OWL Ready

Essential Employee Identification

As we move toward winter weather, we often begin to consider which employees have to remain on campus during a “closure.” We put that term in quotations because our University never really closes. Even when classes are cancelled and most employees are told to stay home, Kennesaw State University resembles an ant hill where dozens of people continue to work “behind the scenes” to ensure critical functions continue. UITS, Plant Operations, Facilities, Emergency Management, University Police, Housing and Residence Life, University Dining, and Sports and Recreation are just a few of the campus departments that continue to have personnel on site during these closures. While we consider all of our University employees to be essential to the success of the University, the “Essential Employee” designation is utilized during times of emergency to identify those employees who perform these types of functions to support our “Closed” University.

When developing Continuity Plans, consider the following quote from Kuali Ready:

“Have you considered your essential employees in your plans? Essential employees are those employees that are required to conduct critical functions during a recovery effort. To mitigate the possibility of an essential employee not being available during a recovery, ensure there is at least one (depending on the function) cross-trained individual to support the process throughout the recovery effort and resumption phase of an event” (Kuali Ready)

When developing our plans, we should list these individuals or job titles in the “Key People” section under “Key Resources” along with the department head and those who would assume the department head’s role if they were unavailable for whatever reason.

Remember, if you have any questions regarding continuity planning or the OwlReady COOP Tool (which can be found here: https://kennesaw.kuali.co/ready/users/sign_in), please contact James Westbrook, Assistant Director of OEM, at jwestbr9@kennesaw.edu or 470-578-6370.

