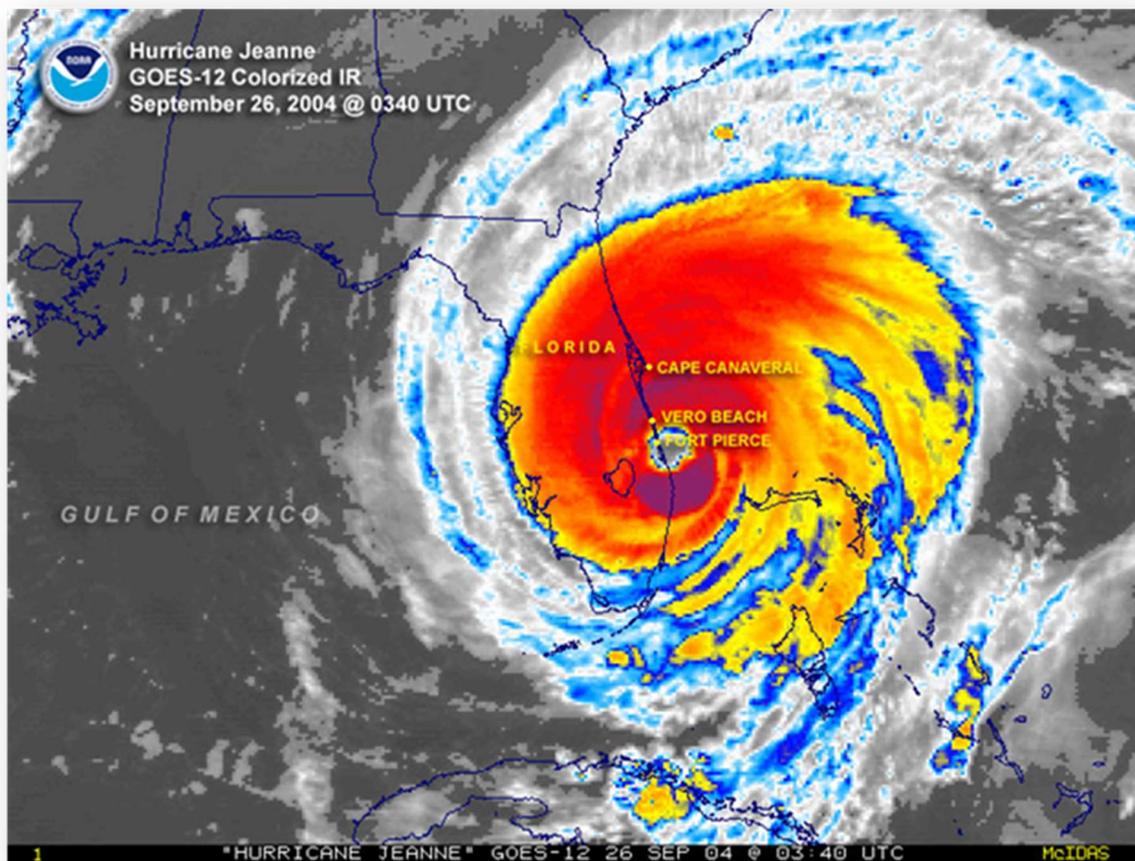


Appendix B – Tropical Weather Plan



I. Introduction and Purpose

- A. Hurricane season occurs June 1st through November 30th of each year.
- B. The University of Florida (UF) Campus is vulnerable to impacts from tropical storms and hurricanes. The objective of the appendix is to establish procedures to protect students, staff and faculty, minimize storm-related damage to UF property, and facilitate recovery including adequate documentation for insurance and FEMA reimbursement.
- C. It is important for all UF units to be prepared for the impacts of tropical weather. This plan serves as a tool to assist the HWCOE in preparing for, responding to, and recovering from potential and actual impacts.

II. Situation and Assumptions

- A. Tropical weather will impact UF, requiring protective actions. Forecasts will provide advanced notice of potential tropical weather impacts.
- B. Primary concern will be life-safety issues, followed by protection of UF property and environment.
- C. The College Emergency Operations Team (CEOT), as directed by the HWCOE Dean, is responsible for development and implementation of the HWCOE Emergency Management Plan (which includes this appendix).
- D. The CEOT is responsible for monitoring information provided by the University concerning tropical weather events and disseminating it to the HWCOE.
- E. The CEOT will coordinate preparedness activities outlined in this appendix annually every April. Activities associated with closures will be activated when directed by the UF Emergency Operations Team.
- F. Portions of this plan may be activated for other extratropical storms and high-wind events if adequate warning time is available.
- G. The UF Department of Emergency Management or UF Emergency Operations Team will notify the HWCOE Dean when UF closure is eminent.

III. Concept of Operations

- A. Weather Monitoring
 - 1. The UF Department of Emergency Management will monitor the weather throughout hurricane season for the possibility of any local impacts requiring activation of this plan.
 - 2. The CEOT will monitor communication from the UF Department of Emergency Management and weather information sources to advise the HWCOE.
 - 3. Individuals should monitor tropical weather information sources to be prepared for impacts to university operations and research activities under their purview.

4. Individuals, especially essential personnel, should monitor tropical weather sources to prepare their homes, personal property, and family.

B. Weather Statements

1. For decision-making purposes, UF will follow the official advisories and forecasts issued by the National Hurricane Center (<https://www.hurricanes.gov>) and the National Weather Service-Jacksonville. (<https://www.weather.gov/jax>)
2. Tropical depression, tropical storm, and hurricane forecasts are issued by the National Hurricane Center every six hours for an active storm. Normally, forecasts are available at 5am, 11am, 5pm, and 11pm EDT (or 4am, 10am, 4pm, and 10pm EST). The forecast packages project the path and intensity of the storm for a five-day period. If required, watches and warnings for coastal areas only are included in the forecasts. Intermediate public advisories may be issued every three hours when coastal watches or warning are in effect, and every two hours when coastal watches or warnings are in effect and land-based radars have identified a reliable storm center.

Tropical Cyclone Classifications

- Tropical Depression – 38mph or less sustained wind speed
- Tropical Storm – 39mph to 73mph sustained wind speed
- Hurricane – 74pmh or greater sustained wind speed

3. Local weather watches and warnings are issued by the National Weather Service Regional Weather Forecast Offices (WFO). The WFOs will generate Tropical Storm and Hurricane watches and warnings advisories for impacted counties. Additionally, a Hurricane Local Statement will be issued at least every six hours when a tropical storm or hurricane watch or warning is in effect for appropriate WFO warning areas. The following are WFO offices for counties that have HWCOE facilities:
 - i. Alachua and Clay: NWS-Jacksonville (<https://www.weather.gov/jax>)
 - ii. Okaloosa: NWS-Mobile (<https://www.weather.gov/mob>)
 - iii. Sarasota: NWS-Tampa (<https://www.weather.gov/tbw>)

For operations in locations not included above individuals should monitor the weather statements issued by the local WFO.

C. Protective Action Decisions

1. When tropical weather threatens the area, it may be necessary for UF to suspend some or all operations in order to protect lives and property. Closure decisions will be made according to the UF Comprehensive Emergency Management Plan.
 - i. The official source for UF emergency information is the University's home page – www.ufl.edu
 - ii. Closure and opening information along with other important statements will be posted on the website and sent through various UF Alert methods.

- iii. Information will also be provided to the local media regarding UF's status
2. The CEOT will monitor information provided by the University regarding potential or actual closures and be prepared to suspend operations.
3. Annually, the Dean, with the guidance of the CEOT, will review and approve all essential personnel and their functions. Essential personnel may be required to be on campus during a shutdown to prepare for closures, maintain essential operations, or recover from damage caused by tropical weather events.
4. Off-site facilities will follow the closure schedule of local governments where the facility is located. Off-site facility closures should be communicated to the CEOT which will assist if needed.

IV. Assignment of Responsibilities

A. Pre-Storm

In April all HWCOE departments, centers, institutes, offices, research labs, and other organizations will do the following in preparation for the normal hurricane season:

1. Review the closure checklists (found in IV. B.) and add, modify, or delete any tasks, as necessary.
2. Update or assign responsible parties for each of the tasks in the closure checklists.
3. Alert personnel with essential functions and specific roles to ensure their ability to fulfill obligations.
4. Insure adequate supplies are on hand to execute all tasks in the closure checklists.
5. Update (or create) and post the "Information Posting Form" found in Attachment F at <https://www.eng.ufl.edu/safety/emergency/>

B. UF Suspension of Normal Operations (Closure)

After UF announces a closure, the following applicable procedures and checklists should be completed by all units. Printable versions of these can be found at <https://www.eng.ufl.edu/safety/emergency/>

CLOSURE CHECKLIST	RESPONSIBLE PARTY
Laboratory and Research Areas Closure Checklist	Principal Investigator, Lab Safety Manager, or designee
Administrative and Office Areas Checklist	Appropriate office or office suite occupant
Tropical Weather Vehicle Assignments	[UNIT] Emergency Operations Team
IT Checklist	Unit Information Security Managers
Building Preparation Checklist	BEC, Facilities Operations
Essential Contacts during Suspended Operations	Deans, Directors, Department Chairs

Any questions or concerns during the implementation of shutdown procedures should be directed to the CEOT at emergency@eng.ufl.edu.

C. During Storm

During a tropical weather shutdown only essential personnel approved by the HWCOE Dean to be on the 'Essential Contacts During Suspended Operations List' may be on campus. These essential personnel, if required to be on campus during a storm, should do the following:

1. Follow basic safety procedures such as avoiding power lines and staying indoors during high winds.
2. Immediately report any utility outages or building damage which puts the safety of occupants at risk to Facilities Services (352-392-1121) and/or UPD (352-392-1111) as appropriate.
3. Continue to monitor local weather for changes in conditions.

Note: If departmental staff must remain on Campus to maintain essential functions, additional planning beyond the scope of this template is required for the department. Plans should address the needs of the critical operations and employees. Employee safety during an event is paramount.

D. Post-Storm – There may be essential employees on campus prior to resuming normal operations to assist with initial recovery. The following tasks are to be completed after UF resumes normal operations.

1. BECs will complete an Initial Damage Assessment Form (found at www.eng.ufl.edu/safety/emergency/) for each of their respective buildings and areas. Damage assessments will be completed accordingly:

- i. All damage assessments need to be reviewed by the Director of Facilities Operations prior to being submitted to UF by submitting it in email to facilities@eng.ufl.edu
 - ii. For buildings with multiple departments/BECs, the Director of Facilities Operations will schedule assessment walk-throughs with all appropriate BECs
 - iii. HWCOE Facilities Operations will coordinate and submit all associated Facility Services work orders.
2. BECs should take safe, protective actions that mitigate or reduce hazards in buildings and areas. (Example - placing barricade tape around a dangerous area in a building to prevent people from entering the area.) Faculty and staff should not take any actions which place themselves or others in danger.
3. The CEOT will monitor and follow guidance from the University and local officials regarding any special policies and procedures that may be in place following a storm.
4. At the work unit level, account for the well-being of all faculty and staff once UF has resumed normal operations.
5. If any HWCOE unit is unable to fulfill its functions as a result of damaged facilities or equipment, it may need to activate its Continuity of Operations (COOP) plan. (Reference Appendix C)