

Herbert Wertheim College of Engineering

Emergency Management Plan



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University of Florida
Gainesville, FL 32611

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Approval and Promulgation

This Herbert Wertheim College of Engineering (HWCOE) Emergency Management Plan (EMP) describes the procedures and organizational structure by which the HWCOE will respond to an actual or potential emergency, which occurs at the University of Florida (UF) (and all remote locations) and impacts any part of the HWCOE. This document has been developed in support of the UF Comprehensive Emergency Management Plan (CEMP). It specifically addresses the operations, functions, roles, and responsibilities that HWCOE will have in the preparation for, response to and recovery from an emergency. These signatures acknowledge the acceptance of this HWCOE EMP as the primary emergency plan for the HWCOE, superseding previous emergency plans. Upon signing this letter, the administration agrees to:

- Support the identified preparedness efforts taken by HWCOE
- Follow the outlined concept of operations for the HWCOE during an emergency
- Provide support and authority as needed to the HWCOE during or after an emergency
- Promote on-going development, exercising, training, and enhancement of the HWCOE EMP

Dr. Forrest Masters
Associate Dean of Research and Facilities
Herbert Wertheim College of Engineering

Date

Dr. Cammy Abernathy
Dean,
Herbert Wertheim College of Engineering

Date



Record of Distribution

The most current version of this plan can be found online at <https://www.eng.ufl.edu/safety/emergency/>. Additionally, introducing this plan to the HWCOE after each approved major version will be done through emailing the following distribution groups and/or listservs a link to the HWCOE Emergency Management Plan website:

- Executive Committee (excomm@eng.ufl.edu)
- Department Chairs & School Directors (chairs@eng.ufl.edu)
- College Emergency Operations Team (emergency@eng.ufl.edu)
- [UNIT]-Emergency Operations Teams (eots@[something])
- Staff (coestaff-l@lists.ufl.edu)
- Faculty (coestaff-l@lists.ufl.edu)

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Basic Plan

I. Introduction

The Herbert Wertheim College of Engineering (HWCOE) is home to nine schools and departments, 15 degree programs, and more than 20 centers and institutes. The HWCOE occupies over one million square feet in more than 20 main campus buildings. Additionally, the HWCOE has facilities across the state of Florida including the Research & Engineering Education Facility (REEF), Sarasota Innovation Station, and the UF Lightning Lab.

HWCOE is vulnerable to a variety of hazards due to its various locations, status as a higher education and research institution, and the breadth and scope of functions it performs. The hazards and resulting emergencies pose potential threats to disrupt the HWCOE's mission, operations, and reputation.

Taking into consideration the many unique elements of the HWCOE, this HWCOE Emergency Management Plan (HWCOE EMP) was developed to address emergency preparedness through prevention, protection, mitigation, response, and recovery. The document outlines, authorizes, and implements the HWCOE's structure for managing activities during all phases of emergencies with an all-hazards approach. The HWCOE EMP is organized based on HWCOE operations with the intent of aligning with national best practices, industry standards, and the University's Basic Emergency Plan template.

A. Plan Organization

The HWCOE EMP, also referred to as *this EMP*, is a collection of components rather than a single document, which consists of the Basic Plan, three appendixes (Emergency Guidance, Tropical Weather Plan, and College Continuation of Operations Plan), and several attachments. Together, all of these plan elements coordinate to form this EMP, which can be employed in its entirety, or in part, to respond to and manage emergencies that may impact the HWCOE.

This EMP was created for the entire College. HWCOE administration, departments, centers, institutes, and labs will supplement this EMP by completing the appendices and attachments. They will not be required to create their own EMP.

1. Basic Plan

The Basic Plan (this document) provides the overarching framework for emergency management activities within the HWCOE and comprises the initial document of the HWCOE EMP. It details how the HWCOE will prepare for, respond to, and recover from emergencies from an organizational and administrative level within the UF's Comprehensive Emergency Management Plan (UF CEMP). The elements described in the Basic Plan are intended to be flexible for implementation during any hazard that may affect the HWCOE, and these elements serve as an umbrella for all other emergency actions described within the HWCOE EMP.

2. Emergency Guidance – Appendix A

Whereas the *Basic Plan* is the overarching framework for emergency management, Appendix A is specific guidance for a range of emergencies which may be experienced within the HWCOE. The purpose is to describe an emergency and provide guidance, procedures, and other references in

order to prepare for, respond to and recovery from it. Documented emergency situations include active shooters, bomb threats, building fires, floods, hazardous materials releases, and many others.

3. Tropical Weather Plan – Appendix B

The University of Florida (UF) Campus is vulnerable to impacts from tropical storms and hurricanes. The objective of this 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).

It is important for all UF units to be prepared for the impacts of tropical weather. Appendix B serves as a tool to assist the HWCOE in responding to and recovering from potential and actual impacts caused by tropical weather.

4. Continuity of Operations Plan – Appendix C

The Continuity of Operations Plan (COOP) is an effort by UF and the HWCOE to ensure that Primary Mission Essential Functions (PMEFs) continue to be performed if normal operations are interrupted. The document is intended to assist and guide creation of COOPs across the HWCOE by providing:

- Common definitions
- Expectations for completion
- Requirements to be documented
- Templates which are clear and usable

Each COOP should provide the framework for sustaining essential operations for up to 30 days.

5. Attachments

The attachments contained in the HWCOE EMP provide specific actions, responsibilities, and information, which HWCOE units should take or provide prior to, during, or after emergencies. Attachments supplement the HWCOE EMP and Appendices. By completing the attachments provided, HWCOE units may avoid having to create an individual unit emergency management plan.

There are several types of documents provided in the attachments:

- Checklists: Various checklists, such as the *Laboratory and Research Areas Checklist* or *Exterior Buildings Checklist*, provide procedures to follow when directed by UF or HWCOE emergency operations teams to prepare for, respond to, or recover from an emergency.

- Informational Forms: Forms, such as the *Information Posting Form* or *Essential Contacts During Suspended Operations*, are provided to HWCOE units to make appropriate information available to faculty, staff, and students or to provide information to the College Emergency Operations Team.
- Inventories: Inventories provide accounting for critical infrastructure of the HWCOE and must be reviewed, at least annually. Procedures must be included to keep them current.

B. Purpose

The purpose of the HWCOE EMP is to complement the UF CEMP and support UF's overall goal to protect life, property, and the environment. Due to the varying nature of emergencies that may impact UF and the HWCOE, this plan is intended to serve as a flexible guide to meet the HWCOE's needs as dictated by the emergency.

The HWCOE EMP serves as the master plan for all units of the HWCOE. As such, it provides an overview of the emergency management system and organizational structure of the HWCOE by outlining the coordination, management, and general concept of operations within the HWCOE and its departments. Consequently, individual units within the HWCOE are not required to have a unit-level emergency management plan of their own. Instead, HWCOE units can complete the COOP template, checklists, forms, and inventories provided.

C. Scope

The HWCOE EMP applies to all students, faculty, staff and external partners working within the HWCOE.

The HWCOE EMP may be activated in conjunction with the UF CEMP or in response to an emergency affecting any part of the HWCOE.

The HWCOE EMP supports activities described in the UF CEMP but does not supersede it. The extent of implementation will be dictated by conditions and scope of the incident. Primary responsibility for determining appropriate scale rests with the HWCOE Dean with input from the College's Emergency Operations Team.

HWCOE units may create a unit emergency management plan which does not contradict this document.

D. Planning Assumptions

The following planning assumptions are made regarding emergencies, which may impact the University:

1. University Assumptions

- An emergency or disaster may occur at any time of the day or night, weekend or holiday, with little or no warning and may affect UF's campus and other facilities, as well as the University's physical or technological infrastructure.
- UF will maintain a Comprehensive Emergency Management Plan (CEMP) and train appropriate personnel to evaluate and respond to emergencies from the institutional level.
- The succession of events in an emergency is not always predictable. Therefore, published plans, such as this EMP, serve as guidance and may require modifications in order to meet the specific circumstances of the emergency.
- Life safety is the first priority at UF. If life safety is at risk, faculty, staff and students might not be able to access University facilities including buildings, offices, classrooms or laboratories during or after an emergency.
- Resource management, including mission assignment, deployment, and demobilization, will be coordinated through the University Emergency Operations Team (EOT) when activated during emergencies that impact the University on a larger scale.
- The occurrence of a major emergency may affect the surrounding community and region result in an emergency declaration at the local and state levels. This may further result in federal disaster declaration by the federal government. At such times it is likely that access to and availability of external resources may be limited. Additionally, these declarations may enable UF to access additional, or alternate, resources for response and recovery activities.

2. HWCOE Assumptions

- The HWCOE may respond to an emergency by activating the necessary components of this EMP under the direction of the HWCOE Dean.
- HWCOE personnel should be familiar with the University CEMP, the HWCOE EMP, and specific responsibilities assigned to it within these documents.
- HWCOE organizational units will complete the necessary COOP template, checklists, forms, and inventories as outlined by this plan and have them easily available for use and reference during an emergency.
- HWCOE personnel will be available for UF officials in an emergency to provide information specific to their unit including details regarding operations and facilities affected by the emergency.

II. Organization and Assignment of Responsibilities

The emergency management organizational structure for the HWCOE consists of several elements including the following (reference Figure 1):

A. University Organization

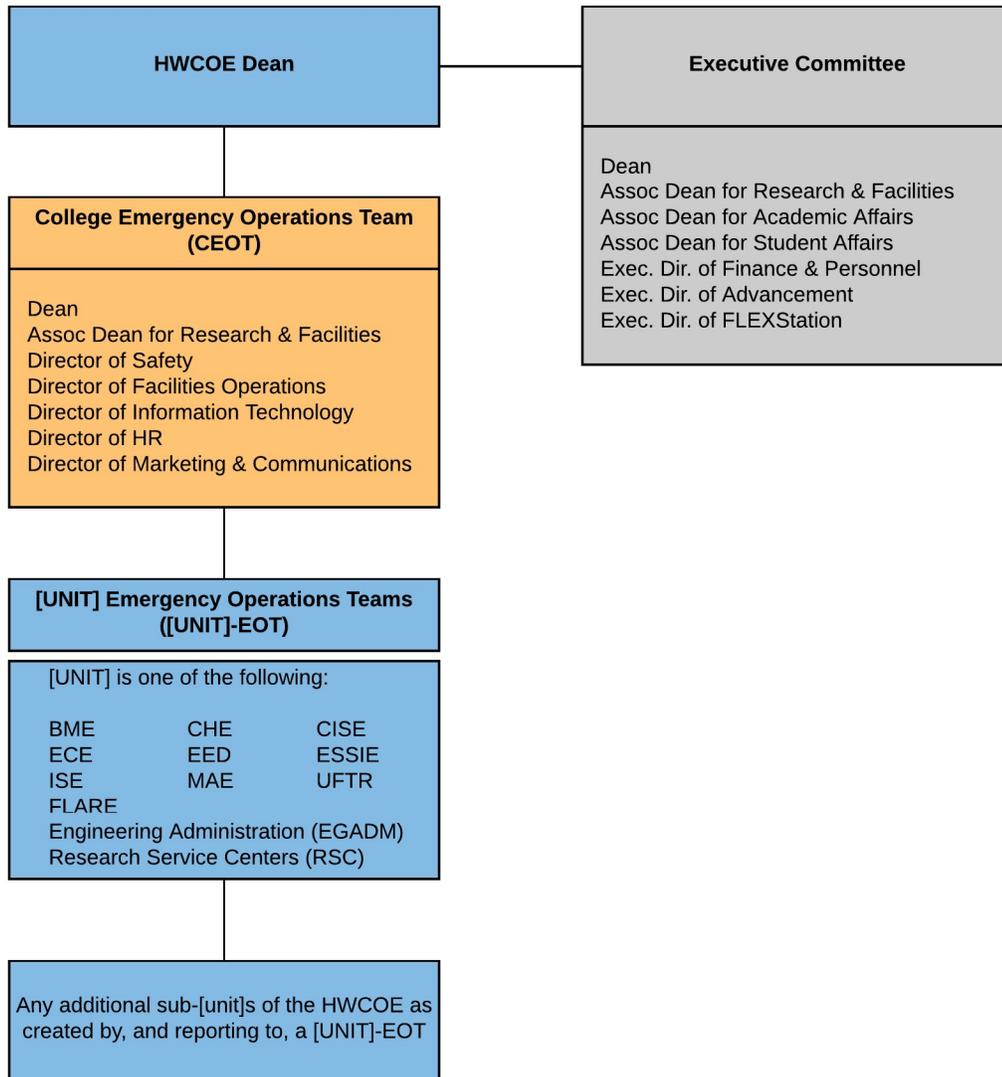
The University's emergency support structure and organization is outlined in the UF Comprehensive Emergency Management Plan (CEMP). For purposes of this plan, when an emergency affects the entirety of UF the University Emergency Operations Center (EOC) may be activated. The EOC serves as the University's central point of coordination for emergency operations. The HWCOE may need to communicate with the University EOC in order to:

- Assist in supporting the University's overall emergency response and recovery,
- Receive updates on the status of emergency operations
- Coordinate and/or obtain assistance managing the emergency, and
- Request additional resources to minimize damage and impact caused by the emergency.

If the University EOC has been activated, the HWCOE may call the UF Police Department main number at 352-392-1111 to contact the University EOC.

B. College Organization

Figure 1: HWCOE Emergency Operations Organization



1. HWCOE Dean

The primary executive of the College, the HWCOE Dean, will conduct overall management of emergency operations and will serve as liaison between the HWCOE and University leadership during an emergency. The HWCOE Dean has the ability to activate the necessary components of this EMP as needed, with consultation from the College’s Emergency Operations Team and internal or external partners (e.g. the HWCOE Executive Committee, Environmental Health and Safety or the University Police Department).

2. College Emergency Operations Team

The College Emergency Operations Team (CEOT), led by HWCOE Dean, includes the Assoc. Dean of Research & Facilities, and the Directors of Safety, Facilities Operations, Information Technology, Human Resources, and Marketing & Communications. The CEOT will meet, in part or in total, to facilitate emergency planning, preparation, response, and recovery for the HWCOE. During all phases of an emergency, the team will collect and evaluate information from the primary units of the HWCOE, other University entities, and external sources as needed to recommend action to the Dean as needed or requested.

3. [UNIT] Emergency Operations Teams

The primary units of the HWCOE, referenced as [UNIT] and listed in Figure 1, will each appoint a [UNIT] Emergency Operations Team ([UNIT]-EOT) that minimally consists of the [UNIT]'s Director or Department Chair, Assistant/Associate Director, and Building Emergency Coordinators (BECs). Each [UNIT]-EOT has the primary responsibility of coordinating emergency operations within the [UNIT] and communicating with the CEOT as required by this EMP.

At the discretion of the Department Chair or Director, a [UNIT] may elect to create sub-unit emergency operations teams, for a specific research lab or center/institute, to facilitate emergency operations within their [UNIT]. However, the CEOT may limit communications to only the [UNIT]-EOT level.

The CEOT operates as the [UNIT]-EOT for the HWCOE Administration.

C. Assignment of Responsibilities

1. Plan

Planning consists of developing, reviewing, updating, and distributing this plan, its appendices, and attachments on an annual basis. Every five years the planning phase should consist of a more thorough review of this plan which may include a complete rewrite of the plan as necessary to align with current University's Basic Emergency Plan template.

Dean

- Review and approve this plan
- Communicate to [UNITS] the need to implement this plan
- Consider fiscal impacts of emergencies and designate budget as appropriate
- Approve and notify essential personnel as requested by [UNIT]-EOTs
- Establish reciprocal agreements with other UF units for COOP requirements

CEOT

- Develop templates, checklists, forms, and inventories to assist the HWCOE with implementing the EMP
- Provide consultation to the [UNIT]-EOTs as needed

- Review this EMP annually and recommend changes to EXCOM
- Implement any approved changes to this EMP
- BEC administrators will maintain and annually review and update the BEC list

[UNIT]-EOT

- Consult the CEOT as needed
- Review and update any named employees or designated positions within templates, checklists, forms, or inventories to reflect staff changeover and organizational restructuring
- Fill out or update any applicable templates, checklists, forms, or inventories from this EMP
- Determine any target dates by which to have the above updates completed
- Appoint a primary and secondary Building Emergency Coordinator for each building in which the [UNIT] occupies space and communicate any changes with the BEC administrator

All

- Complete all necessary safety and emergency training required by the University and College
- Update emergency contact information in myUFL
- Download the *GatorSafe* app on your mobile device

2. Prepare

Immediately preceding a potential emergency, especially when a known campus closure will occur, HWCOE shall perform the below tasks. Additionally, preparatory tasks in Section IV A of *Appendix-B Tropical Weather Plan* shall be completed every April.

Dean

- Designate budget for HWCOE infrastructure emergency preparation expenses (i.e. sandbags, electric generator rental, temporary cooling, staffing, etc)
- Approve essential personnel that will remain on campus during a closure as outlined in *Attachment D-Essential Contacts During Suspended Operations*
- Communicate emergency preparedness plans to the CEOT and/or the entirety of the HWCOE

CEOT

- Communicate with the HWCOE Dean and [UNIT]-EOTs regarding upcoming anticipated events which may impact College operations, including relaying information from UF Emergency Management
- Advise during HWCOE preparedness planning
- Coordinate with affected [UNIT]-EOTs to insure event preparedness
- Submit all approved [UNIT]-EOTs *Attachment D-Essential Contacts During Suspended Operations* to UPD with a copy to the Dean

[UNIT]-EOT

- Purchase or budget for any materials or equipment required to sustain operations during an emergency (i.e. emergency power, back up refrigeration, animal care, cooling, etc.)
- Complete or update checklists, forms, and inventories
- Complete all forms and submit as required (for example, submit a completed *Attachment D – Essential Contacts During Suspended Operations* to the CEOT)
- BECs will follow all BEC directives provided by the UF Emergency Operations Team (EOT)
- BECs will complete *Attachment J-Exterior Building Checklist* as needed

All

- All HWCOE employees should familiarize themselves with this EMP (especially the procedures in *Appendix A – Emergency Guidance* which is summarized in the HWCOE *Emergency Procedures Guide* flipbook
- Each office or lab should purchase required emergency supplies as identified in their *Attachment K – Emergency Supplies Inventory*
- Complete assigned tasks in appropriate checklist or as assigned by supervisors

3. Respond

After an emergency impacting HWCOE operations, various tasks are required to identify any impacts to operations, restore services, and begin efforts to resume normal operations. In some cases, HWCOE response may be dependent upon available University resources. During the time of limited response, coordination with other University units and leadership may be required.

Dean

- Approve additional essential personnel needed for response efforts during UF or HWCOE closures
- For damaged HWCOE facilities the Dean will determine resumption of operations
- Communicate response efforts to the HWCOE as needed

CEOT

- Coordinate with University support operations, such as Facility Services, EH&S, UFIT, and UPD, and external agencies, such as GPD and Gainesville Fire & Rescue, as needed
- Advise the HWCOE during response efforts
- Director of Facilities Operations will collect, review, and enter information from *Damage Assessment Forms* into the UF Damage Assessment Tracking System

[UNIT]-EOT

- Report events and maintain communication with the CEOT
- BECs will submit "*Attachment E-Initial Damage Assessment Form*" to HWCOE Facilities Operations

All

- Monitor University communication for appropriate actions directed to the entirety of the UF Community
- Monitor UF Email for communication from the HWCOE Dean, CEOT, and supervisors for additional instructions

4. Recover

After emergencies are stabilized and initial response efforts are completed a longer period of recovery may be required if any of the HWCOE facilities are substantially impacted. The HWCOE will likely have to coordinate with other UF units to address long term damage issues.

Dean

- Enact Continuity of Operations (COOP) Plan in order to maintain essential functions, if appropriate

CEOT

- Coordinate with Environmental Health & Safety on insurance claims and FEMA Public Assistance processes, if eligible
- HWCOE Facilities Operations will coordinate with [UNITS], vendors/contractors, and UF Facilities Services to address repairs and renovations required to correct damaged facilities

[UNIT]-EOT

- Coordinate with HWCOE Facilities Operations and UF Facilities Services on any needed repairs and renovations

All

- Work to restore normal operations and schedules in a timely manner
- Follow recovery guidance from University officials

5. Review

After normal operations have resumed the entirety of the emergency should be reviewed to identify areas of this plan that succeeded or failed. Any improvements of this plan should be noted and the EMP should be updated accordingly.

Dean

- Review and approve any updates to the EMP put forth by the CEOT

CEOT

- Prepare an after-action report after each emergency which will identify ways to improve this plan

[UNIT]-EOT

- Participate, as necessary, in the after-action report process
- Make as-needed changes to their COOP, forms, checklists, and inventories based on information gathered through after-action reports or incidents

All

- Email any comments, questions, or concerns about the emergency to the CEOT via the emergency@eng.ufl.edu distribution group

III. Concept of Operations

A. General

The following are general concepts associated with emergency operations within the HWCOE:

- This plan follows the University's CEMP, supports the emergency response, and recovery processes of UF
- The HWCOE will prioritize life, health, and safety, protection of property, and protection of the environment when dealing with emergencies
- In case of an emergency during normal daily operations, HWCOE employees will immediately notify appropriate first-responder agencies (i.e. 911) to protect the health and safety of individuals and to contain and stabilize the emergency as quickly as possible
- For daily operations after an emergency is stabilized, [UNIT]-EOTs will notify the CEOT who will assist in coordinating response and recovery activities at the College level
- Upon notification of an impending or potential emergency, the HWCOE Dean will utilize this plan and activate the specific emergency response resources necessary as described herein
- The HWCOE will follow guidance from the University and the UF EOT as it pertains to the timing of campus wide shutdowns and closures
- The HWCOE will defer to the University's Public Information Group on official communication concerning UF-wide emergencies. The CEOT will recommend additional, direct communication to HWCOE constituency from the Dean's Office based upon the emergency
- When the response to an emergency exceeds HWCOE resources, assistance may be requested directly from the University
- Every lab within the HWCOE must maintain updated information within GatorTracs
- All HWCOE employees will be trained by their supervisors on correct emergency response procedures for their areas

B. Priorities / Objectives

The HWCOE will address emergencies in a safe, effective manner. As such, emergency management priorities are to:

- Protect the health and safety of students, faculty, staff, and visitors affected by emergencies
- Contain and stabilize the emergency
- Minimize damage to University property, facilities, research, and the environment
- Minimize disruption to University operations, including teaching, research, extension, and clinical activities
- Resume normal University activities and operations in a timely manner

C. Operational Procedures

1. Accounting for Employees after Emergencies

The HWCOE will account for employees at the work unit level following an emergency. Each [UNIT] of the HWCOE must have a designee, and at least one backup, to account for employees following emergencies to report to the CEOT. Each [UNIT] should have a process or procedure to account for all academic, business, administrative, or research groups within the [UNIT] that ends with communicating status to their [UNIT] designee. The [UNIT] designee is then responsible for communicating up to the CEOT. A template is provided for maintaining an employee contact list in *Attachment M-Employee Contact List*.

There are two primary situations where employees must be accounted for:

- Accounting for Employees After a UF Closure: If an employee does not return to work or otherwise communicate with a supervisor after a closure, the supervisor should attempt to contact the employee. If there is reason for concern the supervisor should contact the CEOT and Engineering HR about arranging for a wellness check by local authorities.
- Accounting for Employees After a Building Evacuation: HWCOE will work with first responders and local authorities to account for the safety of all HWCOE employees impacted by an evacuation. HWCOE employees are expected to notify their supervisors, the BEC, CEOT, and/or first-responders and local authorities when they are aware of individuals who are unable to evacuate.

Finally, to make it possible to account for employees after an emergency, all HWCOE employees are responsible for updating their emergency contact in *myUFL*.

2. Designating Essential Personnel

Essential employees are proposed by the Department Chair or Director of each [UNIT]. The HWCOE Dean reviews and approves each designation and provides a listing of approved essential personal to Engineering Business Services – Human Resources (EBS-HR). EBS-HR will report the complete listing of HWCOE essential personnel to UF Human Resources. Per UF policies, essential personnel will receive official notification of their designation once each year in writing.

Designated employees should take preparatory arrangements to facilitate their ability to report to work as needed during emergency operations. These personal preparedness measures may include planning for family, pets, and other responsibilities.

3. Critical Services

Critical services are any services which the HWCOE must maintain during an emergency and typically require on-site, working personnel. As a result, procedures must be documented and implemented so those services can continue to be provided. These procedures must include designation of Essential Personnel and completion of *Attachment D-Essential Contacts During Suspended Operations*.

Critical Services within HWCOE may include:

- Animal Care: All departments within HWCOE conducting animal research will work with Animal Care Services to establish an emergency plan. Per Animal Care Services, care for research animals will be conducted by Animal Care Services and animals may be transferred to Animal Care Services' space if they are deemed in danger.

4. Closures and Evacuations

Appropriate procedures for building closure and evacuation depend on the nature of the emergency. Building or campus closures can be the result of University or governmental directives. In cases of a campus closure, main campus facilities will be directed by University leadership and off-site facilities will follow the direction of local governments.

During a building evacuation, all building occupants must leave immediately and wait for the appropriate "all-clear" notification from University or public safety officials before re-entering a building. When there is advanced notice of a closure or evacuation of a building or campus there may be time available to execute shut-down procedures.

After a building evacuation or closure, units should follow the appropriate procedures for accounting for employees after emergencies to ensure employees are safe.

When appropriate, building closure and evacuation events will be announced using the Building Operations list-servs. You can subscribe to these list-servs at <https://www.eng.ufl.edu/facilities/general-services/building-listserv/>. Additionally, an evacuation/closure message may also be announced through VoIP handsets if configured.

All research groups are required to maintain emergency shut down procedures as part of the Laboratory Safety Manual / Chemical Hygiene Plan. During a building shutdown, if time allows, these procedures will be implemented. Information about creating these procedures is found in *Attachment A-Laboratory and Research Areas Closure Checklist*.

For administrative areas basic instructions include the following (areas should complete *Attachment B-Administrative and Office Areas Closure Checklist* if needed):

- Take personal belongings in case you are not allowed to re-enter the building
- Shut down and turn off non-essential electrical equipment
- Secure building as appropriate, in coordination with University Policy

During a tropical weather event, supplement building closure procedures with *Appendix B-Tropical Weather Plan*

5. **Damage Assessment and Reimbursement**

Do not go into buildings with suspected damage or that are determined to be unsafe. Report any dangerous conditions or issues requiring urgent response immediately by calling the UF Police Department (352-392-1111) or your local law enforcement agency as appropriate for your location. Call 911 for life-threatening situations.

Take safe, protective actions to limit access to hazardous buildings and areas (e.g. placing barricade tape around a dangerous area in a building to prevent people from entering the area). Employees should not take any actions which place themselves or others in danger.

When deemed safe by a public safety authority, BECS, working in conjunction with the Engineering Facilities Operations (EFO) office, will conduct a preliminary damage assessment of HWCOE buildings. Assessments will include photographs with a notation of location (building and room number). Assessments will be entered in the UF Damage Assessment Website by EFO. BECs can use the Damage Assessment form, included as Attachment E of this EMP, to assist during their damage assessment. EOF and the Office of Engineering Safety will coordinate with the UF Police Department, Environmental Health & Safety, and/or other offices on behalf of the HWCOE.

6. **Continuity of Operations**

If the emergency causes disruptions to utility services, damages to facilities, or impacts to employee staffing, the Continuity of Operations (COOP) plan (*Appendix C*) may need to be implemented. The COOP will be established at the [UNIT] level. The HWCOE COOP outlines how HWCOE units document these procedures which directly address the continuance of essential functions despite disruptions from an emergency. The CEOT will assist [UNIT]s with the creation of their COOP based on the guidelines established within *Appendix C*.

7. Resumption of Normal Business Operations

The HWCOE will strive to resume normal business and academic operations in a timely manner. In some cases, this might take several days, weeks, or even months and may require the relocation of effected operations depending on the impact and severity of the emergency. The HWCOE Dean or designee will coordinate with the University Emergency Operations Team University administration as well as with HWCOE personnel, on the return to normal operations.

8. Equipment and Building Systems Procedures

There are various types of special equipment in use or operated by the HWCOE that may be useful during an emergency. Additional procedures covering this equipment is described below:

- AEDs: The HWCOE Office of Safety maintains an inventory of AEDs within HWCOE facilities and is responsible for maintenance and operation of these devices. The HWCOE Office of Safety is responsible for documenting and maintaining these procedures.
- Generators (Emergency Power): [UNIT]s should maintain a list of equipment requiring emergency power for their areas and have contingency plans in case of power outages. Per the Facilities Group Annex of the UF CEMP, UF Facilities Services is responsible emergency power provided by generators. There are two types of emergency power available on campus:
 - *Permanently Installed Generators*: For any questions regarding the maintenance, operation, and fueling of permanently installed generators which service their areas, [UNIT]s should contact UF Facilities Services.
 - *Portable Generators*: For portable generators during emergency events, the CEOT will coordinate requests to Facilities Services.
- Security Equipment (cameras, door control, panic button): Security equipment should follow University policies and standards. Following University standards ensures proper installation, maintenance, and management of these systems (including access and monitoring by UPD and Facility Services). [UNIT]s with security systems must have designated individuals who are properly trained and responsible for the system. These people should be reported to HWCOE Facilities Services.

Minimum responsibilities for designated [UNIT] individuals include:

- Updating Lenel Door Access schedules for announced University closures
 - Immediate removal of building access privileges as necessary
- Phone Handset Alert System: Several HWCOE facilities are equipped with a VoIP handset alert call zone which is accessible by the HWCOE Office of Safety. The HWCOE Office of Safety maintains documentation about the creation and use of these alert call zones. These alert call zones are used primarily for initiation of various types of drills.

IV. Monitoring, Reporting, and Communicating

A. Monitoring Threats and Emergencies

The UF Police Department, Environmental Health & Safety, and the Department of Emergency Management have primary responsibility for monitoring threats and emergencies. These agencies will disseminate appropriate information regarding actual or potential emergencies and associated actions.

As necessary, the CEOT will monitor threats and emergencies to advise the HWCOE Dean.

B. Reporting Emergencies

All UF students, faculty, and staff are responsible to report emergencies that may pose an immediate threat to life safety by calling 911. Once 911 or other appropriate authorities have been notified, follow the procedures for specific hazards (listed in Appendix A), as appropriate.

In general, when life safety is not an issue and when an emergency is contained the nature of the emergency governs additional reporting needs as follows:

- Impacts to unit facilities should be reported to University Facility Services at 352-392-1211
- Safety related emergencies should be reported to either the University Police Department (UPD) at 352-392-1111 or Environmental Health & Safety (EH&S) at 352-392-1591

After the emergency has been reported to first responders and stabilized, individuals should report to their supervisor who, in turn, will communicate to College administration.

C. Initial Notifications and Alerts

The University employs a multi-modal approach to emergency notifications, termed *UF Alert*, to notify the University community of emergencies. The system employs SMS/text messaging, email, VoIP telephones/speakers, social media, web postings, GatorSafe app and other methods. All University students, faculty, and staff are responsible for maintaining their current emergency contact information in myUFL in order to receive timely emergency notifications.

Faculty, staff, and students are also encouraged to participate in the UF Alert systems.

When required the HWCOE will work with the University to notify constituents using a multi-modal approach. The exact method will depend on the nature of the emergency.

D. Ongoing Emergency Communications

The University will provide updates of active emergencies using the same methods as the initial notification. Additional information may come from the HWCOE through College list-servs. It is the responsibility of HWCOE constituents to subscribe to the Building Operations list-servs of their

choice (described at <https://www.eng.ufl.edu/facilities/general-services/building-listserv/>) and that they are listed in the HWCOE online directory (email changes to directory@eng.ufl.edu).

E. Media Communications

University Relations serves as the primary point for University communications during an emergency. All public information and communication should be coordinated through University Relations with support for HWCOE events provided by the HWCOE Marketing & Communications Office.

Faculty, staff, and students should not communicate with the media. If they are contacted by any members of the news media, they should refer them to HWCOE Marketing & Communications.

V. Plan Maintenance

A. Plan Development and Updates

Maintenance of this document is essential to ensure procedures and contacts are current and corrective actions have been incorporated into the Plan. This document should be reviewed annually and updated as necessary by the CEOT during the third quarter (Jan 1 – Mar 31) of each Fiscal Year. This includes reviewing and updating the CEOT and [UNIT]-EOT contact list on the HWCOE Emergency Plan website. Following an update with significant changes, the Plan should be reapproved by the HWCOE Dean, and distributed as documented in the above *Record of Distribution* section.

Every 5 years this plan will be compared to the University Basic Plan in order to add/remove/modify sections as appropriate.

B. Training and Exercises

Training and exercises are conducted to familiarize HWCOE personnel with procedures described in this Plan, to test procedures described in the Plan, and to determine needed revisions based upon lessons learned.

The following training and/or exercises will be performed:

- Rollout to [UNIT]-EOTs: After each major update of this plan the CEOT will introduce and demonstrate the use of this Plan to [UNIT]-EOTs and interested parties.
- Annual Tropical Weather Emergency Readiness Campaign: Prior to Hurricane Season, the CEOT will coordinate an information campaign to remind the [UNIT]-EOTs and HWCOE personnel to update the attachments to this plan.
- Drills: The HWCOE will participate and/or conduct the following drills periodically: Fire Exit, Active Shooter, Lab Shutdown. Documentation on conducting these drills is created and maintained by the HWCOE Safety Director.

VI. References

- University of Florida Comprehensive Emergency Management Plan (CEMP)
- Chemical Hygiene Plan
<http://www.ehs.ufl.edu/programs/lab-research/laboratory-safety/chemical-hygiene-plan/>
- Lab Safety Manual
<http://webfiles.ehs.ufl.edu/labsafe.pdf>
- GatorTracs
<https://gatortracs.ehs.ufl.edu/>
- University of Florida Essential Personnel Policy
<https://hr.ufl.edu/forms-policies/policies-managers/essential-personnel/>
- Attachments to this plan (found on <https://www.eng.ufl.edu/safety/emergency>)
 - Attachment A -