



Natural Disaster Annex UF Emergency Management Plan

OBJECTIVE

The objective of this annex is to establish procedures for implementation in preparation for, during and following a hurricane or other natural disasters. The annex gives primary consideration to required actions necessary to protect lives and property on the University campus. Within its resource limitations, the University will work cooperatively with the city, county and state authorities to respond to the general community needs. Under the Statewide Mutual Aid Agreement (SMAA), the University may request personnel and resources from cooperating agencies. Communications to the University community will be maintained through the Office of University/Public Relations through a variety of means as established under the UF Emergency Management Plan. The overall operational framework is outlined in the UF Emergency Management Plan.

IDENTIFICATION OF WEATHER CONDITIONS

Although Gainesville is inland from the Atlantic and Gulf coasts the risk of damage from high winds and flooding from exists. In the event a hurricane threatens the area, the National Weather Service in Jacksonville will issue watch and warning information. A stepped approach in preparation will be used in advance of a potential storm.

- **72 Hours Before Potential Storm Impact** - All campus units should review their Hurricane/Tropical Storm Defense and Recovery Plans. Alert personnel with essential functions and specific roles and duties.
- **Inland Hurricane Watch** - Issued for inland counties that sustained winds of 74 mph or greater associated with a hurricane are anticipated beyond the coastal areas though the actual occurrence, timing and location are still uncertain.
- **Inland Hurricane Warning** - Issued for inland counties that sustained winds of 74 mph or greater associated with a hurricane are anticipated beyond the coastal areas in the next six to twelve hours.
- **Inland Tropical Storm Watch** - Issued for inland counties that sustained winds of 39 to 73 mph associated with a tropical storm are anticipated beyond the coastal areas though the actual occurrence, timing and location are still uncertain.
- **Inland Tropical Storm Warning** - Issued for inland counties that sustained winds of 39 to 73 mph associated with a tropical storm are anticipated beyond the coastal areas in the next six to twelve hours.

Facilities located outside the Gainesville area need to determine the appropriate tracking location to provide advanced storm status reporting.

IMPLEMENTATION

I. Pre-Storm Preparation

A. Emergency Coordinators (EC) have been designated for all major buildings. It is preferable that individuals assigned the role of EC emergency coordinators have completed Community Emergency Response Team (CERT) training provided by Alachua County Division of Emergency Management. The dean or director having primary responsibility shall serve or appoint the coordinators. In buildings used by multiple programs where no individual department has responsibility more than one EC may be designated. The Office of the Vice President for Health Affairs will provide coordination for departments within the J. Hillis Miller Health Center.

Off-campus, UF owned or leased, facilities must be included in the natural disaster planning process. These include; off-campus IFAS Centers and properties, Whitney Marine Laboratory, Seahorse Key and Eglin Air Force Base.

Each Emergency Coordinator or other individual responsible for developing a natural disaster emergency and recovery plan shall prepare or review and update the plan on an annual basis. The written emergency plan shall be consistent with the overall emergency plan objectives contained within this annex. A template to assist with development of this plan was developed by Environmental Health and Safety (EH&S) and is made available via the EH&S website. The preparation and/or review will be complete by June 1 of each year. One copy of the plan shall be electronically forwarded to EH&S. EH&S will compile plans and provide plans and EC contact information to the University Emergency Operations Team and Incident Commander. The plan will include, but not be limited to, the following:

- 1.** Planned measures for evacuating persons from the building, shutting down operations, and for protecting valuable equipment, data and other vital records as is feasible;
- 2.** Appropriate measures to secure antennas and other equipment installed or stored on rooftops;
- 3.** Identify special needs, beyond the department's capabilities, for materials and labor required to protect property and equipment. Where appropriate, the management of the maintenance group (e.g. PPD, IFAS, HC/PPD, Division of Housing, Reitz Union, Athletic Association, etc.) should be contacted to discuss these special needs for inclusion in that maintenance groups' preparation and response plan;

4. Plans to provide instructions regarding the emergency plan and the building plan to persons who normally occupy the building;
5. Designation of at least one alternate Emergency Coordinator and other assistants as deemed necessary.

B. The Director of Physical Plant, the Director of IFAS Facilities Operations shall prepare written plans of action coordinated with the Emergency Operations Director. The plans shall include, but not be limited to, the following as appropriate:

1. Assignments relating to preplanning, preparation and actual emergency task requirements;
2. Procedures for providing assistance to the Emergency Operations Team and University Incident Commander;
3. Operation of permanently installed generators, their refueling and operations maintenance. A list of these buildings and their generators is attached (Appendix B);
4. Availability of portable generators and associated gear ready for dispatching to locations identified by the Emergency Operations Team;
5. Maintenance of radio communications and interface capabilities with the University Police Department and the Emergency Operation Center (EOC);
6. Physical Plant shall adequately plan to provide assurance that the Motor Pool can provide services during a disaster. These include:
 - a) Assure adequate fuel supply, or provide a back-up supply during an emergency;
 - b) Establish emergency power requirements and a plan for emergency generating equipment in cases of power failure;
 - c) Assign "emergency vehicle" status to Physical Plant vehicles and equipment providing emergency services;
 - d) Provide 7 day a week fueling support during an emergency;
 - e) Provide maintenance support for emergency vehicles during an emergency and ability to provide fleet vehicles to other departments when required.

7. Test emergency equipment at the beginning of the hurricane season and at other intervals as appropriate on- and off-campus;
8. PPD, HC-PPD, Housing, and IFAS shall establish EOC annexes/staffed operations centers through which formal communications and actions may be directed;
9. Placement of hurricane protection systems, floor coverings, disposable supplies, trash receptacles, chairs and tables and appropriate staff (management, trades and custodial) at the UF Southwest Recreation Center in preparation for its use as a public shelter;
10. Plan for protection of essential PPD staff and their families in the event of a hurricane;
11. Participate in practice exercises including test procedures and lead-time required to prepare the UF Southwest Recreation Center for use as a public shelter;
12. Development and maintenance of accurate detailed accounting and personnel records for storm preparation and recovery to permit maximum reimbursement through insurances and FEMA.

C. Center Directors at off-campus IFAS facilities shall develop a local emergency plan that is consistent with that required of the on-campus units. The Center Directors will work with the permanent IFAS Crisis Response Committee in completing this planning effort.

D. The Office of the Vice President for Health Affairs will assure that a plan for any unit operating under the organizational structure of a non-UF unit, i.e., Jacksonville University Medical Center, develop a plan that integrates into the local group's planning effort.

E. Whitney Marine Laboratory, Seahorse Key and Elgin Air Force Base will develop plans consistent with the requirements for on-campus facilities.

F. The Chief of the University Police Department (UPD) shall maintain a written plan of action for providing general security to the campus. It is essential that the plan provide for internal and external radio communications, summoning the appropriate number of officers on duty, locking all unoccupied buildings and maintaining coordination and contact with the Alachua County Emergency Operation Center. UPD should consult with the Emergency Coordinators responsible for buildings designated as potential shelters and establish appropriate security procedures. A listing, in order of priority, of all individuals to be contacted at the time of a warning shall be developed. UPD shall develop and maintain accurate, detailed accounting and personnel records for storm

preparation and recovery to permit maximum reimbursement through insurances and FEMA.

G. The Director of Business Services will maintain a plan for providing emergency food service for resident students, employees and emergency workers who may remain in dormitories during an emergency. Non-perishable food stocks from the cafeteria should be utilized and provisions for placing food and drinking water at predetermined dormitory locations upon declaration of a Inland Hurricane Warning should be coordinated with the Director of Housing. Red Cross will provide emergency food services for members of the general public occupying University facilities as shelters.

H. The Director of Housing will maintain a written plan coordinated with the Emergency Operations Director for the protection of students who remain in residence halls and family units during an emergency. Since all housing facilities are permanent structures, residents will be encouraged to remain in their assigned facilities. Each housing unit staff member will assume the responsibility of the Emergency Coordinator for his/her residence. All residents will receive an instruction sheet outlining actions necessary prior to, during and after the emergency. In addition the Director of Housing shall:

1. Make assignments relating to preplanning, preparation and actual disaster task requirements;
2. Establish a Division of Housing “EOC-contact point” with personnel assigned during an event. Plan for protection of essential Housing staff and their families in the event of a hurricane;
3. Ensure operation of permanently installed generators, their refueling and operations maintenance. A list of these buildings and their generators is attached. (See Appendix B);
4. Ensure availability of portable generators and associated gear ready for dispatching to locations identified by the Emergency Operations Director;
5. Ensure maintenance of radio communications and interface capabilities with the University Police Department and the Emergency Operation Center (EOC);
6. Develop and maintain accurate, detailed accounting and personnel records for storm preparation and recovery to permit maximum reimbursement through insurances and FEMA.

I. The Dean of Student Services will maintain a plan for the notification of on- and off-campus fraternity and sorority houses and the Collegiate Living Organizations.

J. The Director of Athletics will maintain a written plan coordinated with the Emergency Operations Team for the protection of properties and facilities under their control.

K. The Director of the Student Health Care Center will maintain a written emergency medical response plan that shall be coordinated with Shands Hospital, other medical services he deems appropriate and the Emergency Operations Team. Working with the Director of Housing, he should assure that proper first aid care personnel are available. The emergency medical response plan shall include all buildings designated as shelters (see Appendix A). The SHCC shall develop and maintain accurate, detailed accounting and personnel records for storm preparation and recovery to permit maximum reimbursement through insurances and FEMA.

L. The University Counseling Resource Network (UCRN) provides coordinated mental health counseling resources to the campus community in time of disaster. UCRN may serve in declared shelters and other locations on a voluntary basis if UCN staff volunteers are available.

M. The Associate Director of Purchasing and Disbursement Services will ensure methods are established for rapid purchasing and acquisition of emergency of services, supplies and materials. Coordination with maintenance as to the type and quantity will be appropriate.

N. The University Comptroller will develop a plan that would provide emergency procedures for conducting University financial business at the time of a natural disaster. The plan will focus on anticipated needs immediately following a natural disaster when normal financial transactions are disrupted.

O. The Director of EH&S acts as the coordinator for the advanced planning specified in the Natural Disaster/Hurricane Emergency Plan. This includes maintaining the master list of Emergency Coordinators, reviewing the written building emergency plans and other pre-disaster planning documents specified in this section. EH&S will act as the contact point for guidance and interpretation of the requirements of the plan. EH&S will represent the University at the County Emergency Operations Center and attend briefings at the request of the County EOC. EH&S will facilitate the conduct of planning exercises for business units with key responsibilities.

P. The Director of the Reitz Union shall develop a plan for use of the Grand Ballroom as a public shelter. The plan will focus on anticipated needs of housing and hygiene of up to 700 persons. In addition the Reitz Union shall develop and maintain accurate, detailed accounting and personnel records for storm preparation and recovery to permit maximum reimbursement through insurances and FEMA.

Q. The Director of Transportation and Parking Services shall initiate programs to accomplish the following:

- 1.** Parking of on-campus state vehicles should be facilitated in campus parking garages if directed by the EOC;
- 2.** Access of state vehicles should be made possible so use of a GatorOne card by the driver of a state vehicle is not necessary during activation of the Emergency Plan if directed by the EOC. Permit access to select garages for drivers of private vehicles without use of Gator1 card (e.g. PPD emergency grounds and maintenance staff);
- 3.** Provide protected parking spots for individuals working at the campus Emergency Operations Center (EOC) and EOC state vehicles;
- 4.** Accommodate private sector vehicles when the university is required to serve as a host community for individuals from other parts of the state and the university is not closed for operation. If this parking is remote from the campus shelter, develop transport strategy between the parking area and the shelters;
- 5.** Develop and maintain accurate, detailed accounting and personnel records for storm preparation and recovery to permit maximum reimbursement through insurances and FEMA.

II. Inland Hurricane Watch (Inland Tropical Storm Watch)

All personnel assigned tasks should review the plans and ensure that all persons affected are briefed and all pre-hurricane measures are implemented.

A. The Chief of the University Police Department will act as the University Incident Commander and will immediately implement the following:

- 1.** Establish formal communication with the Alachua County Emergency Operations Center;
- 2.** Activate UF Emergency Operations Center, establish initial meeting of EOC representatives as soon as practical following posting of a Inland Hurricane Watch;
- 3.** Establish contact with the University President, Vice President for Finance and Administration;
- 4.** Monitor weather advisories from National Hurricane Center and National Weather Service in Jacksonville.

III. Inland Hurricane Warning (Tropical Storm Warning)

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This is considered a Level - 3 Incident under the UF Emergency Management Plan.

All persons will be instructed to leave the campus except those assigned duties in this plan and resident students who intend to remain in the dormitories during the emergency.

The following emergency procedures will be implemented immediately:

A. The Incident Commander will fully activate the Emergency Operations Center and will immediately implement the following:

- 1.** Continue communication with the Alachua County Emergency Operations Center;
- 2.** Establish an emergency communications network;
- 3.** Maintain contact with the University President, Vice President for Finance and Administration, Directors and Building and other Emergency Coordinators assigned duties in this plan;
- 4.** Notify all deans and directors of the closing of the University and the release of employees;
- 5.** Instruct Emergency Coordinators to evacuate and lock each building, except for those dormitories occupied by resident students who are remaining on campus during the hurricane, buildings with critical operations, and other exceptions designated by the Emergency Operations Director. Emergency Coordinators are advised to check each room within evacuated buildings to verify that there is no one remaining before locking the building. In some instances faculty and staff may wish to seek shelter within their own office areas as they provide a much greater degree of protection than their homes. This is permitted at the discretion of the department;
- 6.** Summon the maximum number of officers on duty to:
 - a) Assist Emergency Coordinators, as requested, in evacuating and locking buildings, and noting locations with required continued operations;
 - b) Maintain roving patrols as long as possible with particular attention to the Computer Centers, University of Florida Training Reactor/Nuclear Sciences Center, Nuclear Field Building, the Libraries, Instructional Resources and laboratory buildings;

- c) Check campus areas for objects subject to damage or representing potential hazards;
- d) Provide transportation of essential personnel to the campus as necessary.

- 7. Assure that contact has been made between the Student Health Care Center and Shands Teaching Hospital and coordinate procedures for emergency medical assistance when necessary;
- 8. Monitor weather advisories;
- 9. Provide required security at shelters as required.

B. The Director of Physical Plant Division shall coordinate appropriate personnel to implement the following:

- 1. Ensure functioning of emergency generator power source to the Emergency Operations Center (University Police Department) and other areas based upon pre-established priority list;
- 2. Provide appropriate stand-by personnel for emergency work in each Physical Plant department;
- 3. Provide personnel and equipment necessary to keep access to the University roads and driveways clear by removing limbs, fallen trees, debris;
- 4. Secure all Physical Plant Division material and equipment subject to damage or potential hazard;
- 5. Maintain contact with Emergency Operations Center;
- 6. Secure refuse containers and other objects on campus grounds that would be potential hazards;
- 7. Every effort will be made by Physical Plant Division to maintain campus utilities, and respond to the need for emergency repairs as they occur;
- 8. The Work Management Center will be the central control point for Physical Plant division's work assignments and will respond to request for assistance from Emergency Operations Center and other University departments;
- 9. When directed by the administration or the Incident Commander - Prepare the Southwest Recreation Center for use as a shelter facility

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including securing building envelope protection, covering floors with protective mats secured from the O'Connell Center, delivering tables and chairs and deploying sanitation and hygiene supplies. PPD shall identify critical staffing, if any, to be maintained at the facility for the duration of the storm (e.g. electrician, plumber). PPD shall similarly support any other shelter opened at the direction of the administration;

10. After an emergency, Physical Plant Division will provide interim repairs to facilities, boarding of damaged doors and windows to reduce subsequent damage and erecting barricades to provide protection from hazards.

C. The Director of IFAS Facilities Operations shall coordinate appropriate personnel to implement the following:

- 1.** Ensure emergency generator power sources for IFAS areas upon a pre-established priority list;
- 2.** Provide appropriate stand-by personnel for emergency work from Facilities Operations Department;
- 3.** Provide personnel and equipment necessary to keep access to the IFAS farm areas by removing limbs, fallen trees, debris;
- 4.** Maintain contact with Emergency Operations Center;
- 5.** Secure refuse containers and other objects on IFAS farm areas that would be potential hazards.

D. The Director of Business Services will:

- 1.** Close the Bookstore and other Auxiliary units (Note: UF Laundry services may continue to operate using only workers who are present on a voluntary basis until closed by the Laundry Manager or Incident Commander);
- 2.** Coordinate with Food Services and the Director of Housing on the emergency food service plans for resident students, employees and emergency workers who have not been evacuated;
- 3.** Maintain contact with Emergency Operations Center.

E. The Director of Housing will:

- 1.** Implement the housing emergency plan;

2. Open a Housing EOC Annex and establish contact with Emergency Operations Center;
3. Coordinate with the Director of the Student Health Care Center to ensure availability of first aid.

F. The Director of the Student Health Care Center will:

1. Ensure that the Student Health Care Center is properly staffed so that adequate first aid personnel are available;
2. Coordinate activities with other medical services;
3. Maintain contact with the Emergency Operations Center;
4. Identify medical staffing for UF shelters if requested to meet Red Cross guidelines.

G. The Vice President for Human Resources will:

1. Coordinate release of employees associated with the University closing.

If a Governor's executive order is in place, no approval beyond the order is necessary. Employees will be granted administrative leave.

In the absence of a Governor's executive order, administrative leave for the official emergency closing of university facilities is approved by the Vice President for Human Resources—except for IFAS facilities outside of Alachua County. For these IFAS facilities, approval has been delegated to the center.

IV. During Hurricane/Tropical Storm Event

A. All persons, including Emergency Coordinators, except those required for the conduct of emergency operations or those seeking shelter on the UF campus should be not be on campus. It should be recognized that during this time, only activities necessary to prevent or treat injuries, sustain emergency personnel and protect life and property should be undertaken, if actions are safe for the responders.

B. The Emergency Operations Center will be in operation and will remain in communication with: the County EOC, the Housing, IFAS, PPD and Health Center auxiliary operations centers; UF public shelters, and other critical staffed areas on campus and will coordinate appropriate support as feasible. Priority will

be placed on the protection of students in the dormitories, personnel in shelters, other persons on campus and the safeguarding of property.

V. Post Hurricane/Tropical Storm

A. As soon as it is safe to do so, the Building Emergency Coordinators should return to their assigned buildings, make a damage survey and report the conditions of their buildings to the Emergency Operations Center or appropriate work management center as directed by UF official information.

B. The Director of Physical Plant will be responsible for post-hurricane clean-up operations and will provide maximum support with available resources.

C. The Director of IFAS Facilities Operations will be responsible for post-hurricane clean-up operations in the farm areas and will provide maximum support with available resources.

D. The University of Florida will coordinate, as appropriate, with representatives of FEMA, state and local authorities.

E. The Office of University Relations will continue providing coordination and dissemination of information regarding the event and recovery through appropriate means.

F. Classes and other normal operations will resume as the situation permits.

Appendix I – Alternate Designation of Emergency Shelters

The university buildings to be used for emergency shelters, Appendix A, were selected on the basis of structural integrity, available public space and food service, if available. Alternate campus buildings may be selected if the university is requested to provide shelter space for the temporary housing of evacuees from other geographic areas when no local hazardous or hurricane condition exists and the structural integrity of the facility is not a factor.

Building Number	Building Name	Occupancy*	
		Short Term(*)	Extend Term(**)
686	Reitz Union New Ballroom [#]	700 [#]	280 [#]
316	SW Recreation Center [#]	2375 [#]	950 [#]
832	Newins-Zeigler Hall	500	200
267	Turlington Hall	1,250	500
655	Little Hall	750	300
	TOTAL....	3075 [#]	1230 [#]
		6825	2730

(*) Occupancy based on 20 net assignable square feet per person, which is the American Red Cross requirement for shelter space during the storm

(**) Occupancy estimates based on the unassigned space and allocations of 50 net assignable square feet per individual. Space allocation suggested by UF to shelter individuals for an extended period (>24 hours).

(#) These structures meet state criteria for impact shelters. Other buildings listed may serve as shelters in dire need but should be regarded as significantly less suitable for housing the general population.

Appendix II – Damage Assessment Forms

The timely collection of storm related damage is critical to the ability to recover eligible funds from insurances and where insurance coverage does not exist, under FEMA. A photographic record of the damage is an important part of the process. One should always place a location indicator within the field of the photograph such as building and room number written on a pad placed in the photo. The following forms provide a vehicle for collecting the required information.

ROOM ASSESSMENT FORM

Storm/Event:	Assessment Date:	Room Number:
Building Name:	Building Number:	Mark if update to previous form: _____
Name of Assessor:	UFID Number:	

<p>Cause of Damage: (circle one)</p> <p>*Impact (damage from wind borne debris) *Wind *Building hit by tree/limb *Power Surge/Lightning</p> <p>*Water Damage-Wind driven rain & leaks *Water Damage-Water Intrusion through structural damage</p> <p>*Water Damage-Flood *Other (provide description)_____</p>
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Damage Detail (leave blank for items not damaged)	
Contents/Item	Description of Damages
Carpet/Flooring	
Walls	
Ceiling Tile	
Ceiling (Other)	
Windows	
Furniture	
Built-In Furniture	
Lighting	
HVAC	
(Additional Items)	

Emergency Repairs or Preventative Actions (leave blank if no actions taken)			
Action Taken:			
Materials Used or Purchased:			
Name of Person:	UFID Number:	Date of Repair:	Labor Time (in hours):

<p>Photograph</p> <p>Take digital photograph(s) of damages. Include building name and room number on a piece of paper or dry erase board that is visible in the photograph.</p>
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BUILDING ASSESSMENT FORM

Storm/Event:	Assessment Date:	
Building Name:	Building Number:	Mark if update to previous form: _____
Name of Assessor:	UFID Number:	

<p>Cause of Damage: (circle one)</p> <p>*Impact (damage from wind borne debris) *Wind *Building hit by tree/limb *Power Surge/Lightning</p> <p>*Water Damage-Wind driven rain & leaks *Water Damage-Water Intrusion through structural damage</p> <p>*Water Damage-Flood *Other (provide description)_____</p>
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Damage Detail (leave blank for items not damaged)	
Contents/Item	Description of Damages
Roof	
Soffits	
Gutters	
Entry	
Stairs	
Landscaping	
Walls	
Fences/Gates	
Power	
Elevators	
Windows	
(Additional Items)	

Emergency Repairs or Preventative Actions (leave blank if no actions taken)			
Action Taken:			
Materials Used or Purchased:			
Name of Person:	UFID Number:	Date of Repair:	Labor Time (in hours):

<p>Photograph</p> <p>Take digital photograph(s) of damages. Include building name and room number on a piece of paper or dry erase board that is visible in the photograph.</p>
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WORK CENTER FORM

Storm/Event:	Date:	Room Number:
Building Name:	Building Number:	Reference Number: (Filled out by Supervisor)
Name:	UFID Number:	

<p>Cause of Damage: (circle one)</p> <p>I = Impact F = Flood W = Wind L = Lightning T = Fallen tree/limbs DR = Wind driven rain/leaks</p> <p>WD = Water through storm related building damage/failure</p> <p>O = Other (provide description) _____</p>
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Damage Repair		
Start Time:	End Time:	Work Order Number:
Problem/Damage:		
Action:		
Materials Used:		
Labor Used:		

<p>Photograph</p> <p>Take digital photograph(s) of damages and finished repairs. Include building name and room number on a piece of paper or dry erase board that is visible in the photograph.</p>
