

University of Florida Emergency Management Plan

**Environmental Health & Safety
Risk Management Office
PO Box 112190
Gainesville, FL 32611-2190
352-392-1591
www.ehs.ufl.edu**

TABLE OF CONTENTS

Emergency Management Plan	
I.	Purpose..... 1
II.	Scope..... 1
III.	Mission..... 1
IV.	Assumptions..... 2
V.	Types of Emergencies / Levels of Response..... 2
VI.	Response Protocol..... 3
VII.	Organizational Components..... 4
A.	Executive Management Team..... 4
B.	Emergency Operations Team..... 4
C.	Emergency Support Functions..... 4
D.	Critical Operations Plans..... 4
E.	Special Unit Plans..... 5
F.	Building / Area / College Emergency Plans..... 6
G.	Response Annexes..... 6
VIII.	Declaration of Emergency..... 8
IX.	Roles and Responsibilities..... 9
A.	University President..... 9
B.	Executive Management Team..... 9
C.	University Incident Commander..... 11
D.	Emergency Management Plan Coordinator..... 11
E.	Emergency Operations Team..... 11
F.	Building / Area / College Emergency Coordinators..... 12
G.	Faculty and Staff..... 13
X.	Campus Recovery..... 13

Appendices

National Incident Management System (NIMS).....	Appendix 1
Emergency Support Functions (ESFs).....	Appendix 2
Role of Organizational Units.....	Appendix 3
Critical Operations Roles and Responsibilities.....	Appendix 4
Glossary.....	Appendix 5

Additional Plans

Critical Operations Plans
Special Unit Plans
Building / Area / College Emergency Plans
Natural Disaster Annex
Terrorism Annex

Emergency Management Plan University of Florida

I. PURPOSE. The Emergency Management Plan is intended to establish policies, procedures and organizational structure for response to emergencies that are of a magnitude to cause a significant disruption of the functioning of all or portions of the University. This plan describes the roles and responsibilities of departments, schools, units and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Through the use of annexes, this Emergency Management Plan addresses several specific types of emergencies on an individual basis, providing guidelines for the stabilization and recovery from the incident. These include emergency instructions and references in a concise format for the individuals designated to manage University resources.

II. SCOPE. This plan outlines the preparation, response and recovery of university personnel and resources for emergency situations. The Emergency Management Plan is consistent with established practices relating to coordination of emergency response actions. This plan incorporates the use of the National Incident Management System (NIMS) to facilitate interagency coordination between responding agencies. The University will cooperate with federal, state and local emergency management agencies and other responders in the development, implementation and execution of its emergency response plans. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

III. MISSION. The University will respond to an emergency situation in a safe, effective and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

- Priority 1: Protection of Human Life
- Priority 2: Support of Health, Safety and Basic Care Services
- Priority 3: Protection of University Assets
- Priority 4: Maintenance of University Services
- Priority 5: Assessment of Damages
- Priority 6: Restoration of General Campus Operations

IV. ASSUMPTIONS. This Emergency Management Plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:

- A.** An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- B.** The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
- C.** An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.
- D.** Disasters may be community-wide. Therefore it is necessary for the University to prepare for and carry out disaster response and short-term recovery operations in conjunction with local resources.

V. TYPES OF EMERGENCIES/LEVELS OF RESPONSE. There are three levels or types of emergencies:

- **LEVEL 1 – MINOR INCIDENT:** A Minor Incident is defined as a local event with limited impact, which does not affect the overall functional capability of the University. Planning and response is carried out at a limited local level (e.g. on a lab or room basis). The Emergency Management Plan would not be activated.
- **LEVEL 2 – EMERGENCY:** An Emergency is defined as a serious event that significantly disrupts one or more operations of the University. Multiple University resources are involved; the Emergency Management Plan would be activated to the extent necessary.
- **LEVEL 3 – DISASTER:** A Disaster is defined as a very serious event that seriously impairs or halts the operations of the University. The Emergency Management Plan is fully activated.

Exhibit 1.1 - Expected Impact

Scope	Level – 1	Level – 2	Level – 3
University Activities	Minimal and localized. Most University activities not impacted.	Significant. University activities localized shutdown.	Very Significant. University activities shutdown for a period of time.
Faculty, Staff and Students	Site-specific localized impact. Injuries possible.	Site-specific or general impact with possible disruptions. Injuries possible.	General impact with probable disruptions. Injuries and possibly fatalities are a serious concern.
Media Coverage	None expected or limited local coverage.	Local/regional coverage.	Local, regional and possible national coverage.
Public & Government Concern	Limited.	Potential exists for an embarrassing situation. Government agencies may investigate prevention/response/recovery efforts.	Potential exists for an embarrassing situation and government investigations or hearings.
EOT involvement	Limited or none.	Conditionally involved.	Actively involved.
EMT involvement	Probably none.	Consulted as needed.	Consulted regularly and actively involved.

VI. RESPONSE PROTOCOL. The operational aspect of the University Emergency Management Plan is based upon the National Incident Management System (NIMS) (see Appendix I-1). NIMS is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The system is used by the Department of Homeland Security and throughout the United States as the basis for emergency response management. Use of NIMS at the University facilitates the University’s ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

Some of the kinds of incidents and events that would be managed through NIMS are listed below:

- Fires, HAZMAT, and multi-casualty incidents.
- Multi-jurisdiction and multi-agency disaster responses (natural disaster, terrorism, civil unrest).
- Search and rescue missions.
- Significant transportation accidents.
- Major planned events, e.g., celebrations, parades, concerts.

VII. ORGANIZATIONAL COMPONENTS. The University's Emergency Management Plan consists of seven major elements:

- Executive Management Team
- Emergency Operations Team
- Emergency Support Functions
- Critical Operations Plans
- Special Unit Plans
- Building/Area/College Emergency Plans
- Response Annexes (Natural Disaster/Terrorism)

A. The Executive Management Team (EMT). The Executive Management Team (EMT) will evaluate information from various sources during the progress of the event and advise the President on appropriate actions requiring his/her decision. The EMT is also responsible for the review and approval of the Emergency Management Plan.

B. The Emergency Operations Team (EOT). The Emergency Operations Team (EOT) is activated, based on the type and nature of the incident, to manage the operational aspects of the University's response to an emergency event. The University Incident Commander heads the Emergency Operations Team. The Incident Commander has responsibility for overall management of the incident and must be fully qualified to manage the incident. The President of the University has designated the Director of Safety and Security (Chief of Police) as the University Incident Commander.

C. Emergency Support Functions (ESF). Emergency management of incidents occurring within Alachua County, including the University of Florida, is dictated in the Alachua County Comprehensive Emergency Management Plan. This plan uses a bottom-up approach in all phases of emergency management, with emergency activities being resolved at the lowest possible level of response. As such, the resources of local response agencies, including those of the University of Florida, will be used extensively in the stabilization and recovery effort. Appendix I-2 lists those agencies that have been designated by Alachua County as ESF lead agencies, and those departments/divisions that have been designated by the University of Florida as ESF lead agencies within the university structure. By virtue of this designation, UF lead divisions/departments will be expected to contribute those resources necessary within their respected emergency support function to the response and recovery effort.

D. Critical Operations Plans. Each area identified as part of the EOT is determined to have critical responsibilities on a University-wide basis during emergency situations. Responsibilities include either direct management or Emergency Support Functions (ESF). Each organizational unit identified on the Emergency Operations Team is to develop a Critical Operations Plan. As

necessary, Critical Operations Plans will be augmented by Response Plans to address specific situations.

In addition, several specific units outside of those defined as part of the EOT have been determined to have critical responsibilities during emergency situations. Each of these units will also develop a Critical Operations Plan to address their specific responsibility.

The following areas are identified to have critical responsibilities on a University-wide basis during emergency situation. Each organizational unit listed in Exhibit 1.2 is required to develop a Critical Operations Plan. As necessary, Critical Operations Plans will be augmented by Response Annexes to address specific situations.

Exhibit 1.2– Critical Operations Unit Plans

- Physical Plant Division
- Student Health Care Center
- Environmental Health and Safety
- Police
- Office of University Relations
- Student Affairs
- Division of Housing
- J. Wayne Reitz Union
- University Counseling and Resource Network
- Business Services
- Transportation and Parking Services
- Facilities Planning and Construction
- IFAS Facilities and Operations
- University Controller
- Purchasing
- Office of Information Technology
- Human Resources

E. Special Unit Plans. Several units have been determined to have critical responsibilities on an internal unit basis during emergency situations. Each Special Unit is required to develop a Unit Plan. As necessary Special Unit Plans will be augmented by Response Annexes to address specific situations. Special Unit Plans are required from the following Units:

Exhibit 1.3– Special Unit Plans

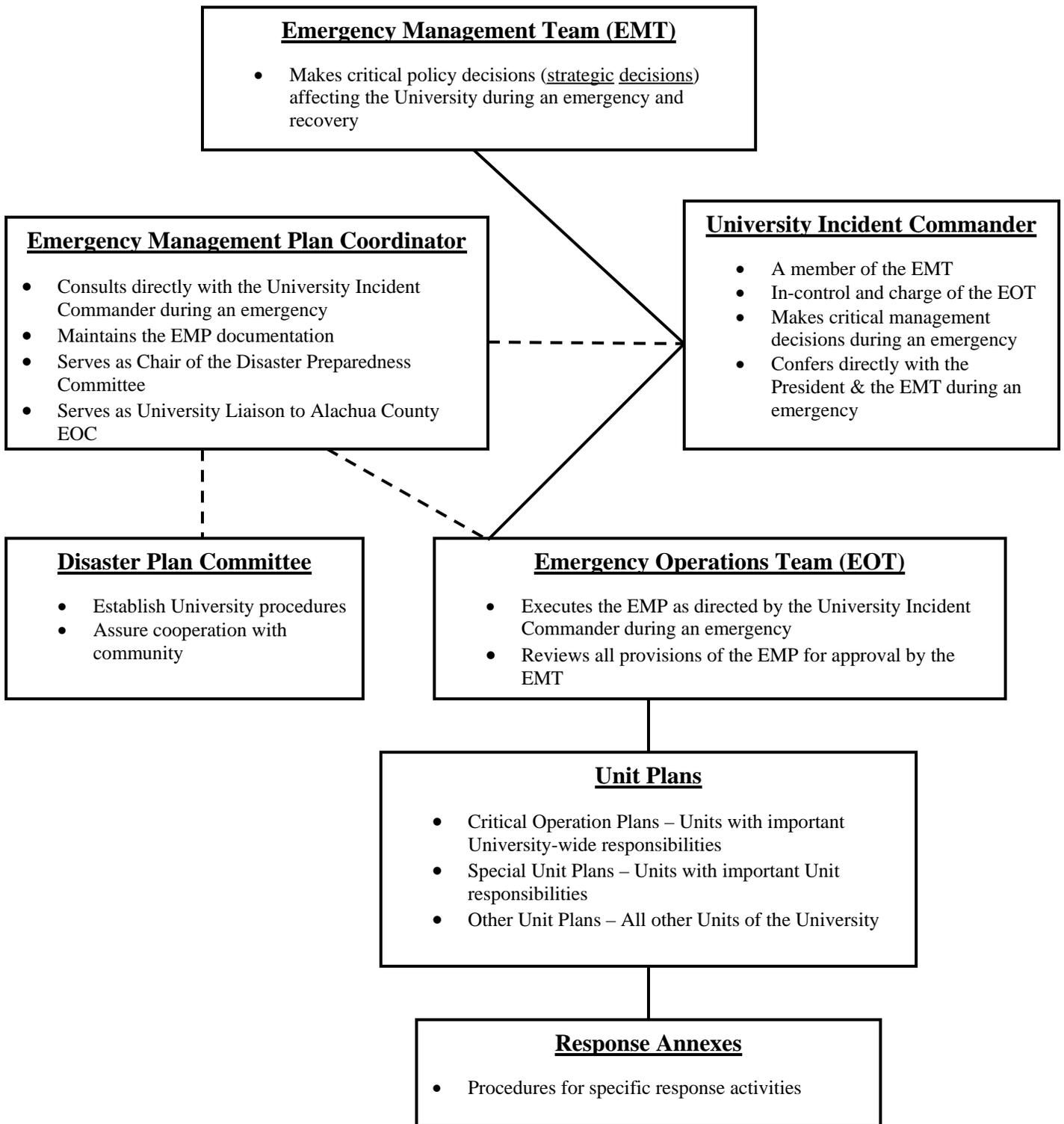
- University Athletic Association (UAA)
- UF Foundation
- Animal Care Services
- Laundry Services
- O’Connell Center
- Center for Performing Arts/University Auditorium
- Veterinary Medicine

F. Building/Area/College Emergency Plans. These are building or area specific plans developed to reduce the risk of life or property loss through preparation for foreseeable events. The Dean/Director of their respective building/area/college develops these plans.

G. Response Annexes. Individual functional areas within the University will develop Response Plans to specific types of incidents (i.e. terrorism, natural disaster, etc.) to identify key personnel and define specific responsibilities and procedures to mitigate the specific threat.

Exhibit 1.4 illustrates the Emergency Management Plan organization.

Exhibit 1.4 – EMP Organization Relationships and Primary Responsibilities



VIII. DECLARATION OF EMERGENCY. The primary responsibility for monitoring emergency threats and events resides with the University Police Department. UPD operates on a continuous 24/7/365 basis and is always available to receive emergency communications from variety of official and public sources. In any type of emergency, the UPD Shift Supervisor (supervisor in charge) should follow standard operating procedures. If the emergency warrants, he/she should communicate immediately with the UPD Director. If the UPD Director is not available, UPD will follow established order of succession procedures.

Based on information obtained from appropriate entities, the University Incident Commander will initially declare the level of the emergency and may activate portions of the Emergency Management Plan to the extent necessary to control the situation.

Full plan activation begins at the discretion of the Vice President of Finance and Administration upon the receipt of information of an emergency event or threat of an emergency. In case of any type of campus or declared local, state or federal emergency, a decision will be made by the Vice President of Finance and Administration on a plan of action and whether to contact the President and activate the Emergency Management Plan.

Upon activation, appropriate Emergency Operations Team (see Exhibit 1.6) members will be notified and should report to the designated command center as directed. The University Incident Commander shall review the circumstances of the emergency with the Emergency Operations Team and determine the appropriate response.

Should it be deemed necessary to warn the university community of an impending threat or emergency situation, UPD is designated to maintain the Police Communications Center with authority to activate alert warning resources and activities. Based on the initial report, and information obtained from other appropriate entities, the University Incident Commander will declare the level of the emergency.

The University Police Department has overall responsibility for coordinating and alerting the appropriate parties. UPD will maintain a list of the Executive Management Team members (see section H.1) and telephone contact information. The Director of Environmental Health and Safety should be notified in addition to the UPD Director.

If either an Emergency or a Disaster (Level 2 or 3) is declared, the Emergency Management Plan will be activated. Upon declaration of an Emergency or Disaster, the Emergency Operations Team Members needed to respond will be notified and should report immediately to the designated command center location. Executive Management Team Members will also be notified and report as needed and as available.

In a major event (typically Level 2 or 3 events) the University Incident Commander and all summoned Emergency Operations Team Members will report to the University Emergency Operations Center (EOC) or other specific location as directed. Executive Management Team Members will also be contacted and may also be present.

The primary EOC will be continuously maintained in a state of readiness for conversion and activation. The EOC serves as the centralized, well-supported location in which the Emergency Operations Team and the Executive Management Team may gather and assume their role. Response activities and work assignments will be planned, coordinated and delegated from the EOC.

The primary EOC is located at the Centrex Building Training Room. Depending upon the type of incident, the Vice President for Finance and Administration may, at his/her discretion, designate the Presidents Conference Room or the Finance and Administration Conference Room as the primary EOC.

If all of these primary EOC's are unsuitable or unusable, the backup EOC on campus will be located at the Vice President for Health Affairs Conference Room.

If all of these EOC's are inaccessible, the backup EOC off campus will be located at the Treco Center.

IX. ROLES AND RESPONSIBILITIES.

A. University President. This plan is promulgated under the authority of the President of the University. All decisions concerning the discontinuation of university functions, cancellation of classes, or cessation of operations, rest with the President or his/her designee. After consulting with the University Incident Commander and appropriate members of the Executive Management Team, the President or his designee shall be responsible for declaring any major institutional emergency.

B. Executive Management Team. The Executive Management Team (EMT) is comprised of the University President and his direct reports.

The EMT's role is that of policy and major decisions. Typically, this would be centered on planning and preparation prior to and the recovery from the incident, the long-term effects of the incident and the needs to restore the University to normal operations (continuity of operations planning and recovery management). The EMT would be directly involved in incident stabilization only if major expenditures or policy decisions were needed to complete the stabilization. Accordingly, the responsibilities of this body include:

- 1.** Responsible for final plan approval and for final major policy decisions.
- 2.** Allocate and direct distribution of resources required to reduce identified vulnerabilities.
- 3.** Allocate and direct distribution of resources required to accomplish the purposes of this EMP.
- 4.** Request needed resources from outside resources that are unavailable internally.
- 5.** Delegate necessary authorities for incident stabilization and protection of life and property.
- 6.** Identify critical business functions that must quickly be restored and maintained.
- 7.** Review needs and allocate resources required in the 24-96 hour range to complete stabilization and commence the recovery process for a 30-day period.
- 8.** Determine long-term (greater than 30 days) effects the incident may have on the University and how these can be managed.
- 9.** Monitor the recovery process to ensure the recovery is proceeding according to plan and to provide guidance/assistance as needed.
- 10.** Ensure the Incident Commander is functioning in a responsible manner. This process should be undertaken through joint briefings between the EMT and the Incident Commander.

Many incidents require a multi-agency and/or multi-jurisdictional response. Members of the EMT must be aware of how Incident Command System and interagency (regional) Multi-agency Coordination Systems functions to ensure cooperative response efforts.

Exhibit 1.5– Executive Management Team Members

<i>Division</i>	<i>Position</i>	<i>Contact</i>
Office of the President	President	J. Benard Machen
Academic Affairs and Provost Administration	Senior Vice President	Janie Fouke
(Human Resource Services)	Senior Vice President (Vice President)	Kyle Cavanaugh
Agriculture & Natural Resources	Senior Vice President	Jimmy Cheek
Health Affairs	Senior Vice President	Doug Barrett
Business Affairs	Vice President	John E. Poppell
General Counsel	Vice President	Jamie Lewis Keith
Student Affairs	Vice President	Patricia Telles-Irvin
University Relations	Vice President	Jane Adams

C. University Incident Commander. The Incident Commander is in charge of the Emergency Operations Team. The Incident Commander is the individual responsible for the command and control of all aspects of the emergency response. The Incident Commander must be able to quickly assess an emergency situation, determine the level of impact, assess the effect, contain the incident and assign the proper resources. The role of Incident commander may be delegated in the police department to a designee under rules of succession. The Incident Commander is responsible for keeping the EMT informed and up-to-date on all-important matters pertaining to the incident.

The Incident Commander, or designate in his/her absence, has authorization to fully implement the operational aspects of this Emergency Management Plan.

D. Emergency Management Plan Coordinator. The Emergency Management Plan Coordinator is the Director of Environmental Health and Safety. The Plan Coordinator is a member of the Emergency Operations Team and is responsible for the preplanning coordination of the Emergency Management Plan and its annexes. The Emergency Management Plan Coordinator consults directly with the University Incident Commander during an actual emergency.

E. Emergency Operations Team. The Emergency Operations Team (EOT) is organized under Incident Command System headed by the Incident Commander. Under the direction of the University Incident Commander, the EOT is responsible for Emergency Management Plan execution during an emergency situation. The EOT reports directly to the Incident Commander. The EOT is comprised of senior management personnel representing functional areas of the University that have critical Emergency Management Plan execution responsibilities. Members are responsible for ensuring that their functional area has a Critical Operations Plan and necessary resources to execute their plan.

The Emergency Operations Team includes both primary and alternate members. Alternate members direct and execute their Critical Operations Plan responsibilities in the absence/unavailability of the primary member.

All primary and alternate members must be knowledgeable of overall Emergency Management Plan operations. Members must also be available during a crisis situation.

It should be noted that, for any given incident, it might not be necessary for all members of the EOT to be part of the incident stabilization and recovery effort. The Incident Commander will be responsible for notifying members of the EOT when their services are needed.

The team members are responsible for evaluation of information from various sources during an actual event and providing advisement to the Incident Commander and the President (via the Incident Commander) on appropriate actions requiring their decision.

Team members are responsible for the review, discussion, advisement and recommendation for approval of the Emergency Management Plan.

Exhibit 1.6– Areas of Critical Responsibility / Emergency Operations Team Members

<i>Position</i>	<i>Primary Contact</i>	<i>Alternate Contact</i>
Director of Physical Plant Division	David O'Brien	
Director of Student Health Care Center	Philip Barkley	
Director of Environmental Health & Safety	William Properzio	
University Police Chief	Linda Stump	
Assoc. Vice President, University Relations	Joseph Hice	Steve Orlando
Assoc. Vice President, Student Affairs	David Kratzer	
Dean of Students	Eugene Zdziarski	
Director of Housing	Norb Dunkel	
J. Wayne Reitz Union Director	Eddie Daniels	Michael Mironack
Director of University Counseling Resource Network	Wayne Griffin	Jaquelyn Resnick
Director of Business Services	Bob Miller (acting)	
Director of Facilities Planning and Construction	Carol Walker	
Director of IFAS Physical Plant	Kevin Heinicka	
UF Controller	Mike McKee	
Program Development Manager, Computing & Networking Services	Allan Pither	
Director of Human Resources	Larry Ellis	
Assoc. Vice President, Business Affairs	Fred Cantrell	
Assistant Director, Medical Health Administration	Dennis Hines	

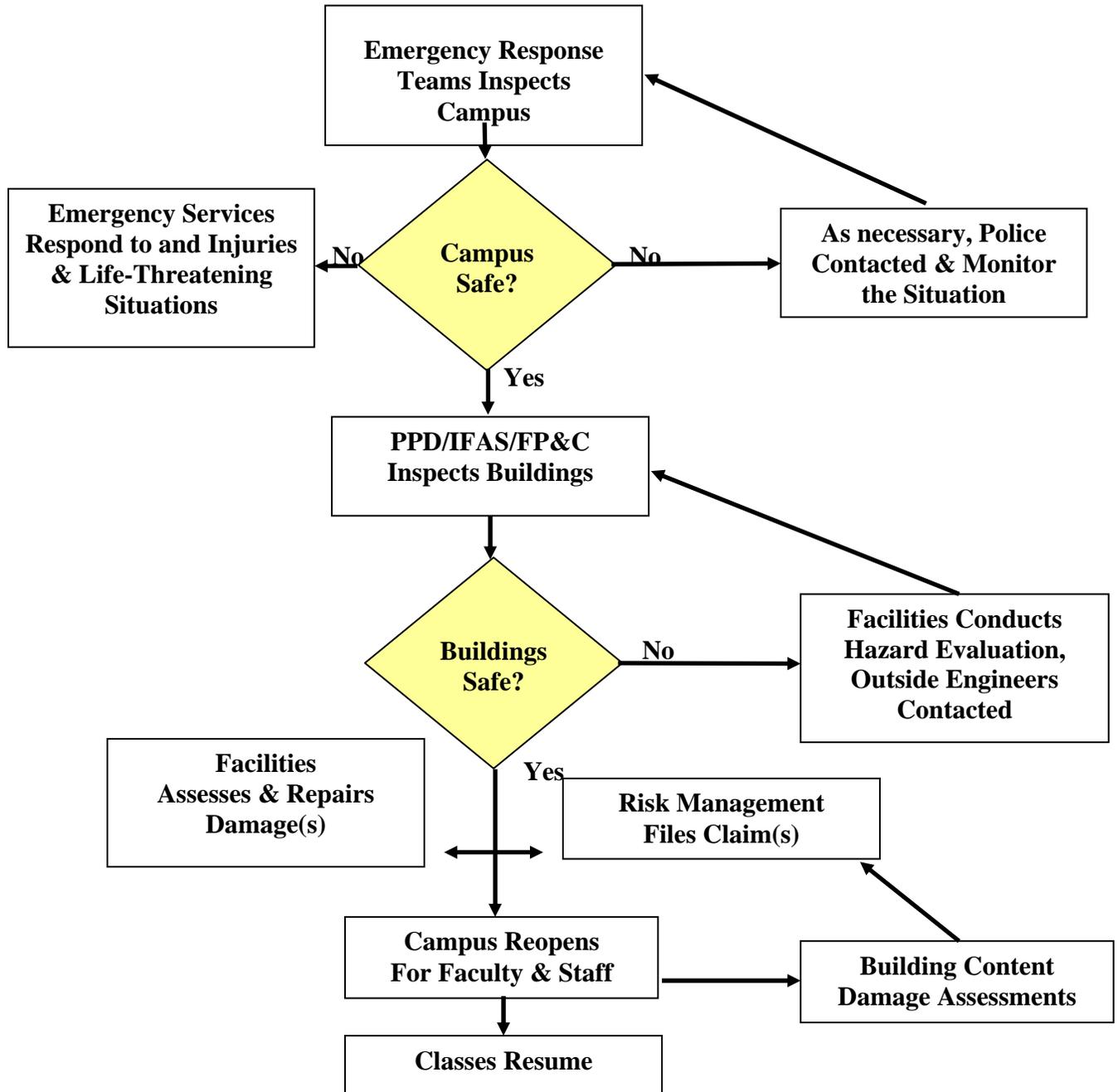
F. Building/Area/College Emergency Coordinators (BEC, AEC, CEC). In various emergency plans there are emergency coordinators (BEC's, AEC's, CEC's) identified for buildings, portions of or groups of buildings. These individuals are responsible for the pre-planning and activation plan elements at a local level (e.g. building/area specific plans).

G. Faculty and Staff. Faculty members are seen as leaders by students and their staff and should be prepared to direct their students to assembly areas in the event of an emergency. Every member of the Faculty and Staff should be familiar with applicable emergency plans and familiarize themselves with emergency procedures and evacuation routes. Faculty and Staff must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action.

All Faculty and staff are responsible for emergency preparedness planning for their own work areas and securing their work areas in the event of an emergency. Work areas need to be secured in advance of certain weather systems (hurricanes, floods, etc.).

X. CAMPUS RECOVERY. After a disaster where University operations have been shut down the entire campus environment may be dangerous. The first recovery step is to secure the campus and then to secure all University facilities. Only after the environment is safe can restoration efforts begin followed by an orderly reopening of normal University operations. Information is provided to University Relations for dissemination throughout the recovery process.

Exhibit 1.7-Campus-Wide Emergency Recovery Steps



Appendix 1 – National Incident Management System (NIMS) UF Emergency Management Plan

I. PURPOSE. NIMS is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The system is used by the Department of Homeland Security and throughout the United States as the basis for emergency response management. Use of the NIMS at the University facilitates the University’s ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

As a management system, NIMS helps to mitigate the incident risks by providing accurate information, strict accountability, planning and cost-effective operations and logistical support for any incident. NIMS can be used on any kind or size of an incident. It can also be used for planned non-emergency events. Some of the kinds of incidents and events that have been managed through NIMS are listed below:

- Fires, HAZMAT, and multi-casualty incidents.
- Multi-jurisdiction and multi-agency disaster responses (natural disaster, terrorism, civil unrest).
- Search and rescue missions.
- Significant transportation accidents.
- Major planned events, e.g., celebrations, parades, concerts.

II. KEY PRINCIPLES OF NIMS

- A.** Modular response model based on activating only those organizational elements required to meet current objectives.
- B.** Common terminology applied to organization elements, position titles, facility designations and resources.
- C.** Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits.
- D.** Comprehensive resource management for coordinating and inventorying resources for field responses.
- E.** Integrated communication so that information systems operate smoothly among all response agencies involved.
- F.** Generic positions whereby individuals are trained for each emergency response role and follow prepared action checklists.

G. Consolidated action plans that contain strategy to meet objectives at both the field response and Emergency Operations Center levels.

III. ORGANIZATION. NIMS is organized around five major management activities.

A. Command. Has overall responsibility at the incident or event. Determines objectives and establishes priorities based on the nature of the incident, available resources and agency policy. In all incidents there is an identified Incident Commander or a unified command team. These have responsibility for overall management of the incident and must be fully qualified to manage the incident.

B. Operations. Develops the tactical organization and directs all resources to carry out the Incident Action Plan.

C. Planning. Develops the Incident Action Plan to accomplish the objectives. Collects and evaluates information, and maintains status of assigned resources.

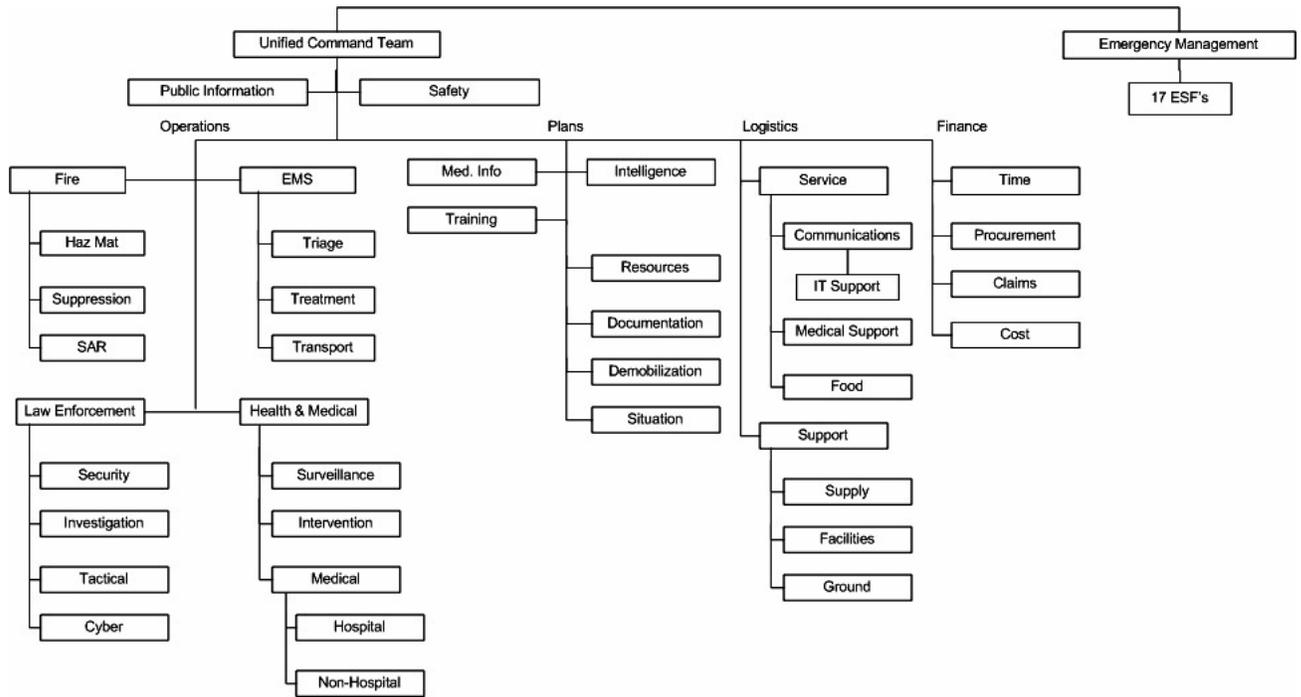
D. Logistics. Provides resources and all other services needed to support the organization.

E. Finance/Administration. Monitors costs related to the incident, provides accounting, procurement, time recording, cost analysis, and overall fiscal guidance.

On small incidents, the five major activities may be managed by a single individual. Large incidents usually require each of these activities to be established as a separate section within the organization.

Not all sections need to be established within NIMS organization. The Incident Commander will make this decision based on the demands of the incident. Each of the primary Incident Command System sections may be further subdivided as reflected in the organization chart.

Exhibit 1.8 Components of National Incident Management System



Appendix 2 – Emergency Support Functions (ESFs) UF Emergency Management Plan

I. PURPOSE. The purpose of this Appendix is to provide a basic understanding of the agencies and responsibilities associated with each of the emergency support functions as documented in the Alachua County Comprehensive Emergency Management Plan, and to designate primary and support responsibilities to specific UF Divisions/Departments for these same functions should University resources be needed for emergency response and recovery efforts either solely for university purposes or at the request of county emergency management. It should be noted that the full scope of responsibilities associated with an ESF's reflect those assigned to the County Primary Agency; and that the responsibilities assigned to a UF Primary or Support Division/Department would be only that portion of responsibilities with which the university has the ability to provide.

In the event of a county-wide emergency, including an emergency that effects the University, agencies designated as a County Primary Agency will have primary responsibility for coordinating county-wide response and recovery efforts associated with their respective emergency support function as directed by the Alachua County Emergency Operations Center. UF Primary and Support Divisions/Departments assigned ESF responsibilities will work cooperatively with ESF County Primary Agencies during a county-wide emergency. Unless otherwise requested by Alachua County Emergency Operations, services provided by UF Primary and Support Divisions/Departments will primarily be in support of UF response and recovery efforts.

For emergencies occurring on campus that are not part of a county-wide emergency or that do not exceed the capabilities of university emergency response resources, UF Primary and Support Divisions/Departments assigned ESF responsibilities will coordinate university response and recovery efforts associated with their respective emergency support function as directed by University Emergency Operations.

II. EMERGENCY SUPPORT FUNCTION LISTING

A. ESF 1 – Transportation. The purpose of Emergency Support Function 1 is to provide coordination of transportation assets to support emergency operations. This support includes:

1. Performance of and assisting with evacuation and re-entry.
2. Process all transportation assistance requests and tasks received in the EOC/UFEOC.
3. Prioritize transportation resources for the movement of people, materials and services.
4. Perform necessary actions to assist with recovery operations.

**University of Florida
Emergency Management Plan
July 2005**

County Lead Agency
UF Lead Division/Department

Alachua County Public Works
Transportation and Parking Services

B. ESF 2 – Communications. The purpose of Emergency Support Function 2 is to provide coordination of local actions to be taken to assure the provision of required communications support to local disaster personnel. Restoration of essential communication systems is coordinated by ESF 2. Additionally, ESF 2 plans, coordinates and assists in communications support to County disaster response elements. ESF 2 will coordinate communications assets (equipment and services) locally, plus State, voluntary and other resources including military and private sector. (UF Primary Division/Department will perform same function for UF communications resources)

County Lead Agency
UF Lead Division/Department
UF Support Division/Department

Alachua County Fire Rescue
University Police Department
Office of Information Technology

C. ESF 3 – Public Works. The purpose of Emergency Support Function 3 is to provide and coordinate resources (personnel, equipment, facilities, materials and supplies) to support public works and infrastructure needs during an emergency or disaster. Public Works resources under the authority of ESF 3 will be used to perform or assist with the following:

1. Debris clearance and providing emergency ingress/egress to affected area(s).
2. Clearing, repair or construction of damaged emergency access routes necessary for the transportation of rescue personnel, equipment and supplies.
3. Emergency restoration of critical public services and facilities.
4. Emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety.
5. Provide technical assistance and damage assessment.

County Lead Agency
UF Lead Division/Department

Alachua County Public Works
Physical Plant Division

D. ESF 4 – Fire Rescue. The purpose of Emergency Support Function 4 is to provide coordination of support services to Firefighting activities as part of disaster response. Areas of activities include urban, suburban, rural, wildland and the interface between each environs. Firefighting activities consist of:

1. Managing Firefighting assets.
2. Detection and suppression of fires.
3. Mobilization and coordination of personnel, equipment and supplies.
4. Interfacing with ESF 8 (Health and Medical), ESF 9 (Search and Rescue) and ESF 10 (Hazardous Materials).
5. Interface with Florida Fire Chiefs Association (FFCA) and the State ESF 4 representative.

<i>County Lead Agency</i>	Alachua County Fire Rescue
<i>UF Lead Division/Department</i>	None

E. ESF 5 – Information & Planning. The purpose of Emergency Support Function 5 is to compile, analyze and coordinate the overall information and planning activities in the County Emergency Operations Center (EOC) in support of disaster response and recovery operations. (UF Primary Division/Department will perform same function for UFEOC)

<i>County Lead Agency</i>	Alachua County Office of Emergency Management
<i>UF Lead Division/Department</i>	Environmental Health and Safety
<i>UF Support Division/Department</i>	University Police Department
<i>UF Support Division/Department</i>	Facilities Planning and Construction

F. ESF 6 – Mass Care. The purpose of Emergency Support Function 6 is to coordinate activities involved with the emergency provision of temporary shelters, emergency mass feeding and the bulk distribution of coordinated relief supplies for disaster victims and workers.

<i>County Lead Agency</i>	Alachua County Department of Community Support Services
<i>UF Lead Division/Department</i>	Department of Business Services
<i>UF Support Division/Department</i>	Environmental Health and Safety
	Division of Housing

G. ESF 7 – Resource Support. The purpose of Emergency Support Function 7 is to provide logistical and resource support to local entities involved in delivering emergency response and recovery efforts related to disasters. ESF 7 is responsible for providing direct and active support to emergency response and recovery efforts during the initial phase after a disaster. This support includes locating, procuring and issuing resources, personnel, heavy equipment, generators and transportation of such in coordination with ESF 5.

<i>County Lead Agency</i>	Alachua County Department of Administrative Services
<i>UF Lead Division/Department</i>	Finance and Administration
<i>UF Support Division/Department</i>	Physical Plant Division Finance and Accounting Human Resources

H. ESF 8 – Health & Medical. The purpose of Emergency Support Function 8 is to coordinate the Alachua County health and medical resources required to respond to local public health and medical needs prior to and following a significant event. ESF 8 provides the means for a public health response, triage, treatment and transportation of victims of an emergency/disasters; assistance in the evacuation of victims out of impacted area(s); immediate support to hospitals and other health care facilities; provision of emergency mental health counseling for individuals and the community and the re-establishment of all health and medical systems.

<i>County Lead Agency</i>	Alachua County Public Health Unit
<i>UF Lead Division/Department</i>	Student Health Care Center, University Counseling Resource Network

I. ESF 9 – Search & Rescue. The purpose of Emergency Support Function 9 is to search and locate missing persons in rural or urban areas after a disaster. Wildland search and rescue may involve locating missing persons, boaters or passengers on downed aircraft. Urban search and rescue may involve locating missing persons in damaged structures resultant from a disaster.

<i>County Lead Agency</i>	Alachua County Fire Rescue Alachua Sheriff's Office
<i>UF Lead Division/Department</i>	University Police Department

J. ESF 10 – Hazardous Materials. The purpose of Emergency Support Function 10 is to coordinate response to and recovery from an actual or potential discharge and/or release of a hazardous material resulting from a disaster.

County Lead Agency Alachua County Department of
Environmental Protection
UF Lead Division/Department Environmental Health and Safety

K. ESF 11 – Food & Water. The purpose of Emergency Support Function 11 identify, procure and arrange for the transport and distribution of food and water to affected area(s) and for emergency workers. ESF 11 will determine food and water needs following a disaster, obtain and/or arrange for appropriate resources to meet the shortfalls.

County Lead Agency Alachua County Fire Rescue
UF Lead Division/Department Department of Business Services

L. ESF 12 – Utilities. The purpose of Emergency Support Function 12 is to provide coordination of emergency power to support emergency response and recovery operations and to normalize community functions. ESF 12 includes electric power, distribution systems, fuel and emergency generators.

ESF 12 involves coordinating the provision of emergency energy supplies, transporting and delivering fuel and the provision of emergency power to support immediate response efforts as well as the restoration of the normal supply of power. ESF 12 will work closely with local, state and federal agencies including energy offices, suppliers and distributors.

County Lead Agency County Department of Public Works
UF Lead Division/Department Physical Plant Division

M. ESF-13 – Military. Florida’s Comprehensive Emergency Management Plan (CEMP) outlines the tasking and responsibilities for integrating military support with disaster operations. Refer to the State CEMP for general guidance, policies and authorities.

ESF 13 supports the Alachua County CEMP by outlining the support that can be provided to a county during disaster operations. The military forces of Florida consist of the Florida National Guard (FLNG) and possibly active duty forces. These forces may be used during disaster operations for missions within Alachua County. Alachua County may host military forces in support of missions in adjacent counties.

County Lead Agency Alachua County Office of Emergency
Management
UF Lead Division/Department None

N. ESF-14 – Public Information. The purpose of Emergency Support Function 14 is to disseminate information on emergencies and protective actions to the

University of Florida
Emergency Management Plan
July 2005

public through the news media and other mechanisms. ESF 14 is concerned with coordinating, preparing and disseminating all disaster-related information to the public via the media. Additionally, ESF 14 coordinates, prepares and disseminates information to the public through the Alachua County Rumor Control Line operated by the Alachua County Crisis Center.

<i>County Lead Agency</i>	Alachua County Communications Coordinator's Office
<i>UF Lead Division/Department</i>	Office for the Vice President for University Relations University Police Department

O. ESF-15 – Volunteers & Donations. The purpose of Emergency Support Function 15 is to provide a central point for the coordination of information and activities of voluntary agencies responding in times of disaster and the effective utilization of donated goods.

<i>County Lead Agency</i>	Alachua County United Way
<i>UF Lead Division/Department</i>	Dean of Students Office

P. ESF-16 – Law Enforcement. The purpose of Emergency Support Function 16 is to establish procedures for the command, control and coordination of county, municipal and other law enforcement agencies to support disaster response operations. These procedures will support the implementation of actions as outlined in the Florida Mutual Aid Plan for Law Enforcement Act and the Florida Sheriff's Association Plan. This ESF is established to:

1. Coordinate the use of local, state law enforcement and Florida National Guard personnel and equipment.
2. To provide a system for the receipt and dissemination of information, data and directives pertaining to law enforcement agencies and activities.
3. To prescribe a procedure for the inventory of law enforcement personnel, facilities and equipment in the County.
4. To collect and disseminate information and intelligence relating to disasters.
5. To pre-plan distribution and allocation of state resources in support of the overall law enforcement mission.

<i>County Lead Agency</i>	Alachua County Sheriff's Office
<i>UF Lead Division/Department</i>	University Police Department

University of Florida
Emergency Management Plan
July 2005

Q. ESF-17 – Animal Services. The purpose of Emergency Support Function 17 is to coordinate of the response of agencies involved with providing animals affected by a disaster with emergency medical care; evacuation; rescue; temporary confinement; shelter; food and water; and identification for return to the owner. The coordination may also involve diagnosis, prevention and control of diseases of public health significance.

County Lead Agency

Alachua County Animal Services

Alachua County Cooperative Extension

UF Lead Division/Department

Animal Care Services

Appendix 3 – Role of Organizational Units UF Emergency Management Plan

I. REQUIREMENTS OF SPECIALIZED PLANS. Specialized plans prepared by any University Unit (Departments, Schools, etc.) shall be consistent with the guidelines established in this Emergency Management Plan. Each Unit shall, as appropriately directed, execute that portion of their specialized plan that may be required to assure optimum endurance and rapid recovery from the effects of an emergency. Deans, directors, department heads and other responsible parties shall at a minimum develop and maintain procedures to accomplish the following:

A. Identify the individuals and alternates to whom the specific responsibilities are assigned;

1. Unit Plan Execution / Emergency Response.
2. Unit Plan Maintenance – all Units are required to provide the Emergency Management Plan Coordinator with an updated Unit Plan every year.
3. Identify a Unit Plan Emergency Management Team.

B. Develop procedures for communicating within the Unit.

1. Current emergency call roster for the Team Members.
2. Contact list for all Unit Faculty and Staff.

C. Identify all life safety threats. Be certain that all faculty and staff review and understand the safety procedures defined in the Incident Response Plan.

D. Identify important assets and how to protect them in an emergency situation.

1. Assets include physical items of value and data information.
2. Assign individuals (or other units) to secure physical assets.
3. Assign individuals to be responsible for vital records.
4. Assist with building content damage assessments.

E. As appropriate identify disaster-specific Response Plans to maintain and restore services that are critical to the University.

F. Identify and document (contact names, location, telephone numbers, email address, etc.) subcontractors, suppliers and service providers that may be needed in an emergency situation.

G. Identify critical reliance on other Units.

H. Provide training for new hires as necessary.

I. Communicating assignments to all employees.

Appendix 4 – Critical Operations Roles and Responsibilities UF Emergency Management Plan

I. PHYSICAL PLANT DIVISION/ IFAS FACILITIES OPERATIONS

- A.** Assignments relating to preplanning, preparation and actual disaster task requirements.
- B.** Procedures for providing assistance to the University Incident Commander and Emergency Operations Center.
- C.** Operation of permanently installed generators, their refueling and operations maintenance.
- D.** Availability of portable generators and associated gear ready for dispatching to locations identified by the Incident Commander.
- E.** Maintenance of radio communications and interface capabilities with the University Police Department and the Emergency Operation Center (EOC).
- F.** Physical Plant shall adequately plan to provide assurance that the Motor Pool can provide services during a disaster. These include:
 - 1.** Assure adequate fuel supply, or provide a back-up supply during an emergency.
 - 2.** Establish emergency power requirements and a plan for emergency generating equipment in cases of power failure.
 - 3.** Assign “emergency vehicle” status to Physical Plant vehicles and equipment providing emergency services.
 - 4.** Provide 7 day a week fueling support during an emergency.
- G.** PPD shall provide required support for roles in:
 - 1.** UF Smallpox Plan Annex.
 - 2.** UF Terrorism Response Plan Annex.
 - 3.** UF Natural Disaster Plan Annex.
 - 4.** Provide maintenance support for emergency vehicles during an emergency and ability to provide fleet vehicles to other departments when required.

5. On an as needed basis at the direction of the Incident Commander as required to support emergency operations.

II. STUDENT HEALTH CARE CENTER

- A. Maintain medical services for sick or injured students, staff and faculty.
- B. Establish programs as directed by CDC or other health agencies in response to a threat to the public health.

III. ENVIRONMENTAL HEALTH & SAFETY (EHS)

- A. Promote development of effective emergency and continuity of operations plans.
- B. Provide representation to the County EOC.
- C. Assist in damage assessment and building condition reports.
- D. Maintain information on the content and location of radiological, chemical, biological and fire safety hazards.
- E. Assess the value of University property – buildings, building contents and other University assets.
- F. Documentation and submission of claims.
- G. Collect & analyze damage assessment reports.

IV. POLICE DEPARTMENT

- A. Preserve law, order and campus security.
- B. Provide security in shelters.
- C. Control access to buildings and scene of the disaster.
- D. Interface and coordinate with local, county and state agencies independently or through the Alachua County Emergency Operations Center to implement mutual aid agreements.
- E. Maintain the Police Communications Center on a continuous basis including internal and external radio communications, and coordination with the University Incident Commander.

**University of Florida
Emergency Management Plan
July 2005**

- F.** Provide the maximum appropriate number of officers on duty.
- G.** Consult with the Shelter Managers for buildings designated as public shelters and establish appropriate security procedures.
- H.** Provide support services for Critical Operations Plans.
- I.** Conduct security assessments and develop Response Plans from a terrorism perspective.

V. UNIVERSITY RELATIONS

- A.** Coordination of all information disseminated to the press and the public.
- B.** Activate Emergency Information section of UF Web Page.
- C.** Provide for a consistent “one-voice” to the news media and all other interested parties.
- D.** Provide/coordinate for rumor control and emergency communications.
- E.** Assign specific individuals (primary & alternate) to disseminate information, specify emergency response steps and maintain contact with the following:
 - 1.** News media (TV, Newspapers, etc.)
 - 2.** Government agencies and civil authorities
 - 3.** Faculty and Staff
 - 4.** Students
 - 5.** Parents
 - 6.** University Emergency Hotline
 - 7.** Monitor and report on information flow and impact of events on key publics
 - 8.** Audit communications post-event.

VI. STUDENT AFFAIRS

- A. Coordinate with other campus and community agencies to identify and address the safety and security needs of students.
- B. Develop procedures to communicate with and account for students in emergency situations.
- C. Implement a comprehensive program for emergency shelter for students currently housed in the on-campus facilities.
- D. Coordinate with local agencies and support organizations to provide shelter alternatives for students residing off campus.
- E. Provide consultation to and coordinate student leadership and organizations regarding their participation in the mitigation of the emergency.

VII. UNIVERSITY COUNSELING RESOURCE NETWORK (UCRN)

- A. The UCRN shall provide emergency psychological crisis intervention services to students, faculty and staff. The UCRN coordinator or designate will:
 - 1. Respond to an institutional request for crisis intervention by coordinating and mobilizing volunteer counseling personnel for on-site services.
 - 2. Plan for and provide on-site triage, individual and group interventions and initiate referrals for more specialized and follow up care.
 - 3. Maintain a list of university and community resources, meet annually with liaison personnel and engage periodically in training and simulation exercises.

VIII. BUSINESS SERVICES

- A. Provide ongoing food service for resident students, employees and emergency workers who may remain on campus during an emergency.
- B. Provide for emergency transportation of students.
- C. Provide for emergency transportation and/or parking for essential personnel.
- D. Facilitate emergency procurement of goods and services.
- E. Provide for emergency food service operations.
- F. Maintain UF Laundry operations before and after an emergency.

G. Assist with the identification of alternative locations for critical housing and academic functions.

H. Secure appropriate insurance.

I. Evaluation of damaged assets.

IX. INFORMATION TECHNOLOGY (IT)

A. Maintain the operation of voice, intranet, data, video and wireless communications services.

B. Develop policy to provide for the coordination of data and telephone systems.

C. Implement proper backup controls and redundancies to maintain critical services.

D. Properly document all hardware and its configuration; develop a plan for hardware replacement and setup.

E. Develop adequate information security controls.

F. Maintain a records management plan that duplicates data on a regular basis and secures this information at a remote location.

G. As necessary develop and maintain a plan to perform critical applications at a remote site.

X. HUMAN RESOURCES (HR)

A. Together with Finance & Administration, maintain the continuity of Payroll Processing Services.

B. Maintain the continuity of critical Employee Benefit Services.

C. Provide for employee counseling.

D. In a post disaster community-wide disaster:

1. Assess Faculty and Staff availability.

2. Assist with the appropriation of personnel.

3. Assist employees with work recovery needs – psychological help, day

**University of Florida
Emergency Management Plan
July 2005**

care center, time off for personal needs, etc.

XI. FINANCE AND ADMINISTRATION

- A.** Together with Human Resources, maintain the continuity of Payroll Processing Services (COOP Plan).
- B.** Ensure that emergency funds are available for expenditure as university priorities change during periods of crisis.
- C.** Develop plans to reschedule classes in conjunction with the provost.
- D.** Maintain accurate financial and administrative records in periods of changing priorities and emergency decisions.

XII. ACADEMIC AFFAIRS

- A.** Develop procedures to communicate with and account for teaching faculty in emergency situations.
- B.** Develop plans to identify alternate facilities where University activities can be conducted in the event of the destruction, disablement or denial of access to existing facilities.
- C.** Identify and prioritize critical support services and systems.
- D.** Identify and ensure recovery of critical assets.

XIII. ATHLETICS

- A.** Develop and maintain plans for crowd control during athletic events.
- B.** Develop plan for evacuating athletic facilities during athletic events.
- C.** Together with Security develop plans for ensuring that no weapons or dangerous materials are present during any athletic event.
- D.** Develop emergency plan to use athletic facilities as a shelter during and after an emergency.

XIV. LIBRARY

- A.** Identify and assist with the evaluation of library assets – books, collections, etc.

B. Develop plans and procedures to protect critical library assets.

XV. MUSEUM

A. Identify and assist with the evaluation of museum assets – art works, collections, etc.

B. Develop plans and procedures to protect critical museum assets.

XVI. LABORATORY RESEARCH

A. Identify and prioritize critical support services and systems.

B. Identify and develop plans for the securing of dangerous research materials.

C. Develop plans and procedures to protect critical research assets.

D. For special assets (research animals, environmental sensitive materials, etc.) develop backup plans for electrical and other required basic services.

Appendix 5 – Glossary

UF Emergency Management Plan

Critical Operations Unit Plan. A Critical Operations Unit Plan identifies emergency preparation, coordination and response activities for specific functional Units. Each area identified with critical or special responsibilities is required to develop and maintain a Critical Operations Unit Plan.

Emergency Management Plan (EMP). The EMP is intended to establish policies, procedures and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the University.

Emergency Management Plan Coordinator. The Emergency Management Plan Coordinator is a member of the Emergency Operations Team who is responsible for the maintenance of the Emergency Management Plan. The Emergency Management Plan Coordinator consults directly with the University Incident Commander during an actual emergency.

Emergency Operations Center (EOC). The EOC serves as the centralized, well-supported location in which the Emergency Operations Team and the Executive Management Team may gather and assume their respective role.

Emergency Operations Team (EOT). The EOT is comprised of senior level management representing areas of the University that have critical EMP execution responsibilities. At the direction of the University Incident Commander, the EOT executes the Emergency Management Plan during an emergency.

Executive Management Team (EMT). The EMT is an assemblage of University officials appointed by the President to advise and assist in making emergency-related policy decisions. The EMT is also responsible for the review and approval of the Emergency Management Plan.

National Incident Management System (NIMS). NIMS is a modular emergency management system designed for all hazards and levels of emergency response. The system is used by the Department of Homeland Security and throughout the United States as the basis for emergency response management.

Police Communications Center. The central telecommunication facility that receives and disseminates emergency information. The University Police Department maintains this facility on a 24/7/365 basis.

Response Annex. Response Annexes are plans that address specific types of threats/incidents (i.e. terrorism, natural disaster, etc.). The identification of key personnel

and the definition of specific responsibilities and procedures to mitigate the specific threat are detailed in these plans.

Unit. A Unit is a department, school or other defined entity of the University.

University Incident Commander. The University Incident Commander is in charge of the Emergency Operations Team. The University Incident Commander is the individual responsible for the command and control of all aspects of an emergency situation.