

University of Florida

Comprehensive Emergency Management Plan



Version Date
March 4, 2014

University of Florida
Gainesville, FL 32611

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Approval and Promulgation



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March 4, 2014

Re: Approval of University of Florida Comprehensive Emergency Management Plan and Support Group Annexes

By virtue of the authority vested in me as the Chair of Disaster Plan Committee, I hereby approve and promulgate the *University of Florida Comprehensive Emergency Management Plan (CEMP) Basic Plan* and associated Support Group Annexes. The CEMP provides the University with a framework of preparedness through prevention, protection, mitigation, response and recovery.

The primary objectives of the CEMP 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; and resume normal University activities and operations in a timely manner.

The CEMP complies with State University System of Florida Board of Governors Regulation 3.001 and is consistent with National Incident Management System (NIMS) principles as well as other state and federal regulations for emergency management.

The Department of Emergency Management is authorized to amend the CEMP in order to maintain operational consistency, implement corrective actions, enhance the document or apply other appropriate changes.

This promulgation shall be effective upon signing and remain in force until amended or rescinded by further promulgation.

Sincerely

A handwritten signature in black ink, appearing to read 'W. S. Properzio', written over a horizontal line.

William S. Properzio, PhD.
Director, Environmental Health & Safety
Chair, Disaster Plan Committee

The Foundation for The Gator Nation
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Record of Changes

Modifications and/or revisions to the University of Florida (UF) Comprehensive Emergency Management Plan (CEMP) are recorded in the table below. Additionally, the most current version of the CEMP can be found online.

Date	Section	Page(s)	Purpose	Authorized by
July 25, 2013	All		Operational Draft CEMP completed	
March 4, 2014	I.D.1	5-7	Hazard Summary Table updated	UFDEM
March 4, 2014	All		Plan approved and promulgated	Disaster Plan Committee

Record of Distribution

The table below contains a record of all contacts that receive an initial copy of the approved CEMP. Additionally, the most current version of the CEMP can be found online at www.emergency.ufl.edu.

Group Agency/Department	Title of Recipient	Name
Alachua County	Emergency Management Director	David Donnelly
City of Gainesville	Police Captain/Emergency Manager	Lonnie Scott
UF Health Shands HealthCare	Associate Vice President, Operations	Anna Michelle Brandt
Florida Board of Governors	Director, Finance & Facilities	Chris Kinsley
UF Emergency Operations Team	(Team Members)	(Team Members)
UF Disaster Plan Committee	(Committee Members)	(Committee Members)

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Basic Plan

I. Introduction

The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state's oldest and most comprehensive university, UF is among the nation's largest and most academically diverse public universities and a member of the prestigious Association of American Universities. The University sustains 16 colleges including Colleges of Medicine, Dentistry, Law, Pharmacy, and Veterinary Medicine.

UF maintains operations throughout the state of Florida and beyond, centered on a 2000-acre campus located in North Central Florida in Gainesville. The main campus contains more than 900 buildings, including 170 with classrooms and laboratories, and houses approximately 9,000 on-campus residents. Supporting an enrollment of 50,000 students and 24,000 employees (of which 4,200 are faculty members), the University has an annual operating budget of \$4.6 billion. The institution's statewide outreach includes Cooperative Extension Offices in each of the Florida's 67 counties, and 13 Institutes of Food and Agricultural Sciences (IFAS) Research and Education Centers throughout the state.

In addition to traditional teaching, research and extension activities, campus operations are expansive. The University contains numerous public venues including hotels, performing arts centers, theaters, nationally-known museums, sports venues and a K-12 laboratory school with over 1,200 students. As a member of the National Collegiate Athletic Association (NCAA) and the Southeastern Conference (SEC), major athletic events consistently bring on-campus and broadcast audiences to the campus athletic facilities such as the 88,548-seat Ben Hill Griffin Stadium. The estimated daytime population of campus, including visitors, contractors and other guests, is 75,000. During special events, the campus population can increase to approximately 150,000.

Infrastructure includes a co-generation electrical plant and a waste-water treatment facility as well as University-owned and maintained electrical, water and sewer distribution systems. Food service at UF has over 45 dining locations operated by a partner vendor. The northeast corner of the main campus is listed as a Historic District on the National Register of Historic Places. Also notable on campus is the Southeast's most comprehensive academic health center, housing a 1,668 licensed-bed hospital, state-designated level 1 trauma center and an extensive outpatient clinical system.

Due to its geographic location, high-profile status as a higher education institution and the breadth and scope of functions it performs, UF is vulnerable to a variety of hazards, which could cause complex emergency situations. The hazards and resulting emergencies pose potential threats to disrupt the University's mission, operations and reputation.

Taking into consideration the many unique elements of the University, this Comprehensive Emergency Management Plan (CEMP) was developed to address emergency preparedness through prevention, protection, mitigation, response and recovery. The document outlines, authorizes and implements the University’s structure for coordination activities during all phases of an emergency within an all-hazards approach. The CEMP is organized according to national best practices and industry standards as well as the unique needs of UF and its culture.

A. Plan Organization

The CEMP is a collection of components rather than a single document: Basic Plan, Support Group Annexes, Incident Annexes and Department Plan Templates. Together, all of these plan elements coordinate to form one CEMP, which can be employed in its entirety, or in part to respond to and manage emergencies that may impact UF.

Basic Plan

The Basic Plan provides the overarching framework for emergency management activities at UF. It details how the University will prepare for and manage emergencies from an organizational and administrative level. The elements described in the Basic Plan are intended to be flexible for implementation during any hazard that may affect UF, and these elements serve as an umbrella for all other emergency actions described in this Plan.

Support Group Annexes

The Support Group Annexes provide details on the specific actions and responsibilities taken by UF’s emergency management Support Groups during an emergency. The Support Group Annexes are intended to supplement the Basic Plan by identifying roles and responsibilities along the lines of specific functions that may be necessary to support an emergency response requiring use of this CEMP. Support Group Annexes expand upon, but do not repeat, information contained in the Basic Plan. Support Groups can refer to the annexes to determine specific actions necessary for emergency response and recovery. Support Group Annexes to this CEMP are described in the table below.

Support Group Annexes	
Support Group	Purpose
Business Group	Establishes actions UF departments will take as necessary in support of coordinating and executing emergency management activities that address business services during or after an emergency.
Emergency Management Group	Establishes actions UF departments will take as necessary in support of coordinating and executing emergency management activities during or after an emergency.
Employee Group	Establishes actions UF departments will take as necessary in support of coordinating and executing emergency management

	activities that address employee support services during or after an emergency.
Facilities Group	Establishes actions UF departments will take as necessary in support of coordinating and executing emergency management activities that address facilities services during or after an emergency.
Health Group	Establishes actions UF departments will take as necessary in support of coordinating and executing emergency management activities that address health services during or after an emergency.
IT Group	Establishes actions UF departments will take as necessary in support of coordinating and executing emergency management activities that address IT services during or after an emergency.
Public Information Group	Establishes actions UF departments will take as necessary in support of coordinating and executing emergency management activities that address public information services during or after an emergency.
Public Safety Group	Establishes actions UF departments will take as necessary in support of coordinating and executing emergency management activities that address public safety services during or after an emergency.
Student Group	Establishes actions UF departments will take as necessary in support of coordinating and executing emergency management activities that address student support services during or after an emergency.

Incident Annexes

Incident Annexes to the CEMP provide details regarding specific actions and responsibilities University units and external partner agencies and organizations may take during specific types of hazards or situations affecting UF. The documents are intended to supplement the Basic Plan and Support Group Annexes. Included in the Incident Annexes are considerations applicable to the identified incident or situation beyond the general actions identified in the CEMP Base Plan and/or Support Group Annexes. Incident Annexes have been developed for types of emergency situations for which UF is at the greatest risk or has the highest probability of encountering. The documents are described in the table below:

Incident Annexes	
Incident Annex	Purpose
Emergency Notification Annex	To provide a framework for issuing timely and effective emergency notifications to the UF community.
Infectious Disease Annex	To serve as guidance for UF in managing infectious disease emergencies that affect the University community.

Recovery Annex	To serve as guidance for UF in conducting short-term and long-term recovery efforts.
Shelter Annex	To provide a framework for risk and host sheltering operations on the UF main campus.
Significant Incident Annex	To serve as guidance for UF in effectively managing incidents that have the potential to severely disrupt and impact the functionality of the University.
Terrorism Annex	To serve as guidance for UF in managing a terrorist incident that affects the University community.
Tropical Weather Annex	To serve as guidance for UF in managing tropical weather emergencies that affect the University community.

Department Plan Templates

The Department Plan Templates associated with this Plan are intended to serve as resources for individual departments, colleges and units at UF. The Department Plan Templates can be used to develop localized emergency plans for internal segments of the UF organization. Specific Department Plan Templates have been developed for academic, research, clinical, support/general, and public venue units.

B. Purpose

The University developed and maintains the CEMP in order to provide the institution with a framework of preparedness through prevention, protection, mitigation, response and recovery. The Plan establishes policies, procedures, an organizational structure and emergency management actions for the Emergency Operations Team (EOT) to effectively and efficiently manage emergencies that may cause a significant disruption of the functioning of all or portions of the University. The design allows a flexible, scalable and adaptable approach to accommodate specific incidents, which may occur with little or no warning.

The CEMP, as approved by the Disaster Plan Committee, serves as the pinnacle emergency plan for the institution and supersedes previous versions. The document is applicable to all agencies, organizations, departments and personnel that provide assistance or conduct operations in the context of actual or potential emergencies that may impact the University. All other UF emergency plans, including college and departmental plans, should be congruent with the CEMP in order to facilitate a common approach. Additionally, the CEMP applies to all University facilities and locations, in coordination with any localized and unit-specific emergency plans.

To promote integrated emergency management at the local and state level, the University CEMP is designed to be compliant with the Alachua County CEMP and State of Florida CEMP. Additionally, the document incorporates the National Planning Frameworks developed by the Federal Emergency Management Agency (FEMA).

C. Scope

As a scalable framework, the CEMP is always activated. During periods of perceived or actual threats, the Plan will be applied in a heightened state up to and including the Basic Plan, Support Group Annexes and appropriate Incident Annexes. The extent of implementation will be dictated by conditions and scope of the incident. Primary responsibility for determining appropriate scale rests with the Assistant Vice President of Public and Environmental Safety with input from the Emergency Manager or their designees.

D. Situation Overview

Factoring in the unique attributes of UF, a culture of emergency preparedness and response is fostered across the University. This CEMP outlines the institution's comprehensive, all-hazards approach through all phases of an emergency. The approach includes maintaining a hazard and threat analysis as well as a capabilities assessment.

1. Hazard and Threat Analysis

A variety of natural, technological and anthropogenic hazards and threats can and historically have impacted UF, requiring the implementation of emergency response measures. The potential exists for disruption of the UF community's daily operations, casualties, and damage or destruction of property and the environment. The Vulnerability Assessment section of the *Alachua County Post-Disaster Redevelopment Plan* and the Hazard and Risk Analysis section of the *Alachua County CEMP* contain detailed examinations of hazards and threats posed to the UF main campus by its location in Alachua County, Florida.

The following table taken from the 2011 *Alachua County CEMP* summarizes vulnerability impacts from identified hazards as well as the frequency of occurrence for each hazard. (The "Nuclear Power Plant" hazard listed in the 2011 Alachua County document has been omitted from the table below due to the decommissioning of the Crystal River Nuclear Plant by Duke Energy.)

Hazard Summary from 2011 Alachua County Comprehensive Emergency Management Plan

Hazard Category	Frequency of Occurrence	Vulnerability Impacts			
		Population	Property	Environment	Government Operations
Tropical Cyclones (Hurricanes, Tropical Storms)	(1) 14 tracks of historical tropical storms and hurricanes have	H	M	M	M

Hazard Category	Frequency of Occurrence	Vulnerability Impacts			
		Population	Property	Environment	Government Operations
	occurred through Alachua County since 1970.				
Flooding	(2) A large percentage of the county lies in the 100-year flood plain.	H	E	E	H
Hazardous Materials (Transportation, Facilities)	(2) There are over 1,100 regulated facilities registered with Alachua County Environmental Protection.	E	E	H	H
Civil Disturbance	(2) Frequent sporting events or less frequent protests increase vulnerability.	M	L	L	M
Mass Immigration	(4) Alachua County has developed programs to accommodate the educational needs of migrant farmers.	M	L	L	M
Extreme Temperatures (Heat/Cold Waves)	(1) Alachua County frequently experiences high temperatures with humidity and occasional extreme cold weather.	H	M	H	M
Wildland Fires (Brush, Forest and Wildfires)	(2) Since 1995, there has been an average of 90 fires annually, with urban interface and rural areas at highest risk.	H	H	E	H
Severe Weather (Thunderstorms, Tornadoes)	(2) 177 severe thunderstorm and 29 reported tornadoes in Alachua County since 1971.	H	H	H	H
Drought	(2) Alachua County experiences extended periods of drought.	H	M	E	M
Land Subsidence and Sinkholes	(1) Sinkholes are very common in	E	H	E	M

Hazard Category	Frequency of Occurrence	Vulnerability Impacts			
		Population	Property	Environment	Government Operations
	central and western Alachua County; larger sinkholes are located east of I-75.				
Terrorism	(3) Strategic parts of Alachua County remain vulnerable to terrorism.	H	H	M	H
Biological Events (Exotic Pests and Diseases)	(2) The Southern Pine Beetle has negatively impacted Alachua County.	L	M	H	L
Disease (Pandemic Outbreak, Influenza)	(2) Potential for outbreak demonstrated by 1999 West Nile Virus Outbreak.	H	L	H	H
Critical Infrastructure Disruption (Computer, Telecommunication and Utilities)	(3) Failures could be initiated by natural causes, sabotage, or system overload.	M	H	M	M
Special Events	(1) Several events occur due to the popularity of University of Florida Athletics and Gator Nationals drag racing event.	E	M	M	M
Major Transportation Incident (Non-HazMat)	(1) Vulnerability due to highway, railroad, airport and pipeline systems and networks that traverse Alachua County.	H	M	H	M
Frequency of Occurrence		Numerical Value	Vulnerability Factors		Numerical Values
Highly Likely: Near 100% probability in next year		(1)	Low	L	
Likely: 50 to 100% probability in next year, or once in next 10 years.		(2)	Moderate	M	
Possible: 10 to 50% probability in next year, or once in next 30 years.		(3)	High	H	
Unlikely: Less than 10% probability in next 100 years		(4)	Extensive	E	
			Catastrophic	C	

Of particular concern to UF from the table above, given the large student population, frequency of highly attended events at the University and diverse research activities that take place at the University, are the threat of tropical cyclones, hazardous materials incidents, disease and pandemic outbreaks, critical infrastructure disruption, special event hazards and terrorism along with other criminal acts.

Damages resulting from tropical cyclones and critical infrastructure disruptions can significantly impair University's ability to provide public services to its large residential student population. The materials required to support the various research endeavors at UF increase its vulnerability to hazardous materials incidents. The close quarters of campus living make disease and pandemic outbreaks a significant threat to the student population. Special events such as football games bring together sizable numbers of UF community members and visitors to the campus raising safety and security concerns. These events, as well as several research activities associated with the University and its status as a preeminent institution of higher education, can also establish the University as a target of terrorism or other criminal acts.

Intelligence regarding terrorism and other threats is obtained and assessed from several sources and incorporated into the University's threat and hazard analysis. UF provides multiple representatives on the area's Regional Domestic Security Task Force (RDSTF). Florida has established an RDSTF in each of the seven regions of the state, with every task force co-chaired by the Florida Division of Law Enforcement (FDLE) Special Agent in Charge for the region and a local county sheriff or police chief. The multi-discipline organization serves as the foundation for Florida's domestic security strategy and assist in assessing, defining and monitoring the state's vulnerability to terrorist incidents. Additionally, UFPD receives communications, assessments and briefings from the Florida Fusion Center and regional fusion centers across the state. The information assists in identification of potential criminal or terrorist activity. UF Police Department (UFPD) regularly coordinates with FDLE and FBI on security threats, including participation on the Joint Terrorism Task Force (JTTF).

Protection of critical infrastructure and key resources (CIKR) is a vital component of a hazard and threat analysis. For selected facilities, UF has partnered with the Department of Homeland Security (DHS) Office of Infrastructure Protection to complete the Enhanced Critical Infrastructure Program's (ECIP) Infrastructure Survey Tool (IST) assessment through the agency's Protective Security Advisor for the region. Assessments of University facilities have also been completed to comply with FDLE critical infrastructure protection initiatives. UF is required to participate in the DHS Chemical Facility Anti-Terrorism Standards (CFATS). University chemical facilities meeting threshold requirements must prepare Security Vulnerability Assessments. Information obtained from the various studies and programs are incorporated into threat analysis for the University as well as the community, as reflected in the County's hazard and threat analysis.

2. Capability Assessment

UF will work to protect life, property and environment from the effects of emergencies by providing a holistic, resilient approach through prevention, protection, mitigation, response and recovery efforts. While developing programs and activities in these areas, the University will incorporate principles described in the *National Preparedness Goal* and associated frameworks articulated by FEMA. Each Support Group has resources and capabilities that are addressed in their respective Support Group Annex. Additionally, capabilities by phase of emergency management are described below. Capabilities for specific incidents are detailed in the Incident Annexes to this CEMP.

Overall preparedness activities consist of actions that will improve or enhance emergency response such as training and exercises. UF will prepare for emergencies by creating and maintaining emergency plans and procedures to accomplish the tasks associated with an emergency response. Plans and procedures will allow colleges and departments to integrate their individual capabilities into the University-wide emergency response and recovery effort. Units will validate their readiness for an emergency through internal drills and participation in University and community exercises and training. The City of Gainesville and Alachua County will also be encouraged to participate in University exercises. Exercise results will be documented and recommendations implemented to improve the University's preparedness for an emergency. The University will revise this Plan based on ongoing planning and exercising.

Preparedness will occur within the five mission areas outlined in Homeland Security Presidential Policy Directive (HSPD)-8: National Preparedness:

Prevention/Protection

Prevention is designed to protect lives and property by averting an emergency. UF's prevention measures involve applying law enforcement intelligence and other analyses to a range of activities, including heightened vigilance; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and food surveillance; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at deterring or preempting illegal activity. Activities also include outreach regarding personal preventative measures.

Mitigation

Mitigation is action aimed to prevent an emergency from occurring or reducing its impact on people, property and the environment. UF's mitigation efforts include enforcing the Florida Building Code, comprehensive land use planning, education of the University community on the need for mitigation and implementing structural and non-structural infrastructure enhancements. The University is an active member of the Alachua County

Local Mitigation Taskforce and has adopted the *Alachua County Local Mitigation Strategy*, including submission of projects.

Response

Response is the deployment and use of resources to address the immediate and short-term effects of an emergency. UF's response efforts focus on life safety, property damage and environmental impacts as well as restoration of University functions and services. When initiating a response operation, the University will conduct an initial assessment of the situation, determine notification needs and take appropriate actions to address the emergency. Actions may involve applying the CEMP for coordination of support functions through a University-wide approach.

Recovery

Recovery activities return the University to normal functions and operations that existed prior to the emergency. Examples of UF's recovery efforts include conducting detailed damage assessments, removing debris, repairing or rebuilding facilities and infrastructure as well as providing assistance to the University community.

No clear demarcation exists between response and recovery phases. Generally, most recovery efforts occur after the deactivation of the University EOC when the University returns to normal operations. Many long-term recovery programs resulting from the emergency will be integrated into program activities of UF departments, rather than be managed from the University EOC. Recovery efforts may be managed by an appointed Recovery Coordinator, as detailed in the Recovery Annex to this CEMP.

E. Planning Assumptions

The assumptions listed below are presupposed for planning purposes during the development and execution of the CEMP.

- 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 CEMP and train appropriate personnel to evaluate and respond to emergencies, including emergency response personnel in order to implement response activities in an immediate and effective manner.
- The succession of events in an emergency is not always predictable. Therefore, published plans, such as this CEMP, serve only as guidance and may require modifications in order to meet the specific circumstances of the emergency.
- University colleges and departments will be familiar with and support the CEMP and will be prepared to identify and assist in the response to an emergency by developing plans within their units and operations that support the CEMP.

- University colleges and departments will maintain specific emergency response plans relevant to their areas and operations, and train appropriate personnel regarding the CEMP and implementation of departmental plans and procedures.
- Resource management, including mission assignment, deployment and demobilization, will be coordinated through the University EOC when activated during emergency situations.
- UF will consider the advice and guidance of external partners when making evacuation and other emergency management decisions, but reserves the right to make independent decisions depending on the needs of the University community. UF will keep external partners informed of major decisions involving an emergency response.
- The occurrence of a major emergency may result in an emergency declaration at the local and state levels. This may further result in federal disaster declaration by the federal government. These declarations may enable UF to access additional resources for response and recovery activities.

II. Concept of Operations

A. General

The following are general concepts associated with University emergency operations:

- For daily operations in the absence of a major emergency, UF departments and external first-responder agencies will respond to emergencies affecting the University community. Mutual aid and shared response jurisdictions are addressed through local agreements and do not require a state of emergency to enable.
- The CEMP will be applied as appropriate upon identifiable threat of an impending emergency that may affect the UF campus, off-site facilities or surrounding areas and will require multiple departments to address. The Plan will serve as a decision making tool and a guide for information collection and dissemination as well as resource allocation during an emergency.
- Upon notification of an impending or potential emergency, the University Administrator or designee will utilize the CEMP and activate the specific emergency response resources necessary as described in the Plan. The individual in this position may also activate the University EOC and take other appropriate actions.
- All University colleges and departments will contribute to the emergency response as directed and will assist each other in preparing for an emergency under the emergency management organizational structure.
- University emergency operations incorporate National Incident Management System (NIMS) principles, including the Incident Command System (ICS), and use the National Preparedness Goal mission areas of prevention, protection, mitigation, response and recovery.

- The University EOC will be staffed and operated as the situation dictates. When activated, the University EOC will be supported by representatives from Support Groups who will provide information, data, personnel, resources and recommendations in regards to emergency operations.
- The University Administrator, or designee, will coordinate response and recovery resources through the University EOC and/or Emergency Operations Team.
- The Public Information Group will disseminate emergency public information through appropriate and available mediums during an emergency according to the Public Information Support Group Annex to the CEMP.
- UF will coordinate with Alachua County Emergency Management and/or appropriate external stakeholder(s) to maintain updated information concerning emergency conditions to create a common operating picture. As appropriate, updated information will be provided to the UF community.
- When the response to an emergency exceeds University resources, assistance may be requested directly from the City of Gainesville, Alachua County, State of Florida, other educational institutions and/or vendors. Local, state and federal assistance may also be requested through Alachua County Emergency Management under the structure of the Alachua County CEMP.
- Communications, public safety and other functions associated with emergency operations are detailed in the Support Group Annexes. Responses to several specific hazards are delineated in the individual Incident Annexes.

B. Priorities/Objectives

UF will address emergencies in a safe, effective manner and therefore safeguard the University's reputation. The primary priorities are protection of lives, property and the environment. As such, emergency management objectives of the CEMP 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. National Incident Management System (NIMS) Compliance

The University of Florida has adopted the National Incident Management System (NIMS) in accordance with *Homeland Security Presidential Directive 5 – Management of Domestic Incidents*. NIMS provides a nationwide template enabling federal, State, local and tribal governments and private sector nongovernmental organizations to work together effectively and efficiently to

prevent, prepare for, respond to and recover from domestic incidents regardless of cause, size or complexity. Use of NIMS facilitates the University's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

Compliance with NIMS includes the use of the Incident Command System (ICS) and Multi Agency Coordination Systems (MACS) for emergency response. ICS is the model tool and framework for command, control and coordination of a response and provides a means to coordinate the efforts of individual University departments and units as well as external partner agencies and organizations as they work towards the common goal of stabilizing an incident and protecting life, property and the environment. MACS is a coordination process that supports ICS when a multi-agency and multi-jurisdictional incident response structure is activated and when an incident requires a comprehensive response from agencies across more than one jurisdiction. Use of ICS for response and coordination as well as activation of the University EOC is described in Section IV. Direction, Control and Coordination.

III. Organization and Assignment of Responsibility

The emergency management organizational structure for UF consists of several elements including the Policy Group, University Administrator, Emergency Operations Team (EOT) and external entities (reference Figure 1).

A. Policy Group

The Policy Group consists of selected University senior administrators responsible for determining policy decisions as dictated by the situation. The Policy Group will establish priorities and authorize high-level decisions in relation to the emergency. Additionally, the Policy Group will conduct emergency meetings, initiated by the University Administrator, to determine a course of action based on group discussion, information and recommendations provided by the EOT. The following University personnel comprise the Policy Group:

- President
- Senior Vice President – Provost
- Senior Vice President – Administration
- Senior Vice President – Agriculture & Natural Resources
- Senior Vice President – Health Affairs
- Vice President – Business Affairs
- Vice President – General Counsel
- Vice President – Human Resources Services
- Vice President – Information Technology
- Vice President – Student Affairs
- Vice President – University Relations

- *Assistant Vice President – Public & Environmental Safety (Ex Officio member)*
- *Additional Senior Vice Presidents or Vice Presidents can be added on a temporary, ad-hoc basis at the discretion of the President in order to address situation specifics*

In the event of an emergency that affects the UF community, the Policy Group conducts the following tasks as appropriate:

- Upon notification of an emergency requiring policy decisions, the University Administrator will initiate a meeting of the Policy Group. Under the direction of the University Administrator, members of the Policy Group will convene in person, via conference call or other appropriate method.
- Once convened, the Policy Group will discuss immediate decisions necessary as a result of the emergency including, but not limited to, cancellation of classes, suspension of University activities and/or evacuation of the University or selected facilities/areas.
- If needed, the Policy Group will contact appropriate support personnel to offer consultation and subject matter expertise to aid in the decision making. Support personnel may therefore join the Policy Group meetings as requested.
- The Policy Group is responsible for notifying and updating the Board of Trustees, Board of Governors, Governor and other appropriate officials.
- Throughout the emergency, the Policy Group will retain contact with the University Administrator to receive updates regarding the emergency and additional policy decisions.
- The Policy Group will remain available until all necessary policy decisions are made regarding the emergency. The Policy Group may hold several meetings throughout an emergency, and may also remain convened throughout the recovery process.

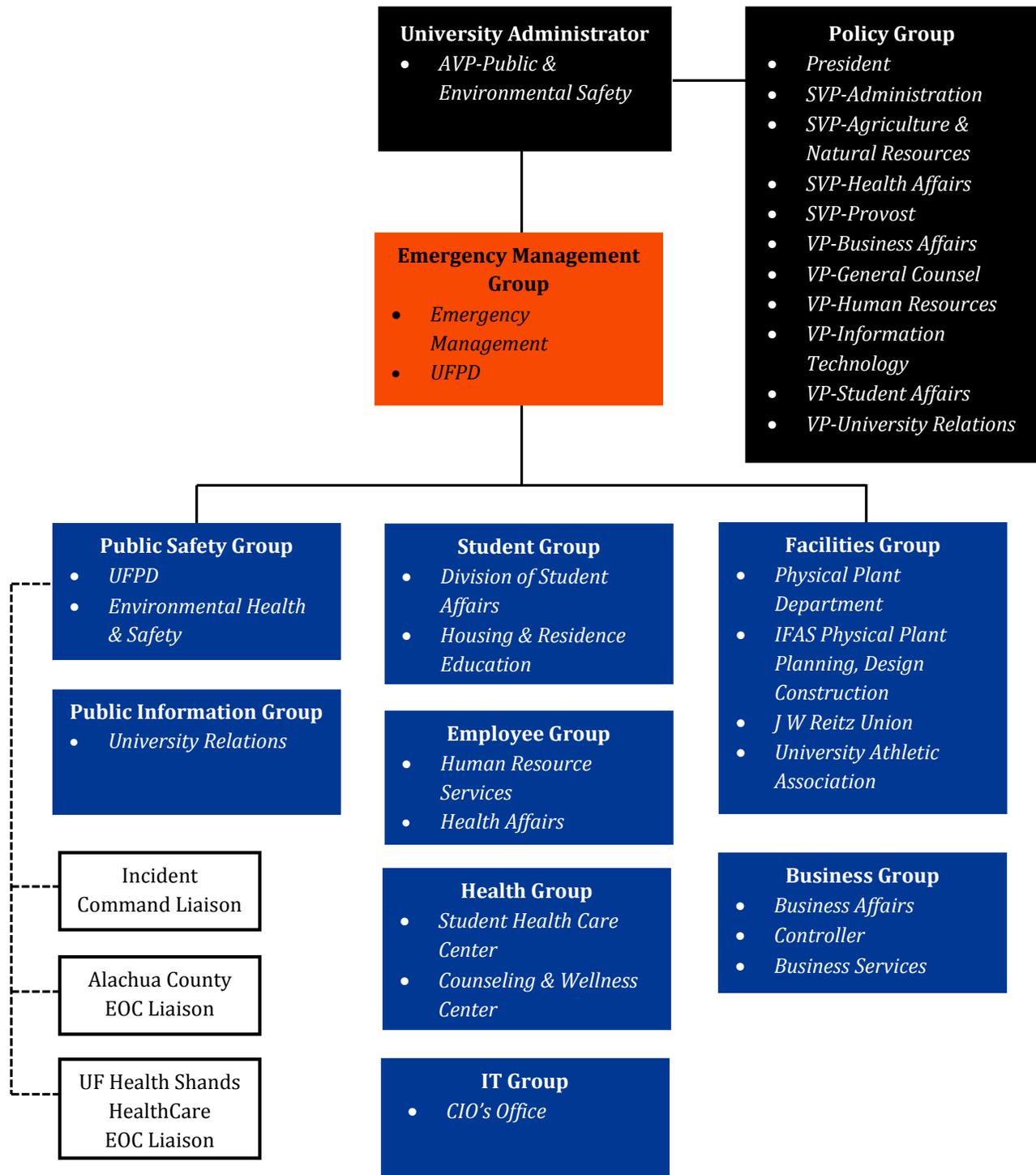
B. Emergency Operations Team

The Emergency Operations Team (EOT) is activated based on the extent and scope of the emergency in order to coordinate University actions. The EOT staffs the University EOC and is led by the University Administrator and Emergency Management Group. The EOT will facilitate emergency protection, response and recovery actions necessary to address the emergency. The Team will collect and evaluate information from UF units, deploy necessary resources to address the emergency and coordinate response with external officials and UF partners, such as UF Health Shands Hospital. The EOT will coordinate continuity of essential institutional services and operations during protracted emergencies that require a university-wide response. Additionally, the EOT provides recommendations to and obtains policy decisions from the Policy Group through the University Administrator.

The EOT will conduct the following procedures:

- Upon notification of an emergency that requires multiple University resources to manage, the University Administrator may convene the EOT. The University Administrator will review the situational specifics of the emergency with the EOT and determine the appropriate response. The University Administrator may decide to activate the University EOC at this time, and may instruct the EOT to staff the EOC.
- Upon activation of the University EOC, EOT members are expected to assist with EOC setup as needed and, if assigned, report to the EOC for the duration of the emergency.
- EOT members should begin tasks described in their Support Group Annexes, as well as departmental emergency plans and any applicable standard operating guides or procedures.
- EOT members should prepare their offices and residences as needed in accordance with the type of emergency situation occurring in order to fulfill their responsibilities in the University EOC.
- EOT members will provide updates from their respective areas/Support Groups throughout the emergency, at the request of the University Administrator, and continue to respond to the emergency as the situation dictates.

Figure 1: Emergency Operations Team / University EOC Organizational Structure



C. University Administrator

The University Administrator, staffed by the Assistant Vice President of Public and Environmental Safety or designee, will conduct overall management of the emergency. The University Administrator will serve as a liaison between the Policy Group and the EOT and initiate and guide meetings of the Policy Group. The University Administrator will also activate the EOC if necessary and work with the Emergency Management Group to direct EOC staff in managing the emergency. If necessary, the University Administrator will contact external partners for assistance.

D. Support Groups

The following table illustrates the roles of each department, as detailed in the Support Group Annexes to this CEMP. Each Support Group has been assigned Lead Representatives, Supporting Representatives, and External Partners. The responsibility of the Lead Representatives is to lead the coordination of the Support Group’s operations and garner additional resources needed to implement tasks described in the Support Group Annex. Lead Representatives must also serve in the University EOC and comprise the EOT. The responsibility of the Supporting Representatives is to provide supplemental information to the Lead Representatives about the Support Group and tasks within that Support Group Annex with which the Supporting Representatives are involved. External Partners may have authorities, expertise, capabilities, or resources that may be required to support emergency operations for an emergency that affects UF. Therefore, External Partners support the Lead Representatives as needed and provide advice on coordination and completing tasks.

Support Group Annex	Lead Representatives	Supporting Representatives	External Partners
Business Group	<ul style="list-style-type: none"> • Business Affairs • Business Services Division • University Controller’s Office 	<ul style="list-style-type: none"> • Purchasing • Transportation and Parking Services 	<ul style="list-style-type: none"> • Gator Dining Services / Aramark • Pepsi Bottling Group • Regional Transit System (RTS)
Emergency Management Group	<ul style="list-style-type: none"> • Emergency Management • University of Florida Police Department 	<ul style="list-style-type: none"> • All departments representing Support Groups 	<ul style="list-style-type: none"> • Alachua County Emergency Management • Florida Division of Emergency Management
Employee Group	<ul style="list-style-type: none"> • Human Resources Services 	<ul style="list-style-type: none"> • Baby Gator • Employee Assistance Program 	<ul style="list-style-type: none"> • UF Health Shands HealthCare

Support Group Annex	Lead Representatives	Supporting Representatives	External Partners
		<ul style="list-style-type: none"> • Environmental Health & Safety • Institute of Food and Agricultural Sciences (HR Satellite Offices) • Physical Plant Division (HR Satellite Office) • Health Science Center (HR Satellite Office) • Health Affairs/UF Health Academic Health Center 	
Facilities Group	<ul style="list-style-type: none"> • Planning, Design & Construction • Institute of Food and Agricultural Sciences (IFAS) Physical Plant • Physical Plant Division • J. Wayne Reitz Union • University Athletic Association 	<ul style="list-style-type: none"> • Health Affairs • Housing & Residential Education Facilities Management 	<ul style="list-style-type: none"> • Construction Contractors • Utility Providers (Progress Energy, GRU) • UF Health Shands Hospital • Vendor Contracts (including emergency response)
Health Group	<ul style="list-style-type: none"> • Student Health Care Center • University Counseling & Wellness Center 	<ul style="list-style-type: none"> • Employee Assistance Program • Health Affairs and associated colleges • University Counseling Resource Network 	<ul style="list-style-type: none"> • Alachua County Crisis Center • Alachua County Fire Rescue • Alachua County Health Department • Protocall Services (CWC and EAP) • Santa Fe College Crisis Response Team • State of Florida Counseling Centers (MOU) • UF Health

Support Group Annex	Lead Representatives	Supporting Representatives	External Partners
IT Group	<ul style="list-style-type: none"> Vice President and Chief Technology Officer (CIO) 	<ul style="list-style-type: none"> Academic Technology DHNet (Housing and Residence Education) Enterprise Infrastructure & Operations HealthNet Information Security Network Services University Athletic Association 	<ul style="list-style-type: none"> AT&T Cox Communications Florida Lambda Rail GRUcom Vendor contracts
Public Information Group	<ul style="list-style-type: none"> University Relations 	<ul style="list-style-type: none"> Health Science Center News & Communications IFAS Information and Communication Services UF Communications Network 	<ul style="list-style-type: none"> Media Outlets
Public Safety Group	<ul style="list-style-type: none"> Environmental Health & Safety University of Florida Police Department 	<ul style="list-style-type: none"> Alachua County EOC Liaison Incident Command Liaison UF Health Shands HealthCare EOC Liaison 	<ul style="list-style-type: none"> Alachua County Fire Rescue Alachua County Sheriff's Office Gainesville Fire Rescue Gainesville Police Department Other local, State, and Federal public safety agencies
Student Group	<ul style="list-style-type: none"> Dean of Students Office Housing and Residence Education 	<ul style="list-style-type: none"> Office of Student Life UF International Center Units within the Division of Student 	<ul style="list-style-type: none"> Affiliated student housing (Capstone Partnership, Trimark Properties) Off-campus student housing complexes

Support Group Annex	Lead Representatives	Supporting Representatives	External Partners
		Affairs	<ul style="list-style-type: none"> • Vendor contracts

E. Additional Key Individuals/Groups

The following individuals/groups also play a key role in emergency operations at UF:

Role	Responsibilities
University President	<ul style="list-style-type: none"> • Serves as a member of the policy group • Provides final authorization on decisions concerning the discontinuation of University functions, cancellation of classes, or cessation of operations
Disaster Plan Committee	<ul style="list-style-type: none"> • Gives authority to promulgate this Plan and authorizes the emergency management structure
Emergency Management	<ul style="list-style-type: none"> • Maintains, coordinates and revises the CEMP • Organizes and conducts training and exercises according to UF's multi-year training and exercise program • Leads the Emergency Management Group in an emergency
Colleges/Departments	<ul style="list-style-type: none"> • Maintain integrated College/Departmental emergency plans and supplies • Train college/department employees in emergency procedures • Implement College/Departmental emergency plans in an emergency as appropriate

F. External Entities

UF maintains coordination and communication with numerous external entities for emergency response operations. During an emergency, the University will contact external partners as necessary, primarily through their associated Support Group. The external partners are listed in each Support Group Annex, including, but not limited to:

- Alachua County Crisis Center
- Alachua County Emergency Management
- Alachua County Fire Rescue
- Alachua County Health Department
- Alachua County Sheriff's Office
- AT&T
- Cox Communications
- Florida Division of Emergency Management
- Florida Lambda Rail

- Gainesville Fire Rescue
- Gainesville Police Department
- Gator Dining Services / Aramark
- Gainesville Regional Utilities (GRU)
- GRUcom
- Local media
- Pepsi Bottling Group
- Progress Energy
- Protocall Services
- Regional Transit System (RTS)
- Santa Fe College Crisis Response Team
- UF Health Shands HealthCare
- Vendors and contractors

IV. Direction, Control and Coordination

Emergencies that affect UF will be managed through a combination of Incident Command System (ICS) and Multi Agency Coordination Systems (MACS), specifically the University Emergency Operations Center (EOC), as described below.

A. University Emergency Operations Center (EOC)

If an emergency requires coordination of multiple institutional resources and/or units to address, the University Administrator may activate the University EOC. The University EOC is a physical facility where coordination of resources and information can be centralized during an emergency. Representatives working in the University EOC coordinate the resources necessary to address an emergency, and the University EOC is the facility where dissemination and collection of incident/event information takes place. The University EOC will be set-up at the discretion of the University Administrator based on the emergency situation and is organized according to Support Groups.

The primary University EOC location is UFPD Training Room located in the Centrex Building (Building #0132). This room has been prepared for emergency operations. The University Administrator may designate an alternate location for the University EOC if the primary location is unusable, inaccessible or additional space is needed.

University EOC Activation Levels

The following intensities of activation are utilized in the University EOC and are intended to parallel State of Florida and Alachua Count EOC levels:

Monitoring – Level III

Level III is typically a monitoring phase. Notification will be made to those departments within Support Groups that need to respond as part of their daily responsibilities. The University EOC will be staffed by the University Administrator and the Emergency Management Group, and other Support Group representatives as necessary. Monitoring may also be coordinated remotely or virtually without the need to staff the EOC at this level.

Partial Activation – Level II

Level II is a limited activation and all Support Groups will be notified. The University Administrator and the Emergency Management Group will staff the EOC, along with appropriate Support Group representatives as necessary. The University Administrator will brief the Policy Group about the emergency.

Full Activation – Level I

Level I is a full-scale activation, potentially with 24-hour staffing of the University EOC. All Support Groups are notified and expected to staff the University EOC for the duration of the emergency or until the activated level is changed. When operating 24 hours, staff might be assigned to 12-hour shifts. Operating the University EOC on a 24-hour basis will be determined by the University Administrator and incident specifics.

B. Incident Command Post (ICP)

When an on-scene ICP is established for an emergency affecting UF, emergency responders will follow standardized Incident Command Systems (ICS) principles and assign personnel to each ICS function as needed. These include but are not limited to:

- Command Staff (Incident Commander, Safety Officer, Liaison Officers, and Public Information Officer)
- General Staff (Planning Section, Logistics Section, Finance and Administration Section, Operations Section)
- Subordinate units under Sections as designated by General Staff.

The ICP will be located at or near the site of the emergency as permitted by responder safety and will be clearly identified to all responding emergency personnel. On-scene response operations will be directed and controlled from the ICP by the Incident Commander (IC) or Unified Command (UC). If established, the selection of the IC/UC will be made known to on-scene responders and to the University EOC. The established Command:

- Manages coordination of the immediate on-scene response, with life safety as the first priority
- Assigns Section Chiefs and Command Staff
- Makes decisions based on information provided by the Section Chiefs and Command Staff

- Keeps the University EOC informed through briefings of the Incident Command Liaison
- Maintains tactical and operational control of resources used for emergency response

Personnel staffing the ICP may be University employees or from external public safety agencies. Operations at the ICP will be conducted through an Incident Action Plan (IAP) process, and a new IAP will be developed for each operational period as determined by the IC/UC.

Throughout the emergency, the ICP will communicate with the University EOC through situation reports, status updates, and sharing of the IAP in order to assist in coordination of the University's emergency operations.

C. ICS-EOC Interface

Typically the ICP will be established at or near the scene of an emergency and the University EOC may be activated simultaneously if an increased level of multi-agency coordination is warranted. Generally, policy and coordination functions are completed in the University EOC, while incident command and tactical operations are conducted on-scene by the Incident Commander and assigned staff through the ICP. Routine public safety responses will not require activation of the University EOC. However, if an emergency increases in complexity, central coordination may be needed through the EOC. In addition, the University EOC may coordinate information and resources in support of incident management activities on scene through the ICP. The University EOC will facilitate communication between the EOC and the ICP by assigning the role of an Incident Command Liaison within the Public Safety Group in the EOC. This Incident Command Liaison will relay messages between the University EOC and the ICP on a regular basis to coordinate actions.

D. Multijurisdictional Coordination

Multijurisdictional coordination will mainly be facilitated through three liaison positions housed under the Public Safety Group: Alachua County EOC Liaison, Incident Command Liaison and UF Health Shands EOC Liaison. The positions will fulfill a communication and coordination role in identifying and addressing issues and tasks requiring a multijurisdictional approach. The Emergency Management Group will participate in briefings conducted by the Alachua County EOC and University operations will be congruent with the Alachua County CEMP when applicable. External resource requests outlined in the Alachua County CEMP and State of Florida CEMP will primarily be facilitated through communication with the Alachua County EOC. Additionally, the University may also send a representative to the Shands Hospital EOC, if activated.

V. Information Collection, Analysis and Dissemination

A. Intelligence Collection and Analysis

A primary task of the Emergency Management Group is the gathering of intelligence regarding the situation before, during and after the emergency to assist in determining response and recovery actions. Intelligence is obtained from appropriate sources including information from responders, governmental agencies, media and other resources such as subject matter experts from other support groups. When collected, information is analyzed and shared with appropriate stakeholders, including the EOT and Policy Group, through briefings and other communications to determine appropriate preparedness, response and recovery actions. Types of intelligence will vary based on incident or event, such as weather, public health, security threats and others.

B. Emergency Notification

In a confirmed emergency or dangerous situation that potentially poses a threat to life safety and health, UF will issue an emergency notification to the University community according to procedures outlined in the Emergency Notification Annex. The University employs a multi-modal approach, using several different methods to inform the campus community under the branding of “UF Alert.” Emergency notifications will follow policies set forth by the Higher Education Opportunity Act of 2008, also known as the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Additional information is location in the Annual Security and Fire Safety Report, *Together for a Safe Campus*.

C. Public Information and Outreach

In an emergency, UF will keep the University community informed by issuing regular public information messages through various means. Public information and outreach activities undertaken in an emergency are detailed in the Public Information Group Annex to this CEMP. University Relations serves as the lead for coordinating public information during an emergency, including information released by college and departmental communications contacts.

VI. Communications

A. Public Safety Communications

Primary public safety radio communications for incident support and response will be provided by UFPD, serving their personnel. UFPD operates on an 800 megahertz Trunked Radio System

(TRS) shared by local public safety agencies. This system is owned and operated by Gainesville Regional Utilities, and is governed through inter-local agreements with user agencies. All subscriber units on the system are programmed to provide interoperable communications with all other public safety agencies on the system, as well as the state-wide 800 MHz mutual aid talk groups. In addition, the system is connected to the Florida Interoperability Network (FIN), which provides for an even greater level of interoperability by providing secure interagency and interoperable communications for Florida's entire community of public safety users with dissimilar systems, enabling more timely and effective emergency responses to critical events daily.

In the event of a major local disaster where many forms of two-way radio communications need to be connected so that arriving emergency responders can communicate, public safety agencies in the region can request the services of the Emergency Deployable Interoperable Communications System (EDICS) housed at the Alachua County Sheriff's Office. Public safety agencies in the region can also request use of the Mutual Aid Radio Cache (MARC) Unit, a mobile self-contained radio system with a 100-foot antenna tower and cache of VHS (74), UHF (15), and 800 MHz (15) portable, mobile, and command station radios programmed with federal and state interoperability channels. During emergencies, communications on local interoperability talk groups and federal/state mutual aid channels/talk groups are coordinated through the Alachua County Combined Communications Center.

B. Departmental Radio Communications

Multiple units at the University, including Student Affairs, Physical Plant Division and UF Health Shands Hospital, maintain FCC licensed radios for daily operations. The UHF/VHF radio systems can be employed during emergency operations to aid their respective departments with communications. Additionally, the systems provide a communications redundancy for those areas in the event of a disruption to the University's telephone/IT network.

C. Warning Point

UFPD maintains a 24/7 dispatch center through its Communications Division. The dispatch center coordinates radio communication for UFPD as well as answering calls for service and monitoring fire and security alarms. Emergency 911 calls are answered by the Alachua County Combined Communications Center which serves as the County's Public Safety Answering Point (PSAP) and is operated by the Alachua County Sheriff's Office. For 911 calls involving the UF campus, the caller is transferred to the UFPD dispatch center for further assistance.

Additionally, the dispatch center serves as the University Warning Point. As the warning point, the dispatch center communicates with the Alachua County and Florida Warning Points (also referred to as the State Watch Office) including initial reporting of incidents and emergencies.

Based upon the scope of an incident and dispatch protocols, appropriate University officials will be notified.

D. Additional Communications Capabilities

The Public Safety Group and the IT Group are responsible for maintaining communications during an emergency that affects the University. Tasks associated with communications are detailed in the Public Safety Group Annex and the IT Group Annex to this CEMP.

VII. Administration, Finance, and Logistics

A. Administration

1. Documentation

Accurate documentation of the University's response to and recovery from a disaster is an important component of emergency operations. Each Support Group and UF unit is responsible for tracking their costs associated with response and recovery expenses. The information will assist in obtaining insurance and FEMA reimbursement, if applicable (reference Section VII. B.).

The Business Group is responsible for providing University-wide guidance related to documentation of contracts, purchases and expenses during an emergency. Additionally, the Employee Group will offer University-wide guidance on tracking and documenting employee time associated with emergency response and recovery efforts. Information tracked for potential FEMA Public Assistance claims should be recorded and maintained in accordance with current versions of *FEMA 322 – Public Assistance Guide* and *FEMA 323 – Public Assistant Applicant's Handbook* (Appendix D, Applicant Recordkeeping Forms and Instructions). Further details on Support Group responsibilities and University actions are provided in the Recovery Incident Annex. All legal documents of either a public or private nature recorded by designated officials must be protected and preserved in accordance with existing laws, statutes and ordinances.

On-scene response and recovery actions will be documented according to normal University, department and UFPD dispatch protocols and procedures. Documentation of EOT actions in the University EOC will be recorded on standardized forms, in WebEOC or by other appropriate mechanism.

Damage assessment information will be gathered and documented according to guidance provided in departmental emergency plan templates and the Significant Incident Annex. Facilities Group will be responsible for compiling damage assessment information.

2. After-Action Reports

Following significant incidents, generally University EOC Level II activations or greater, or at the direction of the Assistant Vice President for Public and Environmental Safety, an after-action process will be followed. The practice will include development of an after-action report (AAR) by Emergency Management through input provided by appropriate stakeholders. The AAR will document the incident and review actions taken as well as identify both strengths and weaknesses observed during the emergency operations. The evaluation process will result in an improvement plan developed through identified corrective actions. Implementation will occur at the appropriate level, ranging from unit-level to University-wide. The goal will be to enhance operational readiness, update plans and procedures and train or retrain personnel as needed. Changes to plans and procedures should be incorporated into future exercises for evaluation.

B. Finance

During response and recovery operations, University departments will track costs incurred during an emergency. If applicable, UF will seek to recover costs through various programs. Two primary methods of assistance and cost recovery are available: Federal Disaster Assistance and State Risk Management Trust Fund. Each is discussed in more detail below and in the Recovery Incident Annex.

1. Federal Disaster Assistance

Federal assistance is provided under The Robert T. Stafford Disaster Relief and Emergency Assistance Act (The “Stafford Act”) and is requested by the Governor through FEMA. The University would apply under the Public Assistance program which contains specific categories of eligible costs.

Normally, Public Assistance is provided with a 75% federal share. The remaining 25% project cost is obtained through State or University funds, or a combination of the two sources. In response to a Presidential Disaster and/or Emergency Declaration, the State will indicate the percentage share it will provide for all Public Assistance grant projects associated with the declaration.

2. State Risk Management Trust Fund

University property is self-insured through the State Risk Management Trust Fund managed by the Florida Department of Financial Services, Division of Risk Management. The limited coverage includes damage to buildings and contents caused by specific perils such as fire,

windstorm and lightning. Claims to the Trust Fund are coordinated through the EH&S Insurance Coordinator, or IFAS Facilities and Operations for IFAS facilities.

E. Logistics

1. Resource Coordination and Management

Each Support Group will coordinate, allocate and manage resources required to facilitate tasks as outlined in the respective Support Group Annex. All departments designated in the Support Group Annexes will furnish resources as required for responsibilities assigned in this CEMP. Supplies and equipment will be provided from current inventories, mutual aid requests, commercial sources, donations or other appropriate sources. Outside resources will be obtained through normal University procurement procedures when possible.

Should UF need immediate outside assistance in emergency response or recovery operations, the University participates in local mutual aid agreements with the following local public safety agencies:

- Alachua County Fire Rescue
- Alachua County Sheriff's Office
- Gainesville Fire Rescue
- Gainesville Police Department

Additionally, the University has entered into the Statewide Mutual Aid Agreement (SMAA), which allows signatories to request assistance (oral or written) during a major disaster. If UF needs assistance in responding to an emergency, the institution can request assistance through the Alachua County EOC. The Emergency Management Group will track outside resources requested through the Alachua County EOC and maintain records of resource and personnel deployment, reassignment, deactivation and demobilization.

2. Donations and Volunteer Management

In an emergency, UF may receive donations and offers for volunteer services. The Student Group will manage donations and volunteers as described in the Student Group Annex.

VIII. Plan Development and Maintenance

A. Plan Development

Development of the CEMP was a participatory process, with involvement obtained from stakeholders across the University. Emergency Management facilitated the planning process in conjunction with the EOT. Individuals and departments provided input into the Plan through

meetings and workshops and were asked to review areas of the document where they had identified roles and responsibilities. This Plan incorporated information from the 2005 University of Florida Emergency Management Plan, when still valid, and supersedes that document.

To coincide with state and local operations and planning, the CEMP was written consistent with the State of Florida Comprehensive Emergency Management Plan and the Alachua County Comprehensive Emergency Management Plan. Additionally, Alachua County Emergency Management participated in several CEMP development meetings and was provided a draft version of the document for comments.

The CEMP adheres to federal standards, including the National Incident Management System (NIMS), and contributes to the institution's commitment to remaining NIMS compliant in order to facilitate interagency coordination between responding agencies. This Plan also conforms to emergency management best practices, references and standards as appropriate (reference Section IX. Authorities and References).

B. Plan Maintenance

Emergency Management, in cooperation with the EOT, will conduct annual training and/or exercises covering Support Group roles and responsibilities under the CEMP and associated annexes. The process will be part of a multi-year training and exercise approach and consistent with the Homeland Security Exercise and Evaluation Program (HSEEP). Exercise records will be maintained by Emergency Management.

The CEMP is designed to be continually adapted and revised as needed to reflect current University operations and structure. Following exercises or implementations of the Plan, After-Action Reports, Improvement Plans and/or Corrective Action Plans will be developed, as applicable, to indicate changes and enhancements to the document. Additionally, Support Groups should regularly review the CEMP along with associated annexes and submit changes on respective portions as needed. Emergency Management will work with appropriate stakeholders to incorporate modifications into the CEMP. Alterations to the document will be noted on the Record of Changes on Page iii.

Emergency Management is authorized to make edits and enhancements to the document as needed. Generally, major updates to the CEMP will occur on an approximate five-year timeframe resulting in a new revision document provided to the Disaster Plan Committee for approval.

C. Plan Distribution

The current version of the CEMP and associated annexes will be maintained by Emergency Management and posted on the department's web site for public access. Support Groups and University colleges and departments should reference the web site for the latest version, referencing the Record of Changes page. When a revision is initially approved by the Disaster Plan Committee, notification will be sent to EOT members and Alachua County Emergency Management.

IX. Authorities and References

A. Authorities

Primary authority for the CEMP is derived from approval of the document by the Disaster Plan Committee. The Committee is a Presidential-level committee with responsibility for establishing University procedures related to emergency management. An approval letter is provided on Page ii.

Additional authority is contained in State University System of Florida Board of Governors Regulation 3.001 (BOG 3.001). The regulation requires each University to maintain an all-hazards based, comprehensive emergency management program to include preparing for, mitigating, responding to and recovering from emergencies. Section 1(b) of the policy requires development and maintenance of a CEMP.

The CEMP uses the foundation provided by the Homeland Security Presidential Directive (HSPD)-5, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) to describe a comprehensive, all-hazards approach to emergency management at UF. The Plan also adheres to Public Law 106-390, the Disaster Mitigation Act of 2000, and Homeland Security Presidential Policy Directive (HSPD)-8: National Preparedness. Additionally, the document was written in accordance with the safety and security requirements outlined in the Higher Education Opportunity Act of 2008.

This Plan also adheres to the National Preparedness Goal, which emphasizes preparedness as an overarching mission that guides the entire emergency management program by identifying five mission areas: prevention, protection, mitigation, response and recovery. Each mission area is supported by several Core Capabilities, which are critical elements needed to reach success in achieving preparedness on the national level. The CEMP allows for coordination with local, state and federal government entities to move towards one goal of preparedness. At the institutional level, UF will engage the whole University community to build and maintain a comprehensive culture of preparedness, using this CEMP as a guide.

The CEMP can be used in conjunction with other emergency operation plans including local, regional and state plans. County and state authorities with which the CEMP coordinates include:

- Alachua County Code Title 2, Chapter 27, Emergencies
- Alachua County Ordinance 08-11
- Florida Administrative Code, Chapter 27P
- Florida Statutes Chapter 22, *Emergency Continuity of Government*
- Florida Statutes Chapter 23, Part 1, *Florida Mutual Aid Act*
- Florida Statutes Chapter 252, *Emergency Management Act*
- State of Florida Executive Order Number 80-29, Disaster Preparedness

Ultimate responsibility for the protection of life, property and environment as well as the preservation of health and safety of the University community rests with UF. Besides this plan, authority for the University to respond to emergencies and to take protective actions to safeguard its community is set forth in the following directives:

- University of Florida Police Department Standards Directive 4230: Bomb Threats
- University of Florida Police Department Standards Directive 4235: Bomb Threat and Evacuation Procedures at Florida Field
- University of Florida Police Department Standards Directive 4300: Disaster Plan
- University of Florida Police Department Standards Directive 4350: Civil Disturbances

UF also complies with the Americans with Disabilities Act (ADA) of 1990, which states that emergency programs, services, activities and facilities must be accessible to people with access and functional needs and may not use eligibility criteria that screen out or tend to screen out people with access and functional needs. ADA requirements include reasonable modifications to policies, practices and procedures when necessary to accommodate persons with access and functional needs and to ensure effective communications with persons with access and functional needs throughout emergencies. Emergency Management will work with the UF ADA Compliance Office, as well as with the UF Disability Resource Center, to appropriately address emergency plans and procedures in accommodating persons with access and functional needs.

B. References

UF created this Plan as a commitment to maintain a safe, secure and disaster resistant and resilient University. In drafting this document, the University employed emergency planning guidance, best practices and regulations at the local, state and federal levels as well as higher-education-specific sources. The following documents and sources were referenced during the planning process:

1. Local
 - Alachua County Comprehensive Emergency Management Plan (CEMP)
2. State

- Florida Comprehensive Emergency Management Plan (CEMP)
 - Florida Emergency Management Capabilities Assessment Checklist (CEMP-002)
3. Federal
- Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101 Version 2
 - National Disaster Recovery Framework
 - National Mitigation Framework
 - National Prevention Framework
 - *National Protection Framework (under development)*
 - National Response Framework
 - National Incident Management System
4. Industry Best Practices
- National Fire Protection Association (NFPA) 1561: Standard on Emergency Services Incident Management System
 - NFPA 1600: Standard on Disaster/Emergency Management and Business Continuity Programs
 - Emergency Management Accreditation Program (EMAP) Standard
5. Higher Education
- Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education
 - International Association of Campus Law Enforcement Administrators (IACLEA) – Campus Emergency Operation Planning Guide