

# UF CEMP Support Group Annex: Emergency Management Group

## Lead Representatives

Department of Emergency Management  
University of Florida Police Department

## Supporting Departments

All Departments representing Support Groups

## External Partners

Alachua County Emergency Management  
City of Gainesville Emergency Management  
Florida Division of Emergency Management  
Shands Hospital Safety & Security

## I. Introduction

### A. Purpose

This Support Group Annex to the University of Florida (UF) Comprehensive Emergency Management Plan (CEMP) establishes actions UF departments must take in support of coordinating and executing emergency management activities required during or after an emergency. This includes maintaining normal/daily operational emergency management support services and providing any additional support services needed as a result of the emergency.

### B. Scope

This Support Group Annex to the University's CEMP identifies actions for activation, initial response, ongoing response, and recovery operations for lead and supporting departments in the Emergency Management Group and external partners that may support the Emergency Management Group during an emergency. This Support Group Annex is an integral component of the CEMP, and as such, shall be implemented as a standard operating guide for UF departments supporting the emergency management activities from within the University EOC. This Support Group Annex supports activities described in the CEMP Basic Plan but does not supersede the Basic Plan. Actions described in this Support Group Annex can be applied to any disaster or emergency at UF; actions outlined in the Incident Action Plan (IAP), created during the emergency response, will describe additional details of the response depending on the specifics of the emergency.

In order to streamline coordination with external agencies, this Support Group Annex is intended to be consistent with the State of Florida CEMP, the Alachua County CEMP, and federal and higher education standards for emergency management.

This Support Group Annex applies to all UF departments assigned herein, with coordination from other departments at UF as well as external partners. This Support Group specifically describes activities that fall within the emergency management operations of the University.

## II. Organization

### A. Emergency Management Structure

The Department assigned as the lead representative in this Support Group Annex will provide a representative to serve in the Emergency Operations Center (EOC). This representative will coordinate tasks detailed in this Support Group Annex and contact additional resources to perform tasks as necessary. Emergency Management Group representatives in the EOC will report on the status of the Emergency Management Group tasks to the Emergency Management Group. The Emergency Management Group will also collect information from all other Support Groups to ensure consistency and coordination in EOC operations. The Emergency Management Group will also serve as a link between the EOC and the Policy Group.

The Emergency Management Group reports directly to the Assistant Vice President for Public and Environmental Safety under the EOC organizational Chart. The Emergency Management Group will work with all Support Groups to ensure appropriate tasking and response actions take place within the EOC. The Emergency Management Group will pursue response actions according to this Annex and as directed by the Assistant Vice President for Public and Environmental Safety, or designee. The Assistant Vice President for Public and Environmental Safety will serve as a liaison between the EOC and the Policy Group, and will relay Policy Group decisions to the Support Groups represented in the EOC as necessary. The Emergency Management Group will facilitate this information flow as necessary, in coordination with the Assistant Vice President for Public and Environmental Safety.

### **B. Coordination with other support groups**

The Emergency Management Group will serve as the lead Support Group in the EOC and will coordinate with all other Support Groups that have been activated to respond. However, Support Groups may coordinate directly with other Support Groups as necessary, as long as they keep the Emergency Management Group informed on actions performed and the status of the response and related tasks for their respective group.

## **III. Concept of Operations**

### **A. General**

The Emergency Management Group is responsible for the overall management and coordination of an emergency affecting UF. In general, all emergency management tasks related to supporting members of the UF community and emergency operations personnel and responders during and after an emergency will come through the Emergency Management Group. This Support Group applies to all UF emergency personnel, as well as emergency responders from external partners that respond to UF, based on the particulars of the emergency. The Emergency Management Group will work with other Support Groups as necessary to perform actions and tasks associated with providing appropriate services and resources to manage the emergency. This may include ensuring day-to-day support operations are continued or enhancing services and/or operations as a result of the emergency.

This Support Group Annex describes the main tasks that the Emergency Management Group will perform during the response to and recovery from an emergency. The Primary Tasks, and Actions associated with completing those tasks, are detailed in the remainder of this Support Group Annex. This Support Group Annex is designed to serve as a guide for Emergency Management Group response and recovery tasks and should remain flexible and scalable depending on the emergency. Response and recovery tasks are not limited to those described in this Support Group Annex, as additional Emergency Management Group tasks may arise as a result of the specifics of the emergency at hand.

### **B. Primary Tasks**

The primary tasks coordinated by the Emergency Management Group in an emergency include:

1. Activate the University CEMP and University EOC, if needed.
2. Gather intelligence (including weather information) regarding the situation before, during, and after the emergency to assist in determining response and recovery actions.
3. Manage University EOC operations and briefings as well as EOT meetings.
4. Provide or identify subject matter expert(s) pertaining to the nature of emergency.
5. Guide Support Groups through response and recovery actions.

Each task, its associated actions, and departmental responsibilities are described in the next section.

#### IV. Actions and Responsibilities

The following tables detail steps that need to be taken to complete the major tasks associated with overall management of an emergency. The tables assign these steps to lead and supporting departments assigned to the Emergency Management Group.

Task #1: Activate the University CEMP and University EOC, if needed.	
Initial Response Actions	
Actions	Responsible Department(s)
Evaluate the emergency or potential emergency to determine the appropriate level of University response. Communicate with first responders, support groups, and/or affected departments as necessary.	Department of Emergency Management University of Florida Police Department
Guide Support Groups/departments on preparedness and response actions as described in the University CEMP. Utilize appropriate portions of the Plan as necessary.	Department of Emergency Management
Based upon the scope of the emergency, determine if activation of the University EOC is necessary. Activate the EOC and notify EOT personnel to respond. Communicate the activation of the EOC to the Policy Group and, as appropriate, the University community.	Department of Emergency Management (In coordination with the Public Information Group)
Convert the UFPD training room in Centrex (UF Building #0132) into the University EOC. Set up needed equipment and supplies.	Department of Emergency Management University of Florida Police Department

Determine needs for University EOC staffing depending on projected duration of the EOC activation and prepare as necessary (i.e. prepare for food and water delivery, supplies for lodging, etc.).	Department of Emergency Management University of Florida Police Department
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**Ongoing Response Actions**

Actions	Responsible Department(s)
Guide departments/Support Groups on ongoing response actions as described in the University CEMP. Use appropriate portions of the Plan as necessary.	Department of Emergency Management
Obtain or replenish needed supplies and equipment for the University EOC throughout the emergency.	Department of Emergency Management University of Florida Police Department

**Recovery Actions**

Actions	Responsible Department(s)
Guide departments/Support Groups on recovery actions as described in the University CEMP. Utilize appropriate portions of the Plan as necessary.	Department of Emergency Management
Assist Support Groups/departments with demobilization tasks, especially those associated with University EOC operations.	Department of Emergency Management University of Florida Police Department
Demobilize the University EOC and return training room to normal operations and set-up.	Department of Emergency Management University of Florida Police Department
Conduct an after action-review/improvement plan process with Support Groups as appropriate, recording lessons learned from the emergency. Make changes to plans and procedures as necessary.	Department of Emergency Management

**Task #2: Manage University EOC operations and briefings as well as EOT meetings.**

**Initial Response Actions**

Actions	Responsible Department(s)
Manage the activation and set-up of the University EOC.	Department of Emergency Management University of Florida Police Department

Contact and brief the Emergency Operations Team (EOT) regarding the emergency and recommend appropriate response and recovery actions.	Department of Emergency Management
Establish a briefing schedule for the University EOC when activated. Notify appropriate EOT staffing to report to the University EOC (or other locations, if appropriate).	Department of Emergency Management
Facilitate communication/briefings between the Assistant Vice President for Public and Environmental Safety and the Policy Group.	Department of Emergency Management
Establish and maintain communications between the University EOC and Incident Command Post (ICP).	University of Florida Police Department
Coordinate with appropriate external partners, such as Alachua County Emergency Management, National Weather Service – Jacksonville, Florida Division of Law Enforcement, and Shands Hospital.	Department of Emergency Management University of Florida Police Department
Assign a UF liaison to the Alachua County EOC as necessary and maintain communications with the Alachua County EOC throughout the emergency.	Environmental Health & Safety University of Florida Police Department
<b>Ongoing Response Actions</b>	
<b>Actions</b>	<b>Responsible Department(s)</b>
Conduct regular University EOC briefings with appropriate Support Groups, focusing on the status of Support Group response actions and pressing issues that have arisen.	Department of Emergency Management
Assist the Vice President for Public and Environmental Safety with compiling pertinent information from Support Groups for briefings for the Policy Group.	Department of Emergency Management University of Florida Police Department
Brief Support Groups on decisions made by the Policy Group.	Department of Emergency Management

Coordinate with appropriate external partners including participation in conference calls with the National Weather Service – Jacksonville, Alachua County Emergency Management, and others. Communicate information gathered from external partners with Support Groups.	Department of Emergency Management
Sustain communication and coordination between the University EOC and the ICP response operations. Adjust or continue recommended response and actions as appropriate.	University of Florida Police Department
Organize shift changes for EOC personnel as needed, depending on the duration of the EOC activation. Facilitate appropriate briefings between shift personnel.	Department of Emergency Management
<b>Recovery Actions</b>	
<b>Actions</b>	<b>Responsible Department(s)</b>
Conduct University EOC briefings on both short- and long-term recovery as appropriate.	Department of Emergency Management
Coordinate with Support Groups to determine the need for and facilitation of additional resources for recovery operations.	Department of Emergency Management
In large emergencies, implement the Recovery Annex to the CEMP, including the appointment of a Recovery Manager.	Department of Emergency Management

**Task #3: Gather intelligence (including weather information) regarding the situation before, during, and after the emergency to assist in determining response and recovery actions.**

<b>Initial Response Actions</b>	
<b>Actions</b>	<b>Responsible Department(s)</b>
Gather intelligence from appropriate sources including information from responders, governmental agencies, media, and other resources.	Department of Emergency Management University of Florida Police Department
Brief appropriate stakeholders regarding the emergency as appropriate including the Emergency Operations Team and Policy Group.	Department of Emergency Management University of Florida Police Department

Analyze information to determine appropriate response and recovery actions, including preparedness activities.	Department of Emergency Management University of Florida Police Department
<b>Ongoing Response Actions</b>	
<b>Actions</b>	<b>Responsible Department(s)</b>
Continue intelligence gathering and briefings of appropriate stakeholders throughout the emergency.	Department of Emergency Management University of Florida Police Department
Communicate and with Alachua County EOC and other local agencies regarding coordination of intelligence.	Department of Emergency Management University of Florida Police Department
<b>Recovery Actions</b>	
<b>Actions</b>	<b>Responsible Department(s)</b>
Gather information and intelligence in support of or in relation to recovery operations.	Department of Emergency Management University of Florida Police Department
File situation reports, status updates, and other intelligence materials produced during the emergency.	Department of Emergency Management University of Florida Police Department

<b>Task #4: Provide or identify subject matter expert(s) pertaining to the nature of emergency.</b>	
<b>Initial Response Actions</b>	
<b>Actions</b>	<b>Responsible Department(s)</b>
Contact appropriate subject matter experts, either internal or external to the University. (For many situations, the contact will be a member of the Emergency Operations Team and coordinated with Task #2.)	Department of Emergency Management
Evaluate information from subject matter experts for determining appropriate response and recovery actions.	Department of Emergency Management
<b>Ongoing Response Actions</b>	
<b>Actions</b>	<b>Responsible Department(s)</b>
Continue use of subject matter experts as appropriate, including participation in briefings and University EOC activations.	Department of Emergency Management
<b>Recovery Actions</b>	

Actions	Responsible Department(s)
Demobilize subject matter experts as appropriate.	Department of Emergency Management

**Task #5: Guide Support Groups through response and recovery actions.**

**Initial Response Actions**

Actions	Responsible Department(s)
Ensure each Support Group assigns a representative to the University EOC, if it is activated.	Department of Emergency Management (In coordination with all Support Groups)
Ensure each Support Group has access to the University CEMP and associated Support Group Annex for the duration of the emergency.	Department of Emergency Management (In coordination with all Support Groups)
As needed, guide Support Group representatives to appropriate portions of the University CEMP with appropriate response actions depending on the specifics of the emergency.	Department of Emergency Management

**Ongoing Response Actions**

Actions	Responsible Department(s)
Facilitate Support Groups in addressing appropriate response actions as outlined in the Support Group Annexes to the University CEMP.	Department of Emergency Management
Sustain communications between and among Support Groups, the Policy Group, the ICP, and appropriate external partners.	Department of Emergency Management University of Florida Police Department
Monitor for the safety of University EOC personnel throughout the emergency and/or assign a Safety Officer to serve in the EOC.	Department of Emergency Management University of Florida Police Department

**Recovery Actions**

Actions	Responsible Department(s)
Facilitate Support Groups in addressing appropriate recovery actions as outlined in the Support Group Annexes to the University CEMP.	Department of Emergency Management
Manage recovery operations as outlined in the Recovery Annex to the University CEMP.	Department of Emergency Management



Coordinate with the assigned Recovery Manager to communicate recovery actions to Support Groups, the Policy Group, and external partners as appropriate.	Department of Emergency Management
Create a demobilization plan, if appropriate, and implement demobilization for personnel and equipment. Guide Support Groups through the demobilization process.	Department of Emergency Management
Receive updates from Support Groups through University EOC briefings. Resolve issues as appropriate.	Department of Emergency Management (In coordination with all Support Groups)

**V. References**

- University of Florida Comprehensive Emergency Management Plan
- University of Florida Police Department Standards Directive 4300: Disaster Plan
- Alachua County Comprehensive Emergency Management Plan
- State of Florida Comprehensive Emergency Management Plan