

UF CEMP Support Group Annex: Facilities Group

Lead Representatives

Institute of Food and Agricultural Sciences (IFAS) Facility
Operations
Planning, Design & Construction
Physical Plant Division

Supporting Departments

Health Affairs
Housing & Residence Education (HRE) Facilities Management
J. Wayne Reitz Union
University Athletic Association (UAA)

External Partners

Construction contractors
UF Health Shands Hospital
Utility providers (Progress Energy, GRU)
Vendor contracts (including emergency response)

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 that address facilities services required during or after an emergency. This includes maintaining normal/daily operational support services and providing any additional support services needed as a result of the emergency.

B. Scope

This Support Group Annex to the Universities CEMP identifies actions for activation, initial response, ongoing response, and recovery operations for lead and supporting departments in the Facilities Group and external partners that may support the Facilities 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 Base Plan but does not supersede the Base Plan. Actions described in this

Support Annex can be applied to any 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 facilities operations of the University.

II. Organization

A. Emergency Management Structure

The Departments assigned as the lead representatives in this Support Group Annex will provide representatives to serve in the Emergency Operations Center (EOC). These representatives will coordinate tasks detailed in this Support Group Annex and contact additional resources to perform tasks as necessary. The Facilities Group representatives in the EOC will report on the status of the Facilities Group tasks to the Emergency Management Group, on a regular basis and as required.

The Facilities Group reports directly to the Emergency Management Group under the EOC organizational chart. The Emergency Management Group will work with all Support Groups to ensure appropriate tasking and response actions take place. The Facilities Group will pursue response actions according to this Annex and as directed by the Emergency Management Group, which reports directly to the University Administrator filled 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.

B. Coordination with other support groups

Through the Facilities Group representatives in the EOC, the Facilities Group will coordinate with all other Support Groups that have been activated to respond. The Emergency Management Group will serve as the coordination point for all Support Groups in the EOC. 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 Facilities Group is responsible for supporting and managing the University's facilities and utilities infrastructure throughout an emergency. This Support Group applies to all UF facilities and utilities, but may be scaled to account for specific utilities and facilities, depending on those that have been affected by the emergency. In general, all tasks associated with supporting the facilities and utilities infrastructure during and after an emergency will come through the Facilities Group. The Facilities Group will work with other Support Groups to perform actions and tasks associated with ensuring that essential facilities and utilities remain operational during an emergency and are repaired appropriately after an emergency. This may include continuing day-to-day support operations or enhancing services and/or operations as a result of the emergency.

This Support Group Annex describes the main tasks that the Facilities 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 Facilities 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 Facilities Group tasks may arise as a result of the specifics of the emergency at hand.

B. Primary Tasks

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

1. Conduct and document damage assessment information including assessing physical structures, utilities, and other infrastructure on campus, and other UF properties, for damages.
2. Coordinate the repair and/or restoration of University buildings, infrastructure, and property including emergency repairs.
3. Maintain and repair utilities on campus (including electric, water, waste water, natural gas, and steam) and coordinate with external utility providers to determine outage information.
4. Conduct debris clearance, removal, and disposal operations as necessary.
5. Maintain efforts to keep campus roads passable and functional.
6. Provide for the operation of generators and pumps including refueling and maintenance.
7. Provide for motor pool services in support of response and recovery operations including fueling and maintenance.
8. Coordinate resources, including heavy equipment and extra personnel, for response and recovery operations as needed.
9. Facilitate preparedness actions, security, damage assessment, and recovery at construction sites in coordination with construction contractors.

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 providing facilities services during and after an emergency. The tables assign these steps to lead and supporting departments assigned to the Facilities Group.

Task #1: Conduct and document damage assessment information including assessing physical structures, utilities, and other infrastructure on campus, and other UF properties, for damages.

Initial Response Actions

Actions	Responsible Department(s)
Coordinate with UFPD and UFDEM to conduct an initial “windshield” damage assessment. PPD will compile and report information gathered from other UF physical plant operations, units, and auxiliaries.	HRE Facilities Management IFAS Facility Operations Physical Plant Division UAA (in coordination with the Public Safety Group and Emergency Management Group)
Based on the initial damage assessment, prioritize restoration needs based on essential functions.	Physical Plant Division (in coordination with the Facilities Group)
Assess damage to utilities in coordination with utility providers. Obtain assistance from external partners and vendors if damages exceed the capabilities of PPD.	Physical Plant Division
Monitor construction sites currently in operation for impacts or issues.	Planning, Design & Construction
Ongoing Response Actions	
Actions	Responsible Department(s)
Provide updates to University EOC regarding damages and infrastructure issues.	Physical Plant Division
Conduct and document detailed damage assessments including for building exteriors and interiors. PPD will compile and report information gathered from other UF physical plant operations, units, and auxiliaries.	HRE Facilities Management IFAS Facility Operations Physical Plant Division UAA
Coordinate with Building Emergency Coordinators on reporting damages to the appropriate work management center in their assigned areas, including electronic photographs. The online damage reporting tool maintained by Planning, Design & Construction will be utilized for this purpose.	Planning, Design & Construction HRE Facilities Management IFAS Facility Operations Physical Plant Division
Recovery Actions	
Actions	Responsible Department(s)
Document damage and information for insurance and FEMA reimbursement, if applicable.	HRE Facilities Management IFAS Facility Operations Physical Plant Division UAA

Task #2: Coordinate the repair and/or restoration of University buildings, infrastructure, and property including emergency repairs.

Initial Response Actions

Actions	Responsible Department(s)
Prioritize and deploy repair and restoration efforts based on life-safety issues and essential functions.	Planning, Design & Construction HRE Facilities Management IFAS Facility Operations Physical Plant Division UAA
Determine the need for external and vendor-provided resources, including personnel and equipment, necessary to conduct repairs and restoration work.	Planning, Design & Construction HRE Facilities Management IFAS Facility Operations Physical Plant Division UAA

Ongoing Response Actions

Actions	Responsible Department(s)
Obtain additional resources (including vendor contracts) for repair and/or restoration efforts, if needed.	Planning, Design & Construction HRE Facilities Management IFAS Facility Operations Physical Plant Division UAA
Provide updates to the University EOC regarding repair and restoration efforts and timelines.	Physical Plant Division

Recovery Actions

Actions	Responsible Department(s)
Continue repair and/or restoration work until campus is returned to normal operations. Update the University EOC of immediate, short-term recovery work. Continue long-term recovery work through the day-to-day operations of appropriate University departments and procedures.	Planning, Design & Construction HRE Facilities Management IFAS Facility Operations Physical Plant Division UAA
Coordinate with construction contractors on issues impacting University construction projects.	Planning, Design & Construction

Document repair and/or restoration information for insurance and FEMA reimbursement, if applicable.	Planning, Design & Construction HRE Facilities Management IFAS Facility Operations Physical Plant Division UAA
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Task #3: Maintain and repair utilities on campus (including electric, water, waste water, natural gas, and steam) and coordinate with external utility providers to determine outage information.

Initial Response Actions

Actions	Responsible Department(s)
Assess impacts to utilities and facilitate initial repairs.	Physical Plant Division
Coordinate with utility providers on repair and/or restoration issues.	Physical Plant Division
Provide updates to the University EOC regarding utility impacts, outages and disruptions.	Physical Plant Division
Coordinate with the Public Information Group to communicate outage information to the campus community.	Physical Plant Division (in coordination with the Public Information Group)

Ongoing Response Actions

Actions	Responsible Department(s)
Continue to monitor utilities for impacts and communicate with utility providers on internal or external issue which could disrupt campus service.	Physical Plant Division
Provide updates to the Campus EOC and campus community regarding utility disruptions and outages.	Physical Plant Division (in coordination with the Public Information Group)

Recovery Actions

Actions	Responsible Department(s)
Restore utilities to normal operating conditions in coordination with utility providers.	Physical Plant Division

Task #4: Conduct debris clearance, removal, and disposal operations as necessary.

Initial Response Actions

Actions	Responsible Department(s)
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Assess and prioritize debris removal needs during the initial “windshield” damage assessment.	Physical Plant Division (in coordination with the Public Safety Group)
Determine the need for external and vendor provided resources, including personnel and equipment, necessary to conduct debris operations.	Physical Plant Division
Ongoing Response Actions	
Actions	Responsible Department(s)
Conduct debris clearance and removal operations. Prioritize efforts based on life safety and essential functions.	Physical Plant Division
Recovery Actions	
Actions	Responsible Department(s)
Move debris to the permitted, temporary debris storage site and coordinate permanent disposal/recycling.	Physical Plant Division
Document debris operations for insurance and FEMA reimbursement, if applicable.	Physical Plant Division

Task #5: Maintain efforts to keep campus roads passable and functional.	
Initial Response Actions	
Actions	Responsible Department(s)
Work with UFPD to conduct an initial assessment of campus roadways.	Physical Plant Division (in coordination with the Public Safety Group)
Provide updates to the University EOC and campus community regarding road closures.	Physical Plant Division (in coordination with the Public Information Group)
Place signage or barriers to block access and traffic, including pedestrian, on hazardous or blocked roads.	Physical Plant Division (in coordination with the Public Safety Group)
Ongoing Response Actions	
Actions	Responsible Department(s)
Continue to clear roadways. Prioritize efforts based on life safety and essential functions.	Physical Plant Division

Maintain and provide updated information on road closures or disruptions.	Physical Plant Division (in coordination with the Public Information Group)
Recovery Actions	
Actions	Responsible Department(s)
Restore campus roadways to normal operating conditions.	Physical Plant Division
Document road clearance and repair operations for insurance and FEMA reimbursement, if applicable.	Physical Plant Division

Task #6: Provide for the operation of generators and pumps including refueling and maintenance.	
Initial Response Actions	
Actions	Responsible Department(s)
In coordination with other physical plants, units, and auxiliaries, maintain the master list of campus generators and pumps.	Physical Plant Division (in coordination with the Facilities Group)
Determine generator use and needs following the emergency.	Physical Plant Division (in coordination with the Facilities Group)
Deploy available portable generators. Prioritize based on life safety issues and essential functions.	Physical Plant Division (in coordination with the Facilities Group)
Ongoing Response Actions	
Actions	Responsible Department(s)
Develop and implement a refueling plan to support generator operations. Prioritize based on life safety issues and essential functions.	Physical Plant Division (in coordination with the Facilities Group)
Coordinate requests for and fulfillment of generators for University units, including use of vendor support. Prioritize based on life safety issues and essential functions.	Physical Plant Division (in coordination with the Facilities Group)
Recovery Actions	
Actions	Responsible Department(s)
Restore power to buildings and reduce the need for generators.	Physical Plant Division

Assess generators for maintenance and repair following use.	HRE Facilities Management IFAS Facility Operations Physical Plant Division UAA
Document generator operations for insurance and FEMA reimbursement, if applicable.	HRE Facilities Management IFAS Facility Operations Physical Plant Division UAA

Task #7: Provide for motor pool services in support of response and recovery operations including fueling and maintenance.

Initial Response Actions	
Actions	Responsible Department(s)
Maintain motor pool services in support of emergency operations, including extended hours and service, if necessary.	Physical Plant Division
Ongoing Response Actions	
Actions	Responsible Department(s)
Maintain adequate fuel supply and coordinate supply issues fuel vendor(s).	Physical Plant Division
Provide service and maintenance support to vehicles used in response and recovery operations as necessary.	Physical Plant Division
Recovery Actions	
Actions	Responsible Department(s)
Provide/facilitate repairs and maintenance to University vehicles as necessary, including vehicles damaged as a result of the emergency.	Physical Plant Division

Task #8: Coordinate resources, including heavy equipment and extra personnel, for response and recovery operations as needed.

Initial Response Actions	
Actions	Responsible Department(s)

Coordinate with the Emergency Management Group to assess the need for personnel and equipment resources to assist in response and recovery efforts.	HRE Facilities Management IFAS Facility Operations Physical Plant Division UAA (in coordination with the Emergency Management Group)
Determine the need for and deploy heavy equipment for the response, if needed. Maintain a listing of available heavy equipment.	IFAS Facility Operations Physical Plant Division
Ongoing Response Actions	
Actions	Responsible Department(s)
Monitor the use of heavy equipment and track heavy equipment resources being used for response and recovery operations. Monitor safe use of heavy equipment.	IFAS Facility Operations Physical Plant Division
Continue deployment of personnel and equipment as necessary. Track personnel and monitor safety.	HRE Facilities Management IFAS Facility Operations Physical Plant Division UAA (in coordination with the Emergency Management Group)
Recovery Actions	
Actions	Responsible Department(s)
Demobilize and return heavy equipment.	IFAS Facility Operations Physical Plant Division
Demobilize personnel and other equipment.	Planning, Design & Construction HRE Facilities Management IFAS Facility Operations Physical Plant Division UAA
Document equipment and personnel use for insurance and FEMA reimbursement, if applicable.	Planning, Design & Construction HRE Facilities Management IFAS Facility Operations Physical Plant Division UAA

Task #9: Facilitate preparedness actions, security, damage assessment, and recovery at construction sites in coordination with construction contractors.

Initial Response Actions

Actions	Responsible Department(s)
Assess construction sites for impacts and issues.	Planning, Design & Construction IFAS Facility Operations
Coordinate with contractors regarding the status of construction sites and altered University operations.	Planning, Design & Construction IFAS Facility Operations

Ongoing Response Actions

Actions	Responsible Department(s)
Coordinate with contractors to secure and repair construction sites.	Planning, Design & Construction IFAS Facility Operations

Recovery Actions

Actions	Responsible Department(s)
Return construction sites to normal operations in coordination with contractors. Facilitate any project changes, including schedules, resulting from the emergency.	Planning, Design & Construction IFAS Facility Operations

V. References

- Master List of Campus Generators
- PPD Emergency Plan