

UF CEMP Support Group Annex: Health Group

Lead Representatives

Student Health Care Center
University Counseling & Wellness Center

Supporting Departments

Employee Assistance Program
Health Affairs and associated Colleges
University Counseling Resource Network (UCRN)

External Partners

Alachua County Crisis Center
Alachua County Fire Rescue (EMS provider)
Alachua County Health Department
Protocall Services (CWC and EAP)
Santa Fe College Crisis Response Team
State of Florida Counseling Centers MOU
UF Health

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 health 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 University CEMP identifies actions for activation, initial response, ongoing response, and recovery operations for lead and supporting departments in the Health Group and external partners that may support the Health 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 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 health 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 Health Group representatives in the EOC will report on the status of the Health Group tasks to the Emergency Management Group, on a regular basis and as required.

The Health 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 Health 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 Health Group representatives in the EOC, the Health 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 Health Group is responsible for supporting and managing tasks related to the health and medical needs of the University community during and after an emergency. This Support Group applies to all members of the UF community, but may be scaled to account for particular groups or sectors of the UF community. In general, all tasks related to supporting members of the UF community for health and medical needs during and after an emergency will come through the Health Group. The Health Group will work with other Support Groups as necessary to perform actions and tasks associated with ensuring that University health and medical issues are attended to using appropriate services and resources provided by the University. 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 Health 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 Health 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 Health Group tasks may arise as a result of the specifics of the emergency at hand.

B. Primary Tasks

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

1. Provide information and recommendations during public health emergencies, with the SHCC director serving as the University’s lead public health official.
2. Provide health services and resources, including medical and behavioral health, for UF students and employees.
3. Provide for health services needs in shelters, including medical and counseling staffing.
4. Coordinate operations and programs specific to public health such as mass vaccination clinics and alternate medical treatment sites, in response to public health emergencies.
5. Facilitate information and education for the University community regarding health aspects of an emergency.

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 health services during and after an emergency. The tables assign these steps to lead and supporting departments assigned to the Health Group.

Task #1: Provide information and recommendations during public health emergencies, with the SHCC director serving as the University’s lead public health official.	
Initial Response Actions	
Actions	Responsible Department(s)
Monitor for public health threats or potential threats with SHCC Director serving as the University’s lead public health official.	Student Health Care Center (in coordination with the Emergency Management Group)
Provide information and recommendations to the Emergency Operations Team on situation and University actions.	Student Health Care Center (in coordination with the Emergency Management Group)

Provide information and education for the campus community.	Student Health Care Center (in coordination with the Public Information Group)
Coordinate with Alachua County Health Department and other appropriate state and federal agencies regarding the issue and recommended actions.	Student Health Care Center
Ongoing Response Actions	
Actions	Responsible Department(s)
Maintain coordination with Alachua County Health Department and other appropriate agencies regarding University actions and recommendations.	Student Health Care Center
Provide updates to the Emergency Operations Team regarding the emergency, University actions, and recommendations. Employ the Emergency Operations Team structure for coordinating campus-wide impacts and operations.	Student Health Care Center (in coordination with the Emergency Management Group)
Continue information and education outreach with the University community regarding the emergency.	Student Health Care Center (in coordination with the Public Information Group)
Track occurrences and impacts of the public health threat in the campus community as much as possible.	Student Health Care Center (in coordination with the Student Group and the Employee Group)
Recovery Actions	
Actions	Responsible Department(s)
Coordinate resources for short and long term medical and behavioral health recovery issues resulting from the emergency.	Student Health Care Center University Counseling & Wellness Center (in coordination with the Student Group and the Employee Group)

Task #2: Provide health services and resources, including medical and behavioral health, for UF students and employees.

Initial Response Actions	
Actions	Responsible Department(s)

Provide increased services, including additional staffing and hours (potentially 24/7), for the Student Health Care Center and University Counseling & Wellness Center in support of the emergency.	Student Health Care Center University Counseling & Wellness Center
Coordinate behavioral health professionals, including the University Counseling Resource Network, in support of emergency response and recovery operations.	University Counseling & Wellness Center
Ongoing Response Actions	
Actions	Responsible Department(s)
Provide and maintain medical and health services for UF students and employees in response to the emergency.	Student Health Care Center University Counseling & Wellness Center
Coordinate with UF Health and other community providers regarding emergency operations.	Student Health Care Center UF Health
Communicate with the campus community regarding medical and health resources available including locations, hours, and services.	Student Health Care Center University Counseling & Wellness Center (in coordination with the Public Information Group)
Recovery Actions	
Actions	Responsible Department(s)
Demobilize additional health and medical resources and return to normal operations.	Student Health Care Center University Counseling & Wellness Center
Coordinate behavioral health issues following the emergency including counseling, referrals, and follow-up care.	University Counseling & Wellness Center

Task #3: Provide for health services needs in shelters, including medical and counseling staffing.	
Initial Response Actions	
Actions	Responsible Department(s)
Provide medical and counseling staffing for UF shelters. Develop and implement an appropriate staffing plan based on the situation and projected duration of the emergency. (Prepare for the potential for child and adult guests.)	Student Health Care Center University Counseling & Wellness Center

Staff shelter(s) with a minimum of two medical professionals, including one Registered Nurse.	Student Health Care Center
Staff shelter(s) with a minimum of two behavioral health professionals, including one licensed counselor.	University Counseling & Wellness Center
Stock appropriate medical supplies for shelter medical operations.	Student Health Care Center
Ongoing Response Actions	
Actions	Responsible Department(s)
Maintain medical and counseling support at shelter(s) including adequate staff and supplies.	Student Health Care Center University Counseling & Wellness Center
Recovery Actions	
Actions	Responsible Department(s)
Demobilize staffing and resources when the shelter(s) closes.	Student Health Care Center University Counseling & Wellness Center
Document expenses for insurance and FEMA reimbursement, if applicable.	Student Health Care Center University Counseling & Wellness Center

Task #4: Coordinate operations and programs specific to public health such as mass vaccination clinics and alternate medical treatment sites, in response to public health emergencies.	
Initial Response Actions	
Actions	Responsible Department(s)
Implement an appropriate health response to the emergency including mass vaccination clinic(s) and alternate medical treatment site(s) as needed.	Student Health Care Center University Counseling & Wellness Center
Provide information and actions, such as symptom recognition and isolation procedures, for University units in response to the emergency.	Student Health Care Center
Coordinate emergency operations with the Alachua County Health Department along with appropriate state and federal agencies.	Student Health Care Center
Coordinate with Shands HealthCare and other community providers regarding emergency operations.	Student Health Care Center University Counseling & Wellness Center

Ongoing Response Actions	
Actions	Responsible Department(s)
Maintain the health response to the emergency and evaluate the situation for continued actions.	Student Health Care Center (in coordination with the Emergency Management Group)
Manage “worried well” patients to lessen impacts on emergency response operations.	Student Health Care Center University Counseling & Wellness Center
If a point-of-dispensing (POD) site is needed on campus, coordinate with the Alachua County Health Department and other appropriate state and federal agencies to implement and operate.	Student Health Care Center (in coordination with other support groups)
Coordinate with Health Affairs Colleges on augmenting medical staffing for University operations.	Student Health Care Center (in coordination with the Student Group)
Recovery Actions	
Actions	Responsible Department(s)
Demobilize health and medical staffing and resources. Return to normal operations.	Student Health Care Center University Counseling & Wellness Center
Document expenses for insurance and FEMA reimbursement, if applicable.	Student Health Care Center University Counseling & Wellness Center

Task #5: Facilitate information and education for the University community regarding health aspects of an emergency.	
Initial Response Actions	
Actions	Responsible Department(s)
Provide information for the campus community regarding actual or potential health impacts associated with the emergency.	Student Health Care Center University Counseling & Wellness Center (in coordination with the Public Information Group)
Coordinate messages with the Alachua County Health Department and other appropriate state and federal agencies.	Student Health Care Center University Counseling & Wellness Center (in coordination with the Public Information Group)
Ongoing Response Actions	
Actions	Responsible Department(s)

Maintain information and communication regarding actual or potential health impacts associated with the emergency.	Student Health Care Center University Counseling & Wellness Center (in coordination with the Public Information Group)
Serve as an information source for questions from students and employees regarding health impacts associated with the emergency.	Student Health Care Center University Counseling & Wellness Center (in coordination with the Public Information Group)
Track health impacts from the emergency on and in the University community as possible.	Student Health Care Center (in coordination with the Student Group and the Employee Group)
Recovery Actions	
Actions	Responsible Department(s)
Provide information for the campus community regarding potential long-term health impacts associated with the emergency, including post-trauma issues and counseling of response workers.	Student Health Care Center University Counseling & Wellness Center (in coordination with Public Information Group)

V. References

- Alachua County Strategic National Stockpile Annex
- Local Disaster Behavioral Health Planning Guide and Resources