

UF CEMP Support Group Annex: Public Safety

Lead Representatives

Environmental Health & Safety
University of University of Florida Police Department

Supporting Departments

Enrollment Management
Shands Hospital Safety & Security

External Partners

Alachua County Emergency Management
Alachua County Fire Rescue
Alachua County Sheriff's Office
Gainesville Emergency Management [GFR]
Gainesville Fire Rescue Gainesville Police Department
(Other local, state, and federal public safety agencies)

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

The Public Safety 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 Public Safety 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 Public Safety Group representatives in the EOC, the Public Safety 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 Public Safety Group is responsible for supporting and managing tasks related to the public safety needs of the University community during and after an emergency. This Support Group applies to all members of the UF community and UF campuses, but may be scaled to account for particular groups or sectors of the UF community, or specific campuses or areas of a campus. In general, all tasks related to supporting members of the UF community for public safety needs during and after an emergency will come through the Public Safety Group. The Public Safety Group will work with other Support Groups as necessary to perform actions and tasks associated with ensuring that University public safety needs 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 Public Safety 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 Public Safety 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 Public Safety Group tasks may arise as a result of the specifics of the emergency at hand.

B. Primary Tasks

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

1. Provide for the safety and security of the University, including lives, property and environment.
2. Coordinate with, support, and gather information from the Incident Command Post(s) (ICP).
3. Provide representation in the Alachua County EOC as needed.
4. Assist in the damage assessment of University facilities and infrastructure, including the identification of potential hazards.
5. Control access to areas impacted by the emergency.
6. Coordinate response and recovery issues involving research and laboratory materials impacted by the emergency.
7. Provide law enforcement staffing at shelters.
8. Monitor compliance with the Incident Command System (ICS) throughout the 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 public safety services during and after an emergency. The tables assign these steps to lead and supporting departments assigned to the Public Safety Group.

Task #1: Provide for the safety and security of the University, including lives, property and environment.	
Initial Response Actions	
Actions	Responsible Department(s)
Evaluate the scale and type of the emergency and determine safety and emergency response actions and resources needed.	University of Florida Police Department
Request additional resources if needed, including use of the Statewide Mutual Aid Agreement (SMAA) and other agreements.	University of Florida Police Department (In coordination with Emergency Management Group)

Evacuate and limit access to areas impacted by the emergency as appropriate.	University of Florida Police Department
Initiate investigation and control crime scene if the emergency is or potentially is criminal in nature.	University of Florida Police Department
Evaluate hazardous materials impacted or potentially impacted by the emergency and respond as appropriate.	Environmental Health & Safety
Issue emergency notifications (UF Alerts) as needed.	University of Florida Police Department (In coordination with the Public Information Group)
Ongoing Response Actions	
Actions	Responsible Department(s)
Continue on-going emergency response and recovery actions as appropriate with a focus on life-safety issues followed by protection of property and environment.	Environmental Health & Safety University of Florida Police Department
Limit access to and secure unsafe, impacted, and evacuated areas.	Environmental Health & Safety University of Florida Police Department
Manage and maintain public safety radio communications with agencies responding on campus.	University of Florida Police Department
Assist city and county agencies with fire and rescue/medical operations on campus as necessary.	University of Florida Police Department
Provide information regarding location and quantity of radiological, chemical, biological, and other hazardous materials.	Environmental Health & Safety
Recovery Actions	
Actions	Responsible Department(s)
Resolve safety and security issues associated with the short- and long-term recovery from the emergency.	Environmental Health & Safety University of Florida Police Department

Evaluate locations with hazardous materials impacted by the emergency and coordinate remediation and clean-up as needed.	Environmental Health & Safety
Monitor recovery operations for hazard and safety issues.	Environmental Health & Safety University of Florida Police Department
Limit access and secure impact areas which have not been repaired or restored.	University of Florida Police Department
Demobilize resources, including staff and equipment, as appropriate and return to normal operations.	Environmental Health & Safety University of Florida Police Department

Task #2: Coordinate with, support, and gather information from the Incident Command Post(s) (ICP).

Initial Response Actions

Actions	Responsible Department(s)
Designate a liaison officer to facilitate information between the ICP and the University EOC.	University of Florida Police Department
Designate a liaison officer to facilitate information between the Shands Hospital EOC and the University EOC.	University of Florida Police Department

Ongoing Response Actions

Actions	Responsible Department(s)
Maintain communications with ICPs as needed.	University of Florida Police Department
Coordinate response actions between ICPs and the University EOC.	University of Florida Police Department
Provide support and resources as requested by the ICPs.	University of Florida Police Department (In coordination with appropriate Support Groups)

Recovery Actions

Actions	Responsible Department(s)
Assist ICPs with demobilization needs.	University of Florida Police Department (In coordination with appropriate Support Groups)

Task #3: Provide representation in the Alachua County EOC as needed.

Initial Response Actions	
Actions	Responsible Department(s)
Designate a UF liaison to the Alachua County EOC, to represent the University during activations and briefings.	University of Florida Police Department (In coordination with Emergency Management Group)
Ongoing Response Actions	
Actions	Responsible Department(s)
Maintain communication between the Alachua County EOC and the University EOC. The UF liaison should facilitate information flow and coordination.	University of Florida Police Department
Recovery Actions	
Actions	Responsible Department(s)
Demobilize the UF liaison in the Alachua County EOC as appropriate.	University of Florida Police Department

Task #4: Assist in the damage assessment of University facilities and infrastructure, including the identification of potential hazards.

Initial Response Actions	
Actions	Responsible Department(s)
Coordinate the initial “windshield” damage assessment of campus following the emergency to determine the scope of impact.	University of Florida Police Department (In coordination with the Facilities Group)
Identify hazardous areas resulting from the emergency.	Environmental Health & Safety University of Florida Police Department (In coordination with the Facilities Group)
Determine the status of key infrastructure and facilities including utilities and areas supporting life safety operations.	Environmental Health & Safety University of Florida Police Department (In coordination with the Facilities Group)
Ongoing Response Actions	
Actions	Responsible Department(s)
Support the Facilities Group in a detailed damage assessment process.	Environmental Health & Safety (In coordination with the Facilities Group)
Inspect damaged buildings that pose potential safety issues for occupants and take appropriate actions including limiting access or condemning.	Environmental Health & Safety (In coordination with the Facilities Group)

Recovery Actions	
Actions	Responsible Department(s)
Coordinate with Building Emergency Coordinators and other stakeholders to document damage information for insurance and FEMA reimbursement purposes.	Environmental Health & Safety (In coordination with the Facilities Group)
Assist the Facilities Group in documenting damages to University property resulting from the emergency.	Environmental Health & Safety (In coordination with the Facilities Group)

Task #5: Control access to areas impacted by the emergency.

Initial Response Actions	
Actions	Responsible Department(s)
Determine areas unsafe or damaged as a result of the emergency and restrict or limit access.	Environmental Health & Safety University of Florida Police Department
Secure damaged buildings and buildings in areas of restricted or limited access.	University of Florida Police Department

Ongoing Response Actions	
Actions	Responsible Department(s)
Maintain perimeter control and security of unsafe or damaged areas.	University of Florida Police Department
Consider safety issues for those entering restricted or limited access areas.	Environmental Health & Safety University of Florida Police Department

Recovery Actions	
Actions	Responsible Department(s)
Initiate long-term security measures for University buildings and areas that remain damaged or unsafe for an extended period of time.	University of Florida Police Department
Demobilize resources as buildings and areas are returned to normal access.	Environmental Health & Safety University of Florida Police Department

Task #6: Coordinate response and recovery issues involving research and laboratory materials impacted by the emergency.

Initial Response Actions	
Actions	Responsible Department(s)

Determine if research and laboratory materials and locations have been impacted by the emergency.	Environmental Health & Safety
Contact Principal Investigators (or appropriate staff) whose labs have been impacted by the emergency.	Environmental Health & Safety
Determine resources needed to respond to any hazardous materials incidents resulting from the emergency.	Environmental Health & Safety
Coordinate remediation and clean-up of hazardous materials in impacted laboratories or other locations.	Environmental Health & Safety
Ongoing Response Actions	
Actions	Responsible Department(s)
Inspect laboratories in areas impacted by the Emergency for safety issues.	Environmental Health & Safety
Secure or relocate hazardous materials located in laboratories impacted by the emergency.	Environmental Health & Safety
Recovery Actions	
Actions	Responsible Department(s)
Coordinate with Principal Investigators (or appropriate staff) on restoring impacted laboratories to normal operations.	Environmental Health & Safety
Collect and dispose of hazardous materials as appropriate.	Environmental Health & Safety

Task #7: Provide law enforcement staffing at shelters.

Initial Response Actions	
Actions	Responsible Department(s)
Determine and assign appropriate law enforcement staffing for shelters located on campus.	University of Florida Police Department
Ongoing Response Actions	
Actions	Responsible Department(s)

Maintain law enforcement staffing at shelters located on campus to provide safety and security for shelter guests.	University of Florida Police Department
Recovery Actions	
Actions	Responsible Department(s)
Assist with deactivation of shelters, including aiding guests in leaving after the shelter closes.	University of Florida Police Department
Demobilize law enforcement personnel and equipment from shelters upon closure.	University of Florida Police Department

Task #8: Monitor compliance with the Incident Command System (ICS) throughout the emergency.	
Initial Response Actions	
Actions	Responsible Department(s)
Establish incident command and follow appropriate National Incident Management System (NIMS) ICS procedures on scene of the emergency.	University of Florida Police Department
Ongoing Response Actions	
Actions	Responsible Department(s)
Maintain an appropriate ICS structure in responding to the emergency.	University of Florida Police Department
Facilitate ICS/EOC interface through the appointment of an IC liaison (reference Task #3).	University of Florida Police Department
Recovery Actions	
Actions	Responsible Department(s)
Demobilize the ICS structure and terminate incident command as appropriate.	University of Florida Police Department

V. References

- EH&S Chemical Hygiene Plan
- EH&S Lab Safety Manual
- University of Florida Police Department Standards Directive 4300