[Insert Department Name]

Emergency Plan

[Change cover to reflect department identity and document standards]



[Insert Plan Version Date]

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Red Text = complete and delete

Blue Highlight = Academic Areas

Green Highlight = Public Venue Areas

Pink Highlight = Research Areas

Grey Highlight = Clinical Areas

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Approval and Implementation

This [insert department] Emergency Plan describes the procedures and organizational structure by which the unit will respond to an actual or potential emergency. This document has been developed to support the UF Comprehensive Emergency Management Plan (CEMP). Specifically, it addresses the operations, functions, roles and responsibilities that [insert department] will have in response to and recovery from an emergency. This signature acknowledges the acceptance of this Plan as the primary emergency plan for the unit, superseding previous emergency plans. Upon signing this letter, the designated authorities agree to:

* Support the identified preparedness efforts taken by [insert department].
* Follow the outlined concept of operations for the unit during an emergency.
* Provide support and authority to the unit during and after an emergency.
* Promote ongoing development, exercising, training and enhancement of this Plan.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [signed]

[Insert Dean, Director or Department Chair Name & Title]

[insert department]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

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# **Introduction**

## **Purpose**

This Emergency Plan is congruent with the University of Florida (UF) Comprehensive Emergency Management Plan (CEMP), which is intended to establish policies, procedures, and an organizational structure for the response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the university. [Insert department] has a key role in supporting activities in preparation for, response to and recovery from an emergency that affects UF and the department. This document establishes actions supporting university-wide operations and internal actions.

UF is at risk from various threats and hazards, and this plan supports the university’s overall goal of protecting life, property and the environment. Due to the varying nature of emergencies that may impact the university and its units, this Plan is intended to serve as a flexible guide to meet the unit’s needs as dictated by the emergency.

## **Scope**

This Plan provides an overview of the emergency management system and organizational structure for the [insert department] and the university. The document outlines the coordination, management, and general concept of operations within the unit and includes additional emergency management-related documents and references to policies and procedures. This Plan applies to all students, faculty, staff and external partners working within the unit.

This Plan may be activated with the university's CEMP or in response to an emergency affecting the department. The document supports activities described in the CEMP but does not supersede it.

## **Planning Assumptions**

The following planning assumptions are made regarding emergencies which may impact the university:

### University Assumptions

* An emergency can occur at any time of the day or night with little or no notice.
* UF will respond to a large-scale emergency from the institutional level using the university’s CEMP as guidance.
* The succession of events in an emergency is not always predictable; therefore, plans and procedures serve as a guide and may require flexibility to meet the specifics of the emergency.
* When an emergency involves multiple departments, operations might be coordinated through the UF Emergency Operations Team (EOT).
* An emergency that impacts UF may also affect the surrounding community and region, limiting access to and availability of external resources.
* Extended emergencies may require 24-hour operations; staffing should be planned accordingly.

### [Insert Department] Assumptions.

* UF units are expected to respond to an emergency by employing department-level emergency plans.
* Every UF unit should be familiar with the university's CEMP, its departmental Emergency Plan, and its specific responsibilities within these documents.
* Emergencies may prevent access to unit facilities, including offices, classrooms or laboratories.
* Departmental personnel will be available for UF officials in an emergency to provide information specific to their unit, including details regarding operations and facilities affected by the emergency.

# **Concept Of Operations**

This plan is congruent with the university’s CEMP and supports UF's emergency response and recovery processes. The department will take appropriate actions to safeguard students, faculty, staff and visitors based on the following priorities:

* 1. Life Safety
  2. Protection of property
  3. Protection of the environment
  4. Reputation of the institution

## **Employee Accountability**

[Insert department] will account for employees at the work unit level following an emergency.

[Insert departmental methods for employee accountability, such as a call list, roster and designated meeting places for building evacuations. Reference the document's location, such as a departmental SharePoint site, or attach it to this plan.]

## **Building Emergency Coordinators**

The department is responsible for appointing a primary and alternate Building Emergency Coordinator (BEC) for each building in which the department occupies space. The Department of Emergency Management facilitates a list of university BECs, updated annually by their respective department BEC administrator.

[Consider inserting or attaching a list of departmental BECs]

BEC Administration Database

[bec.facilities.ufl.edu/dash](http://bec.facilities.ufl.edu/dash)

(Login using GatorLink ID and Password)

## **Essential Employees**

Essential unit employees are designated by the [insert dean, director or department chair title] and identified to UF Human Resources. Designated employees should make preparatory arrangements to facilitate their ability to report to work as needed during emergency operations. These personal preparedness measures include planning for family, pets and other responsibilities.

[Consider inserting or attaching a list of departmental essential employees]

## **Comprehensive Emergency Management Plan (CEMP) Responsibilities**

[Departments with responsibilities contained in the university’s CEMP and associated annexes should reference those and additional details for accomplishing]

## **Critical Services**

[Insert listing and details on critical services the department would provide during an emergency.]

[Specific emergency procedures apply to laboratories that use animal or human subjects (Research Areas)]

[Insert or reference information about specific procedures for continuing care of any animal or human research subjects (Research Areas)]

## **Department/Building Closure and Evacuation**

Depending on the type of emergency, the department may have advanced notice of the need to close, such as in the case of impending tropical weather (Reference Appendix B).

During an urgent need to evacuate a building, such as a fire alarm activation, all building occupants should leave immediately and wait for the appropriate “all clear” notification from the university or public safety officials before re-entering the building.

If life safety is not threatened, and the department receives notice of an unplanned building evacuation, employees may choose to take the following steps to shut down:

* Announce the emergency and instructions to respond over the public address system, if available.
* Inform and instruct students, employees and visitors on response to the emergency.
* Shut down and turn off non-essential electrical equipment.
* Place closure notice on building entrances.
* Secure the building appropriately, coordinating with the University Police and [appropriate work management center]
* [insert other steps as appropriate]

**[Research Areas]**

* Close fume hood sashes
* Secure hazardous materials
* Turn off all non-essential electrical devices. Leave refrigerators and freezers on and make sure doors are closed. Check the disconnects of large LASERS, radio frequency generators, etc. It may be necessary to check to ensure that essential equipment is plugged into power outlets supplied by the emergency generator.
* Turn off all gas cylinders at the tank valve. Note: If a low flow of inert gas is being used to “blanket” a reactive compound or mixture, the lab worker may want to leave the gas flow on. This should be part of a pre-approved written, posted standard operating procedure for this material or process. Cylinders should be labeled for status (ex-open, closed valves).
* Check all cryogenic vacuum traps (Nitrogen, Carbon dioxide and solvent). The evaporation of trapped materials may cause dangerous conditions. Check all containers of cryogenic liquids to ensure that they are vented to prevent the buildup of internal pressure.
* Check all pressure, temperature, air or moisture-sensitive materials and equipment. This includes vacuum work, distillations, glove boxes used for airless/moisture-less reactions and all reactions in progress. Terminate all reactions that are in progress, based on the known scope of the emergency.
* If experimental animals are in use, special precautions may need to be taken to secure those areas, such as emergency power, alternative ventilation, etc.
* If experimental animals are used, special precautions may be taken to secure those areas, such as emergency power, alternative ventilation, etc.
* It is important to remember that some equipment does not shut down automatically, such as large cryogenic magnets, sources of radioactivity and other pieces of equipment.
* [insert other steps as appropriate]

**[Public Venues]**

* Announce the emergency and instructions to respond over the public address system, if available.
* Once a facility has been evacuated, account for staff and guests as appropriate and direct guests to safe assembly locations.
* Secure the building appropriately, coordinating with the University Police and [appropriate work management center].
* [insert other steps as appropriate]

**[Clinical Areas]**

* Secure hazardous materials.
* Secure drugs in locked refrigerators; arm alarms on critical refrigerators to notify staff if power is lost.
* Turn off non-essential electrical devices. Leave refrigerators and freezers on and make sure doors are closed. It may be necessary to check to ensure that essential equipment is plugged into the power outlets supplied by emergency generators (if available for the clinic).

In certain cases, patients may have to be evacuated. Follow evacuation procedures for specific types of patients according to the clinic. Specific evacuation procedures for the clinic are listed below:

[List specific evacuation considerations for the types of patients at the clinic, including evacuating sedated patients and patients with special needs, moving patients to alternate locations, etc.]

## **Damage Assessment and Reimbursement**

Conduct a preliminary damage assessment of departmental buildings when safe to do so. Report any damage, noting building and room locations, to [appropriate work management center] and provide pictures, if possible. Call 911 if dangerous or life-safety emergencies are occurring.

If eligible, coordinate with the Environmental Health & Safety Insurance Office [or appropriate risk management area] on insurance claims and the Federal Emergency Management Agency (FEMA) Public Assistance process.

Do not go into buildings suspected or determined to be unsafe. Additionally, take safe, protective actions that mitigate or reduce hazards from the damage. (Example, place barricade tape to prevent people from entering damaged areas or buildings.) Employees should not take any actions that place themselves or others in danger.

Facilities Work Management Centers

[Facility Services Work Management](https://www.facilitiesservices.ufl.edu/facility-maintenance-and-project-request/): 352-392-1121

* Non-emergency reports can be submitted via the GatorWorks Customer Request Portal.
* Pictures of damage can be submitted as attachments on your GatorWorks requests.

[IFAS Facilities Planning & Operations](https://fpo.ifas.ufl.edu/): 352-392-1984

[For IFAS facilities in and outside of Gainesville]

* After 5 PM or holidays, call 352-392-1121.
* Outside of Gainesville 24/7 emergency number, call 352-273-3808.

[EH&S Insurance Office](https://www.ehs.ufl.edu/departments/occupational-safety-risk/risk-management-insurance-liability/insurance/building-and-contents/): 352-392-1591

## **Continuity of Operations**

If the emergency causes disruptions in utilities, damage to facilities or impacts to employee staffing, the Continuity of Operations (COOP) plan may need to be implemented. Essential functions should be maintained to the best of the unit’s ability and in cooperation with university efforts. The COOP Plan is in Appendix C and addresses the continuance of essential functions despite disruptions from an emergency.

## **Resumption of Normal Business Operations**

The unit will strive to resume regular business and academic operations promptly. Depending on the impact and severity of the emergency, this might take several days, weeks or even months and may require the relocation of affected operations. The [insert dean, director or department chair title] or designee will coordinate with the university Emergency Operations Team (EOT), university administration and department personnel on the return to normal operations.

# **Organization and Assignment of Responsibilities**

[Insert Department] will support university operations as needed while addressing specific response actions at the department level. The priority of operations to be completed will be determined by the [insert dean, director or department chair title] or designee in coordination with the university priorities.

The university is responsible for the overall management of institutional or campus-wide emergencies. It will coordinate actions and information through the university EOT if needed and by partnering with external responders as appropriate. The department’s response to the emergency will depend on the impact of the emergency, university-wide actions and the unit’s mission-critical functions. The actions described below guide emergency preparedness, response and recovery efforts based on the unit's needs.

[When appropriate, assign tasks in Sections A, B and C below to specific positions and/or departmental areas.]

## **Preparedness**

* [Insert dean, director or department chair title] provides ongoing executive support for the [insert department] emergency management program and establishes an emergency planning team to maintain emergency plans and procedures.
* Inform faculty and staff of emergency plans and procedures through department/office training and provide emergency guidance.
* Encourage faculty and staff to update contact information on myUFL to receive emergency notifications.
* Maintain a resource/contact list with important numbers and employee contact information.
* [insert other actions as appropriate]

**[Academic Areas]**

* + Faculty members should discuss emergency procedures with their classroom students at the beginning of each semester.
  + Consider employing e-learning to contact students with department-specific emergency information, such as canceling or modifying class schedules due to an emergency.

**[Public Venue Areas]**

* + Create an evacuation plan specific to the public venue. Ensure it outlines egress routes, safe assembly areas, procedures for persons with access and functional needs and roles and responsibilities for public venue staff.
  + Create a communications plan that includes policies and instructions for use for all communications tools (public address system, 2-way radios, or other methods). Include information regarding training staff on communications tools and regular maintenance and testing of communications technologies.
  + Review emergency power needs and availability. Test and maintain generators as necessary.
  + Coordinate with the Fire Safety Office of UF’s Environmental Health & Safety regarding facility fire protection systems, emergency lighting, fire extinguisher training, building evacuation and other safety issues.
  + Comply with applicable university, local, state and federal regulations regarding emergency planning for public venues, including those enforced by the Gainesville Fire Rescue (Operation Safe Club).

**[Research Areas]**

* + Promote hazardous material and laboratory safety and comply with UF policy within departmental laboratories, including the EH&S Laboratory Safety Manual and Chemical Hygiene Plan.
  + Maintain a resource list and contact list with important numbers and employee contact information, including lab groups for each Principal Investigator (PI).
  + Complete and update annual laboratory chemical inventories per the instructions and schedule provided by Environmental Health & Safety and maintain access to a current copy of a Material Safety Data Sheet (MSDS) for all hazardous chemicals in the laboratory.

**[Clinical Areas]**

* + Promote hazardous materials safety, including biohazard and laboratory safety, and comply with UF policies such as the Laboratory Safety Manual and Chemical Hygiene Plan.
  + Plan for appropriate evacuation procedures for the specific clinic circumstances. Special procedures may need to be implemented for sedated or other patients with special mobility needs. Coordinate with other clinics as necessary in case patients need to be transferred.
  + Consider tropical weather impacts on clinical operations, schedule and patient care (Refer to Appendix B – Tropical Weather Plan).
  + If the clinic will be used as part of UF Health Shands Hospital emergency response efforts, review and coordinate roles and responsibilities with their Safety and Security Office and applicable emergency plans.
  + Provide for backup of critical records such as appointments and medical records.
  + Train staff on specific clinic notification procedures.

[Insert additional staff members/emergency personnel and associated responsibilities as appropriate]

## **Response**

* + [Insert dean, director or department chair title] or designee will provide information regarding changes to the operating schedule. These alterations may be made individually by building or by university-wide decisions. A sign on entrance doors should denote individual building closures to inform of closure and through regular communication and notification methods.
  + Notify appropriate UF department(s) and officials of an emergency.
  + As practical, regularly update students, faculty and staff regarding departmental impacts from and response to an emergency throughout and following the emergency. Coordinate with the University Police Department and [appropriate work management center] on building damage and, if necessary, secure buildings, including electronic door access systems.
  + Account for employees following the emergency.
  + Document damage and fiscal impacts caused by the emergency.
  + [insert other actions as appropriate]

**[Public Venue Areas]**

* + Coordinate appropriately with the UF Police Department and other first responders throughout the emergency. Provide information about the facility and make necessary management or event decisions if needed.
  + Throughout and following the emergency, regularly update employees and guests about the emergency. Notify the public if the response impacts public access to the venue or causes event cancellations.
  + [Insert other actions as appropriate]

**[Research Areas]**

* + For animal research, coordinate with the UF Animal Care Services and Institutional Animal Care and Use Committee (IACUC) to ensure care for animal welfare in an emergency.
  + For human trials research, coordinate with the appropriate UF Institutional Review Board (IRB) in an emergency to sustain research efforts, provide alternate facilities and/or communicate with participants.
  + Document damage and fiscal impacts caused by the emergency.

**[Clinical Areas]**

* + Update phone lines and other resources for patients and employees with a message giving emergency information, and information about appointment cancellations and schedules.

[Insert additional staff members/emergency personnel and associated responsibilities as appropriate]

## **Recovery**

* Work to restore normal operations and schedules promptly.
* Follow recovery guidance from university officials.
* Conduct internal and external damage assessments of buildings and report any damage to [appropriate work management center]. Coordinate with Environmental Health & Safety [or appropriate risk management area] on insurance claims and the Federal Emergency Management Agency (FEMA) Public Assistance process, if eligible.
* Enact Continuity of Operations (COOP) Plan to maintain essential functions, if appropriate

# **Direction, Control and Coordination**

## **University Emergency Operations Center (EOC)**

If an emergency affecting UF requires coordination at the university level, UF may activate its Emergency Operations Center (EOC), which serves as the university’s central point of coordination for emergency operations. Departments may need to communicate with the University EOC in order to:

* Assist in supporting the university’s overall emergency response and recovery,
* Receive updates on the status of emergency operations,
* Coordinate and/or obtain assistance managing the emergency on the unit level and
* Request additional resources to minimize damage and impact caused by the emergency.

If the University EOC has been activated, a unit may call the UF Police Department's main number at 352-392-1111 to contact the University EOC.

## **[Insert department]**

The [insert dean, director or department chair title or other appropriate position(s)] will lead emergency response and recovery efforts, activating portions or all of the Department Emergency Plan to the extent necessary to coordinate operations. If all or part of the Plan is activated, appropriate personnel within the unit required to implement actions should be notified.

[Insert additional details, if needed, on department structure during emergency operations.]

# **Information Collection, Analysis and Dissemination**

## **Monitoring Threats and Emergencies**

The UF Police Department, Environmental Health & Safety and the Department of Emergency Management have primary responsibility for monitoring threats and hazards. They will disseminate appropriate information regarding actual or potential emergencies and associated actions as necessary.

## **Reporting Emergencies**

All UF students, faculty and staff are responsible for reporting emergencies that may pose an immediate threat to life safety by calling 911. Once 911 or other appropriate authorities have been notified, follow the proper procedures for specific threats and hazards (listed in Appendix A).

Emergencies and potential emergencies should be reported internally to [insert appropriate position or departmental office]. If a student, faculty or staff in a unit reports an emergency that might reduce or impede unit functions, the [insert dean, director or department chair title], along with the other appropriate emergency contacts as described below, should also be notified.

If the emergency impacts the unit’s facilities, [insert appropriate work management center] should additionally be notified. If a building has been significantly damaged or affected, the UF Police Department and/or Environmental Health & Safety will determine if the structure is safe to occupy.

If the incident involves hazardous materials but does not threaten life safety, the UF Police Department should be called at 352-392-1111. The Police dispatcher will contact the appropriate university departments, including Environmental Health & Safety and local emergency responders, as necessary. [Insert department] will support Environmental Health & Safety in providing information regarding the materials.

If the emergency incident renders academic or classroom space unusable, contact the Office of the University Registrar at 352-392-1374.

# **Communications**

## **University Notifications**

The university employs a multi-modal approach to emergency communications, termed UF Alert, to notify the university community of emergencies. The system employs SMS/text messaging, email, VoIP telephones/speakers, social media, web postings, the GatorSafe app and other methods. All university students, faculty and staff are responsible for maintaining their current emergency contact information in ONE.UF to receive UF Alerts.

[Insert department] will encourage faculty and staff to participate in the UF Alert systems.

UF Strategic Communications and Marketing serves as the primary point for university information during an emergency. All public information and communication should be coordinated through Strategic Communications and Marketing with support from [insert department] communications personnel for unit details relating to the emergency.

## **Department Notifications**

[Insert department] maintains an internal notification system(s), including mass email distribution and a contact list of employees with emergency roles.

[Include information and location of contact lists as well as additional notification systems and communication with vendors/partners]

Throughout the emergency, provide status updates to faculty and staff members, as appropriate. Departmental notifications may include specific details and instructions for the unit, including impacted facilities, altered work locations and appropriate employee actions.

# **Administration, Finance, and Logistics**

## **Emergency Supplies**

Emergencies may require specific and specialized emergency resources and equipment. In addition, gathering certain emergency supplies before an emergency for [insert department] can allow department staff to be more prepared for the emergency. [Insert department] maintains, at a minimum, the following supplies:

* First Aid Kit [insert location]
* Flashlights and batteries [insert location]
* [Insert automatic external defibrillator (AED) location if applicable. Units with AEDs should follow university purchase, maintenance, placement and training policies. Additional information can be found on the Environmental Health & Safety website: [ehs.ufl.edu/departments/occupational-safety-risk/insurance-and-risk-management/aed-procedures/](https://www.ehs.ufl.edu/departments/occupational-safety-risk/insurance-and-risk-management/aed-procedures/).]
* Non-perishable food & water (if maintaining essential employees during UF closures) [insert location]
* Plastic sheeting [insert location]
* [Insert other emergency supplies as appropriate]

## **Emergency Resource Request**

If university resources are needed for emergency response or recovery and the University EOC has not been activated, the [insert dean, director or department chair title or appropriate position(s)] or designee will contact the appropriate UF department for assistance, such as UF Police Department, UF Department of Emergency Management and Environmental Health & Safety, based on the nature of the need.

If the University EOC has been activated, the [insert appropriate position(s)] will contact the EOC with requests for resources by calling the UF Police Department main number at

352-392-1111.

## **Building Systems**

# Emergency Power

[Insert details on generators and other emergency power provisions]

[Researchers should understand and plan based on their locations' specific backup power provisions.]

[Insert information about generators and other infrastructure resources/inventories here, including equipment that must be connected to an emergency generator.]

Understand and plan based on the facility’s specific fire systems, communications systems, backup power provisions, and systems.

[Insert information about generators and other infrastructure resources/inventories here, including equipment that must be connected to an emergency generator.]

# Fire Systems

[Insert details on fire system, including fire panel location.]

# Security Systems

[Insert details on physical security systems such as panic buttons and alarms.]

## **Special Collections**

[Include or reference, if applicable, a plan for protecting special collections during emergencies, including loaned materials, and any applicable insurance.]

# **Plan Maintenance**

## **Plan Development and Updates**

Maintaining this document is essential to ensuring that procedures and contacts are current and that corrective actions have been incorporated into the plan. This document, including Employees with Emergency Roles (Attachment F), should be reviewed annually and updated as necessary by the [insert appropriate position]. Following an update with significant changes, the Plan should be reapproved by the [insert dean, director or department chair title] and distributed to the appropriate faculty and staff within the unit.

## **Training and Exercise**

Training and exercises are conducted to familiarize Department personnel with procedures described in the Plan, test procedures described in the Plan and determine needed revisions based on lessons learned.

[Insert Department Emergency Plan training and exercise schedule here]

# **Authorities**

## **Authorities**

The [insert dean, director or department chair position title] has approved this Emergency Plan, establishing [insert department]’s program for emergency operations. Additional authority for emergency management at UF is derived from the university’s CEMP and associated annexes.

## **References**

* University of Florida Comprehensive Emergency Management Plan (CEMP)
* Chemical Hygiene Plan
* Lab Safety Manual
* Radiation Control Guide
* [Insert other appropriate departmental plans, industry guidelines and relevant documents.]

Appendix A: Emergency Guidance

Active Assailant

**If an active assailant is reported or encountered, Run. Hide. Fight.**

**RUN –** If the assailant's location is known and the opportunity to escape is available, flee the area.

* Have an escape plan in mind.
* If you are outside near the threat, find cover immediately!
* **DO NOT** pull the fire alarm to alert others.
* Keep your hands empty and visible and follow all instructions from public safety officials.
* Call 9-1-1 when you are safe.

**HIDE –** If you are inside a building and the assailant's location is unknown, secure in place and deny access.

* Lock and barricade doors with heavy furniture.
* Stay away from doors or windows.
* Turn off lights and other light sources such as computer monitors.
* Block windows.
* Keep yourself out of sight (take cover/protection from bullets by using concrete walls or heavy furniture).
* Silence your cell phone, computer, and other devices.
* Without jeopardizing safety, call 9-1-1 (if you cannot speak, leave the line open and allow the dispatcher to listen).
* Do not open your door to anyone except public safety officials.

**FIGHT –** As a last resort and only if your life is in immediate danger, defend yourself.

* Work as a group if possible.
* Improvise weapons or throw items at the assailant.
* Commit to your actions and attempt to incapacitate the assailant.

**Source**: UF Police Department (UFPD)

**Resources**:

UFPD-Active Assailant Video

[youtu.be/lbbjDxiwUHo](https://youtu.be/lbbjDxiwUHo)

UFPD Community Response Checklist-Active Shooter Incident

[police.ufl.edu/wp-content/uploads/resources/brochures/Active-Shooter-Guidelines-PDF-Version.pdf](https://police.ufl.edu/wp-content/uploads/resources/brochures/Active-Shooter-Guidelines-PDF-Version.pdf)

**Training**:

BEC Active Shooting Training

[mytraining-ufshands.sumtotal.host/Core/dash/home](https://mytraining-ufshands.sumtotal.host/Core/dash/home)

**Version Date**: February 2024

Bomb Threat

**If you receive a bomb threat:**

* Remain calm.
* Call 9-1-1.

**If the bomb threat is received via telephone:**

* Keep the caller on the phone for as long as possible.
* Do not hang up, even if the caller does.
* Listen carefully. Be polite and show interest.
* If possible, pass a note or signal to someone nearby to help notify 9-1-1.
* If your phone has a display, copy the number and/or letters on the window display.
* Ask the caller the following questions:
  + Where is the bomb located? (building, floor, room, etc.)
  + When will it go off?
  + What does it look like?
  + What kind of bomb is it?
  + What will make it explode?
  + Did you place the bomb?
  + Why?
  + What is your name?
  + Write down the exact words of the threat.
  + Note any information about the caller:
  + Where is the caller located? (background/Level of noise)
  + Estimate age
  + Is voice familiar? If so, who does it sound like?
  + Gender
  + Background Sounds
  + Threat Language (well-spoken, incoherent, recorded message, etc.)
  + Immediately upon termination of call, **DO NOT HANG UP**, but from a different phone, call 9-1-1 immediately with information and await instructions.

**Source**: UF Police Department (UFPD)

**Resources**:

UFPD-Bomb Threat Call Procedure/Checklist

[police.ufl.edu/wp-content/uploads/resources/brochures/Bomb-threat-procedures.pdf](https://police.ufl.edu/wp-content/uploads/resources/brochures/Bomb-threat-procedures.pdf)

Department of Homeland Security-Bomb Threat Guidance

[cisa.gov/resources-tools/resources/dhs-doj-bomb-threat-guidance-quad-fold](http://www.cisa.gov/resources-tools/resources/dhs-doj-bomb-threat-guidance-quad-fold)

**Training**:

Bomb Threat Guidelines for BECs

[mytraining-ufshands.sumtotal.host/Core/search](https://mytraining-ufshands.sumtotal.host/Core/search)

**Version Date**: February 2024

Building Damage

**In the event your UF building has been significantly damaged:**

* Call 9-1-1 if dangerous or life-safety emergencies are occurring.
* Contact the appropriate work management center (listed in the resources section below).
* Provide pictures of the damage to the work management center, if possible.
* Take safe, protective actions that mitigate or reduce hazards from the damage. (For example, place barricade tape to prevent people from entering the damaged area or building.)
* DO NOT take actions that place yourself or others in danger.
* DO NOT enter buildings that are suspected to determined to be unsafe.

**Source:** UF Environmental Health & Safety (EH&S) / UF Department of Emergency Management (UFDEM)

**Resources:**

Facility Services Work Management (352) 392-1121

[For most campus facilities]

[facilitiesservices.ufl.edu/facility-maintenance-and-project-request](https://www.facilitiesservices.ufl.edu/facility-maintenance-and-project-request)

* Non-emergency reports can be submitted via the GatorWorks Customer Request Portal
* Pictures of damagers can be submitted as attachments on your GatorWorks requests.

IFAS Facilities Planning and Operations (352) 392-1984

[fpo.ifas.ufl.edu](https://fpo.ifas.ufl.edu)

[For IFAS facilities in and outside of Gainesville]

* After 5 PM or holidays, call (352) 392-1121
* Outside of Gainesville 24/7 emergency number: (352) 273-3808

EH&S Insurance Office (352) 392-1591

[ehs.ufl.edu/departments/occupational-safety-risk/building-and-contents](https://www.ehs.ufl.edu/departments/occupational-safety-risk/building-and-contents)

University of Florida Police Department (352) 392-1111

**Version Date:** March 2024

Dangerous Disruptive or Disturbing Employee

**If you encounter a DANGEROUS employee or an employee is threatening harm to self or others:**

* Call 9-1-1.

**If you encounter a DISRUPTIVE or DISTURBING employee (without immediate concern for safety):**

* Attempt to de-escalate the situation; offer to find someone to assist in problem-solving; meet and work on a solution.
* Consult with the UFHR Employee Relations Office and notify your supervisor.
* If needed, consult with the Employee Assistance Program.
* Work with your supervisor and the UFHR Employee Relations Office to develop a plan.
* Implement the plan and follow up with recommended resources and your supervisor.
* Document your actions and conversations.

**If you encounter a TROUBLED employee (without immediate concern for safety):**

* Consult the Employee Assistance Program and UFHR Employee Relations Office.
* Address the situation directly and how it relates to the positions; have someone else present with the two of you.
* Do not make promises of confidentiality.
* Refer employees to campus and community mental health resources.

**Source**: UF Human Resources (UFHR)

**Resources**:

UFHR-Employee Assistance Program (833) 306-0103 (24/7 access to a licensed counselor)

[eap.ufl.edu](https://eap.ufl.edu)

UFPD (352) 392-1111

UFHR Employee Relations (352) 392-1072

Office of Victim Services (352) 392-5648

Alachua County Crisis Center (352) 264-6789

**Version Date**: February 2024

Dangerous, Disruptive, or Disturbing Student

**If you encounter a DANGEROUS student or a student threatening harm to self or others:**

* Call 9-1-1

**If you encounter a DISRUPTIVE or DISTURBING student (without immediate concern for safety):**

* Attempt to de-escalate the situation; refer the student to U Matter, We Care to assist in problem-solving; meet and work on a solution.
* Inform your supervisor.
* Consult with and notify U Matter, We Care at [umatter@ufl.edu](mailto:umatter@ufl.edu).

**If you encounter a TROUBLED student (without immediate concern for safety):**

* Address the situation on an individual level; consider having someone meet with you and the student.
* Consult with and notify the Dean of Students Office ([umatter@ufl.edu](mailto:umatter@ufl.edu)).
* Avoid offering confidentiality to the student.
* Deal directly with the behavior according to classroom protocol; provide corrective feedback and offer to help.
* Encourage the student to use campus and community resources; offer to walk the student to assistance or call and make an appointment.
* Inform and consult with your supervisor.

**Source**: Dean of Students Office (DSO)

**Resources**:

DSO-U Matter, We Care

[https://umatter.ufl.edu](https://umatter.ufl.edu )

DSO-Your Well-Bring

<https://umatter.ufl.edu/helping-students/your-well-being/>

Crisis Support-UF Counseling and Wellness Center

<https://counseling.ufl.edu/services/crisis/>

UFPD (352) 392-1111

DSO U Matter, We Care (352) 294-2273

Counseling & Wellness Center (352) 392-1575 (night and weekend crisis line for students)

DSO/Student Conduct and Conflict Resolution (352) 392-1261

Alachua County Crisis Center (352) 264-6789

**Version Date:** February 2024

Extreme Heat

**In the event of extreme heat:**

* Never leave people or pets in a closed car on a warm day. LOOK before you LOCK.
* Wear lightweight, light-colored, loose-fitting clothing.
* Avoid or reduce high-energy activities or work outdoors during midday heat, if possible. When feasible, these activities for the coolest time of the day.
* Spend time in air-conditioned spaces. Consider going to a cool building if you do not have air conditioning (for example, common areas, dining areas, libraries).
* Drink plenty of fluids to stay hydrated.
* If you are outside, find shade. Wear a hat wide enough to protect your face.
* Watch for signs of heat stroke and exhaustion.

**The signs of Heat Stroke**

* Throbbing headache, dizziness, confusion, nausea or unconsciousness
* High body temperature (103 degrees F or above)
* Hot, red, dry or damp skin
* Rapid, strong pulse

Call 9-1-1. Cool the person down. Do not give the person anything to drink.

**The signs of Heat Exhaustion**

* Heavy sweating
* Paleness
* Muscle cramps
* Tiredness and weakness
* Fast, weak pulse
* Dizziness
* Headache
* Fainting
* Nausea or vomiting

Seek medical attention if the person vomits, if the symptoms worsen or last for more than one hour.

**Source:** UF Department of Emergency Management (UFDEM)

**Resources**:

NWS-Heat Safety Tips and Resources

[nws.noaa.gov/om/heat/index.shtml](http://www.nws.noaa.gov/om/heat/index.shtml)

Ready. gov-Extreme Heat

[weather.gov/safety/heat](https://www.weather.gov/safety/heat)

UFDEM Storm Ready-Extreme Heat

[emergency.ufl.edu/storm-ready/weather-hazards/extreme-heat](https://emergency.ufl.edu/storm-ready/weather-hazards/extreme-heat)

**Version Date:** February 2024

Fire Alarm/Building Evacuation

**When the building fire alarm system sounds:**

* + Immediately begin to evacuate the area.
  + If accessible, grab important personal items such as keys, purse, wallet and cellphone.
  + If circumstances permit, secure your area by closing and locking doors if you would normally do so when leaving for the day.
  + Ensure all stairwell doors in your means of egress are also closed.
  + As you are evacuating, inform co-workers, students and visitors that they must evacuate immediately.
  + If the corridor is filled with smoke, stay low and crawl out. If it is too much smoke or too hot return to your office. Call 9-1-1 and inform them you are still in the building, provide them with the floor and room number. Wait for assistance.
  + Once out of the building, move at least 100 feet from the structure or as instructed by public safety officials. The area should not block egress from the building or access to the building by emergency personnel or vehicles

**DO NOT:**

* + Do not stop to investigate if the alarm is real or false. Always evacuate.
  + Do not use the elevator to evacuate the building.
  + Do not wait to shut down your computer; however, it is recommended to lock your computer if immediately accessible.
  + Do not return to your work area to retrieve personal belongings.
  + Do not attempt to extinguish the fire with a portable fire extinguisher unless you have been trained in its use and the fire is small.
  + **DO NOT RE-ENTER THE BUILDING FOR ANY REASON**, until all-clear signal is given.
  + As you evacuate the building it is not your responsibility to ensure other occupants evacuate. Your own safety is the highest priority.
  + Do not open windows or leave doors open to assist with ventilation. Firefighters will ventilate the building if necessary.

**If confined or trapped:**

* Call 9-1-1 and report your location and situation.
* Feel the door. If hot, **DO NOT** open.
* Keep doors and windows closed to prevent the spread of fire and smoke.
* Stuff towels under the door to keep out smoke.
* Attract attention to your position if possible.
* If you must move, stay close to the floor and crawl.

**To Report a Fire:**

* + Pull the fire alarm and call 9-1-1.
  + TIP-Fire alarm pull stations are normally located near each exit. If the building is not equipped with a fire alarm system, notify other occupants as you exit the building.
* Remain calm while talking to the operator. Be prepared to answer several questions as to location, size of fire, your name, number of persons in building (if known) and any injuries. Remain on the line until the operator is finished.

**Source**: UF Environmental Health & Safety (EH&S)

**Resources**:

EH&S-Fire Alarm/Building Evacuation Information

[ehs.ufl.edu/emergencies/fire-alarm-building-evacuation/](https://www.ehs.ufl.edu/emergencies/fire-alarm-building-evacuation/)

Ready.gov-Fires

[ready.gov/home-fires](https://www.ready.gov/home-fires)

**Training:**

BEC Fire Safety Training

[mytraining-ufshands.sumtotal.host/Core/search](https://mytraining-ufshands.sumtotal.host/Core/search)

**Version Date**: February 2024

Flood

**In the event of flooding:**

* Do not walk, ride, bike, swim or drive through flood waters. Turn Around. Don’t Drown!
* Avoid flooded roads, paths and sidewalks. These areas could be damaged under the floodwaters.
* Remember, just six inches of moving water can knock you down, and one foot of moving water can sweep your vehicle away.
* Be especially cautious at night when it is harder to recognize flooding dangers.
* Notify the UF Police Department at (352) 392-1111 of flooding conditions on campus.

**Source:** UF Department of Emergency Management (UFDEM)

**Resources**:

NWS-Flood Safety Tips and Resources

[weather.gov/safety/flood](https://www.weather.gov/safety/flood)

Ready. gov-Flood Information

[ready.gov/floods](https://www.ready.gov/floods)

UFDEM Storm Ready-Flood

[emergency.ufl.edu/storm-ready/weather-hazards/flood/](https://emergency.ufl.edu/storm-ready/weather-hazards/flood/)

**Version Date**: February 2024

Hazardous Materials Release/Shelter-In-Place

**In the event of a hazardous material release:**

* Call 9-1-1.

**If you are exposed to a hazardous material:**

* Call 9-1-1.
* Individuals exposed to hazardous material should avoid contact with others.
* Remove all contaminated clothing, ensuring you do not contaminate other areas of your body.
* Put contaminated clothing and items into a plastic bag and seal the bag.
* Flush with copious amounts of cool water for 15 minutes, ensuring that you do not scrub the chemical onto your skin.
* Flush eyes with water.
* Exposed persons should receive or seek medical attention.

**If told to shelter in place:**

* Go inside a building immediately.
* Lock doors, close windows and air vents.
* Turn off fans, air conditioning and forced air heating.
* Move into an interior room away from windows.

**Source:** UF Environmental Health & Safety (EH&S)

**Resources**:

EH&S-Hazardous Materials Injury/Exposure

[ehs.ufl.edu/emergencies/hazardous-materials-injury-exposure/](https://www.ehs.ufl.edu/emergencies/hazardous-materials-injury-exposure/)

Ready.gov Chemicals and Hazardous Materials Incidents

[ready.gov/hazmat](https://www.ready.gov/hazmat)

Ready.gov Shelter

[ready.gov/shelter#place](https://www.ready.gov/shelter#place)

**Version Date**: February 2024

Hurricanes/ Tropical Weather

**Before the storm**

* Build or restock an emergency kit.
* Fuel vehicles and generators.
* Refill needed prescriptions.
* Secure or bring in outside items such as lawn furniture, grills and potted plants.
* Inform family and friends of plan, especially if sheltering in a different location than residence.

**During the storm**

* Stay indoors and do not travel during the storm
* If winds become strong, stay away from doors and windows – take refuge in an interior room, closet or hallway.
* Use flashlights instead of candles if you lose power. Candles can increase the risk of a fire.
* Understand that emergency services might not be able to respond during the storm.
* Stay tuned to local media and the UF website for updated information.

**After the storm**

* Avoid downed power lines, flooded areas and debris.
* Document any damage to your property with pictures.
* Take reasonable actions to protect your property from further damage.
* Check on your neighbors.
* Expect delays and inconveniences.
* Campus may be damaged, so please use care when traveling around it to avoid hazards.
* Notify UF Police Department at (352) 392-1111 of any downed trees or hazards around campus.

**Source:** UF Department of Emergency Management (UFDEM)

**Resources**:

UF Hurricane Survival Guide

[emergency.ufl.edu/wp-content/uploads/2021/11/UFDEM-Hurricane-Preparedness-Brochure.pdf](https://emergency.ufl.edu/wp-content/uploads/2021/11/UFDEM-Hurricane-Preparedness-Brochure.pdf)

UF Emergency Kit Checklist

[emergency.ufl.edu/wp-content/uploads/UF-Emergency-Kit-Checklist.pdf](https://emergency.ufl.edu/wp-content/uploads/UF-Emergency-Kit-Checklist.pdf)

**Version Date**: February 2024

Lightning

**If you hear thunder or see lightning: *When Thunder Roars, Go Indoors***

* Stop all outdoor activities.
* Seek shelter in a substantial building or hard-topped vehicle.
* Avoid open high ground and isolated large trees.
* Avoid water (swimming pools, lakes, and rivers), beaches, and boats.
* Stay away from doors, windows, and metal objects such as pipes or faucets.

**If Someone is Struck by Lightning**:

* Call 9-1-1. Provide directions and information about the lightning strike and victim(s).
* Give first aid. Do not delay CPR and AED use if the person is unresponsive or not breathing.
* If possible, move the victim to a safer place. Lightning can strike twice. Do not become a victim.

**Source**: UF Department of Emergency Management (UFDEM)

**Resources**:

NWS Lightning Safety Tips and Resources

[weather.gov/safety/lightning](http://www.weather.gov/safety/lightning)

Ready.gov-Thunderstorms and Lightning

[ready.gov/thunderstorms-lightning](https://www.ready.gov/thunderstorms-lightning)

UFDEM Storm Ready-Lightning

[emergency.ufl.edu/storm-ready/weather-hazards/lightning](https://emergency.ufl.edu/storm-ready/weather-hazards/lightning)

**Version Dated**: February 2024

Medical Emergency-Alcohol Safety

**In case of alcohol or another drug-related emergency**:

* Call 9-1-1.
* Stay with the individual until public safety officials arrive.
* DO NOT try to give the individual anything to eat or drink.
* Be prepared to give information on the amount and type of alcohol or substance consumed.

**To receive consideration for medical amnesty, Students and Student Organizations must follow the three C’s:**

* **CALL**: Take immediate action to receive appropriate help (i.e., dial 9-1-1).
* **COMMUNICATE**: Share all known details and information regarding the incident and surrounding circumstances with emergency responders.
* **COOPERATE**: Cooperate with all lawful requests from emergency medical responders, law enforcement personnel, and/or university officials.

**The signs or symptoms of alcohol poisoning include (not all these need to be present):**

* The person is passed out or unresponsive and cannot be awakened.
* Cold, clammy, pale or bluish skin.
* Breathing is slow or irregular, with 10 seconds or more between breaths.
* Vomiting while “sleeping” or passed out, and not waking after vomiting.
* Unable to stand or walk without help.

**Source**: UF Dean of Students Office (DSO)

**Resources**:

Division of Student Like-UF Medical Amnesty Policy Information

[studentlife.ufl.edu/students/policies/medical-amnesty](https://studentlife.ufl.edu/students/policies/medical-amnesty)

GatorWell-Alcohol Information

[gatorwell.ufsa.ufl.edu/health-topic/alcohol](https://gatorwell.ufsa.ufl.edu/health-topic/alcohol)

**Version Date**: February 2024

Medical Emergency-General

**If you encounter someone experiencing a medical emergency (examples: heart attack, loss of consciousness, large loss of blood, or serious accident):**

* Call 9-1-1.
* Unless trained, do not render assistance above basic first aid.
* If appropriate for the type of emergency and available, deploy AED.
* AEDs are in a variety of public access UF facilities and can be located on the UF Campus Map and Gator Safe App.
* DO NOT attempt to move the injured/sick person unless they are in immediate danger.
* DO NOT jeopardize your health and safety to render care.
* Have someone meet and escort public safety officials to the victim.
* Provide public safety officials with all known information about the incident.

**Source**: UF Police Department (UFPD)/Gator Emergency Medical Response Unit (GEMRU)

**Resources**:

EH&S-Injury and Hazard Reporting

[ehs.ufl.edu/emergencies/injury/](http://www.ehs.ufl.edu/emergencies/injury/)

UFHR-Worker’s Compensation Information

[hr.ufl.edu/manager-resources/employee-relations/workers-compensation/](https://hr.ufl.edu/manager-resources/employee-relations/workers-compensation/)

SHCC-Emergencies and Urgent Care

[shcc.ufl.edu/all-patients/emergencies/](https://shcc.ufl.edu/all-patients/emergencies/)

EH&S-AED Procedures

[ehs.ufl.edu/departments/occupational-safety-risk/risk-management-insurance-liability/risk-management/aed-procedures/](https://www.ehs.ufl.edu/departments/occupational-safety-risk/risk-management-insurance-liability/risk-management/aed-procedures/)

**Version Date**: February 2024

Medical Emergency-Seizures

**If you encounter someone experiencing a seizure:**

* Call 9-1-1.
* **STAY** with the person until they are awake and alert after the seizure.
* Time the seizure.
* Remain calm.
* Check for medical ID
* Keep the person **SAFE**
* Move or guide away from harm.
* Turn the person onto their **SIDE** if they are not awake and aware.
* Keep airway clear.
* Loosen tight clothing around the neck.
* Place a small and soft object under the head.
* DO NOT put anything in their mouth.
* DO NOT restrain.

**Source:** UF Police Department (UFPD)/Gator Emergency Medical Response Unit (GEMRU)

**Resources**:

Epilepsy Foundation-Seizure First Aid

[epilepsy.com/sites/core/files/atoms/files/SFA%20Flier\_HQ\_8.5x11\_PDF.pdf](https://www.epilepsy.com/sites/core/files/atoms/files/SFA%20Flier_HQ_8.5x11_PDF.pdf)

**Version Date**: February 2024

Medical Emergency-Stop the Bleed

**If you encounter someone bleeding profusely**:

* Call 9-1-1.
* Remain calm and reassure patient that medical assistance is on the way.
* Expose wound by moving or tearing clothing away.
* Apply firm, direct pressure to the wound using gauze or a clean cloth.
* If the pressure does not stop the bleeding, and the dressing becomes soaked with blood, you will need to apply a tourniquet if available.

**If a STOP THE BLEED kit is available:**

* Apply a tourniquet if direct pressure does not stop the bleeding.
* Position the tourniquet at least 2-3 inches from the wound and between the wound and the heart. DO NOT apply over a joint, such as an elbow, knee, wrist, or ankle.
* Manually turn the tourniquet as much as you can.
* Use a rod, twisting in one direction to further tighten the tourniquet and stop the bleeding.
* Secure the rod to the tourniquet so it will not unwind.
* Note the time that the tourniquet was applied.

**Source:** UF Police Department (UFPD)/Gator Emergency Medical Response Unit (GEMRU)

**Resources**:

Department of Homeland Security-Applying a Tourniquet

[dhs.gov/sites/default/files/publications/STB\_Applying\_Tourniquet\_08-06-2018\_0.pdf](http://www.dhs.gov/sites/default/files/publications/STB_Applying_Tourniquet_08-06-2018_0.pdf)

**Version Date**: February 2024

Suspicious/Unattended Item

**If you encounter a SUSPICIOUS item unexpectedly:**

* Remain calm.
* Do not touch, tamper with, or move the item.
* Call 9-1-1.
* If you feel that you are in immediate danger, calmly evacuate the area.
* Follow instructions from public safety officials.

**If you encounter an UNATTENDED item:**

* Treat with caution.
* Try to determine the owner.
* Report to supervisor or building official.

**Use the HOT process to help you determine if an item is suspicious or unattended:**

* **H**idden-Is the item placed out of sight or does it appear to have been purposely concealed?
* **O**bviously suspicious – Does the item contain unexplainable wires or electronics, or other bomb-like components?
* Not **T**ypical- Is the item out of place for this location or potentially related to a threat?

**Source:** UF Police Department (UFPD)

**Resources:**

Department of Homeland Security-Unattended vs. Suspicious Item Poster

[cisa.gov/sites/default/files/2023-04/Unattended%20vs%20Suspicious%20Poster%20Digital%20Final%20v2.1.pdf](https://www.cisa.gov/sites/default/files/2023-04/Unattended%20vs%20Suspicious%20Poster%20Digital%20Final%20v2.1.pdf)

**Version Date**: March 2024

Suspicious Packages/Mail

**If you receive a suspicious package or mail**:

* Remain calm.
* If an option, do not accept delivery of package or envelope.
* Do not handle or open the package or envelope.
* Do not smell, touch, or taste.
* Do not touch eyes, nose, or other parts of your body.
* Isolate the area by shutting all doors and windows.
* Thoroughly wash hands with soap and water.
* Report to supervisor and call 9-1-1.
* Advise others to avoid the area.
* Do not leave the area until told to do so by responding public safety officials.
* Make a list of all persons who touched the letter or package and who were in the area when the letter was opened.

**Source:** UF Police Department (UFPD)

**Resources**:

USPS-Suspicious Mail or Packages Poster

[about.usps.com/posters/pos84.pdf](https://about.usps.com/posters/pos84.pdf)

**Version Date**: February 2024

Thunderstorm Warning/Tornado Warning

**If a Thunderstorm Warning or Tornado Warning is issued**:

* Seek shelter in a sturdy building. Vehicles, trailers, and modular buildings may not provide good protection.
* Move to interior areas away from windows, doors, and outside walls.
* Stay indoors until the warning has expired.
* Report campus damages to the UF Police Department (352) 392-1111.

**Source**: UF Department of Emergency Management (UFDEM)

**Resources**:

NWS-Severe Thunderstorm Safety

[weather.gov/safety/thunderstorm](http://www.weather.gov/safety/thunderstorm)

Ready. gov-Thunderstorms and Lightning

[ready.gov/thunderstorms-lightning](http://www.ready.gov/thunderstorms-lightning)

NWS-Tornado Safety

[weather.gov/safety/tornado](http://www.weather.gov/safety/tornado)

Ready. gov-Tornadoes

[ready.gov/tornadoes](http://www.ready.gov/tornadoes)

UFDEM Storm Ready-Severe Thunderstorm

[emergency.ufl.edu/storm-ready/weather-hazards/severe-thunderstorm/](https:/emergency.ufl.edu/storm-ready/weather-hazards/severe-thunderstorm/)

UFDEM Storm Ready-Tornado

[emergency.ufl.edu/storm-ready/weather-hazards/tornado/](https://emergency.ufl.edu/storm-ready/weather-hazards/tornado/)

**Training**:

Local Weather Hazards for BECs

[mytraining-ufshands.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS\_ActDetails.aspx%3FActivityId%3D824%26UserMode%3D0](https://mytraining-ufshands.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D824%26UserMode%3D0%20)

**Version Date**: February 2024

Utility Outage/Disruption

**In the event of an EMERGENCY utility outage or disruption**:

* Call 9-1-1.

**In the event of a POWER OUTAGE**:

* If you are in an unlit area, proceed cautiously to an area with emergency lighting.
* If instructed to evacuate, proceed cautiously to the nearest exit.
* Notify the appropriate work management center.

**In the event of a WATER LEAK**:

* Shut down and protect critical equipment, if safe to do so.
* Notify the appropriate work management center.

**In the event of a NATURAL GAS smell or leak**:

* Notify the appropriate work management center.
* If you begin to feel ill or suspect a leak, evacuate the building/leave the area and call 9-1-1.

**Source:** UF Police Department (UFPD)

**Resources:**

Facility Services-Utility and Energy Services

[facilitiesservices.ufl.edu/departments/utilities](http://www.facilitiesservices.ufl.edu/departments/utilities)

Submit a Work Request to a Work Management Center:

* Facility Services (352) 392-1121

[facilitiesservices.ufl.edu/facility-maintenance-and-project-request/](http://www.facilitiesservices.ufl.edu/facility-maintenance-and-project-request/)

* IFAS Facilities Operations (352) 392-1984

[fpo.ifas.ufl.edu/](https://fpo.ifas.ufl.edu/)

* Off-campus areas or units not served by Facilities Services, IFAS, or Housing & Residence Life should contact appropriate utility providers*.*

**Version Date**: October 2021

Winter Weather

**In the event of Winter Weather with temperatures below 32° F for several hours, follow the 5 P’s:**

* **Protect People:** Dress in warm layers and wear a hat and gloves. Stay out of the wind and stay dry. Also, remember to check on young children and the elderly, who are the most sensitive to cold weather.
* **Protect Pets:** Bring outdoor pets inside or give them a warm shelter to stay in.
* **Protect Plants:** Cover cold-sensitive plants to protect them.
* **Protect Pipes:** Cover pipes and allow outdoor faucets to drip slowly to prevent freezing and breaking.
* **Practice Fire Safety:** Only use safe heating sources indoors. Use space heaters according to the manufacturer’s instructions

**Source:**  UF Department of Emergency Management (UFDEM)

**Resources:**

NWS-Winter Safety

[weather.gov/safety/winter](http://www.weather.gov/safety/winter)

Ready. gov-Winter Weather

[ready.gov/winter-weather](http://www.ready.gov/winter-weather)

UFDEM Storm Ready-Winter Weather

[emergency.ufl.edu/storm-ready/weather-hazards/winter-weather](https://emergency.ufl.edu/storm-ready/weather-hazards/winter-weather)

**Version Date**: February 2024

Appendix B: Tropical Weather Plan

1. Introduction and Purpose

The University of Florida (UF) campus is vulnerable to impacts from tropical storms and hurricanes. This appendix establishes procedures to protect students, staff and faculty, minimize storm-related damage to UF property, and facilitate recovery, including adequate documentation for insurance and Federal Emergency Management Agency (FEMA) reimbursement.

All UF units must be prepared for the impacts of tropical weather. This plan serves as a tool to assist departments in responding to and recovering from potential and actual effects.

1. Situation and Assumptions

* Tropical weather will impact UF, requiring units to take protective actions and forecasts will provide advance notice of potential tropical weather.
* Primary concern will be life-safety issues, followed by protecting UF property and the environment.
* Each department is responsible for executing its own preparedness and recovery actions, including monitoring information provided by the university.
* If adequate warning time is available, this plan may be activated for extratropical storms and other high-wind events.

1. Concept of Operations
2. Weather Monitoring
3. Hurricane Season occurs from June 1st through November 30th of each year. Departments will monitor the weather throughout hurricane season for the possibility of any local impacts.
4. Tropical weather information is available from numerous resources, including local media and online weather sources. Below are suggested websites to monitor during hurricane season.

National Hurricane Center:

[hurricanes.gov](http://www.hurricanes.gov)

National Weather Service-Jacksonville:

[weather.gov/jax](https://www.weather.gov/jax)

UF Emergency Management Hurricane Tracking:

[emergency.ufl.edu/emergency-information/hurricane-tracking/](https://emergency.ufl.edu/emergency-information/hurricane-tracking/)

1. Weather Statements
2. For decision-making purposes, UF will follow the official advisories and forecasts issued by the National Hurricane Center and the National Weather Service-Jacksonville, or the appropriate NWS forecast office for the UF facility’s location. (Reference websites in Section III.A.2 above)
3. Tropical depression, tropical storm and hurricane forecasts are issued by the National Hurricane Center every six hours for an active or potential storm. Normally, forecasts are available at 5 AM, 11 AM, 5 PM and 11 PM EDT (or 4 PM, 10 AM, 4 PM and 10 PM EST). The forecast packages project the path and intensity of the storm for a five-day period. If required, watches and warnings are included. Intermediate public advisories may be issued every three hours when coastal watches or warnings are in effect and every two hours when coastal watches or warnings are in effect and radar has identified a reliable storm center.

**Tropical Cyclone Classifications**

* Tropical Depression – 38 MPH or less sustained wind speed
* Tropical Storm – 39 MPH to 73 MPH sustained wind speed
* Hurricane – 74 MPH or greater sustained wind speed

1. The National Weather Service-Jacksonville issues local weather watches and warnings covering the UF campus. The forecast office will generate Tropical Storm and Hurricane watches and warnings if Alachua County is forecast to be impacted. Additionally, a Hurricane Local Statement will be issued at least every six hours when a tropical storm or hurricane, watch or warning is in effect for the NWS-Jacksonville County Warning Area.
2. Protective Action Decisions
3. When tropical weather threatens the area, UF may need to suspend some or all operations to safeguard lives and property. Closure decisions will be made according to the UF Comprehensive Emergency Management Plan.
4. Units will monitor the university's information regarding potential or actual closures and be prepared to suspend departmental operations. Some departments will be required to continue certain essential functions.
5. The official source for UF emergency information is the university’s home page, [ufl.edu](http://www.ufl.edu). Closure and opening information and other important statements will be posted on the website and sent through various UF Alert methods.
6. UF locations outside of Alachua County will follow directions from their department regarding operational status. Facilities outside of Alachua County should follow the closure schedule of their local county governments.
7. Assignment of Responsibilities
8. Pre-Storm
9. Units will review this plan and related departmental emergency plans.
10. Units will alert personnel with essential functions and specific roles to ensure their ability to fulfill obligations.
11. Units will make necessary preparations for the possibility of UF suspending normal operations.
12. Units will fuel state vehicles. (During hurricane season, it is recommended that departments maintain half-full tanks in vehicles during normal conditions.)
13. [insert other actions as appropriate]
14. UF Suspension of Normal Operations (Closure)
15. Units will complete the appropriate checklist for securing administrative/office areas and/or laboratory/research areas. (Checklists are included as Attachments A and B of this document)
16. Units will complete a general survey around each building and rooftop where accessible. Loose items should be brought inside or secured. Departments in shared facilities should coordinate actions.
17. Units should follow guidance from their IT provider regarding computer and data systems, including data backup.
18. Units will park fueled vehicles in a secure location, if possible. Interior sections of parking garages or parking lots away from trees are appropriate locations. Normally, this task should be completed by the vehicle’s primary user. Vehicle actions should be logged in Attachment C of this document and posted in the department/unit area.
19. [insert other actions as appropriate]
20. During Storm
21. During a storm, when UF normal operations are suspended, only those performing essential functions, on-campus residents or those in UF shelters should be on campus. During periods of high winds, everyone should shelter in a sturdy location and not travel around.
22. Faculty, staff, students and their families may choose to stay in hurricane shelters open at UF. (University Housing residents should follow the instructions of UF Department of Housing and Residence Life regarding sheltering procedures.)
23. Units with employees conducting essential functions during the storm will complete the contact information form and email it to the UF Police Department (UFPD). (The form is included as Attachment D of this document.)
24. [insert other actions as appropriate]
25. Post-Storm
26. Follow the damage assessment process outlined in Section III.C of the [insert department] Emergency Plan if needed.
27. Take safe, protective actions that mitigate or reduce hazards in buildings and areas. (Example - placing barricade tape around a dangerous area in a building to prevent people from entering the area.) Faculty and staff should not take any actions which place themselves or others in danger.
28. Monitor and follow guidance from the university and local officials regarding any special policies and procedures that may be in place following a storm.
29. Once UF has resumed normal operations, account for the well-being of all faculty and staff at the unit level.
30. If a department cannot fulfill its functions due to damaged facilities or equipment, it may need to activate its Continuity of Operations Plan (COOP). (Reference Appendix C)
31. [insert other actions as appropriate]
32. Logistics

The materials listed below are attachments to this document and are intended to aid its execution.

1. Laboratory and Research Areas Checklist*-* The document outlines tasks that should be completed as appropriate when UF suspends operations due to tropical weather. (Reference Attachment A)
2. Administrative and Office Areas Checklist- The document outlines tasks that should be completed as appropriate when UF suspends operations due to tropical weather. (Reference Attachment B)
3. Tropical Weather Vehicle Assignments-Form for logging where vehicles have been parked and keys located in preparation for tropical weather. (Reference Attachment C)
4. Essential Contacts during Suspended Operations-Documents should be completed and emailed to UFPD if employees remain on campus during tropical weather when UF has suspended operations. (Reference Attachment D)

Appendix C: Continuity of Operations Plan

# **Introduction**

1. Purpose, Scope and Objectives

A Continuity of Operations Plan (COOP) is an effort within university units to facilitate the continued provision or restoration of mission essential functions during a wide range of potential emergencies. Florida Statutes require each state university to have a COOP plan. At UF, this responsibility is implemented through unit-level plans.

This Appendix, the unit's COOP plan, identifies the mission essential functions as well as the positions, equipment, communications systems, records and databases needed to implement those functions. Orders of succession, alternate facilities and alternate work locations during a COOP activation are also described

This COOP plan provides a framework for sustaining essential operations for up to 30 days after implementation. During this period, it is expected [Department] will coordinate with university administration to determine long-term arrangements necessary to restore normal operations.

1. Situation and Assumptions

The following assumptions are presupposed for planning purposes as well as for the execution of the COOP plan:

* Emergencies can cause significant injuries, illnesses or deaths of employees; damages to facilities and infrastructure; and disruptions of utilities and communications.
* Emergencies, or potential emergencies, may affect the ability of [Department] to perform mission-essential functions through standard operations and may require alternate locations and arrangements.
* This COOP plan should be maintained at a high level of readiness and capable of implementation with and without warning.
* The plan should be operational no later than 12 hours after activation and be able to sustain essential operations for up to 30 days.

1. Authorities and References

The primary authority for the COOP plan is derived from the UF CEMP and the emergency plan for [Department]. The legal basis for the COOP operations and activities is from state authorities and guidance documents listed below.

State of Florida

* Florida Statutes Chapter 252.365
* [Continuity of Operations Implementation Guidance](https://www.floridadisaster.org/globalassets/dem/preparedness/coop/2022/2022-coop-implementation-guidance.pdf) (January 2022), Florida Division of Emergency Management

Federal

* [Continuity Guidance Circular](https://www.fema.gov/sites/default/files/2020-07/Continuity-Guidance-Circular_031218.pdf) (February 2018), Federal Emergency Management Agency

[Department]

* [Insert list of applicable departmental authorities/references]
* [Example – Departmental IT restoration plan]

# **Mission Essential Functions**

Mission essential functions are those functions that must be continued to provide vital services, maintain the safety and well-being of university students, faculty, staff and visitors, and sustain critical university operations. Functions not deemed mission essential can be deferred until additional personnel and resources become available.

Mission essential functions should be restored on a prioritized basis.

* **Priority 1**: Functions that need to be restored within one day.
* **Priority 2**: Functions that can be restored later than one day but within seven days.
* **Priority 3**: Functions that can be restored later than seven days but before thirty days.

The table below provides an overview of the identified mission's essential functions and the associated priority levels for [Department].

|  |  |  |
| --- | --- | --- |
| **Mission Essential Function** | **Priority** | **Restoration Timeframe** |
|  | 1 | 1 Day |
|  | 2 | 2-7 Days |
|  | 2 | 2-7 Days |
|  | 3 | 8-30 Days |
|  | 3 | 8-30 Days |

# **Delegations of Authority and Orders of Succession**

If the [VP/Dean, Director or Department Chair (DDD)] is unavailable or unable to perform responsibilities as the senior leader of [Department], the following list will be employed for the succession of leadership, providing for rapid response to an emergency requiring activation of the university’s COOP plan. Cessation of the delegation will occur when the [VP/DDD] is available and can assume duties, or an acting or interim [VP/DDD] is appointed by the university. The [VP/DDD] may supersede this list by specifically delegating authority ahead of planned absences.

|  |  |
| --- | --- |
| **Succession of [VP/DDD] by Position** | |
| 1 | [Example-Associate DDD for …] |
| 2 | [Example-Associate DDD For...] |
| 3 | [Example-Assistant DDD] |

Personnel other than [identify departmental positions] do not have financial or budgetary authority. [Insert other applicable limitations on authority.]

# **Alternate Work Locations**

# A. Alternate Facility

An emergency may leave [Department’s current facility] inaccessible or inoperable, necessitating relocation of some employees to an alternate site to maintain or restore mission essential functions. Based on the equipment, resources and space for the number of employees outlined in this plan, the following location(s) has been identified to function as an alternate site.

|  |  |
| --- | --- |
| **Alternate Facility(s)** | **Location** |
|  |  |

An alternate facility may be identified from other departmental locations or external sources such as another department. The facility selected should have sufficient space and equipment to maintain designated employees and be capable of sustaining operations for up to 30 days.

For locations controlled by another department, attach a letter of agreement authorizing the use of the facility during COOP activations.

The alternate site should have an appropriate level of operational, network, physical and access controls, in line with university controls and the primary facility. Detail any specific security or access measures in place for the alternate facility.

1. Alternate Work Location (Remote)

Remote work allows employees to perform mission essential functions off-site to maintain departmental functions. This approach can be employed as a preliminary measure while relocating to the alternate site, to augment office space for supporting functions or as a stand-alone solution when appropriate.

Use of alternate work locations should follow guidance from Human Resources and the university’s Remote Work Location Policy: [policy.ufl.edu/policy/remote-work-location](https://policy.ufl.edu/policy/remote-work-location).

[Insert details on department alternate work location plans.]

# **Logistics Support and Resources Requirement**

The following positions will support the COOP activation by implementing this plan and completing actions necessary to maintain or restore the assigned mission-essential functions.

|  |  |  |
| --- | --- | --- |
| **Position** | **# Of Positions Needed** | **COOP Role and Responsibility** |
| [Insert from Part 2 of Section X tables] |  |  |
| [Expand table as needed] |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Identified personnel should maintain drive-away kits to support essential functions of the assigned mission. Kits should include any equipment not pre-positioned at the alternate location. [Insert details on kits, including needed components such as office supplies, telephones and contact lists.]

The table below outlines equipment that must be relocated to or available at the alternate site.

|  |  |
| --- | --- |
| **Equipment** | **Notes** |
| [Insert from Part 2 of Section X tables] |  |
| [Expand table as needed] |  |
|  |  |
|  |  |
|  |  |

# **Interoperable Communications**

The following communications systems, either software and/or hardware, are necessary to maintain or restore designated mission essential functions. Access to these systems is needed at the alternate facility and alternate work locations.

Guidance on helpful technology tools and resources for working remotely and how to access them is available from UF Information Technology:

[it.ufl.edu/get-connected/remote-work-resources](https://it.ufl.edu/get-connected/remote-work-resources).

Information on and access to UF’s cloud-based services is offered at [cloud.it.ufl.edu](https://cloud.it.ufl.edu).

|  |  |  |
| --- | --- | --- |
| **Communications Software/Hardware** | **Location** | **Function/Description** |
| [Insert from Part 3 of Section X tables] |  |  |
| [Expand table as needed] |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# **Vital Records and Databases**

The following vital records and databases, both physical and electronic, are necessary to maintain or restore designated essential functions. They are protected and accessible through the locations indicated below.

[Insert details on departmental storage of vital records for access during COOP activation, such as using UFIT GatorCloud services for remote access and protection.]

|  |  |  |  |
| --- | --- | --- | --- |
| **Vital Record/Database** | **Location(s)** | **Type** | **Function/Description** |
| [Insert from Part 4 of Section X Tables] |  |  |  |
| [Expand table as needed] |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# **COOP Evaluation and Activation**

Following an incident or emergency that impacts [Department], the [VP/DDD] will determine the effects on the organization’s facilities and operations. Based upon the evaluation, the [VP/DDD] will execute all or portions of the COOP plan as necessary to maintain or restore identified mission essential functions. An implementation may include evacuation, relocation and/or alternate work locations depending on the nature and specifics of the situation.

**Evacuation**

A no-notice incident may trigger a COOP event due to an extended building evacuation. Follow the procedures identified in Section II.F of the Base Plan. Employees should be notified promptly if relocation and/or alternate work locations are required to continue essential operations. Reference the notification process in Section VI.B of the Base Plan.

**Relocation to Alternate Facility**

If the [primary facility] cannot be occupied due to damage, loss of utilities or other reasons, activating the [alternate facility] may be justified to continue the identified mission essential functions.

**Alternate Work Location (Remote**)

When appropriate and the communication/IT infrastructure is functional, employees may be directed to work remotely to continue identified mission essential functions. This approach can be utilized instead of or to augment the alternate facility.

# Phase 1-Activation

Notify employees of activation of the COOP plan, providing information on operations of the alternate facility and/or alternate work locations. Detail expected actions of all employees for both duty and non-duty hours. Transition operations of identified mission essential functions to the alternate facility and/or alternate work locations

# Phase II- Alternate Operations.

Perform identified mission essential functions critical to university and [Departmental] operations using details in essential function tables and this plan. Evaluate staffing needs and alternate methods, adjusting as needed. Begin preparations for a return to normal operations and primary facility. Engage [appropriate senior university leadership for the department] if alternate operations will be necessary beyond 30 days to plan for long-term operations and a new primary facility if required.

[Insert details on specific university leadership, internal or external customers and other stakeholders that should be notified of the transition to alternate operations.]

1. Phase III-Reconstitution and Termination

When the threat or emergency conditions no longer exist, return to normal operations and primary location as appropriate. Inform all employees of the transition and provide instructions for the resumption of normal operations. When deactivated, return and restock equipment and supplies from the alternate to the primary facility, including drive-away kits.

# **Tests, Training, Exercise, and Program Maintenance**

The COOP plan should be exercised [annually] by [Department]. The exercise should include evaluating alternate facility operations, vital records and databases accessibility, communications functionality, and inventorying of COOP equipment and supplies. Needed updates and areas for improvement revealed during the exercise will be noted and adjusted in the plan as appropriate to validate readiness and capabilities.

Identified positions tasked with roles and responsibilities in this document, and the [Department] leadership should receive [annual] training on the COOP plan to review procedures and be prepared to execute.

Additionally, the following online COOP training courses are available from FEMA:

* [IS-1300.A, Introduction to Continuity of Operations](https://training.fema.gov/is/courseoverview.aspx?code=IS-1300.a&lang=en)

This course is intended to lay the foundation of knowledge for students who wish to increase their understanding of continuity and build a comprehensive continuity program in their organization.

* [IS-545.A, Reconstitution Planning Course](https://training.fema.gov/is/courseoverview.aspx?code=IS-545.a&lang=en)

As the final continuity phase, reconstitution is integral to your organization’s continuity plan. This course addresses each part of a reconstitution plan and explores best practices to implement your plan.

* [IS-120.C, An Introduction to Exercises](https://training.fema.gov/is/courseoverview.aspx?code=IS-120.c&lang=en)

This course introduces the basics of emergency management exercises. It also builds a foundation for subsequent exercise courses, which provide the specifics of the Homeland Security Exercise and Evaluation Program (HSEEP).

Funding resources needed to address capability gaps or ongoing maintenance should be included within the [Department] strategic budget requests and enhancements.

# **Mission Essential Functions Tables**

The following pages contain a table for each identified mission essential function in prioritized order. These tables summarize the information in the document and can serve as a quick reference guide for employees activating or exercising the function.

Use these forms to conduct a business process analysis of your department’s mission essential functions. To complete:

Step 1

* Brainstorm and list all mission essential functions.
* Prioritize compiled list of functions into three tiers for restoration.
  + Priority 1’s: Functions that must be restored within one day.
  + Priority 2’s: Functions that can be restored later than one day but within seven days.
  + Priority 3’s: Functions that can be restored later than seven days but before thirty days.
* Remember that your department will have numerous important functions, but this plan is not intended to sustain all departmental operations. Narrow focus to mission essential functions. Mission essential functions must be continued to provide vital services, maintain the safety and well-being of university students, faculty, staff and visitors, and sustain critical university operations. These functions of your department cannot be delayed for more than 30 days or less.

Step 2

• Complete a table in this section for each identified mission essential function on the list.

• Once completed, use the tables to populate the corresponding Continuity of Operation Plan (COOP) sections.

[Duplicate tables as needed for each mission essential function identified.]

Priority 1- (Insert Missions Essential Function Name)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Mission Essential Function** | | |  |  | | | |
| **Function** | | | **Priority Level** | **Steps to complete Essential Function** | | | |
|  | | |  | 1. Insert Step 2. Insert Step | | | |
| 1. **Logistics Support and Resource Requirements** | | | | | | | |
| **Position(s) needed to conduct the function** | | | **# of Positions Required** | **Skills Needed** | | | |
|  | | |  |  | | | |
|  | | |  |  | | | |
| **Equipment needed to conduct the function** | | | **Notes** | | | | |
|  | | |  | | | | |
|  | | |  | | | | |
| 1. **Interoperable Communications** | | | | | | | |
| **Communications Software/Hardware needed to conduct the function** | | **Location** | | | | **Function/Description** | |
|  | |  | | | |  | |
|  | |  | | | |  | |
| 1. **Vital Records and Databases** | | | | | | | |
| **Vital Record/Database needed to conduct the function** | **Location** | | | | **Type** | | **Function/Description** |
|  |  | | | |  | |  |
|  |  | | | |  | |  |
| 1. **Alternate Continuity Strategy**   List potential strategies and implementation steps for alternatives (examples – mutual aid, vendor support, others) to address the function if unable to executive COOP plan. | | | | | | | |
| **Alternate strategy** | | | | **Implementation steps** | | | |
|  | | | |  | | | |
|  | | | |  | | | |

Priority 2- (Insert Missions Essential Function Name)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Mission Essential Function** | | |  |  | | | |
| **Function** | | | **Priority Level** | **Steps to complete Essential Function** | | | |
|  | | |  | 1. Insert Step 2. Insert Step | | | |
| 1. **Logistics Support and Resource Requirements** | | | | | | | |
| **Position(s) needed to conduct the function** | | | **# of Positions Required** | **Skills Needed** | | | |
|  | | |  |  | | | |
|  | | |  |  | | | |
| **Equipment needed to conduct the function** | | | **Notes** | | | | |
|  | | |  | | | | |
|  | | |  | | | | |
| 1. **Interoperable Communications** | | | | | | | |
| **Communications Software/Hardware needed to conduct the function** | | **Location** | | | | **Function/Description** | |
|  | |  | | | |  | |
|  | |  | | | |  | |
| 1. **Vital Records and Databases** | | | | | | | |
| **Vital Record/Database needed to conduct function** | **Location** | | | | **Type** | | **Function/Description** |
|  |  | | | |  | |  |
|  |  | | | |  | |  |
| 1. **Alternate Continuity Strategy**   List potential strategies and implementation steps for alternatives (examples – mutual aid, vendor support, others) to address the function if unable to execute the COOP plan. | | | | | | | |
| **Alternate strategy** | | | | **Implementation steps** | | | |
|  | | | |  | | | |
|  | | | |  | | | |

Priority 3- (Insert Missions Essential Function Name)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Mission Essential Function** | | |  |  | | | |
| **Function** | | | **Priority Level** | **Steps to complete Essential Function** | | | |
|  | | |  | 1. Insert Step 2. Insert Step | | | |
| 1. **Logistics Support and Resource Requirements** | | | | | | | |
| **Position(s) needed to conduct the function** | | | **# of Positions Required** | **Skills Needed** | | | |
|  | | |  |  | | | |
|  | | |  |  | | | |
| **Equipment needed to conduct the function** | | | **Notes** | | | | |
|  | | |  | | | | |
|  | | |  | | | | |
| 1. **Interoperable Communications** | | | | | | | |
| **Communications Software/Hardware needed to conduct the function** | | **Location** | | | | **Function/Description** | |
|  | |  | | | |  | |
|  | |  | | | |  | |
| 1. **Vital Records and Databases** | | | | | | | |
| **Vital Record/Database needed to conduct the function** | **Location** | | | | **Type** | | **Function/Description** |
|  |  | | | |  | |  |
|  |  | | | |  | |  |
| 1. **Alternate Continuity Strategy**   List potential strategies and implementation steps for alternatives (examples – mutual aid, vendor support, others) to address the function if unable to executive COOP plan. | | | | | | | |
| **Alternate strategy** | | | | **Implementation steps** | | | |
|  | | | |  | | | |
|  | | | |  | | | |

Attachments

## **Attachment A: Laboratory and Research Areas Closures Checklist: Preparation for Tropical Weather/Hurricanes**

Departments are responsible for taking protective actions in their own laboratories. This checklist is designed to identify suggested tasks and assign responsibilities for preparing laboratory areas. Not all items are appropriate for all areas. Departments and researchers should add actions specific to their individual laboratories if needed. The checklist should be completed as part of Appendix B—Tropical Weather Plan.

When impacts from tropical weather are possible, consider necessary preparations to suspend ongoing experiments involving biological materials, radioactive agents and hazardous chemicals. When UF suspends normal operations, postpone laboratory operations, secure equipment and complete the checklist. Personnel should not stay in the laboratory during a storm if UF has suspended normal operations.

Additional mitigation steps can be taken year-round to reduce impacts from tropical weather and other incidents, including:

* Keep chemical, radiological and biohazardous materials in your inventory to a minimum.
* Dispose of hazardous wastes and old chemicals routinely to minimize accumulation of hazardous materials in your facility.
* Laboratories with exterior windows should identify a secure area for storing water-reactive chemicals, radioactive materials and biohazardous agents. Materials with significant potential hazards should be moved to interior rooms. (e.g., solvents containing reactive metals, glove boxes containing air-reactives)
* If dry ice will be needed pre- or post-incident, document vendor information, payment method and delivery or pick-up options. Note that dry ice should not be transported in a closed vehicle for the safety of the occupants.
* Maintain a supply of plastic, waterproof containers to store reactive chemicals, lab notes, research documentation, electronic data and other important materials.
* Plan in advance how to protect valuable research equipment, samples and data.
* Contact appropriate work management centers (Facilities Services, IFAS Facilities) if using portable generators to determine appropriate and safe use, connection and fueling. Note, work management centers normally do not provide portable generators.
* Maintain a stock of critical supplies to prevent disruptions.
* Update and distribute emergency and contact information to laboratory personnel. Regularly maintain emergency call list on the notice board at the laboratory door.

| **** | **Action/Task** | **Location** | **Staff Responsible** | | **Notes** |
| --- | --- | --- | --- | --- | --- |
| **Primary** | **Alternate** |
|  | Turn down refrigerators and freezers to the lowest practical settings and plug into emergency power where available. Red outlets typically designate emergency power. |  |  |  |  |
|  | Place recording maximum/minimum thermometers in refrigerators and freezers containing temperature critical supplies and samples. |  |  |  |  |
|  | Plug incubators into emergency power outlets if you must maintain cultures in vitro. |  |  |  |  |
|  | Cover and secure or seal vulnerable equipment with plastic. |  |  |  |  |
|  | Remove or secure equipment from outdoor and rooftop locations. |  |  |  |  |
|  | Ensure arrangements have been made for the care and feeding of laboratory animals. Follow recommended actions of UF Animal Care Services. |  |  |  |  |
|  | In areas subject to flooding, relocate or elevate equipment, chemicals, wastes, and other important items from the floor to prevent damage. |  |  |  |  |
|  | Secure radioactive isotopes, biohazardous agents, recombinant materials and hazardous chemicals to prevent breakage and release. |  |  |  |  |
|  | Fill dewars and cryogen reservoirs for sample storage and/or critical equipment. |  |  |  |  |
|  | Over-pack reactive chemicals in plastic, waterproof containers. |  |  |  |  |
|  | Remove regulators and cap gas cylinders, except for CO2, which is needed to maintain cell cultures. Ensure all cylinders are secure. |  |  |  |  |
|  | Autoclave or inactivate infectious or rDNA waste. |  |  |  |  |
|  | Due to the possibility of power outages, store volatile, toxic materials in tightly sealed, break-resistant containers rather than fume hoods or open rooms. |  |  |  |  |
|  | Protect valuable files, research samples, and notebooks in place or move to a safer location. |  |  |  |  |
|  | Protect notebooks and secure samples/data as necessary for colleagues unable to reach the lab. |  |  |  |  |
|  | Update emergency contact information, including the notification list, on the lab door. Add and expand temporary contact information if staying at a different location during storm. |  |  |  |  |
|  | Close and latch (or secure with tape if needed) filing cabinets and cupboards. |  |  |  |  |
|  | Back-up electronic data and store in multiple locations. |  |  |  |  |
|  | Follow IT provider instructions for computer equipment preparations. |  |  |  |  |
|  | Close and lock all doors and windows before leaving. |  |  |  |  |
|  | If appropriate, complete Attachment C – Vehicle Assignments for Tropical Weather. |  |  |  |  |
|  | If appropriate, complete Attachment B – Office and Administrative Areas Checklist. |  |  |  |  |
|  |  |  |  |  |  |

## **Attachment B: Administrative and Office Areas Closure Checklist: Preparations for Tropical Weather/Hurricanes**

Departments are responsible for taking protective actions in their own offices and administrative areas. This checklist is designed to identify suggested tasks and assign responsibilities for preparing work areas. Not all items are appropriate for all areas. Departments should add actions specific to their individual work areas if needed. The checklist should be completed as part of Appendix B – Tropical Weather Plan.

When impacts from tropical weather are possible, consider necessary preparations to protect equipment, records, and data. When UF suspends normal operations, prepare to close office and administrative areas and complete the checklist. Note that personnel should not stay in work areas unless involved with essential operations during a storm if UF has suspended normal operations.

Additional mitigation steps can be taken year-round to reduce impacts from tropical weather and other incidents, including:

* Plan in advance how to protect files, records and valuable equipment.
* Obtain and store supplies, such as plastic sheeting to cover equipment and files.
* Discuss preparatory actions with personnel and assign responsibilities.
* Update and distribute emergency and contact information to personnel.

| **** | **Action/Task** | **Location** | **Staff Responsible** | | **Notes** |
| --- | --- | --- | --- | --- | --- |
| **Primary** | **Alternate** |
|  | Cover and secure vulnerable equipment with plastic. |  |  |  |  |
|  | When possible, move equipment and other valuable items into interior areas of the building away from windows. Tag moved equipment with department contact information for easy identification and retrieval. |  |  |  |  |
|  | In areas subject to flooding, relocate equipment and other valuable items to a higher floor or elevate them. Tag moved equipment with department contact information for easy identification and retrieval. |  |  |  |  |
|  | Remove or secure equipment from outdoor and rooftop locations. |  |  |  |  |
|  | Clear refrigerators and freezers of items that could spoil if power is lost, but leave the appliance plugged in. |  |  |  |  |
|  | Place important records and files in cabinets and cover with plastic. |  |  |  |  |
|  | Close and latch (or secure with tape if needed) filling cabinets and cupboards. |  |  |  |  |
|  | Back-up electronic data and store in multiple locations. |  |  |  |  |
|  | Follow IT provider instructions for computer equipment preparations. |  |  |  |  |
|  | Clear desktops, tables, and exposed horizontal surfaces of materials subject to damage. |  |  |  |  |
|  | Place telephone in desk drawer if the cord is long enough. Do not unplug telephones. |  |  |  |  |
|  | Close and lock all doors, including office doors, before leaving. |  |  |  |  |
|  | If appropriate, complete Attachment C – Vehicle Assignments for Tropical Weather |  |  |  |  |
|  | If appropriate, complete Attachment A – Laboratory and Research Areas Checklist |  |  |  |  |
|  | Take personal possessions home. UF is not responsible for personal items damaged. |  |  |  |  |
|  | Secure windows and close blinds. |  |  |  |  |
|  | Change voice mail to indicate UF closure. |  | **All** |  |  |

## **Attachment C: Tropical Weather Vehicle Assignments**

**Reference Appendix B (Tropical Weather Plan), Section IV.B.4** - Departments will park fueled vehicles in a secure location. Interior sections of parking garages or in parking lots away from trees are appropriate locations. Normally, this task should be completed by the vehicle’s primary user. When completed, copy, distribute and store in a known location.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **** | **Vehicle #** | **Vehicle Parking Location** | **Vehicle Key Location** | **Responsible Person** |
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## **Attachment D: Essential Contacts During Suspended Operations**

**Complete this form for personnel staying on Campus during suspended operations and email this form/information to the University Police Department at** [UPDDispatch@admin.ufl.edu.](https://uflorida-my.sharepoint.com/personal/heidigibson_ufl_edu/Documents/UPDDispatch@admin.ufl.edu.)

Reference Appendix B (Tropical Weather Plan) – Departments with employees conducting essential functions during the storm will complete the contact information form and email it to the University of Florida Police Department (UFPD).

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sent by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Building # / Name** | **Contact Name/**  **UFID** | **Phone Number(s) during incident** | **Required Activity** |
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## **Attachment E:** **Information Posting**

Please complete and display information (or equivalent) where notices are posted in your area.

UF Building Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UF Building Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building Emergency Coordinator (BEC) for \_\_\_\_ [insert department] \_\_\_\_\_\_\_ in this building:

|  |  |  |
| --- | --- | --- |
|  | **Primary** | **Alternate** |
| **Name** |  |  |
| **Work Telephone** |  |  |
| **Email** |  |  |
| **Office Location** |  |  |
| **Other** |  |  |

|  |  |  |
| --- | --- | --- |
| **Emergency Telephone Numbers** | | |
| **Department** | **Normal Business Hours** | **Evenings/Weekends** |
| Fire/Police/Medical | 911 | 911 |
| University Police Department | 352-392-1111 | 352-392-1111 |
| Environmental Health & Safety | 352-392-1591 | 352-392-1111 |
| Pest Control (UF) | 352-392-3410/392-1591 | 352-392-1111 |
| Biological Spill (UF) | 352-392-1591 | 352-392-1111 |
| Chemical Spill (UF) | 352-392-8400/392-1591 | 352-392-1111 |
| Radiation Spill (UF) | 352-392-7359/392-1591 | 352-392-1111 |
| Needlestick-Biopath Hotline | 866-477-6824 | 866-477-6824 |
| UF Workers’ Compensation | 352-392-4940 |  |
| Florida Poison Information Center | 800-222-1222 | 800-222-1222 |

|  |  |
| --- | --- |
| **Work Management Centers** | |
| Facilities Services Work Management | 352-392-1121 |
| IFAS Facilities Operation | 352-392-1984 |
| Housing & Residence Education | 352-392-2161 |

[If off campus, insert building management contact information]

## **Attachment F: Employees with Emergency Roles**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Title (Emergency Role)** | **Email Address** | **Work #** | **Home #** | **Cell #** |
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## **Attachment G: Vendors and Partners**

In the event of an emergency, the [insert department] will reference the following tables to determine appropriate stakeholders to contact regarding the emergency, including vendors that may provide resources to the Department during an emergency:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vendor/Supplier** | **Service Provided** | **Emergency Contact** | **Alternate Source** | **Notes** |
|  |  |  |  |  |
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| --- | --- | --- | --- |
| **Grant Funding Organizations** | **Associated Projects** | **Emergency Contact** | **Notes** |
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| **Partners** | **Associated Projects** | **Emergency Contact** | **Notes** |
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