

UF CEMP Support Group Annex: Infrastructure Group

I. Emergency Operations Team (EOT) Departments

- Facilities Services
- IFAS Facility Operations
- Planning, Design & Construction
- University Athletic Association

II. Introduction

A. Purpose

This Support Group Annex further details key functions and expands upon the responsibilities and actions of the Infrastructure Group and associated departments described in the University of Florida (UF) Comprehensive Emergency Management Plan (CEMP) Base Plan.

B. Scope

This Annex will be utilized during emergency operations in conjunction with the CEMP Base Plan and carried out by the departments specified above. It applies to the entire university enterprise.

III. Concept of Operations

The Emergency Operations Team (EOT) is charged with cooperatively addressing imminent threats and hazards, supporting incident command or on-scene personnel during complex incidents, and staffing the University Emergency Operations Center (EOC) when activated. The Team will exchange and consolidate information, support institutional decision making, and coordinate resources. Within the EOT structure, the Infrastructure Group has broad authority to address issues affecting university buildings, utilities, roadways, waterways, and other properties/assets, as well as debris management. Their area of responsibility will include and expand upon their standard university roles and will require coordination with internal and external stakeholders.

IV. Organization

The university's emergency management structure is fully detailed in the CEMP Base Plan. The Emergency Operations Team (EOT) is comprised of eight Support Groups primarily composed of representatives from identified university departments. These groups are organized around key functions to facilitate information and resources, and coordinate actions within these shared areas to ensure unified operations for the university. The groups do not have designated leaders, and representatives report to the EOC Director and University Administrator for their EOT roles.

Each designated department or partner is responsible for assigning primary and alternate representatives to the EOT. Those representatives will actively participate in planning, trainings, exercises, communications, EOC activations, after-action reviews, and other EOT activities. Additionally,

these departments are responsible for developing and maintaining any internal plans, procedures, and guidance documents needed in order to carry out their assigned responsibilities.

V. Assignment of Responsibilities

Upon activation, the Infrastructure Group is responsible for addressing the needs of university buildings, utilities, roadways, waterways, and other properties through tasks including, but not limited to the following:

- 1) Staff and support the Infrastructure Group and Emergency Operations Team (EOT) when activated by the University Administrator, EOC Director, or their designees – *All listed Departments***
 - Staff the EOC when activated, including the potential for 24/7 operations.
 - Fulfill requests and mission tasking for support group issues and resources.
 - Provide updates to the EOT throughout the activation.
 - Maintain records of decisions and activities throughout the emergency.
 - Document expenses related to the emergency for FEMA reimbursement.
 - Plan for and implement demobilization procedures for activated resources.

- 2) Conduct and document damage assessments including buildings, utilities, roadways, waterways, and debris – *Facilities Services; IFAS Facility Operations; University Athletic Association***
 - Coordinate with the University of Florida Police Department (UFPD) and University of Florida Department of Emergency Management (UFDEM) to conduct an initial “windshield” damage assessment.
 - Coordinate with Environmental Health & Safety (EH&S) and impacted departments to document detailed damage assessments including for building interiors and exteriors in compliance with FEMA public assistance guidance. IFAS will manage its own requests for public assistance through FEMA.
 - Facilities Services will collate damage reports from all facility areas.

- 3) Coordinate the repair and restoration of university buildings, utilities, roadways, waterways, and other properties – *Facilities Services; IFAS Facility Operations; Planning, Design & Construction; University Athletic Association***
 - Conduct repair and restoration efforts based on incident priorities, focusing on life-safety issues and essential functions.
 - Obtain external and vendor-provided resources, including personnel and equipment, if needed to conduct repairs and restoration work.
 - Document repair and/or restoration work in compliance with FEMA public assistance guidance.

- 4) Liaise with external utility partners and providers, including electric, water, and natural gas, for status, damage, and outage information as well as restoration efforts – *Facilities Services, IFAS Facility Operations***
 - Assess outage impacts and restoration timelines.
 - Coordinate with utility providers on repair and restoration issues.
 - Provide updates to the university community regarding utility disruptions and outages.

- 5) Conduct debris clearance, removal, temporary storage, and disposal operations – Facilities Services, IFAS Facility Operations**
- Direct debris clearance and removal operations based on incident priorities, focusing on life-safety and essential functions.
 - Obtain external and vendor-provided resources, including personnel and equipment, if needed to conduct debris operations.
 - Move debris to the permitted, temporary debris storage site and coordinate permanent disposal/recycling.
 - Monitor and document debris operations in compliance with FEMA public assistance guidance.
- 6) Monitor university roadways for hazards and clear or close as appropriate – Facilities Services**
- Clear roadways based on incident priorities, focusing on life-safety and essential functions.
 - Place signage and barriers to temporarily close roads with hazardous conditions, such as debris and flooding.
 - Coordinate road closures with UFPD.
- 7) Provide for the operation of generators and pumps including refueling and maintenance – Facilities Services; IFAS Facility Operations, University Athletic Association**
- In coordination with other facilities areas, Facilities Services will maintain a master list of stand-by generators and pumps.
 - Prioritize refueling of permanent generators and deployment of mobile generators based on incident priorities, focusing on life-safety and essential functions.
 - Coordinate requests for generators from university units, including use of vendor support.
 - Document generator operations in compliance with FEMA public assistance guidance.
- 8) Provide motor pool services in support of emergency operations including fueling and maintenance – Facilities Services, IFAS Facility Operations**
- Maintain adequate fuel supply and manage ongoing resupply with fuel vendor(s).
 - Enhance motor pool services if warranted, including extended hours and services.
- 9) Facilitate requests and deployment of heavy equipment resources, including personnel, in support of emergency operations – Facilities Services, IFAS Facility Operations**
- Coordinate and track incident needs for heavy equipment and operators, including the use of vendor support.
 - Monitor use of heavy equipment for safety concerns.
 - Document equipment and personnel use in compliance with FEMA public assistance guidance.
- 10) Liaise with construction contractors to facilitate preparedness, security, damage assessment, and recovery at construction sites – Planning, Design & Construction, IFAS Facility Operations, University Athletic Association**
- Verify construction sites are prepared and secured, pre-incident.
 - Request emergency contacts for construction sites
 - Coordinate with contractors post-incident regarding the status of, and damage to, construction sites.

- Return construction sites to normal operations in coordination with contractors.
- Facilitate any project changes, including schedules, resulting from the emergency.