

# UF CEMP Support Group Annex: Public Safety Group

## I. Emergency Operations Team (EOT) Departments

- Environmental Health & Safety
- University of Florida Police Department

## II. Introduction

### A. Purpose

This Support Group Annex further details key functions and expands upon the responsibilities and actions of the Public Safety 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 Public Safety Group has broad authority to address public and environmental health and safety issues of the university. 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 facilitate 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, training, 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 Public Safety Group is responsible for the public and environmental safety of the university through tasks including, but not limited to the following:

- 1) Staff and support the Public Safety 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 Public Safety 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) Manage on-scene response to the emergency to safeguard lives, property, facilities, research, and the environment – Environmental Health & Safety, University of Florida Police Department**
  - Evaluate the scale and scope of the emergency and determine safety and emergency response actions and resources needed.
  - Mitigate or eliminate the threat or hazard.
  - Request and coordinate with outside public safety and environmental agencies to include fire, hazardous materials, EMS, and environmental protection.
  - UFPD will assign or confirm public safety radio channels for interoperability with outside responding agencies.
  - UFPD will issue emergency notifications (UF Alerts) with public protective actions as needed.
  
- 3) Establish the Incident Command Post (ICP) and maintain the Incident Command System/Emergency Operations Center Interface (ICS/EOC) – University of Florida Police Department**
  - Designate an Incident Commander (or Unified Command with outside agencies) and an ICP location to carry out on-scene tactical operations.
  - In coordination with the EOC Director, appoint an Incident Command Liaison to serve in the EOC to facilitate information flow, shared situational awareness, and resource management.
  
- 4) Provide representation to the Alachua County EOC – Environmental Health & Safety**
  - Designate a UF liaison to the Alachua County EOC to represent the university during activations and briefings.
  - Maintain communication between the Alachua County EOC and the University EOC.
  - Coordinate and track resource requests between the University and County EOCs.
  
- 5) Assist in the damage assessment of university facilities and infrastructure, including the identification of potential hazards – Environmental Health & Safety, University of Florida Police Department**
  - Coordinate with the Infrastructure Group and the UF Department of Emergency Management to conduct an initial “windshield” survey. Drive through campus and/or other impacted university areas to assess and photograph any damages, including debris, damaged buildings or infrastructure, flooded or blocked roadways, and other issues.

- Identify hazardous or unsafe areas resulting from the emergency and restrict access as needed, such as barricading streets and preventing access to impacted buildings.
- EH&S will coordinate with the Infrastructure Group and impacted departments to document detailed damage assessments, including building interiors and exteriors, in compliance with FEMA public assistance guidance.
- In collaboration with the Infrastructure Group, EH&S will assess damaged buildings that pose potential safety issues for occupants and make recommendations to take appropriate actions, including limiting access or condemning.

**6) Establish scene and perimeter security – *University of Florida Police Department***

- Secure scene and perimeter and protect crime scene(s).
- Initiate long-term security measures for university buildings or areas that must remain closed for an extended period of time.

**7) Coordinate research, laboratory, and hazardous materials impacted by the emergency – *Environmental Health & Safety***

- Mitigate and resolve impacts from research and laboratory materials in collaboration with impacted departments, Principal Investigators, and hazardous materials teams.
- Coordinate remediation and clean-up of hazardous materials.
- Inspect laboratories in areas impacted by the emergency for safety issues.
- Secure or relocate hazardous materials located in laboratories or other locations impacted by the emergency in collaboration with Principal Investigators.
- Coordinate with Principal Investigators (or appropriate staff) on restoring impacted laboratories to normal operations.
- Collect and dispose of hazardous materials as appropriate.
- Maintain information regarding the location and quantity of radiological, chemical, biological, and other hazardous materials.

**8) Provide law enforcement staffing at shelters and other critical facilities – *University of Florida Police Department***

- Determine and assign appropriate law enforcement staffing for shelters opened on campus.
- Assist with deactivation of shelters, including aiding guests in leaving after the shelter closes.
- Staff additional critical facilities with law enforcement personnel as appropriate.