

UF CEMP Support Group Annex: Services Group

I. Emergency Operations Team (EOT) Departments

- Business Affairs
- Business Services
- Office of the Chief Financial Officer

II. Introduction

A. Purpose

This Support Group Annex further details key functions and expands upon the responsibilities and actions of the Services 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 Services Group has broad authority to address issues affecting the continuity of the university's business operations. 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, 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 Services Group is responsible for addressing impacts to the university's business operations through tasks including, but not limited to the following:

- 1) Staff and support the Services 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 Services 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) Procure vendor resources and services – *Business Affairs, Office of the CFO***
 - Communicate and coordinate with other support groups to determine needed resources.
 - Activate and/or create new vendor agreements to obtain supplies and services.
 - Arrange for rental of alternate locations or facilities for displaced university operations or emergency functions.

- 3) Maintain food service during an emergency for Housing residents, university employees, and others who remain on main campus or other locations served as part of the university's dining program – *Business Services***
 - In collaboration with the university's dining partner, determine food service venues that will remain open to continue essential dining operations. Communicate schedule and service changes with the university community.
 - Arrange with dining and beverage partners for the distribution and/or pre-staging of food and water resources if needed.

- 4) Provide food service in support of emergency operations – *Business Services***
 - Support University of Florida Police Department (UFPD), University Emergency Operations Center (EOC), and other essential functions with food services.
 - Arrange and supply food services for shelter operations.

- 5) Maintain finance, accounting, and purchasing processes for the university and provide enhanced or specific services in relation to the emergency – *Office of the CFO***
 - Coordinate business processes issues such as payroll, banking services, disbursements, emergency checks, cash, and emergency purchase orders, including alternate arrangements.
 - Communicate any changes in university business practices, such as alternate methods or reporting, resulting from the emergency.
 - Facilitate Purchasing Card adjustments, including increased spending limits on selected card holders and merchant types.

- 6) Coordinate transportation and parking operations – *Business Affairs***
 - Determine and anticipate transportation and parking issues associated with the emergency.

- Communicate transportation and parking changes or disruptions with the university community.
- Provide parking locations and/or issue temporary parking permits to support emergency response and recovery activities.
- Designate the use of parking lots and garages for activities in relation to the emergency such as staging areas and distribution points.
- Coordinate with the Infrastructure Group on clearing of debris from parking lots and other transportation areas.
- Facilitate university transportation resources in support of emergency operations, such as the use of Student Nighttime Auxiliary Patrol (SNAP) and Campus Connector vehicles.
- Coordinate changes for Gator Lift and other university transportation services.

7) Liaise with the Regional Transit System (RTS) to coordinate routes and schedules, as well as the emergency use of buses – *Business Affairs*

- Coordinate with RTS regarding changes in schedules and routes.
- Communicate with the university community regarding changes in RTS service.
- Facilitate requests for RTS buses in support of emergency operations.

8) Manage special event permitting process issues resulting from an emergency – *Business Affairs*

- Provide details on the permitted events, including times and locations, for situational awareness.
- Modify event permitting process, if needed, resulting from the emergency including cancellation or postponement of events.

9) Provide specialized technical support to the University EOC and emergency operations – *Business Affairs*

- Support emergency needs for camera monitoring and temporary placement of cameras.
- Arrange Geographic Information Systems (GIS) and mapping services in support of emergency operations.
- Facilitate appropriate building access through university ID cards in support of emergency operations.
- Coordinate specialized technical systems support as needed during an emergency, including the shelter registration system and public safety map