

UF CEMP Support Group Annex: Student Group

I. Emergency Operations Team (EOT) Departments

- Office of Vice President of Student Life
- Counseling and Wellness Center
- Dean of Students Office
- Housing & Residence Life

II. Introduction

A. Purpose

This Support Group Annex further details key functions and expands upon the responsibilities and actions of the Student 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 Student Group has broad authority to address issues affecting students 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 manage 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 Student Group is responsible for addressing the needs of university students through tasks including, but not limited to the following:

- 1) Staff and support the Student 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) Maintain essential services for on-campus residents – *Housing & Residence Life***
 - Provide housing for current on-campus residents, including alternate means if facilities are damaged or cannot be occupied.
 - Coordinate with Business Services and the university's dining partner on providing food service and facilitate delivery of food to residence halls if necessary.
 - Account for residents and communicate available university support to them.
 - Assist residents with access and functional needs and provide additional accommodations as appropriate.

- 3) Coordinate with Business Services and the university's dining partner to maintain food service for students – *Office of Vice President of Student Life***
 - Provide details to students regarding operation of food service locations, including alternate hours and arrangements.
 - Outreach to students regarding maintaining individual emergency supplies of food and water.
 - Request needed emergency food and water supplies from the university's dining partner.

- 4) Facilitate emergency food and water resources for students during the emergency – *Dean of Students Office***
 - Utilize Field and Fork Pantry to provide emergency food and water supplies to students in need.
 - Collate information on additional available resources and programs such as community food banks, Points of Distribution (PODs), and Disaster Supplemental Nutrition Assistance Program (D-SNAP).

- 5) Outreach to, and support of, impacted students – *Dean of Students Office***
 - Collaborate with the Office of the University Registrar to contact students with addresses, local or permanent, in areas affected by a significant emergency, and offer support as available.
 - For incidents that impact the Gainesville community, especially near campus, utilize Off-Campus Life to communicate with private student housing complexes to obtain information regarding

damages or casualties of UF students resulting from the emergency. Provide assistance to affected students as necessary.

- Coordinate with UF locations throughout the state to obtain information regarding damages or casualties of UF students at university residential facilities statewide.

6) Conduct and document damage assessments of Student Life buildings – Office of Vice President of Student Life, Housing and Residence Life

- 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.
- Utilize Student Life “mayors” reporting structure to compile damage reports.
- 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.
- Provide list of damaged buildings to Facilities Services for compilation of university-wide damage assessment information.

7) Coordinate the repair and restoration of Student Life buildings – Office of Vice President of Student Life, Housing and Residence Life

- 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 of Student Life-maintained buildings.
- For buildings occupied by, but not maintained by, Student Life, coordinate repair and restoration work with the Infrastructure Group.
- Document repair and/or restoration work in compliance with FEMA public assistance guidance.

8) Coordinate with the Public Information Group on communications with students and their families regarding emergency information, situation updates, and resources available - Office of Vice President of Student Life, Dean of Students Office

- Communicate regularly with students regarding the emergency, including the status of university schedule and operations. Generally, UF facilities outside of Alachua County will follow the operating schedule of local governments in their area.
- Provide information on resources, such as sheltering, food distribution sites, and federal recovery assistance.
- Promote preparedness actions, including maintaining emergency supplies and staying informed.
- Coordinate with the Public Information Group on the operation of Rumor Control (866-UF-FACTS) and/or call center for students and their families.

9) Provide increased behavioral health services and resources for UF students and employees, in partnership with Human Resources – Counseling & Wellness Center

- Activate appropriate counseling services as needed including the University Counseling Resource Network (UCRN), Crisis Response Team, and Housing Crisis Intervention Consultants (CICs) in support of emergency response and recovery operations.

- Activate Memorandum of Understanding (MOU) with State University System (SUS) counseling centers, as needed, for additional staffing.
- Coordinate behavioral health support following the emergency including counseling, referrals, and follow-up care.
- Coordinate with the Dean of Students Office on referrals and students of concern, including involvement of the Behavioral Consultation Team (BCT).
- Provide information for the university community regarding the long-term mental health impacts associated with the emergency, including post-trauma issues and counseling of response workers.

10) Facilitate resources and care for students with access or functional needs – *Dean of Students Office*

- Coordinate with the Disability Resource Center to assist students with access or functional needs impacted by the emergency.
- Outreach to students with access and functional needs regarding preparedness information and recovery resources.

11) Support the establishment of an Information and Notification Center and/or Family Assistance Center in partnership with the Public Safety and Employee Groups as necessary – *Office of Vice President of Student Life*

- Open a location for families of victims and missing persons to gather to await information following incidents involving large numbers of casualties or fatalities.
- Facilitate staffing with stakeholders and partners for a center including counseling, victim support, and other support services.
- Collaborate with UF Health representatives in the Health Group as well as other hospitals regarding their reunification efforts of UF affiliates.

12) Implement support protocols following student deaths – *Dean of Students Office*

- Outreach to family members following next-of-kin notification by law enforcement, hospital, or other officials.
- Incorporate support process into the operation of a Family Reception Center and/or Family Assistance Center when appropriate.
- Inform the Public Information Group about any known student death(s) associated with the incident, in addition to standard student death notification protocol.

13) Coordinate volunteers and donations, including the receipt and distribution of goods – *Office of Vice President of Student Life, Dean of Students Office*

- Implement a volunteer and donations management procedure for those desiring to assist the university following an incident.
- Use existing Student Life procedures for managing volunteers if possible. Track volunteers, their hours worked, and donations received.
- Communicate appropriate volunteer and donations opportunities to the university community.
- Distribute donated resources to impacted university affiliates.
- Promote Aid-A-Gator regarding applying for, or donating, financial assistance.

14) Provide behavioral health support in shelters – *Counseling & Wellness Center*

- Staff shelter(s) with a minimum of two behavioral health professionals, including one licensed counselor.
- Develop and implement an appropriate staffing plan based on the situation and projected duration of the emergency. Prepare for the potential for child and adult guests.

15) Open and support shelter facilities – *Office of Vice President of Student Life*

- If the Southwest Recreation Center, Reitz Union, or other Student Life building is activated as a shelter, support their operation.
- Implement assigned responsibilities in the *Sheltering Annex*.