OBJECTIVE

The objective of this plan is to establish procedures for implementation in preparation for, during and following a hurricane or other natural catastrophe. The plan gives primary consideration to required actions necessary to protect University property, students, staff and the public. Within its resource limitations, the University will work cooperatively with the city, county and state authorities to respond to the general community needs. Under signed mutual aid agreement, the University may request emergency personnel and resources from cooperating agencies.

IDENTIFICATION OF WEATHER CONDITIONS

In the event a hurricane threatens University of Florida facilities, the U.S. Weather Bureau will issue warning information through public releases.

- **Inland Hurricane Wind Watch**

  This condition is declared when there is a threat of hurricane/high wind conditions within 24-36 hours.

- **Inland Hurricane Wind Warning**

  This condition is declared when hurricane conditions are expected in a specified area in 24 hours or less. Hurricane conditions include winds of 74 miles per hour (64 knots) or greater.

The University Natural Disaster/Hurricane Emergency Plan will coordinate with Inland Hurricane Wind Watch or Warning conditions as a result of an advancing storm.

Facilities located outside the Gainesville area need to determine the appropriate tracking location to provide advanced storm status reporting.
IMPLEMENTATION

A. Pre-Hurricane Preparation

1. A Building Emergency Coordinator (BEC) shall be designated for each major building. The dean or director having primary responsibility shall serve or appoint the coordinator. In buildings used by multiple programs where no individual department has responsibility, Environmental Health and Safety will assist the building occupants in the selection of a coordinator. The Office of the Vice President for Health Affairs will provide coordination for departments within the J. Hillis Miller Health Center through the establishment of College Emergency Coordinators (CEC's) in academic areas.

Off-campus, UF owned or leased, facilities must be included in the natural disaster planning process. See (A. 3.) off-campus IFAS Center Directors, (A. 4.) Health Center, (A. 5.) Whitney Marine Laboratory, Seahorse Key and Eglin Air Force Base.

Each Building Emergency Coordinator or other individual responsible for developing an emergency plan shall prepare or review and update the plan on an annual basis. The written emergency plan shall be consistent with the overall emergency plan objectives contained within this document. A template to assist with development of this plan was developed by EH&S and is made available via the EH&S Homepage. The preparation and/or review will be complete by May 1 of each year. One copy of the plan shall be forwarded (via electronic means) to Environmental Health and Safety (EH&S). EH&S will compile plans and provide plans and BEC contact information to the Director of Emergency Operations. The plan will include, but not be limited to, the following:

a. Planned measures for evacuating persons from the building and for protecting valuable and delicate equipment as is feasible;

b. Appropriate measures to secure antennas and other equipment installed or stored on rooftops;

c. Identify special needs, beyond the department's capabilities, for materials and labor required to protect property and equipment and submit requests to the appropriate maintenance division's work management center; (i.e., PPD, IFAS, HC/PPD, Division of Housing, Reitz Union, Athletic Association, etc.);

d. Plans to provide instructions regarding the emergency plan and the building plan to persons who normally occupy the building;
e. Designation of at least one alternate Building Emergency Coordinator and other assistants as deemed necessary;

f. Special provisions for providing shelter for University or incoming community populations for buildings identified as an emergency shelter in Appendix A. Security is the responsibility of the University Police Department, which will assign appropriate officers for this purpose;

g. In the event a building is designated as a public shelter by the Emergency Operations Center, the Alachua County Red Cross or the UF Red Cross Gators will provide shelter managers. Business Services, Aramark and the American Red Cross have agreed upon a food plan. The Director of Business Services will review the adequacy of this agreement on an annual basis.

2. The Director of Physical Plant, the Director of IFAS Facilities Operations shall prepare written plans of action coordinated with the Emergency Operations Director. The plans shall include, but not be limited to, the following as appropriate:

a. Assignments relating to preplanning, preparation and actual disaster task requirements;

b. Procedures for providing assistance to the Emergency Operations Director;

c. Operation of permanently installed generators, their refueling and operations maintenance. A list of these buildings and their generators is attached (Appendix B);

d. Availability of portable generators and associated gear ready for dispatching to locations identified by the Emergency Operations Director;

e. Maintenance of radio communications and interface capabilities with the University Police Department and the Emergency Operation Center (EOC);

f. Physical Plant shall adequately plan to provide assurance that the Motor Pool can provide services during a disaster. These include:

   i. Assure adequate fuel supply, or provide a back-up supply during an emergency;

   ii. Establish emergency power requirements and a plan for emergency generating equipment in cases of power failure;

   iii. Assign "emergency vehicle" status to Physical Plant vehicles and equipment providing emergency services;

   iv. Provide 7 day a week fueling support during an emergency;
v. Provide maintenance support for emergency vehicles during an emergency and ability to provide fleet vehicles to other departments when required.

g. Test emergency equipment at the beginning of the hurricane season and at other intervals as appropriate on- and off-campus;

h. PPD, HC-PPD, Housing, and IFAS shall establish EOC annexes/staffed operations centers through which formal communications and actions may be directed;

i. Placement of hurricane protection systems at the UF Southwest Recreation Center in preparation for its use as a public shelter;

j. Provide staff or instruction to shelter staff for the required switching and activation of the emergency generator at the UF Southwest Recreation Center in preparation for its use as a public shelter;

k. Provide sufficient essential hygiene and cleaning items (e.g. paper towels, toilet paper, hand soap, extra mops/buckets, extra plastic garbage bags) to any campus building opened as a shelter;

l. Plan for protection of essential PPD staff and their families in the event of a hurricane;

m. Participate in practice exercises including test procedures and lead-time required to prepare the UF Southwest Recreation Center for use as a public shelter.

3. Center Directors at off-campus IFAS facilities shall develop a local emergency plan that is consistent with that required of the on-campus units. The Center Directors will work with the permanent IFAS Crisis Response Committee in completing this planning effort.

4. The Office of the Vice President for Health Affairs will assure that a plan for any unit operating under the organizational structure of a non-UF unit, i.e., Jacksonville University Medical Center, develop a plan that integrates into the local group's planning effort.

5. Whitney Marine Laboratory, Seahorse Key and Elgin Air Force Base will develop plans consistent with the requirements for on-campus facilities.

6. The Chief of the University Police Department (UPD) shall maintain a written plan of action for providing general security to the campus. It is essential that the plan provide for internal and external radio communications, summoning the maximum...
number of officers on duty, locking all unoccupied buildings and maintaining coordination and contact with the Alachua County Emergency Operation Center. UPD should consult with the Building Emergency coordinators responsible for buildings designated as potential shelters and establish appropriate security procedures. A listing, in order of priority, of all individuals to be contacted at the time of a warning shall be developed.

7. The Director of Business Services will maintain a plan for providing emergency food service for resident students, employees and emergency workers who may remain in dormitories during an emergency. Non-perishable food stocks from the cafeteria should be utilized and provisions for placing food and drinking water at predetermined dormitory locations upon declaration of a Hurricane Warning should be coordinated with the Director of Housing. A policy regarding the conditions of emergency food services for members of the general public occupying University facilities will be established.

8. The Director of Housing will maintain a written plan coordinated with the Emergency Operations Director for the protection of students who remain in residence halls and family units during an emergency. Since all housing facilities are permanent structures, residents will be encouraged to remain in their assigned facilities. Each housing unit staff member will assume the responsibility of the Building Emergency Coordinator for his/her residence (see required action in A.1.). All residents will receive an instruction sheet outlining actions necessary prior to, during and after the emergency. In addition the Director of Housing shall:

a. Make assignments relating to preplanning, preparation and actual disaster task requirements;

b. Establish a Division of Housing “EOC-contact point” with personnel assigned during an event. Plan for protection of essential Housing staff and their families in the event of a hurricane;

c. Operation of permanently installed generators, their refueling and operations maintenance. A list of these buildings and their generators is attached. (See Appendix B);

d. Availability of portable generators and associated gear ready for dispatching to locations identified by the Emergency Operations Director;

e. Maintenance of radio communications and interface capabilities with the University Police Department and the Emergency Operation Center (EOC).

9. The Dean of Student Services will maintain a plan for the notification of on- and off-campus fraternity and sorority houses and the Collegiate Living Organizations.
10. The Director of Athletics will maintain a written plan coordinated with the Emergency Operations Director for the protection of properties and facilities under their control.

11. The Director of the Student Health Care Center will maintain a written emergency medical response plan that shall be coordinated with Shands Hospital, other medical services he deems appropriate and the Emergency Operations Director. Working with the Director of Housing, he should assure that proper first aid care personnel are available. The emergency medical response plan shall include all buildings designated as shelters (see Appendix A).

12. The University Counseling Resource Network (UCRN) provides coordinated mental health counseling resources to the campus community in time of disaster. The UCRN is coordinated by the University Counseling Center and reports directly to the Vice President for Student Affairs. The UCRN includes participation by faculty and staff from the departments of Clinical and Health Psychology, Counseling Psychology, Counselor Education, Rehabilitation Counseling, Student Mental Health Services, and the University Counseling Center. Representatives from the Dean of Students Office, the Division of Housing, and the University Police Department also serve on the UCRN to provide logistical support. The effort includes on site crisis intervention and counseling as well as follow-up with post crisis needs. UCRN may serve in declared shelters on a voluntary basis if UCN staff volunteers are available.

13. The Director of Purchasing will insure "blanket accounts" are established for emergency purchasing of supplies and materials. Coordination with maintenance as to the type and quantity will be appropriate.

14. The University Comptroller will develop a plan that would provide emergency procedures for conducting University financial business at the time of a natural disaster. The plan will focus on anticipated needs immediately following a natural disaster when normal financial transactions are disrupted.

15. The Director of Environmental Health and Safety acts as the coordinator for the advanced planning specified in the Natural Disaster/Hurricane Emergency Plan. This includes maintaining the master list of Building Emergency Coordinators, reviewing the written building emergency plans and other pre-disaster planning documents specified in this section (A.1. to A.8.). Environmental Health and Safety will act as the contact point for guidance and interpretation of the requirements of the plan. Environmental Health and Safety will represent the University at the County Emergency Operations Center and attend briefings at the request of the county EOC. EH&S will facilitate the conduct of planning exercises for business units with key responsibilities.
16. The following campus units should designate primary and alternate representatives to staff the campus Emergency Operations Center:

University Police   Physical Plant Division   Housing Division
VP for Public Relations   Environmental Health and Safety   IFAS Operations
Business Services   Student Affairs   VP for Health Affairs

EOC primary representatives or alternates should be prepared to be available from the initial activation through the end of the event.

17. The Vice President for Public Relations shall initiate programs to implement the following:

a. Establish a rumor control and information hot line;

b. Post a web page with frequent updates to communicate emergency conditions and instructions;

c. Provide a representative to participate in the university emergency operations center, when activated;

d. Establish an active link with city, county and state offices and individuals responsible for communication during disaster situations;

e. Determine the communication mechanism(s) that will be implemented during a disaster and be prepared to implement the plan to activate these during a disaster.

18. The Director of Transportation and Parking Services shall initiate programs to accomplish the following:

a. Parking of on-campus state vehicles should be facilitated in campus parking garages if directed by the EOC;

b. Access of state vehicles should be made possible so use of a GatorOne card by the driver of a state vehicle is not necessary during activation of the Emergency Plan if directed by the EOC. Permit access to select garages for drivers of private vehicles without use of Gator1 card (e.g. PPD emergency grounds and maintenance staff);

c. Provide protected parking spots for individuals working at the campus Emergency Operations Center (EOC) and EOC state vehicles;

d. Accommodate private sector vehicles when the university is required to serve as a host community for individuals from other parts of the state and the university is not closed for operation. If this parking is remote from the campus shelter, develop transport strategy between the parking area and the shelters.
19. The Director of the Reitz Union shall develop a plan for use of the new ballroom facilities as a public shelter at the time of a natural disaster. The plan will focus on anticipated needs of housing and hygiene of up to 700 persons.

B. Inland Hurricane Wind Watch

All personnel assigned tasks should review the plans and ensure that all persons affected are briefed and all pre-hurricane measures are implemented.

1. The Chief of the University Police Department will act as the Emergency Operations Director and will activate the Emergency Operation Center and will immediately implement the following:

   a. Establish formal communication with the Alachua County Emergency Operations Center;

   b. Activate UF Emergency Operations Center, establish initial meeting of EOC representatives as soon as practical following posting of a hurricane/high wind watch;

   c. Establish contact with the University President, Vice President for Finance and Administration;

   d. Monitor weather advisories.

C. Inland Hurricane Wind Warning --Emergency Procedures

When this condition is declared for the Gainesville area, the President or his designee will declare the University closed. All persons will be instructed to leave the campus except those assigned duties in this plan and resident students who intend to remain in the dormitories during the emergency. The following emergency procedures will be implemented immediately:

1. The Chief of the University Police Department will fully activate the Emergency Operations Center and will immediately implement the following:

   a. Continue communication with the Alachua County Emergency Operations Center;

   b. Establish an emergency communications network;

   c. Maintain contact with the University President, Vice President for Finance and Administration, Directors and Building and other Emergency Coordinators assigned duties in this plan;
d. Notify all deans and directors of the closing of the University and the need for immediate evacuation of the campus;

e. Instruct Building Emergency Coordinators to evacuate and lock each building, except for those dormitories occupied by resident students who are remaining on campus during the hurricane, buildings with critical operations, and other exceptions designated by the Emergency Operations Director. Building emergency Coordinators are advised to check each room within evacuated buildings to verify that there is no one remaining before locking the building;

f. Summon the maximum number of officers on duty to:

   i. Assist Building Emergency Coordinators, as requested, in evacuating and locking buildings, and noting locations with required continued operations;

   ii. Maintain roving patrols as long as possible with particular attention to the Computer Centers, University of Florida Training Reactor/Nuclear Sciences Center, Nuclear Field Building, the Libraries, Instructional Resources and laboratory buildings;

   iii. Check campus areas for objects subject to damage or representing potential hazards;

   iv. Provide transportation of essential personnel to the campus as necessary.

g. Assure that contact has been made between the Student Health Care Center and Shands Teaching Hospital and coordinate procedures for emergency medical assistance when necessary;

h. Monitor weather advisories;

i. Designate shelter assignments for non-campus residents.

2. The Director of the Physical Plant Division shall coordinate appropriate personnel to implement the following:

   a. Ensure emergency generator power source to the Emergency Operations Center (University Police Department) and other areas based upon pre-established priority list;

   b. Provide appropriate stand-by personnel for emergency work in each Physical Plant department;

   c. Provide personnel and equipment necessary to keep access to the University roads and driveways clear by removing limbs, fallen trees, debris;
d. Secure all Physical Plant Division material and equipment subject to damage or potential hazard;

e. Maintain contact with Emergency Operations Center;

f. Secure refuse containers and other objects on campus grounds that would be potential hazards;

g. Every effort will be made by Physical Plant Division to maintain campus utilities, phone services and respond to the need for emergency repairs as they occur;

h. The Work Management Center will be the central control point for Physical Plant division's work assignments and will respond to request for assistance from Emergency Operations Center and other University departments;

i. When directed by the administration or the EOC director - Prepare the Southwest Recreation Center for use as a shelter facility including securing building envelope protection, switching electrical circuits for reduced emergency loading, and deploying sanitation and hygiene supplies. PPD shall identify critical staffing, if any, to be maintained at the facility for the duration of the storm (e.g. electrician, plumber). PPD shall similarly support any other shelter opened at the direction of the administration;

j. After an emergency, Physical Plant Division will provide interim repairs to facilities, boarding of damaged doors and windows to reduce subsequent damage and erecting barricades to provide protection from hazards.

3. The Director of IFAS Facilities Operations shall coordinate appropriate personnel to implement the following:

a. Ensure emergency generator power sources for IFAS areas upon a pre-established priority list;

b. Provide appropriate stand-by personnel for emergency work from Facilities Operations Department;

c. Provide personnel and equipment necessary to keep access to the IFAS farm areas by removing limbs, fallen trees, debris;

d. Maintain contact with Emergency Operations Center;

e. Secure refuse containers and other objects on IFAS farm areas that would be potential hazards.

4. The Director of Business Services will:
a. Close the Bookstore and other Auxiliary units (Note: UF Laundry services may continue to operate using only workers who are present on a voluntary basis until closed by the Laundry Manager or UPD);

b. Coordinate with Food Services and the Director of Housing on the emergency food service plans for resident students, employees and emergency workers who have not been evacuated;

c. Maintain contact with Emergency Operations Center.

5. The Director of Housing will:

a. Implement the housing emergency plan;

b. Open a Housing EOC Annex and establish contact with Emergency Operations Center;

c. Coordinate with the Director of the Student Health Care Center to ensure availability of first aid.

6. The Director of the Student Health Care Center will:

a. Ensure that the Student Health Care Center is properly staffed so that adequate first aid personnel are available;

b. Coordinate activities with other medical services;

c. Maintain contact with the Emergency Operations Center.

7. The Director of University Personnel Services will coordinate release of employees associated with the University closing.

If a Governor's executive order is in place, no approval beyond the order is necessary. Employees will be granted administrative leave.

In the absence of a Governor's executive order, administrative leave for the official emergency closing of university facilities is approved by the Vice President for Finance and Administration—except for IFAS facilities outside of Alachua County. For these IFAS facilities, approval has been delegated to the center.

**During Hurricane**

1. All persons, including Building Emergency Coordinators, except those required for the conduct of emergency operations or those seeking shelter on the UF campus should be not be on campus. It should be recognized that during this time, only
activities necessary to prevent or treat injuries, sustain emergency personnel and protect life and property should be undertaken.

2. The Emergency Operations Center will be in operation and will remain in communication with: the County EOC, the Housing, IFAS, PPD and Health Center auxiliary operations centers; UF public shelters, and other critical staffed areas on campus and will coordinate appropriate support as feasible. Priority will be placed on the protection of students in the dormitories, personnel in shelters, other persons on campus and the safeguarding of property.

E. Post Hurricane

1. As soon as it is safe to do so, the Building Emergency Coordinators should return to their assigned buildings, make a damage survey and report the conditions of their buildings to the Emergency Operations Center.

2. The Director of Physical Plant will be responsible for post-hurricane clean-up operations and will provide maximum support with available resources.

3. The Director of IFAS Facilities Operations will be responsible for post-hurricane clean-up operations in the farm areas and will provide maximum support with available resources.

4. The University of Florida will coordinate, as appropriate, with representatives of FEMA, state and local authorities.

5. Classes and other normal operations will resume as the situation permits.
Alternate Designation of Emergency Shelters

The university buildings to be used for emergency shelters, Appendix A, were selected on the basis of structural integrity, available public space and food service, if available. Alternate campus buildings may be selected if the university is requested to provide shelter space for the temporary housing of evacuees from another geographic areas when no local natural disaster/hurricane condition exists and the structural integrity of the facility is not a factor.

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<tr>
<th>Building Number</th>
<th>Building Name</th>
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<tr>
<td></td>
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<td>Short Term(*)</td>
</tr>
<tr>
<td>686</td>
<td>Reitz Union New Ballroom²</td>
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<tr>
<td>316</td>
<td>SW Recreation Center²#</td>
<td>2375#</td>
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<tr>
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<tr>
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(*) Occupancy based on 20 net assignable square feet per person, which is the American Red Cross requirement for shelter space during the storm. Emergency shelter space reported by the Board of Regents, Office of Capital Program, February 1994. - Compliance with Section 240.295, Florida Statute.

(**) Occupancy estimates based on the unassigned space and allocations of 50 net assignable square feet per individual. Space allocation suggested by UF to shelter individuals for an extended period (>24 hours).

(²) These structures meet state criteria for impact shelters. Other buildings listed may serve as shelters in dire need but should be regarded as significantly less suitable for housing the general population.