

**HURRICANE TABLE TOP EXERCISE for SUPERVISORY PERSONNEL in BUILDING
SERVICES, GROUNDS and MATERIALS MANAGEMENT**
After Action Review (AAR)
2016

The Hurricane Tabletop Exercise 2016 was developed to assess and test the emergency response plans, policies, and procedures as they pertain to University personnel in the departments of Building Services, Grounds and Materials Management preparing for, respond to, and recovery from a major hurricane impact to the main campus. The exercise was held on August 26, 2016. The exercise's intention was to generate discussion regarding a hypothetical, simulated emergency in order to enhance general awareness, validate plans and procedures, and rehearse concepts during an incident. Training and planning are critical elements of the preparedness program for any type of emergency incident, natural, or otherwise. In addition, a major component of the exercise was also to test the ability of Building Services, Grounds and Materials Management Supervisory personnel to work cooperatively during a crisis situation.

The scenario for the exercise was based on a major hurricane heading towards and impacting UWF. The exercise was broken up into three modules: Pre-Landfall, Immediate Post Storm and Recovery Operations. The Exercise participants review the situation for each module and engage in functional group discussions of appropriate protection, mitigation, and response issues.

The exercise was designed to test specific core capabilities such as:

- Planning
- Operational Coordination
- Risk Management

Specific Objectives were to test:

- **Planning** - Assess how well the various campus departments are prepared to respond to a hurricane.
- **Operational Coordination** - Assess the ability of campus departments to coordinate on-scene operations by establishing an Incident Command structure within the framework of Incident Command System (ICS) procedures in addition to other post storm activities.
- **Risk Management** - Identification of gaps in response plans and procedures and the ability of UWF to recover from a major hurricane impact.

At the conclusion of the exercise, an After Action Review (AAR) was conducted to assess strengths and weaknesses which were brought out by the discussions. The following information provides a summary of strengths, observed areas for improvement and proposed corrective actions:

Objective 1: Planning

Key Issues

- Preparations on Campus
- Notification to Departmental Personnel
- Coordination with Other Departments on Campus

Strengths:

- a. All departments have experience with handling emergencies.
- b. Facilities is well versed in preparing the campus for hurricanes or other natural disasters.
- c. Responding departments have strong support from Facilities Senior Administration.
- d. Seems to be good coordination between departments.
- e. Departments have learned from past events and have implemented changes to their respective Emergency Operations Plan (EOP).

Area for Improvement:

- a. Emergency Plans need to be more detailed.
- b. The issue of who are “Essential” personnel and when specific personnel should arrive on campus after an impact needs to be better clarified.
- c. Ensure that staff are aware of prohibition of staying in campus buildings during hurricanes unless required.
- d. Recommend departments train their employees annually on actions to be taken during emergencies. Training needs should focus on staff actions as opposed to supervisory.

Objective 2: Operational Coordination

Key Issues

- Campus operations will be severely affected.
- UWF must now manage the aftermath of the hurricane.
- Can your operation function?

Strengths:

- a. Staff have experience with crisis situations.
- b. Strong personnel relationships with other Facilities departments.
- c. Good departmental leadership.

Area for Improvement:

- a. No EOC established for departments.
- b. Not enough communication between Facilities departments regarding their individual plans for an emergency.
- c. Ensure awareness by staff of procedures for readying their assigned facilities for closure.

Objective 3: Risk Management

Key Issues

- Ability to complete the semester
- Restoration of facilities
- Cost recovery efforts

Strengths:

- a. Departments have plans to continue functioning after the storm.
- b. Experience with long closures caused by hurricane Ivan.
- c. Facilities has contracts in place for recovery efforts.
- d. Project Management department has well organized plan to assess, survey and document the campus for damage which will utilize the assets of these departments.

Areas for Improvement:

- a. Work on a Post-Storm plan for employee work-life balance in the event of sustained damage at home and extended closure of the campus after the storm.
- b. Additional training should be held for staff regarding the need for cost recovery efforts.
- c. Contractors on the SUS Disaster Recovery contracts should be brought to campus prior to impact and assess potential UWF needs.

The participants discussed the need to actively work towards taking corrective actions to fill gaps in our Core Capabilities as noted during the table top exercise.