



Hurricane Response Overview
for
UWF Senior Administrators

Peter Robinson, Director, OEM

Objectives

- Provide a Global Perspective regarding the overall University response to an approaching tropical storm system (Macro-view)
- Provide insight to what your Divisions are dealing with
- FEMA drives many activities
- Categories not carved in stone
 - Speed and direction of storm

Pre-Hurricane Season Administrative Services

- Office of Emergency Management
 - Ensure updates of Dept. Plans
 - Coordinate w/ County EOC
 - Pre-Hurricane Season Meeting
 - Participate in DEM Hurricane Exercise
 - Monitor Tropical Weather
- University Police Dept.
 - Coordinate update of Essential Personnel List

Pre-Hurricane Season

- **Departments currently submitting Emergency plans**
 - **University Police**
 - **Emergency Management**
 - **Facilities Services**
 - **Buildings and Grounds Management**
 - **Student Affairs**
 - **Housing and Residence Life**
 - **Information Technology Services**
 - **Procurement and Contracts**
 - **Financial Services**
 - **Business and Auxiliary Services**
 - **Human Resources**
 - **Academic Affairs**
 - **B.E.R.T.**

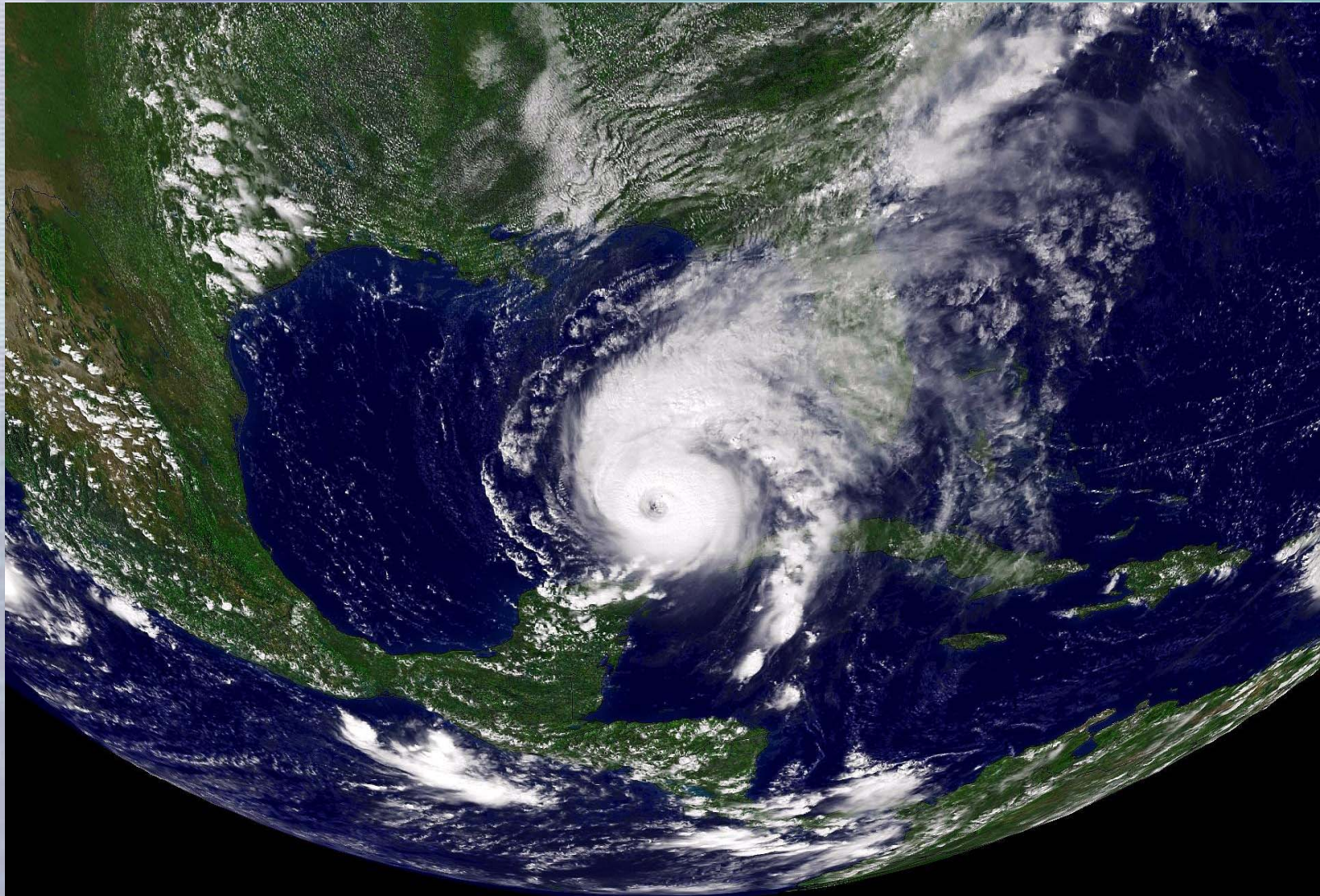
Pre-Hurricane Season Administrative Services

- Facilities Management
 - Update response plan
 - Ensure disaster recovery contracts are in place
 - Ensure adequate supplies are available
- Buildings and Grounds Management
 - Update response plan
 - Ensure disaster recovery contracts are in place
 - Ensure adequate supplies are available

Hurricane Season Starts



Tropical System Enters the Gulf



Tropical System Enters the Gulf

Administrative Services

- Office of Emergency Management
 - Track Storm
 - Continuously update University Communications
 - Coordinate with County EOC
 - Senior Administration Notified
 - Ensure set up of UWF EOC
 - BECs Notified
- University Police Depart.
 - Personnel readiness
 - Ensure radio system and back up in working order

Tropical System Enters the Gulf

Administrative Services

- Facilities Management
 - Alert Personnel
 - Alert Recovery Contractors
- Buildings and Grounds Management
 - Alert Personnel
 - Alert Recovery Contractors
- Other Departments monitoring

Tropical System Enters the Gulf

- Presidents Division
 - University Communications sends out email to campus community
 - President receives updates
- Student Affairs
 - VP calls Emergency Preparedness Staff meeting
 - Directors begin preparations



wunderground.com

Hurricane Ivan

9:30am EDT Sep 15, 2004



Hurricane Watch

Administrative Services

- Office of Emergency Management
 - Request meeting of EOT
 - Attend EOC meetings, report to EOT
 - Notify all ERT to check readiness
 - Notify all BECs to check readiness
- University Police Department
 - Officers prepare for emergency schedules
 - Vehicles and equipment prepared

Hurricane Watch

Administrative Services

- Facilities Management
 - Contractors notified to secure project sites
 - Take pre-storm photographs and video
 - Prioritize required work – roof drains, generators, etc.
- Buildings and Grounds Management
 - Storm drains and erosion controls
 - Campus Departments notified to remove exterior objects (Art)

Hurricane Watch

Administrative Services

- Procurement & Contracts
 - Address P-Card limits
 - Develop storm related P.O. tracking spreadsheet
- Business & Auxiliary Services
 - Coordinate with Chartwells
- Financial Services
 - Prepare to issue manual payroll checks
 - Establish funds for storm related purchases

Hurricane Watch

- President's Division
 - University Communications send out notices to the campus
 - President leads EOT meeting (if required)
- Student Affairs
 - Students will be notified of situation
 - Recreation will be notified to prepare for Red Cross shelter opening



Hurricane Warning

Administrative Services

- Office of Emergency Management
 - Attend EOC meetings, report to EOT
 - BECs notified to prepare offices and labs
 - Prepare for possible shelter openings
 - Request meeting of EOT for possible closure of Campus
- University Police Department
 - Emergency operations/schedules instituted
 - Prepare to provide shelter security for B-13
 - Coordinate with local Law Enforcement re: security at HLS shelter

Hurricane Warning

Administrative Services

- Facilities Management
 - Training for inspection teams
 - Inspect project sites for compliance
 - All equipment and vehicles prepared
 - Remove all banners
 - Create TMA project for work orders
 - Assist Historic District with preparations
 - Secure irrigation system
 - Check water wells, lift stations
 - Fill water tower to 95% capacity
 - Install temporary A/C in Police Station
 - Remove traffic lights
 - Secure natural gas line
 - Assign maintenance worker to HLS shelter
 - Record mileage and meter readings on all equipment

Hurricane Warning

Administrative Services

- Buildings and Grounds Management
 - Meet with disaster recovery contractors
 - Create TMA project for work orders
 - Re-check storm drains
 - Custodial staff to secure buildings
 - Custodians assigned to shelters
 - Ensure all recovery equipment is secured and ready for use
 - Record mileage and meter readings on all equipment

Hurricane Warning

Administrative Services

- Information Technology Services
 - Ensure system back-up of University data
 - Ensure proper closure of computer labs
 - Prepare technology classrooms
 - Issue satellite phones
- WUWF
 - Official source of emergency information to the Campus Community
 - Will broadcast throughout crisis situation

Hurricane Warning

- President's Division
 - Makes “The Call” regarding closure
 - Leads the Team to make decisions quickly
 - Keeps in constant contact
- Academic Affairs
 - Provost notifies faculty and staff regarding closure and cancels classes
 - Building 13 prepared for use as shelter
 - Laboratory experiments shut down
 - Ensure faculty and staff are notified not to occupy buildings during storm

Hurricane Warning

Student Affairs

- Vice President to relay closure information to Directors
- Leadership will work with University Communications to draft messages to residential and commuter students regarding closure
- Student Activities and Athletics
 - Will cancel all scheduled events
 - Finish preparations for shelter use of the Commons and HLS
- Dean of Students and Director of Housing will determine shelter status
 - Residence Halls will be closed
 - Emergency Hotline and phone bank activated

IMPACT!



Hurricane Recovery



Hurricane Recovery

Administrative Services

- Vice President oversees recovery efforts
- Office of Emergency Management
 - Coordinate Shelter Issues
 - Coordinate with County EOC
 - Act as liaison with BOG, DEM & FEMA
 - Activate COOP if required
 - Call for After Action Review
- University Police Department
 - Assess the campus for safety issues
 - Secure campus entrances if needed
 - Only essential personnel allowed on campus
 - Ensure security of campus buildings



Hurricane Recovery

Administrative Services

- Facilities Management
 - Clear debris from roadway (pictures)
 - Survey all damages to buildings
 - Initial damage estimate
 - Exterior and Interior
 - Document and photograph all damage
 - Prepare FEMA and State Insurance documentation
- Repair damage to facilities
- Restart machinery and bring campus utilities back on line

Architectural & Engineering Services

- Campus divided into 5 zones
- Assessment Teams – AES,
Environmental Services, Facilities
Management



Hurricane Recovery

Administrative Services

- Buildings and Grounds Management
 - Clear away debris
 - Survey grounds and document damage
 - Custodians to assist with building restoration
 - Oversee debris removal contractor
- Procurement & Contracts
 - Track storm related purchases
 - Ensure FEMA guidelines are followed

Hurricane Recovery

Administrative Services

- Human Resources
 - Time sheet issues
- Financial Services
 - Issue manual payroll checks if required
 - Ensure back-up documentation and photographs are appended to all storm-related purchases
 - Begin preparations for State Insurance and FEMA filings
 - Process critical payments
- Information Technology Services
 - Assess damage
 - Restore computing and telecommunications systems
 - Assist University departments bring up computers

Hurricane Recovery

President's Division

- President Chairs Crisis Management Teams
- President makes final decision on campus re-opening
- University Communications leads University effort to communicate with the community and staff
 - Interacts with media and staff to provide continuous communications and consistent message
- President acts as cheerleader to the campus community
 - Letters to employees (home)
 - Message on website
 - Welcome back gathering

Hurricane Recovery

Academic Affairs

- B.E.R.T. will respond to handle B-58 laboratory and animal care issues
- Provost decides on alternate methods to complete course work, if required
- Adjust Academic Calendar as needed
- Addresses student retention issues

Hurricane Recovery

Student Affairs

- Housing and Residence Life
 - Conduct assessment of residential facilities
 - Damage will be documented and provided to Financial Services
 - Director of Housing will coordinate return of students to residence halls
- Recreation and Sports Services –Assess any damage to HLS Facilities from Shelter Operations

Hurricane Recovery

University Advancement

- Work with President:
 - To assess the need for hurricane relief grants to students (Ivan-348)
 - To assess the need for hurricane relief grants to faculty and staff (Ivan-21)
 - To initiate accelerated fund-raising connecting recovery with future vision of institution
- Keep Alumni and donors in the loop



Hurricane Season 2011

We will be prepared but....
Cross Your Fingers

Questions?