





Hurricane Judy

Table Top Exercise

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Participant Roles and Responsibilities

- 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
- Categories not carved in stone

Exercise Guidelines

- This exercise is designed to be held in an open, low-stress, no-fault environment.
- Respond to the scenario using your knowledge of current plans and capabilities
- This exercise is an opportunity to discuss and present multiple options and possible solutions.
- Issue identification is not as valuable as suggestions and recommended actions that could improve facility protection, information coordination, and response/recovery efforts.

Module 1: Pre Landfall

- **Key Issues**
- **Preparations by Campus Departments**
- **Notification to Campus Community**
- **Coordination with Community Partners**

Module 1: Pre Landfall

- Discussion
 - What roles and responsibilities does your unit have for preparing the University for a hurricane landfall? What about community partners?
 - What specific actions and steps does your unit take before a hurricane landfall to protect your own facilities, equipment and records? Include details in terms of WHO will complete the tasks, WHAT resources are needed to complete the tasks and WHEN they need to be completed by.
 - What actions and steps does your unit expect ANOTHER UNIT to take before a hurricane landfall to protect your facilities, equipment, and records (e.g. Facilities, ITS, etc.).
 - How does preparing for a hurricane landfall impact your unit's ability to conduct its routine business? Are you able to stay in business doing your normal job during this phase?

Module 1: Pre Landfall

- How prepared are your employees personally, including their families and homes? What are their plans to protect their homes and families?
- What roles/responsibilities/actions do you think the university should take to help employees better personally prepare for a hurricane to assure their availability to work? (e.g., personal preparedness workshops, UWF timely closure)

MODULE 2: IMMEDIATE POST LANDFALL

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

MODULE 2: IMMEDIATE POST LANDFALL

- Once the storm has made landfall and passed, what roles and responsibilities does your unit have to ensure the campus is safe and ready for occupancy? What other programs and services (emergency roles) does your unit have as a result of the storm that it normally doesn't do?
- What actions can you take to ensure your departments essential functions can continue?
- What specific actions and steps does your unit take to ensure that your office is safe and ready for occupancy? Include details in terms of WHO will complete the tasks, WHAT resources are needed to complete the tasks and WHEN they need to be completed by.

MODULE 2: IMMEDIATE POST LANDFALL

- What actions and steps do you expect ANOTHER UNIT to perform to ensure that campus and your office is safe and ready for occupancy?
- Assuming widespread trees and power lines are down throughout the community, as well as damage to your employee's personal property, how long do you think it would take for them to be able to safely report to work?
- Assume that your offices have sustained moderate damage that can be expected from a hurricane (e.g., broken windows, roof leaks, loss of power, internet, communications and other utilities). Now assume the same level of damage exists throughout campus. What programs/services do you provide that you think are "critical" to reopening the university for business?

MODULE 2: IMMEDIATE POST LANDFALL

- Assume the UWF Facilities Department tells you that it will be 4 to 6 weeks before you can use your offices again. Where else can you set up a temporary office? What resources would you need should the University be closed for this extended period? For how long? What guides the decision?
- Classes cancelled or campus closed?
- What is the academic impact of an extended closing of Campus?
- If classes are suspended, will the University maintain other operations such as dining? What about campus housing? What about conferences and or sports and special events?

MODULE 2: IMMEDIATE POST LANDFALL

- How does UWF assist the Red Cross with shelter issues?
- How is restoration of buildings from shelter to functioning UWF facility going to be accomplished?
- How would UWF deal with the needs of the media?
- What are the most important messages to be conveyed to the media? How will they be delivered? By whom? How often? What about UWF's web presence and other social media? Who would be responsible for those facets?
- What information would be disseminated to UWF students/parents/employees?
- Will we have a liaison between UWF and County EOC (Emergency Operations Center)?

Module 3: Recovery

- Key Issues
 - Ability to complete the semester
 - Student Housing and other student services
 - Restoration of facilities
 - Cost recovery efforts

Module 3: Recovery

- After the campus is rendered safe for immediate occupancy, but is far from whole, what roles and responsibilities does your unit have to ensure campus can reopen its doors to students?
- Assuming it will be several weeks before the University can be made whole again, what programs and services does your unit provide that you feel are absolutely critical to have in place for students to return to campus? What programs and services does your unit have as a result of the storm that it normally doesn't do?
- Assuming your primary operating space has been significantly damaged, what requirements would your unit have for an alternate facility? How much space do you need? What sort of infrastructure (e.g. phones, internet) do you need?

Module 3: Recovery

- Under what circumstances is the decision made to close the shelter and who makes the decision?
- Assume that a number of your employees are unable to work due to extensive damage and disruption to their personal lives. Which employees are critical to your critical programs and services? What would you do without them?
- Assume that the storm severely damaged your records and/or data. What information is critical to your operations? What backups do you have in place?
- What specific actions and steps does your unit need to take to ensure that students can return to campus? Include details in terms of WHO will complete the tasks, WHAT resources are needed to complete the tasks and WHEN they need to be completed by.

Module 3: Recovery

- What actions and steps do you expect ANOTHER UNIT to perform to ensure that students can return to campus?
- What emergency related programs and services do you think the university should provide to its students, faculty staff and/or families in order to support their personal response and recovery?
- Is your department prepared to assist/provide EH&S with information for FEMA reimbursement efforts?

Hotwash

- Please fill out the Hotwash Form

