Hurricane Response Overview for UWF Senior Administrators

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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
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?