



UNIVERSITY *of* WEST FLORIDA

# Comprehensive Emergency Management Plan

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2023-2024



**Comprehensive Emergency Management Plan (CEMP)  
Revised September 2023**

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## 2023 Campus Emergency Management Compliance Certification

### Campus Emergency Management Regulation 3.001 Certification

I hereby certify to the Board of Governors that the University of West Florida is in compliance with Board Regulation 3.001, Campus Emergency Management. Specifically, the university has in place a Comprehensive Emergency Management Plan and a Continuity of Operations Plan. The designated emergency contact and alternate are:

Designated Emergency Contact: Douglas Hirsch, Emergency Management Director

Alternate Emergency Contact: David Faircloth, Captain

Certification: DocuSigned by:  
*Douglas Hirsch*  
099F499FD12E401... Date 08/22/2023  
Emergency Manager

Certification: DocuSigned by:  
*Martha Saunders*  
054A387C376848D Date 08/22/2023  
President

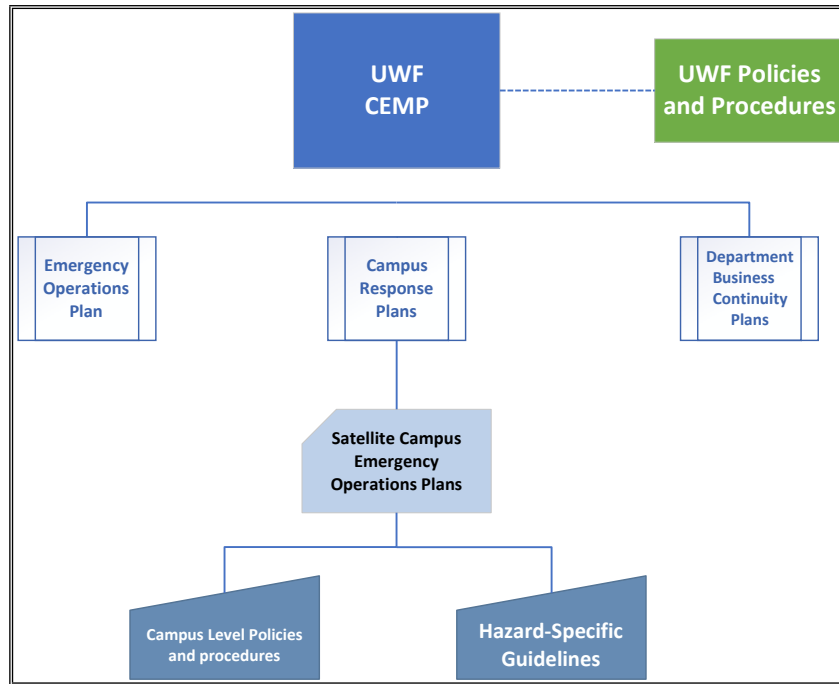
## I. INTRODUCTION

### A. Purpose

According to the [Florida Board of Governors' Regulation 3.001, Campus Emergency Management](#), this is the University of West Florida's Comprehensive Emergency Management Plan (CEMP). It was prepared to integrate the responses of all available University resources and increase the level of emergency preparedness on campus. It is a guide to how the University conducts all-hazard, all phases, and whole community approach to emergency management. The CEMP is written in support of the National Response Framework (NRF), and as such is scalable, flexible, and adaptable to coordinate structure to align key roles and responsibilities. The CEMP describes the roles and responsibilities of departments and employees in protecting life and property. Additionally, it describes responsibilities for responding to the needs of those affected and disseminating accurate and timely information to the campus and the public. Its goal is to ensure an organized, structured, coordinated, and caring response in crisis emergencies. This plan and its contents shall apply to all University personnel participating in mitigation, preparedness, response, and recovery efforts. Furthermore, tasked organizations supporting the CEMP functions, including Essential Support Functions (ESFs) shall maintain their internal procedures/guidelines and actively participate in the training, exercise, and maintenance needed to support this plan.

The CEMP was prepared by the University of West Florida Division of Finance and Administration, under the direction of the Vice President and the Emergency Manager (EM). The University of West Florida has a full-time Emergency Manager. This plan was approved by executive management, thus enabling activities contained within this document to be performed within the University's capability. The CEMP has been made available via the UWF Emergency Plans and Procedures website (<https://uwf.edu/finance-and-administration/departments/police/emergency-plans-procedures/emergency-operations-and-procedures/>) to the University of West Florida staff and to external agencies that may be involved or affected by its implementation. The CEMP and its supporting contents are hereby approved and effective immediately upon the signing of all the signature authorities noted above.

The flowchart shows the relationship of the CEMP to the University-wide and campus-specific response plans and procedures. This structure allows both local control of response activities at each campus and University-wide support from specific units. This structure also supports the visibility and overall control and authority of the Emergency Management Team and University leadership.



**Record of Changes**

Date of Change	Revision Number	Pages/Section Changed	Summary of Changes
4/28/2022	1	All	Adjusted the campus high-level Emergency Operations Plan to become the UWF CEMP. Enhanced verbiage to flow more as a CEMP vs. EOP
9/05/2023	2	3,5,13,14,23,26,38,40,48,53	Updated the CEMP to reflect updated to reflect current policies and procedures. Updated the organizational chart to reflect current structure. Updated spelling, grammar, and page numbers.

**B. Scope**

The CEMP is developed to be flexible and scalable. It is a comprehensive, all-hazards emergency operations plan and outlines the four phases of emergency management: preparedness, response, recovery, and mitigation. This CEMP incorporates NIMS to facilitate coordination among responding agencies and is consistent with the State of

Florida's CEMP and the US Department of Homeland Security's National Response Framework. This plan is assembled into four key sections:

1. **Basic Plan** - This section is the foundation of emergency management at the University of West Florida. It defines the purpose and scope of the plan, identifies the University's threats and hazards, conducts a vulnerability assessment of the potential impacts, establishes a management organization including the assignment of roles and responsibilities, and defines a concept of operations.
2. **Functional Annexes** - This section outlines the structure of the management system consistent with NIMS. The functional annexes further detail the University's structure and the roles, responsibilities, and relationships of each of its organizational units.
3. **Hazard-Specific Appendices** - While the Basic Plan is comprehensive in scope, several hazards have special circumstances that are only relevant to that specific hazard. To address these unique challenges, this CEMP contains hazard-specific annexes that detail planning assumptions and the response actions necessary to address them.
4. **Attachments** - This section provides supplemental, useful information including contact information, factual data, lists, and acronyms.

### C. Objectives

The CEMP outlines, authorizes, and implements the University's all-hazards framework for the coordination of information and resources during each phase of an emergency. It is compliant with the National Incident Management System (NIMS) and provides for the unique needs of the University of West Florida. University staff assigned to the Emergency Operations Center have been trained in the Incident Command System and utilize its principles during regular exercises and in any emergency event. The CEMP achieves the following objectives:

1. Safeguards against acts of terrorism, natural disasters, and other threats or hazards.
2. Identifies the hazards that have the potential to affect people, property, and the natural environment of the University of West Florida.
3. Creates a management structure that defines key roles, responsibilities, and relationships of personnel needed to prepare for, respond to, recover from, and mitigate against hazards.
4. Supports the understanding and utilization of the Incident Command System of the Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS) principles.
5. Provides guidelines for actions to preserve life, property, and the safety of the University community.
6. Sets priorities for the conservation and restoration of critical facilities and essential functions.
7. Establishes resource management objectives needed to ensure the timely and efficient provision and accounting of services, personnel, resources, materials, and facilities needed.
8. Defines how the University will disseminate accurate information to the campus

- community, the public, and the media.
9. References the laws and authorities governing emergency response.
  10. Provides appropriate victim services and lessens the impact of the crisis.
  11. Returns the University to normal operations as quickly as possible following an emergency.
  12. Ensures the CEMP is viable and operational, and that it remains compatible with the State of Florida's CEMP.

#### **D. Planning Assumptions**

The CEMP will serve as a practical guide with modifications made to meet the demands of each emergency. Because no plan can anticipate or predict every scenario, crisis management personnel must be able to quickly adapt to events as they unfold.

- An emergency may occur at any time of the day or night, weekend, or holiday, with little or no warning, and may escalate rapidly.
- The succession of events in an emergency is not predictable, therefore, published response plans such as the UWF CEMP should serve only as a guide, and action taken may require modifications to meet the requirements of an emergency.
- An emergency or disaster may be declared in advance of an impact if the information indicates that such conditions are developing or are probable.
- The University of West Florida relies on local government service providers for daily routine emergencies such as fire suppression and power restoration.
- Disaster efforts may extend beyond University boundaries and many areas of the community may experience casualties, property loss, disruption of normal life support systems, and loss of regional, economic, physical, and social infrastructures.
- Major emergencies may become county or statewide events and assistance from local, state, and federal emergency response agencies may not be immediately available.
- Disasters differ in character by magnitude, severity, duration, onset, distribution, the area affected, frequency, and probability.
- Effective disaster preparedness requires continual public awareness and community self-preparation, including students, staff, and faculty.
- Individual departments must develop intradepartmental response plans for situations that may develop under their purview. Close working relationships must be established among key University staff before a crisis. Close working relationships must be established with appropriate external agencies before an emergency, i.e., local, state, and federal law enforcement, fire departments, county emergency management services, and medical facilities.
- Some scenarios may disrupt the core educational and research missions of the University for an extended period.
- Response costs and uninsured losses may exceed the University's budget and means to recuperate financially without outside aid.
- All crises are newsworthy and may receive media coverage.
- The rate of recovery of the surrounding community will be integral to the University's recovery, and vice-versa.
- UWF uses Incident Command Systems to respond to the crisis.



- The CEMP will be reviewed on an annual basis and revised as necessary.

### **E. Authorities**

The University President designates specific emergency roles and responsibilities through the UWF CEMP.

Escambia County emergency management authority and support are authorized by Chapter 252, Florida Statutes, and governed by Section 37 of the Escambia County Code of Ordinances. Florida Statute, Chapter 252, governs the State of Florida's emergency management authority and support. The federal government is authorized to support both the county and state governments per the Robert T. Stafford Act and Title 44 of the Code of Federal Regulation.<sup>1</sup>

The [FL Board of Governors regulation 3.001\(c\) Campus Emergency Management](#) requires each university to develop a continuity of operations plan (COOP) to ensure continuity of essential university functions under all circumstances following F.S., Chapter 252.365, Emergency Management.

See **Appendix A** for a listing of individual laws, regulations, and policies encompassed in this CEMP.

### **Individuals with Disabilities**

Under the Americans with Disabilities Act (ADA) of 1990, the Americans with Disabilities Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973, qualified individuals with disabilities are protected from discrimination and may be entitled to reasonable accommodations and/or equal access to programs and services. The Student Disability Center is the primary University office responsible for the coordination of auxiliary aids and services for students with disabilities. The UWF Office of Equal Opportunity, through the University Equal Opportunity Officer, facilitates the coordination of auxiliary aids and services for faculty and staff; aids in the removal of architectural barriers; and assists with the resolution of issues regarding non-compliance of faculty and staff concerning mandates of the legislation.

Students identifying themselves as having a disability comprise approximately 4.7% of the student population. If the CEMP is activated, the Emergency Management Team (EMT) will ensure the needs of those with disabilities are met.

## **II. THREAT AND HAZARD IDENTIFICATION AND RISK ASSESSMENT**

UWF's main campus is in Escambia County, Florida. Escambia County is vulnerable to a wide range of natural and man-made hazards that threaten its communities, businesses,

<sup>1</sup> Appendix A provides a detailed listing of applicable laws, regulations, standards, and references.

citizens, and the environment. In coordination with the County Local Mitigation Strategy (LMS) Committee, numerous hazards that pose the greatest risks to the County were identified and assessed based on the risks and potential impacts of those hazards. The following pages identify the various hazards that threaten the community with a broad vulnerability and risk assessment. A more detailed risk and vulnerability assessment can be found in the County LMS plan which is located on the County website at [Escambia County LMS](#).

#### **A. Hazard and Vulnerability Analysis Summary**

UWF participated in the pilot Disaster Resistant University program funded by FEMA to increase universities' resilience to disasters. Qualitative hazard identification and risk analysis were completed, resulting in the following hazard risk classification for UWF: High Risk, Moderate Risk, Low Risk, and Negligible Risk. The classification relied heavily on historical and anecdotal data, stakeholder input, and professional and experienced judgment regarding expected hazard impacts. It also carefully considered the findings in other relevant plans, studies, and technical reports.

It should be noted that some hazards are considered low or negligible risk (e.g., sinkhole or freeze). Nonetheless, the occurrence of these other hazardous or threatening events may pose a risk to the University. Varying or unprecedented magnitudes are still possible in some cases and will continue to be reevaluated during future updates of this CEMP. The hazard risks listed below were reevaluated during this review based on actual incidents, historical data, and professional and experienced judgment and remain unchanged.

	Type of Hazard
<b>HIGH RISK</b>	Hurricane/Tropical Storm Severe Weather (Tornado, Flooding, Lightening) IT Security Breach/Cyber Attacks
<b>MODERATE RISK</b>	Active Shooters/Hostile Intruders Civil Disturbances/Demonstrations/Riots/Domestic Security Energy Failures/Disruptions Extreme Temperatures Research/Facility Sabotage Suspicious Packages/Bomb Threats Network Failure Utility Disruptions (electricity, water, wastewater, storm water, natural gas) Telecommunication Failures Wildfires
<b>LOW RISK</b>	Bombings Coastal Oil Spill Drought Erosion Freeze Hazardous Materials HAZMAT Incident (chemical, biological, nuclear, and explosive) Hostage Situations Nuclear Attack Other Acts of Terrorism Pandemic Sinkholes

**IDENTIFIED HAZARDS BY TYPE**

NATURAL	TECHNOLOGICAL	ADVERSE/HUMAN-CAUSED
Drought Earthquake Erosion/Landslide Extreme Temperatures Freeze Hurricane Pandemic Severe Weather Sinkholes Storm Surge Waterspouts Wildfires	Energy Failures/Disruptions Network Failure Telecommunications Failures Utility Disruption (water, wastewater, stormwater, natural gas)	Active Shooters/Hostile Intruders Arson Bombings Civil Disturbances Coastal Oil Spill Demonstrations/Riots/Domestic Hostage Situations Nuclear Attack Research/ Facility Sabotage Suspicious Packages Bomb Threat Other Acts of Terrorism

**B. Capability Assessment**

UWF’s Emergency Management Team (EMT) continually assesses response capabilities based on the hazard vulnerability assessment process. As new hazards are identified or current hazard severity adjusted, the EMT will review existing response capabilities and make recommendations for additions or changes to response capabilities. As additional gaps are identified through the Testing, Training, and Exercise program, the EMT will perform additional capabilities assessments.

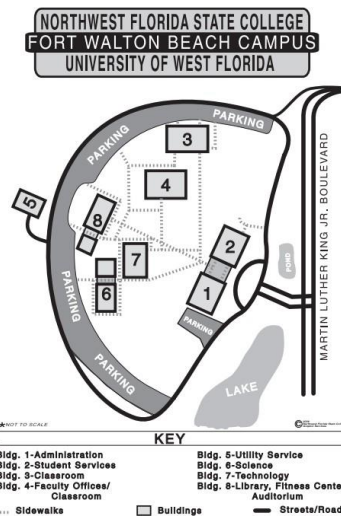
**C. UWF Geographic Locations**

The CEMP applies to all University of West Florida facilities, programs, and personnel, including its Trustees, administrators, faculty, staff, students, contractual service providers, mutual aid providers, visitors, and families. UWF facilities and programs include:

- Main Campus (Pensacola, FL)



- Emerald Coast Campus (Ft. Walton Beach, FL)



- UWF Historic Pensacola (downtown Pensacola, FL)



- Leased Facilities (downtown Pensacola, FL)

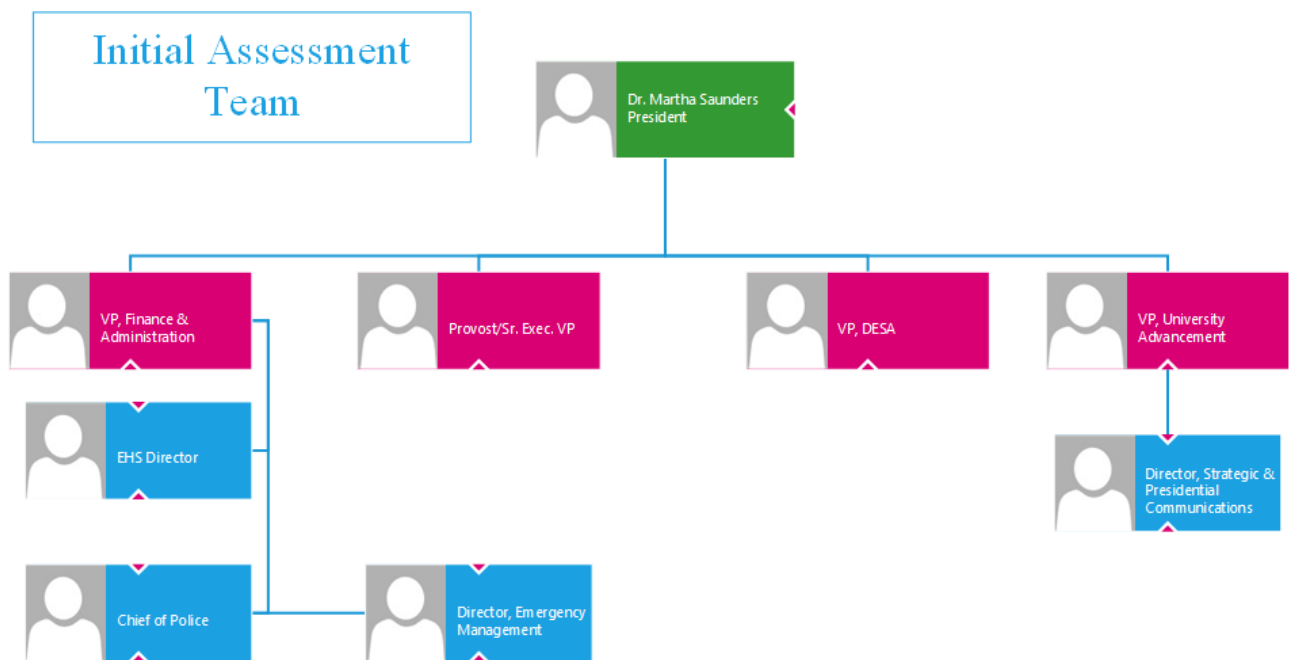
### III. Emergency Management Leadership

#### A. Executive Management Team

The Executive Management Team (EMT) <sup>2</sup> will provide capable and responsible leadership and will make the strategic decisions necessary to support an appropriate response.

The **Initial Assessment Team** will also serve as the Executive Policy Group that will be responsible for determining policy decisions as dictated by the situation. They will establish priorities and authorize high-level decisions concerning the emergency.

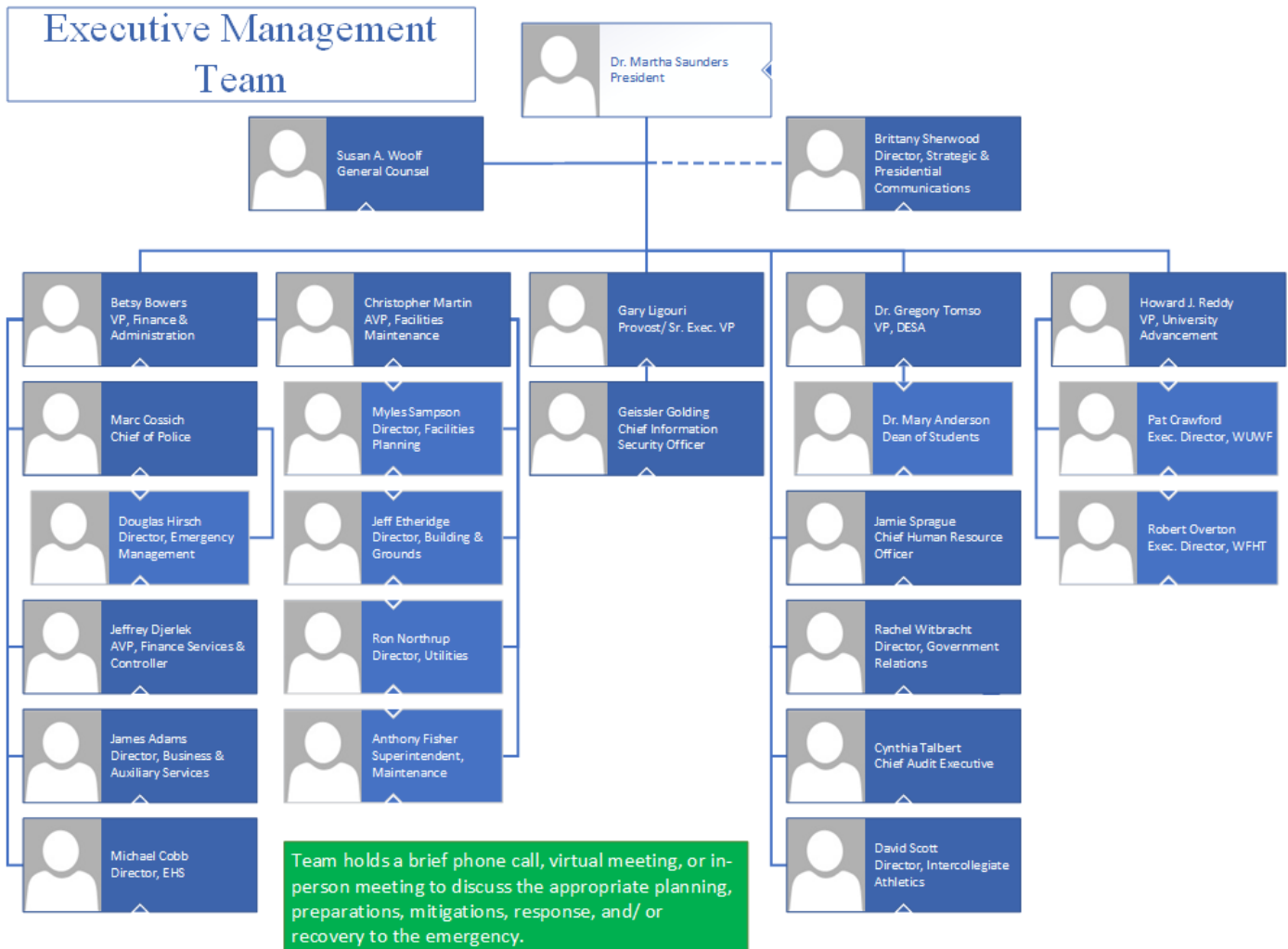
#### Executive Management Team (Initial Assessment)



Team holds brief phone call, virtual meeting, or in-person meeting to assess the need to activate the CEMP, EOP's, or COOP's.

<sup>2</sup> Earlier iterations of the CEMP and the Emergency Operations Plan used the term Threat Assessment Team (TAT) instead of Emergency Management Team (EMT). Corrections to eliminate the Threat Assessment Team are being made as of this update

### Executive Management Team



The EMT is supported by the UWF Police Department with the Police Chief serving as the Incident Commander, and other staff as needed and will include:

- President (as warranted)
- Provost, Senior Executive Vice President
- Vice President, Finance and Administration
- Vice President, Division of Academic Engagement and Student Affairs
- Vice President, University Advancement
- General Counsel
- Chief Audit Executive
- Associate Vice President, Governmental Relations
- Associate Vice President, Human Resources
- Associate Vice President, Facilities Management
- Chief Information Security Officer
- Chief, University Police (serves as **Incident Commander**)

- Emergency Management Director
- Director, Strategic & Presidential Communications
- Dean of Students
- Director, Building & Grounds
- Director, Business and Auxiliary Services
- Director, Environmental Health and Safety
- Director, Facilities Planning
- Director, West Florida Historic Trust (WFHT)
- Executive Director, Emerald Coast
- Executive Director, WUWF
- Superintendent, Maintenance
- Other necessary personnel (as warranted)

*If a member of the EMT is unable to fill their role during an incident, they are responsible for appointing an alternate to serve in their place.*

Each of the roles listed below will be responsible for the proper and expeditious handling of various aspects of the crisis following guidelines set in the CEMP.

The **Provost** is responsible for overseeing and coordinating academic programs, including both teaching and research and enhancing the educational mission of UWF. The Provost has the authority to assign members from his/her office with emergency management roles and responsibilities in support of the CEMP and other emergency management initiatives. The Provost reports to the University President. During a declared University state of emergency, the Provost or his designee will assume a role on the Executive Management Team.

The **Vice President, Finance and Administration** is responsible for overseeing and coordinating numerous administrative departments, including but not limited to, Business and Auxiliary Services, Controller's Office, Environmental Health and Safety, Facilities Management, Procurement and Contracts, and University Police. The Vice President has the authority to assign members from the VP's office with emergency management roles and responsibilities in support of the CEMP and other emergency management initiatives. The Vice President reports to the University President. During a declared University state of emergency, the Vice President or their designee will assume a role on the Executive Management Team.

## **B. Faculty and Staff**

Faculty and staff are seen as leaders on the campus and must be prepared to direct students, visitors, and colleagues to safe locations in the event of an emergency. Faculty and staff are responsible for being familiar with applicable emergency plans, procedures, and evacuation routes for their assigned work locations. (See the Emergency Plans and Operations website found under University Police (<https://uwf.edu/finance-and-administration/departments/police/emergency-plans-procedures/emergency-operations-and-procedures/>)).



Additionally, the Environmental Health and Safety Department website (<https://uwf.edu/finance-and-administration/departments/environmental-health-and-safety/weather-resources/faculty-responsibilities/>) addresses scenarios related to National Weather Service tornado warnings and severe weather. Faculty and staff are responsible for maintaining their contact information in the UWF mobile alert system (ArgoAlert) to maximize the University's capability to notify them of emergencies. Information regarding the mobile alert system is accessible through the University Police Office or their website. (See <https://uwf.edu/finance-and-administration/departments/police/notifications/enroll-in-mobile-alert/>). To add additional contacts and information to a mobile alert, UWF students, faculty, and staff must log in to **MyUWF** and search for Mobile Alert. In addition to the items listed above, faculty are encouraged to include basic public safety and emergency preparedness information in their course syllabus.

If faculty or staff are involved in or witness a life-threatening emergency, they are required to immediately call 911. Faculty and staff must be prepared to assess emergencies quickly but thoroughly and use common sense in determining how to implement any issued protective actions. During a declared state of emergency, faculty, and staff not assigned a specific crisis management responsibility are required to take action as directed by the Emergency Management authority on their campus.

### **C. Students**

Students are responsible for familiarizing themselves with emergency preparedness resources, campus emergency procedures, and evacuation routes in the buildings they use frequently. This information is available on the main campus University Police website. Students are responsible for maintaining their contact information in the UWF mobile alert system (ArgoAlert) to maximize the University's capability to notify them of emergencies. Information regarding the mobile alert system is accessible through the University Police or its website. (<https://uwf.edu/finance-and-administration/departments/police/notifications/enroll-in-mobile-alert/>). To add additional contacts and information to the mobile alert, UWF students, faculty, and staff must log in to **MyUWF** and search for Mobile Alert.

If students are involved in or witness a life-threatening emergency, they are required to immediately call 911. Students must be prepared to assess emergencies quickly but thoroughly and use common sense in determining how to implement any issued protective actions when directed by faculty, staff, first responders, automated texting, mass e-mail messaging system, or siren/loudspeaker system.

## **IV. PREPAREDNESS**

The following section summarizes preparedness and prevention activities that have been undertaken at UWF. These steps are designed to improve response capabilities and ensure a safe and secure environment for students, faculty, staff, and visitors. Planning includes developing effective response plans, policies, and procedures. By training personnel on the plans, and exercising the plans, the University can provide an effective response to any disaster or emergency incident.

## A. National Incident Management System (NIMS)

The University continually works to ensure compliance with NIMS training standards. Ongoing participation by every University unit is necessary. NIMS training is facilitated through the Director of Emergency Management in connection with the FEMA Emergency Management Institute (EMI) website.

University personnel who have any role in emergency mitigation, planning, response, or recovery are required to complete assigned NIMS training. The specific emergency/disaster role of each University community member dictates which of the four training tracks they need to complete.

NIMS training is divided into four tracks:

1. **Executive Leaders** – Includes President, Vice Presidents, Deans, and other members of University leadership.
2. **Incident Managers** – Includes On-scene Incident Commanders, Campus Incident Commanders, University-wide Incident Commanders, and senior leadership from Units tasked with emergency response.
3. **Command Staff** – Includes EMT members and middle management from Units tasked with emergency response.
4. **General Personnel** – Includes operational employees from Units tasked with emergency response.

NIMS courses for each training track have been identified below.

Course Number	Course	Number of Hours	Online?	Executive Leaders	Incident Managers	Command Staff	General Personnel
IS-700	NIMS, An Introduction	2-4	Yes	X	X	X	X
IS-100 b	Introduction to Incident Command System	2-3	Yes		X		
IS-363	Introduction to Emergency Management in Higher Education	2-3	Yes	X	X		X
ICS-300	Intermediate ICS for Expanding Incidents	24	NO		X		
ICS-400	Advanced Incident Command	16	NO		X		

## B. Training and Exercise

As part of NIMS compliance, the University Emergency Management Team (EMT) will periodically exercise the CEMP and associated plans to ensure all plans are actionable and that critical personnel have received the proper training and understand how to implement the plan. As part of the NIMS process, the EMT will establish a multi-year Testing, Training, and Exercise (TT&E) Program. The program incorporates the three functional areas of testing systems and equipment, training personnel, and exercising

plans and procedures. Specific objectives of a TT&E Program are to:

- Validate plans, policies, and procedures
- Ensure compliance with the Homeland Security Exercise and Evaluation Program (HSEEP).
- Ensure personnel are familiar with alert, notification, and response procedures.
- Ensure personnel are sufficiently trained to carry out response operations, duties, and functions.
- Test and validate equipment to ensure both internal and external interoperability.
- Ensure personnel understand the procedures to phase down operations transition to recovery or normal activities when appropriate.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. Section 1092(f)), the TT&E program encompasses at least one test of the Emergency Notification Network (ENN) per year, in addition to at least one exercise per year with each Emergency Management Team (EMT).

### **C. Unit Level/ Department Responsibilities**

“Unit” is a generic Emergency Management term used to describe any distinct entity within the University, including but not limited to, Divisions, Departments, Institutes, Schools, Colleges, Centers, Offices, Programs, and sub-divisions therein.

Unit/Departmental leaders are responsible for developing and maintaining their respective mitigation, preparedness, response, and recovery programs and processes following the standards established by this CEMP. The minimum standards encompass: Preparing and/or updating annual departmental plans and submitting them to the appropriate Vice President, Finance, and Administration for inclusion in this University CEMP.

- Prepare or update, annually, the departmental plans; submit them to the Vice President, Finance and Administration as well as the Emergency Manager. This will be included in the University’s Emergency Operations Plan.
- Designate and train staff to carry out emergency plans.
- Collect and update contact information.
- Stock emergency supplies.
- Ensure the continuity of University operations.
- Respond as requested or directed by the EOT.

### **D. Public Awareness and Education**

The University community is responsible for familiarizing themselves with emergency management resources, campus emergency procedures, evacuation routes in buildings frequented, notifications systems in place, and emergency contact numbers and devices. Information is available on the UWF Police website (See the Emergency Plans and Operations website found under University Police (<https://uwf.edu/finance-and-administration/departments/police/emergency-plans-procedures/emergency-operations-and-procedures/>)). Additionally, the Environmental Health and Safety Department website has pertinent information (<https://uwf.edu/finance-and-administration/departments/environmental-health-and-safety/weather-resources/faculty-responsibilities/>). Also, UWF publishes the Campus Security Report annually. The report includes information related to emergency and support services, emergency notification,

emergency response and evacuation procedures, crime statistics, crime prevention, and a fire safety report. The University also holds activities designed to raise awareness and educate student populations during National Campus Safety Month and National Preparedness Month, both in September.

### **E. Resources and Supplies**

The University has contracts with suppliers used on a day-to-day basis and would use those to obtain the most needed supplies in anticipation of an impact from a disaster or emergency incident.

### **F. Protective Actions**

#### **1. Evacuation**

UWF Police and the Department of Environmental Health and Safety officials both have the authority to order the evacuation of buildings or selected areas. An evacuation of a building does not automatically result in the cancellation of classes or the closing of all or part of the campus. Should an evacuation of a building significantly affect the ability to reconvene normal operations, a separate approval to cancel or close a portion or all of a facility may be required following established policies. Any absences resulting from closures will be handled following University leave policies and procedures.

#### **2. Shelter-In-Place**

Shelter-In-Place is the immediate securing of students, faculty, and staff in the building they are currently occupying. UWF Police officials have the authority to issue a Shelter-In-Place order for persons in select buildings or areas. Shelter-In-Place orders may also be issued by local or county authorities, based on the geographical location of the incident and satellite campuses, and will be supported by the University.

#### **3. Temporary Closures**

Temporary closure means the cancellation of all non-essential functions and events until further notice. The President or designee has the authority to close the main campus. Each satellite campus EMT has the authority to close its campus, satellite locations, or specific facilities in response to an incident or threat. The length of closure will be based on the type of incident, severity, and any damage to campus facilities. See UWF Emergency Closure Policy, P-09.04-05/22 (<https://uwf.edu/offices/board-of-trustees/policies/>). Only essential personnel should remain on campus unless they are ordered to leave by Campus Safety and Security or local emergency response agency personnel. This protective action is aimed to keep students, faculty, staff, and visitors safe by keeping them out of the hazard area and away from emergency response operations.

### **G. Mitigation**

UWF constantly works to mitigate the potential impacts of disasters and ensure the safety and security of students, faculty, and staff while protecting property and facilities from possible damage or destruction.

## 1. Hazard Mitigation

Hazard mitigation planning involves identifying hazards that UWF may be most susceptible to, determining the frequency and magnitude of specific hazards, assessing the vulnerability of the infrastructure and natural environment to those risks, and identifying mitigation funding and actions to address the risks and vulnerabilities to prevent future damage from recognized hazards. UWF continually evaluates current infrastructure for mitigation opportunities and seeks to include appropriate mitigation measures when constructing new facilities.

## 2. Local Mitigation Strategy

Escambia County established a Local Mitigation Strategy Committee (LMS), which develops a mitigation strategy for the community. The LMS Committee itself is comprised of various governmental, non-profit, and for-profit organizations that are open to the public, that pursue various activities to mitigate the community. Activities can include public outreach and education, “hard” construction-type projects, and building regulation enhancements and restrictions to assist the community in “hardening” buildings and infrastructure against future hazard threats. THE LMS plan is approved by the state and FEMA and identifies mitigation projects submitted by the LMS Committee. The LMS is comprised of a group elected board, coordinated by the County Development Services Department, and maintains information and the LMS plan on the County website at <https://myescambia.com/our-services/development-services/planning-zoning/local-mitigation-strategy>.

## 3. StormReady



Approximately 98% of all presidentially declared disasters are weather-related. The National Weather Service’s (NWS) StormReady® program promotes practices that encourage communities to better prepare for a weather emergency through planning, education, and awareness. Requirements for a StormReady® designation include:

- A 24-hour warning point and Emergency Operations Center.
- Redundant methods of receiving severe weather warnings and the ability to alert the University community.
- A system that monitors local weather conditions.
- Promoting readiness through community education and awareness.
- A formal hazardous weather plan, which includes training severe weather spotters and conducting emergency exercises.

UWF was designated as a StormReady® University in 2009 and has been successfully recertified every three (3) years since then by implementing and maintaining the requirements for StormReady® designation, resulting in a better-prepared University regarding the dangers of severe weather.

## V. INCIDENT COMMAND AND CONTROL

### A. National Incident Management System (NIMS) Command Structure

This CEMP and all the EOC plans and operations are National Incident Management System (NIMS) compliant. Utilizing the NIMS and ICS structure for managing disasters allows for simple expansion and contraction of the command structure based upon the needs and size of the disaster itself, in addition, the command structure also allows for simple adjustments related to who or which organization may be the Incident Commander or may provide the Incident Commander with expert advice on how to manage any type of hazard threat or hazard impact. The Incident Response Team will be organized and include the following:

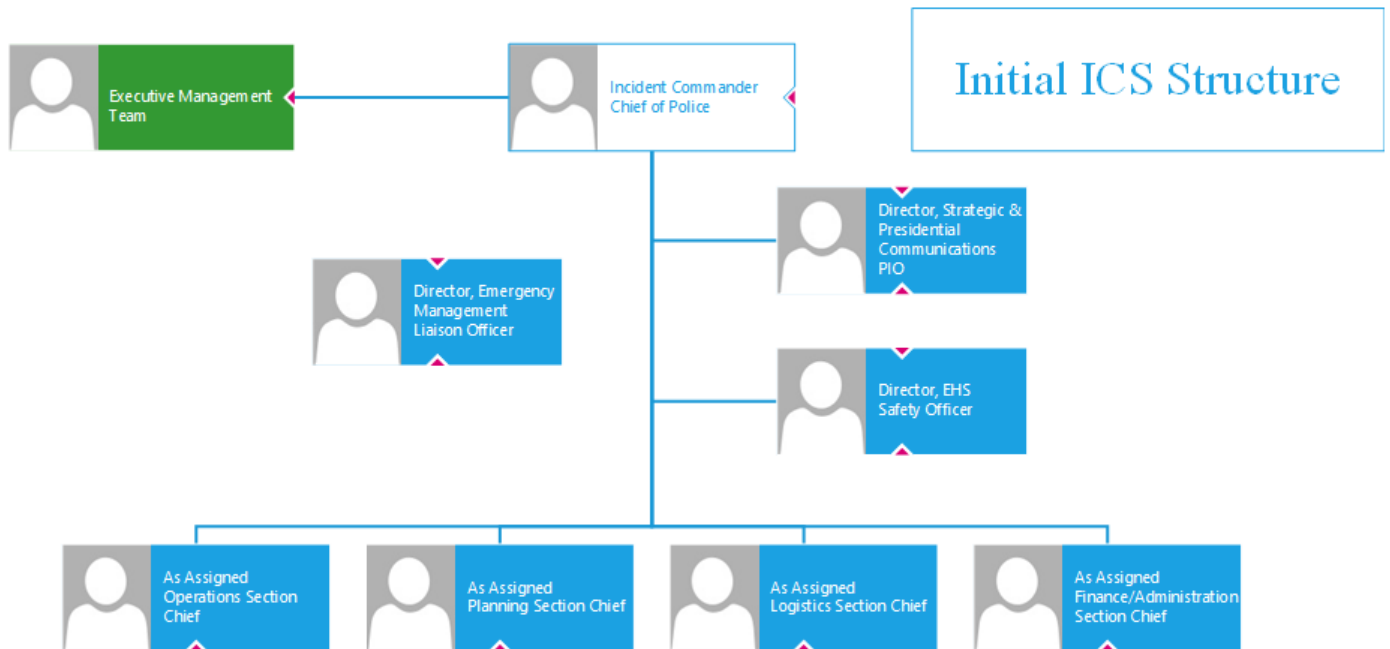
- Common terminology
- Modular organization
- Integrated communications
- Unity of command
- Unified command structure
- Incident Action Plans (IAPs)
- A manageable span of control
- Designated incident facilities
- Comprehensive resource management

Common terminology means plain English. All responders to the incident will use plain English in all areas including functions, facilities, resources, and titles. **Do not use radio codes, agency-specific codes, or jargon.**

1. A **modular** organization: The ICS organizational structure develops in a top-down, modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. As incident complexity increases, the organization expands from the top-down as functional responsibilities are delegated. Only those functions or positions necessary for a particular incident will be filled.
2. **Integrated communications:** All responders to the incident will use the “Common Channel,” (1C) on the UWF radio system. If the incident involves multiple agencies, the responders will use the Mutual aid radio channel, which Dispatch can cross-patch into UWF radios.
3. **Unity of command:** This means that every individual is accountable to only one designated supervisor to whom they report at the scene of an incident. A Unified Command may be needed for incidents involving:
  - Multiple jurisdictions.
  - A single jurisdiction with multiple agencies sharing responsibility.

- Multiple jurisdictions with multi-agency involvement.
4. If a **Unified Command** is needed, Incident Commanders representing agencies or jurisdictions that share responsibility for the incident manage the response from a single Incident Command Post (ICP).
  5. **Incident Action Plans (IAPs)**: Every incident must have a verbal or written Incident Action Plan. The purpose of this plan is to provide all incident supervisory personnel with direction for actions to be implemented during the operational period identified in the plan.
  6. **Span of Control**: This pertains to the number of individuals or resources that one supervisor can manage effectively during emergency response incidents or special events. The effective span of control on incidents may vary from three (3) to seven (7), and a ratio of one (1) supervisor to five (5) reporting elements is recommended.
  7. **Designated incident facilities**: The Command Post (Emergency Operations Center-EOC) for UWF is Building 90, Room 106, with Building 92, Training Room 110 as an alternate.
  8. **Comprehensive resource management**: Resources can be factored into two categories:
    - **Tactical Resources**: Personnel and major items of equipment that are available or potentially available to the Operations function on assignment to incidents are called tactical resources.
    - **Support Resources**: All other resources are required to support the incident. Food, communications equipment, tents, supplies, and fleet vehicles are examples of support resources.
  9. Tactical resources are always classified as one of the following:
    - **Assigned**: Assigned resources are working on an assignment under the direction of a supervisor.
    - **Available**: Available resources are assembled, have been issued their equipment, and are ready for immediate assignment.
    - **Out-Of-Service**: Out-of-service resources are not ready for available or assigned status.

## B. NIMS Responsibilities



1. **Incident Commander:** The Incident Commander (IC) has overall responsibility for managing the incident by objectives, planning strategies, and implementing tactics. The IC must be fully briefed and should have a written delegation of authority. Initially, assigning tactical resources and overseeing operations will be under the direct supervision of the IC.

Personnel assigned by the Incident Commander have the authority of their assigned positions, regardless of the rank, they hold within their respective agencies. In addition to having overall responsibility for managing the entire incident, the Incident Commander is responsible for:

- Ensuring incident safety.
- Providing information services to internal and external stakeholders.
- Establishing and maintaining liaisons with other agencies participating in the incident.

2. **Command Staff** report directly to the Incident Commander.
  - a. **Public Information Officer (PIO)** serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event.
  - b. **Safety Officer**, who monitors safety conditions and develops measures for assuring the safety of all assigned personnel,
  - c. **Liaison Officer**, who serves as the primary contact for supporting agencies assisting at an incident.



3. **General Staff:** Operations, Planning, Logistics, and Finance/Administration
  - a. The **Operations Section Chief** will develop and manage the Operations Section to accomplish the incident objectives set by the Incident Commander. The Operations Section Chief is normally the person with the greatest technical and tactical expertise in dealing with the problem at hand.
  - b. The **Planning Section's** major activities may include:
    - Collecting, evaluating, and displaying incident intelligence and information.
    - Preparing and documenting Incident Action Plans.
    - Conducting long-range and/or contingency planning.
    - Developing plans for demobilization.
    - Maintaining incident documentation.
    - Tracking resources assigned to the incident
  - c. The **Logistics Section** is responsible for all of the services and support needs, including:
    - Ordering, obtaining, maintaining, and accounting for essential personnel, equipment, and supplies.
    - Providing communication planning and resources.
    - Setting up food services.
    - Setting up and maintaining incident facilities.
    - Providing support transportation.
    - Providing medical services to incident personnel.
  - d. The **Finance/Administration Section** is set up for any incident that requires incident-specific financial management. The Finance/Administration Section is responsible for:
    - Contract negotiation and monitoring.
    - Timekeeping.
    - Cost analysis.
    - Compensation for injury or damage to property.
    - Meet at the onset of the crisis in Building 10 Crosby Hall, a lower-level conference room.
    - Monitors the operations of University departments during all phases of the emergency and arrange for appropriate staffing.
    - Advises the President of the appropriate action to be taken.
    - Issue public statements on emergency matters such as evacuation and movement to shelters.
    - Implementation of policies for efficient emergency funding, control of expenditures, and allocation of resources.
    - Ensures that appropriate support, relief, and breaks are

provided for crisis response personnel.

- Conducts an after-action review after the crisis regarding what went well/wrong, damage, liability, funds expended, restocking supplies, etc.

### **C. Command Center**

The President or the designated Incident Commander of Incident Response will determine the need for establishing a Command Center. The most appropriate location has been determined to be Building 92, Training Room 110. Should an alternate Command Center be necessary Building 90, Room 106 will be utilized.

1. The Executive Management Team (EMT) may choose to meet in the Building 10, President's Conference Room, and will attend meetings with the Incident Response/Recovery Team meetings as needed.
2. The following information and equipment will be maintained by the UWF Police, to be used by the Executive Management Team, and contains at a minimum:
  - a. UWF CEMP
  - b. Crisis Communications Plan
  - c. UWF Policies and Procedures
  - d. Campus, State, and local telephone directories
  - e. Digital recorder, battery-operated AM/FM radio
  - f. Two-way radios
  - g. Weather radio
  - h. Flashlight/batteries
  - i. First Aid Kit including waterless hand sanitizer
  - j. Bio-hazard waste kit
  - k. Floor plans of UWF buildings

## **VI. MANAGEMENT OF THE CRISIS**

### **A. Activation of Comprehensive Emergency Management Plan**

The CEMP may be activated fully or in part by the University President or designee depending on the type and severity of the emergency. The University is said to be in a "state of emergency" when based on the best available information, the determination is made by the President or designee that the University is subject to a threat. This threat has a high probability of occurrence and has the potential to negatively impact University operations.

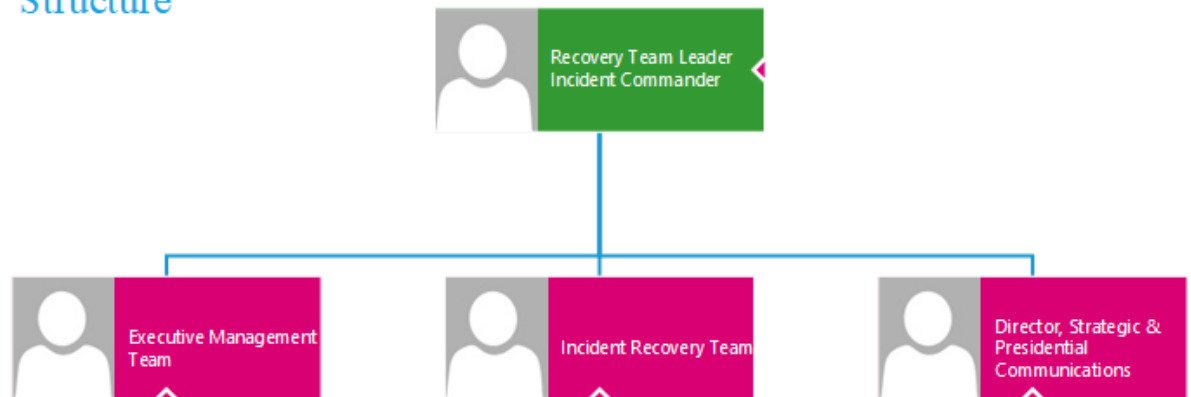
The University President has the authority to declare a state of University Emergency. This declaration activates the UWF Emergency Management Team. If the University President is unavailable, the Provost is authorized to assume this role. The President shall determine the closure of all or portions of the campus in the event of an emergency and which employees are required to provide essential services. The Chancellor of the Board of Governors and the Chair of the Board of Trustees shall be notified of anticipated or actual closings as soon as possible. The President or designee will direct a statement through the Director of

Strategic & Presidential Communications. This statement will specify the nature of the emergency and advise of the desired action to be taken.

## B. Incident Response & Recovery Teams

The UWF Incident Response Team is comprised of University administrators who serve as needed during an emergency. The **Incident Commander** notifies and activates team members in the event of a situation that requires their involvement. All members of the Incident Response Team report directly to the **Incident Commander**, who will communicate all updates and information to the Director of Institutional Communications and University leadership.

### Incident Recovery Team Structure



#### 1. Incident Assessment and Recovery Team

The UWF Incident Assessment and Recovery Team is activated immediately following an emergency to assist with campus recovery. The **Incident Commander** notifies and activates team members in the event of a situation that requires their involvement. All members of the Incident Assessment and Recovery Team report directly to the **Incident Commander**, who will communicate all updates and information to the Director, Institutional Communications, and University leadership.

- Incident Commander of Incident Recovery: Chief of Police
- Potential Team Members (Response and Recovery Teams)
  1. Chief of Police
  2. Director, Emergency Management
  3. Director, Environmental Health and Safety
  4. Director, Strategic & Presidential Communications
  5. Provost/ Senior Vice President
  6. Vice President for Academic Engagement and Student Affairs
  7. Chief Audit Executive
  8. Assistant Vice President, Facilities Management
  9. Chief Human Resource Officer
  10. Dean, College of Arts, Social Sciences and Humanities
  11. Dean, College of Business
  12. Dean, College of Education and Professional Studies

13. Dean, Hal Marcus College of Science and Engineering
14. Dean of Students
15. Dean, Usha Kundu, MD College of Health
16. Director, Business and Auxiliary Services
17. Director, Housing and Residence Life
18. Director, Parking Services
19. Director, Facilities Planning and Construction
20. Director, Buildings and Grounds Management
21. Superintendent, Facilities Maintenance
22. Executive Director, UWF Emerald Coast
23. General Counsel
24. Chief Information Security Officer

*If a member of the Incident Response and Recovery Team is unable to fill their role during an incident, they are responsible for appointing personnel from their department/division to serve in their place.*

**2. Emergency Support Functions**

The use of Emergency Support Functions (ESFs) is very effective in handling both small and large-scale incidents requiring response and recovery support from local, state, and federal governments. ESF designation is determined by the expertise, capability, or resources available to the division/department. A division/department will serve as either the lead or support of an ESF as follows:

Essential Support Function	Lead	Support
Transportation	Parking & Transportation Services	University Police
Communication/ Public Information	Institutional Communications	University Police, Information Technology Services, Dean of Students, WUWF
Public Works	Facilities Management-Utilities	Facilities-Maintenance

Essential Support Function	Lead	Support
Planning	Emergency Manager-University Police	Environmental Health and Safety, Institutional Communications, Dean of Students, Provost's Office, Finance and Administration
Mass Care	University Housing	Dean of Students, Recreation, Emergency Management, University Police, University Health Services
Resource Support	Procurement and Contracts	Controller's Office, Emergency Manager-University Police
Health & Medical	University Counseling and Wellness Services	University Health Services, Environmental Health, and Safety
Food & Water	Business and Auxiliary Services	Dining Services
Campus Business Recovery	Business and Auxiliary Services	Controller's Office, Environmental Health and Safety
Law Enforcement	University Police	
Volunteers	Emergency Manager-University Police	Human Resources, Dean of Students

**3. Multijurisdictional Coordination**

Multijurisdictional coordination will mainly be facilitated through a liaison position assigned by the UWF University Police Department. This position will fulfill a communication and coordination role in identifying and addressing issues and tasks requiring a

multijurisdictional approach. Additionally, the University may also send a representative to the Escambia County Emergency Operations Center (EOC), if activated.

#### 4. Partner Agencies and Others

The University of West Florida participates in planning, training, exercises, and engagement with the following partner agencies either through a Memorandum of Understanding (MOU)s, Memorandum of Agreement (MOA)s, intrastate mutual aid compacts, or Statewide Mutual Aid Agreement (SMAA).

- City of Pensacola
- Escambia County
- Florida Division of Emergency Management (FDEM)
- American Red Cross – Capital Area Chapter
- County Health Departments
- Florida Board of Governors/State University System
- North Florida Regional Domestic Security Task Force
- Federal Emergency Management Agency
- Florida County Emergency Management Departments
- Volunteer Florida

There are some Emergency Functions where the responsibility to provide services falls on an external agency, which provides several services in support of the University of West Florida. Listed below are two of the main Emergency Functions which are the responsibility of external agencies.

- **Firefighting** – Escambia County Fire Department
- **Search and Rescue (SAR)** - Escambia County Sheriff's Office, Pensacola Police Department, Escambia County Search and Rescue (ESAR)

## VII. RESPONSE ACTIONS

### A. Information Collection and Analysis

During normal conditions, the UWF Emergency Manager is constantly monitoring conditions and gathering information relative to potential emergencies. Information is collected from internal departments, local, state, and federal governmental agencies, local community partners, first responders, and the media. This information is analyzed and shared with appropriate stakeholders, as necessary. Types of information and sources will vary depending upon the potential emergency (i.e., weather, public health, security threats, etc.).

UWF Police Department (UWFPD) also monitors conditions, gathers, and analyzes intelligence data, and notifies appropriate stakeholders as necessary. If information is received that warrants activating the EOC, the procedures outlined in this plan will be followed. When the EOC is activated, ongoing information from essential departments, and local, state, and federal partners will be used to assist with the appropriate response and recovery actions. Maintaining situational awareness to execute the necessary response and recovery actions is a primary function of the EOC.

## B. Public Information and Outreach

Institutional Communications is responsible for developing and disseminating emergency information and instructions to the University community, public, and news media before, during, and after an incident as well as coordinating University news conferences. The UWF ArgoAlert, UWF web pages, social media channels, desktop alerts (Alertus Desktop Alert), mobile alerts (UWF Rave Guardian mobile app), and news releases are the primary methods utilized to disseminate information as it becomes available. Institutional Communications maintains a detailed Emergency Communications Plan and internal listserv to ensure a robust communications strategy can be implemented throughout any type of emergency. Part of the Emergency Communications Plan is tested during regular semester tests of UWF's overall emergency notification system, primarily ArgoAlert, Rave, and Alertus.

**Clery Act** Per the Clery Act, the University will keep the campus community informed by providing emergency notifications for any significant emergency or dangerous situation involving an immediate threat to the health or safety of individuals on campus, as specified in the Clery Act – 20 USC 1092.

## C. CAMPUS COORDINATION AND EFFORT

### University Police

The University Police Chief or designee shall decide on the nature and extent of the emergency and report to the Executive Management Team throughout the event. Depending on the type of emergency, the Chief of Police will be designated as the Incident Commander for Incident Response and/or Recovery.

**The University Police Department will be the initial response agency in all campus emergencies.**

### Duties and Responsibilities

1. Determine the initial condition and extent of the emergency, response criteria, and potential for escalation.
2. Preserve law and order and maintain public safety.
3. Provide for crowd control and movement of personnel.
4. Control affected areas until relieved by proper authority.
5. Control vehicular traffic at evacuation routes as well as ingress/egress to emergency locations.
6. Conduct any necessary searches of the area.
7. Provide radio and telephone communications.
8. Collect and disseminate intelligence information.
9. Preserve emergency scene and evidentiary materials.
10. Maintain up-to-date lists of emergency response agencies and personnel.

11. Determine tactical response criteria.
12. Make recommendations for action by other Command Staff divisions.
13. Provide initial first aid to injury victims.
14. Provide or assist with rescue efforts.
15. Maintain liaison with the State of Florida Disaster Response Center.
16. Develop and maintain an intradepartmental emergency plan and call-out list of vital personnel.
17. Develop and maintain a list of equipment and supplies on hand and those needed for emergencies.
18. Monitor weather conditions.
19. Provide continuous updates of emergency conditions as situations escalate or de-escalate.
20. Report localized hazardous conditions as they develop to limit further damage/injury.
21. Act as liaison with local, state, and federal emergency operations personnel and the Red Cross.
22. Represent UWF at the Escambia County Emergency Operations Center.

### **Environmental Health and Safety**

The Director of Environmental Health and Safety will serve as the lead for this area.

#### **Duties and Responsibilities**

1. Assist with post-disaster recovery efforts.
2. Assist with FEMA and/or state financial reimbursement requirements.
3. Provide advice in cases of fire, chemical, radiation, and/or other crisis incidents as required.
4. Ensure applicable local, state, and/or federal regulatory authorities are notified as required and that applicable rules and regulations are adhered to during and after the crisis (i.e., reporting requirements).
5. Determine loss control measures and advise the campus Incident Commander.
6. Conduct damage assessment and coordinate applicable recovery procedures.

### **Facilities Management**

The AVP, Facilities Management or designee will be the coordinator of Utilities, and Maintenance in conjunction with the individual department heads of these services. The AVP, Facilities Management will work with the other members of the Emergency Operations Team and report to the designated campus Incident Commander for Incident Response and/or Recovery.

#### **Duties and Responsibilities**

1. Develop and maintain an intradepartmental plan to meet emergencies as well as a call list of vital personnel.
2. Develop and maintain a list of equipment, supplies, tools, and machinery on hand as well as those needed to meet the crisis.



3. Mobilize forces to assist in coping with preparation, response, and securing from an emergency.
4. Coordinate requests for gathering and delivery of personnel and supplies.
5. Assure isolation of emergency area via control of gas, water, power, and sanitation.
6. Prepare Red Cross shelter for opening upon request including securing/connecting generator.
7. Have access to building floor plans, schematics, and mechanical drawings of buildings.
8. Provide emergency power to areas requiring such to maintain operation during an emergency.
9. Determine the extent of damages.
10. Provide cost estimates of damage.
11. Assist in preparing and securing buildings; remove outside items and banners.
12. Assist with rescue efforts.
13. Provide for clean-up efforts after an emergency.
14. Care for utility emergencies (e.g., down power lines).
15. Provide services to shelters and buildings maintaining operations during the emergency event.
16. Assist in barricading and physically isolating designated areas.
17. Provide additional vehicles and vehicle maintenance as required.

## **Buildings and Grounds Management**

### **Duties and Responsibilities**

1. Provide custodial services to shelters and buildings maintaining operations during the event.
2. Coordinate with disaster management contractor regarding preparation for debris/tree removal.
3. Provide supplies to protect computers and other sensitive equipment to departments requesting it.
4. Clear and maintain access routes as required.

## **Enrollment and Student Affairs**

The **Vice President for the Division of Academic Engagement and Student Affairs**, or designee, will coordinate with the senior leadership team and directors of programs, services, and facilities within the Division of Enrollment and Student Affairs and report activities and issues as appropriate to the Incident Response Team. Enrollment and Student Affairs will oversee student life in times of emergencies.

### **Duties and Responsibilities**

1. Inform students of emergencies and actions to be taken or avoided.
2. Implement evacuation of students to designated shelters.
3. Provide necessary health care to students during an emergency.
4. Provide for lodging and sheltering of students.
5. Provide for the nutritional needs of students.

6. Assist students in notifying the nearest relative or guardian of whereabouts.
7. Maintain a roster of students and University personnel reporting to the shelter and obtain emergency contact numbers for each.
8. Develop and maintain an intradepartmental emergency plan and call-out list of vital personnel.
9. Staff shelters and act as tactical command officers in all matters about community life while in shelters.
10. Assign designated areas within shelters to various groups using the facility.
11. Control the arrival/departure of University personnel in the shelter and report to the Director of Incident Response and/or Recovery.
12. Develop and maintain a list of equipment and supplies on hand and those needed for emergencies.
13. Communicate with parents.

### **Institutional Communications**

The **Director of Strategic and Presidential Communications** or designee will serve as the Public Information Officer (PIO) and gather and coordinate pertinent information for the members of the Executive Management Team and the Incident Commander. The Director will make appropriate press releases to the local media under the authority of the Vice President for University Advancement and the Incident Commander for Incident Response and/or Recovery.

The WUWF (88.1 FM) radio station will be the official source of emergency information for the University Community.

### **Duties and Responsibilities**

1. Develop, maintain, and follow the Crisis Communications Plan.
2. Inform the University and community-at-large of information about the crisis.
3. Establish liaison with the news media for dissemination of information as requested by the Executive Management Team and the Incident Commander.
4. Act as liaison with the news media for dissemination of information surrounding the incident.
5. Advise the Executive Management Team and the Incident Commander of all news concerning the extent of the crisis affecting the campus.
6. Serve as the University spokesperson(s) designated to make statements on behalf of the University. No other units or individuals should deal with or respond to the media without the prior approval of the Vice President for University Advancement and the Incident Commander for Incident Response and/or Recovery. This does not prohibit individuals from contact with the media, however, such contact will be on their behalf and not on behalf of the University.

### **General Counsel**

The University **General Counsel** will serve as legal advisor to the Executive Management Team and the Director of Incident Response and/or Recovery in all matters relating to the crisis and the University's response.

## **Business and Auxiliary Services**

The **Director of Business and Auxiliary Services** or designee will:

1. Assists with the establishment of food service and vending resources.
2. Advises the Incident Commander for Incident Response and/or Recovery on transportation needs and obtain needed services.

## **Controller's Office**

The **Associate Vice President of Financial Services and Controller** or designee will:

1. Provide the appropriate structure to ensure that emergency management expenditures are properly documented.
2. Ensure the appropriate financial reports are prepared and submitted as required.
3. Ensure necessary accounting data is captured and submitted to the appropriate agencies, including but not limited to FEMA.

## **Human Resources**

The **Chief Human Resource Officer** or designee will:

1. Provide guidance on human resource policy issues that arise because of emergencies.
2. Ensure that employee data is current and made accessible during emergencies.
3. Provide employee assistance services to employees requiring such services because of the emergency.

## **Food Services**

The **General Manager** of Dining Services, or designee, will coordinate with the Vice President for Academic Engagement and Student Affairs (or designee) and the Director of Business and Auxiliary Services to provide for the nutritional needs of University students in a time of emergency. He/she will also coordinate with the Incident Commander for Incident Response and/or Recovery to provide for personnel on duty.

### **Duties and Responsibilities**

1. Plan, prepare, and serve meals as directed.
2. Develop a plan of operation that is functional without the use of electric power, refrigeration, gas, water, etc.
3. Be able to obtain necessary supplies to provide provisions for 1,500 people for a minimum of 3 days.
4. Develop and maintain an intradepartmental emergency plan and call list of vital personnel.
5. Develop and maintain a list of equipment and supplies on hand and those needed to meet emergencies.

## Information Technology Services

The **Chief Information Security Officer (CISO)** or designee and designated staff will:

1. Provide computing services necessary to maintain vital University functions such as payroll, student registration data, accounts payable, and purchasing.
2. Assist in recovering or re-creating data lost or damaged because of a disaster.

## Counseling and Psychological Services Center

The **Director of Counseling and Psychological Services Center** or designee will:

1. Provide services to aid in the resolution of human problems and emergencies as they arise (i.e., suicide and homicide threats, hostage situations, demonstrations of irrational behavior).
2. Establish counseling services and short-term interventions for individuals and groups affected by the crisis. Assessment and referral to appropriate resources for problem resolution and psychological services.
3. If appropriate, contact community resources related to dealing with the emotional consequences of suffering crisis and trauma.
4. Offer mediation and group facilitation as needed and/or requested.
5. Provide follow-up debriefing to crisis contacts.

## Procurement and Contracts

The **Director of Procurement and Contracts** or designee will coordinate with other Incident Response/Recovery Team members for the procurement of materials and supplies.

### Duties and Responsibilities

1. Develop and maintain an intradepartmental plan to meet various emergencies as well as a call list of vital personnel.
2. Have ready access to an inventory list of materials and supplies currently on hand and those needed for emergencies.
3. Develop a list of local suppliers and types of materials stocked.
4. Establish standing agreements/contracts with local suppliers/vendors.

## Deans and Department Heads

In addition to this overall CEMP, each dean and department head should maintain a current emergency plan that will provide for the emergency activities of the college or department concerned. Appropriate personnel will be responsible for knowledge of the University, college, and/or departmental plan.

## VIII. RESPONDING TO THE CRISIS

### A. Building Evacuation

1. All building evacuations will occur when an alarm sounds (e.g., fire alarm) and/or upon notification by University Police or other authorities.

2. When the building evacuation alarm is activated or verbal notification is provided, occupants are to leave by the nearest marked exit and alert others to do the same. Directions may be given as to the location of a safe assembly area. However, if no directions are conveyed, proceed to the outside of the building.
3. Once outside, occupants should proceed to a clear area that is a safe distance from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. During periods of inclement weather relocate to an alternate building which will be determined at the time of the crisis and conveyed to all persons affected.
4. **Do not** return or allow occupants to return to an evacuated building unless told to do so by a University official following the release of the scene by fire/police or another agency.
5. Building Emergency Coordinators will work with police to coordinate these efforts.
6. Elevators should be reserved for use by disabled persons.

**NOTE: DO NOT USE THE ELEVATORS IN CASES OF FIRE or TORNADO**

### **Assisting Disabled-Evacuation**

1. Assisting the user of a Wheelchair
  - Remember that wheelchairs have parts not designed to handle the stress of lifting. Never carry the person while in a wheelchair. However, a manual chair can be used to assist in the evacuation process.
  - Before moving the person, check for life-support equipment.
  - Consult the person in the chair regarding the best way to evacuate (the number of people needed, how to use a manual chair, ways to lift, etc.).
  - If a person is unable to speak clearly, look for a sign on the chair with printed instructions.
  - If the individual with the disability cannot be safely carried up/downstairs, do not attempt to do so. Position the person in the safest place possible according to the emergency.
  - Alert emergency personnel of the person's location.
2. Assisting the Visually Impaired
  - Offer to assist the visually impaired to a safe location.
  - Have the person take your elbow.
  - The visually impaired will be responsible for service dogs.
3. Assisting the Hearing Impaired
  - Alert the hearing impaired that an emergency exists. Use gestures/notes to indicate the type of emergency.

4. Assisting the Mobility Impaired
  - If help is requested, assist as directed to a safe location.

## **B. Campus Evacuation**

1. Evacuation of all or part of the campus grounds will be announced by the University Police or other authorities.
2. All persons should be instructed to immediately vacate the site in question and relocate to another part of the campus grounds as directed.
3. During campus evacuations related to Hurricanes, certain designated departments, and essential personnel may be required to remain on campus during and after the storm. These include, but are not limited to, Facilities Management, University Police, Environmental Health and Safety, University Housing, and Student Affairs. These staff members are assigned specific duties and responsibilities to organize individuals unable to leave campus, provide security, repair minor damage to facilities, and re-open access to the campus and buildings.

Other employees should contact their immediate supervisors, or others designated by their department, to determine when they should return to work.

The decision regarding the evacuation of resident students to the Health, Leisure, and Sports building (Bldg. 72) will be made by the Incident Commander for Incident Response in consultation with the Vice President and Dean of Students and the Director of Housing. Action will be taken following the Student Affairs Hurricane Procedures.

## **C. Emergency Shelters**

The Health, Leisure, and Sports building (Bldg. 72) as the primary shelter for the students in an emergency that requires evacuation of the residence halls. The shelter will be activated at the direction of the Senior Vice President for Student Affairs/designee or the Incident Commander for Incident Response.

Essential UWF personnel and their families will be allowed to shelter in safe areas of building 72.

Buildings used as overflow shelters will be activated upon the authority of the Incident Commander for Incident Response and may include Building 54.

**NOTE: No buildings other than those necessary for maintaining University operations or those designated as shelters will be occupied during an emergency.**

As a public facility, University buildings are subject to being used as host or emergency shelters by the American Red Cross and Escambia County Emergency Management in times of need. In the event that The University of West Florida is asked to open a public shelter, Building 72 will be utilized for that purpose.

## IX. RESPONSE PLANS FOR SPECIFIC EMERGENCIES

Several possible emergencies could occur on Campus. The University has created an Emergency Procedures Poster to provide general response guidance that should be taken during one of the incidents listed on the poster. The poster is in classrooms and buildings across campus.

# Emergency Procedures

### Fire

If you observe smoke or fire:

- Activate the fire alarm using a manual pull station.
- EVACUATE the building and notify others as you exit.
- Do not use elevators.
- Notify Emergency Personnel of persons with disabilities who are unable to evacuate.

As you exit, move to a safe distance. Do not reenter until notified by emergency personnel.

### Active Shooter

If a person enters the building with a weapon, if you hear gun fire or observe suspicious behavior, contact the UWF Police (850.474.2415) and provide as much information as possible.

- If it is safe to do so evacuate the building and move to a safe location.
- If evacuation is not possible, find a secure area to hide until notified it is safe to leave by emergency personnel.
- As a last resort, if confronted by the violent person you should attempt to incapacitate or disrupt the individual.

### Medical Emergency

- Contact the UWF Police (850.474.2415), provide information on the type of injury and the campus location of the victim.
- Provide first aid or medical assistance if required.
- Remain with the injured individual until help arrives.
- If the injured person is unconscious and not breathing start CPR, if trained.

### Shelter-in-Place

- During the event of severe weather, tornado warning or a hazardous chemical spill:
- The University will activate appropriate methods of emergency notification.
- Immediately seek refuge inside the nearest building.
- Find a safe location in the lowest level, preferably in interior hallways or rooms away from glass windows.

- Remain in safe location until instructed by UWF authorities it is safe to leave the building.

### Power Outage or Utility Failure

- Contact Facilities Management, Work Order Control Center (850.857.6000) to report a utility failure.
- If there is a possible danger to building occupants, exit the building and call the UWF Police (850.474.2415).
- Notify emergency personnel of persons with disabilities who are in the building and if there are any individuals trapped in an elevator.
- The UWF administration will decide on the status of classes based on the situation.

### Hazardous Materials

- If a chemical spill occurs within a campus building, immediately notify the UWF Police (850.474.2415).
- If a chemical spill occurs outside of a building or from an off campus source, follow shelter-in-place procedures.
- In either case, notify the UWF Police (850.474.2415) if you have been exposed to a chemical.
- The University administration will provide instructions through the University's Emergency Notification System.

### Bomb Threat

- If you receive communications that an explosive device may be on campus:
- Get as much information from the caller as possible.
- Call the UWF Police (850.474.2415).
- If told to evacuate by UWF Police, do so and move away from the building.

### Suspicious Package

- If you observe a suspicious object, which may be a potential bomb, DO NOT HANDLE THE OBJECT.
- Contact the UWF Police (850.474.2415). Provide as much information as possible.
- Evacuate the area and await instructions from the UWF Police.

Building 95  
11000 University Parkway  
Pensacola, FL 32514  
Phone: 850.474.2525  
Fax: 850-857-6425  
Email: envhs@uwf.edu



Environmental  
Health and Safety  
UNIVERSITY of WEST FLORIDA

## A. General Hurricane and Disaster Preparation

(Hurricane Season is June 1 – November 30)

### 1. Plan Activation --Hurricane Watch

**HURRICANE WATCH:** Hurricane conditions (sustained winds of 74 mph or greater) are possible within your area. Because it may not be safe to prepare for a hurricane once winds reach tropical storm force, The NHC issues hurricane watches 48 hours before it anticipates tropical-storm-force winds.

Upon the announcement by the National Weather Service that a **HURRICANE WATCH** has been declared, the Incident Commander will convene the Executive Management Team. Following this meeting, necessary instructions will be issued by the vice presidents, deans, directors, and chairs to all concerned. It is the responsibility of each department head to obtain a list of phone numbers where all staff can be reached immediately after a hurricane. Additionally, a list of essential staff that will remain on campus during a hurricane should be forwarded to the UWFPD. The Incident Commander for Incident Response will convene appropriate members of the Incident Response Team and begin emergency preparations. Employees are advised to await official word from the University before closing offices and evacuating campus.

WUWF-FM (88.1MHz) is the official information source for the University. Any pertinent information regarding closings, cancellations, and the re-opening of campus will be broadcast. When the threat of a hurricane becomes imminent, WUWF will suspend regular programming to begin airing an emergency broadcast “clock,” consisting of regularly scheduled information updates throughout each hour. If hurricane preparation procedures are initiated, Crisis Communications posts information on <https://news.uwf.edu/> that will provide current information regarding hurricane preparation procedures, the status of classes, and the closing of the University.

Calls to the University Switchboard and the University Police should be limited to **ESSENTIAL AND EMERGENCY CALLS ONLY**. Limiting non-essential calls will free up the switchboard to receive and deliver pertinent information.

Departments hosting an event or activity should attempt to notify the participants of any cancellation or change. If direct contact is not possible, please give detailed information to the Director of Institutional Communications at x2212 or WUWF at x3300 so accurate information may be disseminated.

### 2. Plan Activation --Hurricane Warning

**HURRICANE WARNING:** Hurricane conditions (sustained winds of 74 mph or greater) are expected somewhere within the specified area. NHC issues a hurricane warning 36 hours in advance of tropical-storm-force winds to give you time to complete your preparations. All preparations should be complete. Evacuate immediately if so ordered.



Upon the announcement by the National Weather Service that a **HURRICANE WARNING** status has been declared, the President will issue the appropriate directive regarding closing the University. This directive will be relayed by the vice presidents to their areas of responsibility

### 3. Office Preparations Before Campus Evacuations

- All University departments and offices should prepare their equipment and essential files before leaving campus. All electronic equipment (computers, monitors, copiers, UPS systems, etc.) should be turned off, unplugged, and elevated off the floor.
- Electronic equipment should be moved away from windows (if feasible) and covered with plastic sheeting. Plastic sheeting and plastic bags are available and will be distributed by the Buildings and Grounds Dept.
- Essential files should be placed in file cabinets and secured. Do not leave valuable materials on desks or shelving.
- Personal belongings of value should be taken home. The University will not replace personal items which have been damaged or are missing or stolen.
- All office doors and building doors must be closed and locked. Contact the University Police if assistance is needed.

## **B. Active Assailant**

An *Active Assailant* is an individual who is intent on killing people in a public or semi-public space (e.g., school, place of business, house of worship, open space). In most cases, active assailants use firearms and there is rarely a pattern or method to their selection of victims. Active assailant situations are unpredictable and evolve quickly.

Typically, active assailant situations are over minutes before law enforcement arrives on the scene. Therefore, individuals must be prepared both mentally and physically to deal with an active assailant situation.

How to respond during an active assailant situation:

### 1. Evacuate

- If there is an escape path out of the building, evacuate immediately.
- Leave your belongings behind.
- Notify others as you exit.
- Notify the University Police immediately after reaching a safe location.

### 2. Hide

- Find a place to hide and stay quiet
- Lock the door if possible.
- Turn off the lights and silence your cell phone.
- Blockade the door with whatever is available.
- Hide behind large items (i.e., cabinets, desks)
- Do not open the door if someone knocks.

### 3. When the Police arrive

- Remain calm and follow the officer's instructions.
- Immediately raise your hands and spread your fingers.
- Keep your hands visible at all times.
- Do not rush toward the officers as they may mistake you for a threat.
- The Police will not have time to assist you as they are focused on stopping the shooter.

Once you have reached safety at an assembly point, you should remain there until the situation is under control and the police have had a chance to talk with you. The Police will instruct you when it is appropriate to leave the area.

### C. Severe Weather (Thunderstorms)

Thunderstorms are a frequent part of life in Florida. Thunderstorms occur in all seasons of the year, but they are more numerous during the summer.

Thunderstorms can produce dangerous hazards such as lightning, tornadoes, hail, strong winds, and heavy rain that can lead to flooding. A thunderstorm is considered "severe" when it produces winds above 58 mph, hail that is one inch across or larger (the size of a U.S. quarter), or if it produces a tornado.

#### Severe Thunderstorm Safety Rules

- The best defense against thunderstorms is to stay inside a sturdy building or shelter that can protect you from deadly lightning, large hail, damaging winds, flooding rain, and tornadoes. Fortunately, thunderstorms typically do not last very long and will most often pass by your location in less than one hour.
- Once in a shelter, stay away from windows and avoid electrical equipment and plumbing. If there is time, secure loose objects outside as these objects often become dangerous flying debris in high winds.
- Postpone outdoor activities until the storms have passed.
- If caught outside, take shelter in a sturdy enclosed building or hard-top automobile immediately. Avoid open spaces, isolated objects, high ground, and metallic objects.
- Get out of boats and away from bodies of water. Remember, if you can hear thunder, you are close enough to the storm to be struck by lightning.

### D. Tornadoes

Tornadoes have been reported in every state, and though they generally occur during spring and summer, they can happen any time of the year. Tornadoes spin up very rapidly and provide little warning time.

#### Tornado Safety Rules

- Seek inside a shelter in a steel-framed or reinforced concrete building of substantial construction. Stay away from windows!
- In office buildings, stand in an interior hallway on a lower floor.

- Seek shelter under a sturdy workbench or heavy table if possible.
- Modular buildings are particularly vulnerable to overturning during strong winds. Personnel in modular structures should seek shelter in hardened buildings during tornado warnings.
- Whenever possible, go to an interior hallway on the lowest floor.
- Avoid auditoriums and gymnasiums or other structures with wide, free-span roofs. If a building is not of reinforced construction, go quickly to a nearby reinforced building, a ravine, or an open ditch and lie flat.
- In open country, move away from the tornado path at a right angle. If there is no time to escape, lie flat in the nearest depression, such as a ditch or ravine.

REMEMBER: A **Tornado Watch** means tornadoes are expected to develop. A **Tornado Warning** means a tornado has been sighted. ***When a tornado approaches, your immediate action may mean life or death.*** Report any injuries or damage to the UWFPD as soon as possible.

### **E. Chemical Spills**

Detailed safety procedures are in place in all campus laboratories where dangerous materials are used and stored. If you encounter a chemical spill and no trained individuals are in the area:

- Notify University Police via University Phone at Ext. 2911 or 850.474.2911 on any other phone or cell phone.
- Do not touch the material.
- Isolate the area by cordoning it off or closing doors.
- Notify people in neighboring offices and classrooms.
- Turn off space heaters and extinguish open flames in the area.
- If there are vapors or noxious fumes, evacuate the affected area of the building.
- Once outside move to a safe distance from the affected building.
- Keep streets and walkways clear for emergency vehicles.
- Do not re-enter the area until authorized emergency personnel give the "**All Clear**" signal.

If you have information regarding the spill, that may be of use to the Police or Fire Department, please provide the information.

### **F. Bombs/Bomb Threats**

Because bomb threats should always be treated seriously, any University employee receiving a telephone bomb threat should immediately transfer the caller to Ext. 2415, University Police. If possible, the employee should make a note of the incoming number before making the transfer. The reason for the transfer is that Ext. 2415 is a recorded phone line. Police Dispatchers are trained to collect essential information from callers.

University Police will follow its “Bomb Threat” procedure and will notify the appropriate University officials. If the caller hangs up, contact the University Police immediately and provide all information you obtained.

The University’s CEMP will go into effect. However, if time does not permit, immediate action by Police will be necessary to protect lives.

Police Dispatch will notify the appropriate Police staff to respond.

Upon direction of the Chief of Police, the Police Dispatch will make a University-wide announcement about the bomb threat and that all two-way radios, cell phones, and pagers are to be turned off at a minimum of 100 feet from the suspected bomb site.

## **G. Pandemics**

A pandemic is a global outbreak of disease that occurs when a new virus appears that can spread easily from person to person. Because people have not been exposed to this new virus before, they have little or no immunity to the virus; therefore, serious illness or death is more likely to result.

It is difficult to predict when the next pandemic will occur or how severe it will be. In addition, a pandemic may come and go in waves, each of which can last months at a time. The effects of a pandemic can be lessened if preparations are made ahead of time. The University has in place a plan to respond to a pandemic should it occur. In addition, numerous departments on campus have plans for their particular area. These various plans will be activated if needed.

## **H. Fires (Wildfires and Structural)**

### **1. Wildfires**

The Department of Agriculture and Consumer Services, Florida Forest Service serves as a primary agency during the activation of the state EOC for wildfire incidents. They will also request and coordinate the use of all state-controlled and/or Forest Service Compact assets that are ordered for the control of wildfires.

Florida has a 12-month wildfire season, with the peak of the season found during the spring months. Wildfires are typically ignited by either lightning or in most cases, because of human beings, whether intentional or because of an accident. The Florida Wildland Fire Risk Assessment System (FRAS) and the Southern Wildfire Risk Assessment Portal (SouthWRAP) are two tools available that will depict wildfire risk to the community. The website for information and the tool can be found at the website:

<https://www.fdacs.gov/Forest-Wildfire/Wildland-Fire/Resources/Fire-Tools-and-Downloads/Florida-s-Wildland-Fire-Risk-Assessment-System-FRAS>.

The general wildfire risk areas of the County fall typically on the southwest side of the County and the central and northern parts of the County where forested areas still exist.

## 2. Structural Fires

Just like any community, structure fires are part of the response activities for first responders. Escambia County has jurisdiction over the UWF main campus and downtown properties. In the event of a fire, the alarm should be activated, and evacuation of the building should begin.

The University Police should be notified immediately and will be responsible for ensuring the evacuation of the building and surrounding structure.

- Notifying the fire department, Emergency Medical Services, and appropriate University officials.
- Locating a portable fire extinguisher and attempting to extinguish as possible.
- Securing the scene.

Tactical coordination will include securing gas and electricity at the location, injuries/death, and identification of the cause.

For cases in which a student housing facility is involved, the housing staff is responsible for providing an updated list of all students residing in the facility. The housing staff will also be responsible for initiating a process of identifying students who can be accounted for as safe during the crisis and will provide temporary emergency shelter housing if required. For cases in which student death and/or injury results from a fire, the Counseling Center shall be contacted to provide immediate assistance.

### **I. Coastal Oil Spills/Releases**

The University assists, when able, the Florida Fish and Wildlife Conservation Commission (FWC) regarding any coastal oil spills/releases. FWC in turn assists the U.S. Coast Guard, NOAA, Florida Department of Environmental Protection (FDEP), and local agencies with oil spill planning, response, damage assessment, and restoration. The FFC State Scientific Support Coordinator and GIS support team provide spill responders with valuable scientific information from FWRI's researchers. This information is used to provide timely assessments of potential impacts, determine the best cleanup strategies, and minimize ecological damage and monetary losses. The GIS team also supports a variety of response tools including the Florida Marine Spill Analysis System, Environmental Sensitivity Index maps, and Geographic Response Strategy Strategies.

### **J. Suspicious Mail/Package**

The following guidelines for handling mail have been adopted jointly by UWF Environmental Health and Safety, law enforcement, Postal Services, and health care staff members. This information has been provided by the State of Florida, the Postal Inspection Services, and the FBI.

Be Aware

The risk of contracting any disease from an envelope is extremely low. However, the following are general precautions for those who handle large volumes of mail.

- Wash your hands with warm soap and water before and after handling the mail, or use sterilizing liquid or wipes.
- Do not eat, drink, or smoke around the mail.
- If you have open cuts or skin lesions on your hands, disposable latex gloves may be appropriate.
- Surgical masks, eye protection, or gowns are NOT necessary.
- When opening mail do not tear into it, shake it, or blow into it.
- Call UWF Police at 850.474.2415 if mail is suspicious.

### **Suspicious Package Safety Guidelines:**

If a letter is received that contains a powder or written threat:

- Do not shake or empty the envelope.
- Isolate the specific area of the workplace so that no one disturbs the item.
- Evacuation of the entire workplace is NOT necessary at this point.
- Have someone call UWF Police via a University Phone at Ext. 2911 or 850.474.2911 on any other phone or cell phone and tell them what you received and what you have done with it.
- Wash your hands with warm water and soap for one minute.
- Do not allow anyone who touched the envelope to leave the office.
- When emergency responders arrive, they will provide further instructions on what to do.

### **Important:**

- Do not panic or overreact.
- Do not walk around with the letter or shake it.
- Do not merely discard the letter.
- Do not open, smell, taste, or feel the powder.

### **What Constitutes Suspicious Mail**

- No return address or a return address that does not match the postmark
- Excessive postage or stamps
- Excessive packaging, tape, or string
- Misspelled words or incorrect titles; Hand printing
- Protruding wires; foil
- Strange odor and/or oily stains, discoloration on the wrapper
- Noises coming from the package
- Restrictive markings (Personal, Confidential, etc.)
- Heavy or bulky for size envelope

## **X. APPENDICES**

### **APPENDIX A**

#### **APPLICABLE LAWS, REGULATIONS, STANDARDS, AND REFERENCES**

The following laws, regulations, and standards provide guidance, requirements, and authority used to develop UWF's CEMP.

##### **Florida Statutes**

Chapter 23, Florida Mutual Aid Act

Chapter 154, Public Health Facilities

Chapter 252, Emergency Management

Chapter 381, Public Health

Chapter 403, Environmental Control

Chapter 768, Good Samaritan Act

Chapter 870, Riots, Affrays, Routs, and Unlawful Assemblies

Chapter 2002-43 Requirement for State Agency Disaster Preparedness Plans

##### **Florida Administrative Code (FAC)**

9G-14, Hazardous Materials, DCA

9J-5, Comprehensive Plan

Florida State Executive Order No. 80-29, Disaster Preparedness, April 14, 1980

Florida State Executive Order No. 87-57 (State Emergency Response Commission), dated April 17, 1987; as updated by Executive Orders 98-153 and 98-155

Florida State Executive Order 01-262 (Emergency Management), dated September 11, 2001

Florida State Executive Order 07-77 (Gubernatorial Task Force for University Campus Safety), dated April 30, 2007

##### **Federal**

Public Law 93-288, Federal Response Plan

Public Law 93-234, Flood Disaster Protection Act of 1973

Public Law 100-707, The Stafford Act

34, Code of Federal Regulations 668.46 Clery Act

29, Code of Federal Regulations

Homeland Security Presidential Directive 5

National Response Framework (NRF)

Emergency Management Accreditation Program, Emergency Management Standards

FEMA CPG-101, Developing and Maintaining Emergency Operations Plans

FEMA CPG-201, Threat and Hazard Identification and Risk Assessment

FEMA Fact Sheet – NIMS Implementation for Nongovernmental Organizations FEMA Target Capabilities List

National Incident Management System

US Department of Education Action Guide to Emergency Management at Institutions of Higher Education United States. Department of Homeland Security. (June 2016),

National Prevention Framework. Washington D.C. Government Printing Office.

Department of Homeland Security. (June 2016), National Protection Framework. Washington D.C. Government Printing Office.  
Department of Homeland Security. (June 2016), National Mitigation Framework. Washington D.C. Government Printing Office.  
Department of Homeland Security. (June 2016), National Response Framework. Washington D.C. Government Printing Office.  
Department of Homeland Security. (June 2016), National Disaster Recovery Framework. Washington D.C. Government Printing Office  
Department of Homeland Security. (November 2011), National Preparedness System. Washington D.C. Government Printing Office.  
Americans with Disabilities Act (ADA) of 1980, as Amended

**Local**

Escambia County Code of Ordinances, Section 37  
Escambia County Comprehensive Emergency Management Plan

**Board of Governors**

Florida Board of Governors Regulation 3.001 Campus Emergency Management

**University**

UWF/REG 5.050 Speech, Assembly, and Public Expression in Outdoor Areas on Campus  
ES-02.02-06/14 Environmental Health and Safety Policy  
ES-06.02-08/22 Emergency Management Policy  
HR-18.02-04/16 Hours of Work and Benefits Policy  
P-09.04-05/22 Emergency Closure Policy  
PA-01.03-01/19 University Media Relations Policy

**Other**

National Fire Protection Association (NFPA) 1600, Standard on Disaster/Emergency Management and Business Continuity

NFPA 3000, Standard for an Active Shooter/Hostile Event Response (ASHER) Program

**APPENDIX B      ACRONYMS**

The following is a list of acronyms used in the CEMP and Emergency Management.

AAR	After Action Report
EMT	Emergency Management Team
CEMP	Comprehensive Emergency Management Plan
COOP	Continuity of Operations Plan
EOC	Emergency Operations Center
EM	Emergency Manager
EMI	Emergency Management Institute



EMT	Executive Management Team
ESF	Emergency Support Function
FAC	Florida Administrative Code
FDEM	Florida Division of Emergency Management
FEMA	Federal Emergency Management Agency
FFW	Florida Fish and Wildlife
HAZMAT	Hazardous Materials
HSEEP	Homeland Security Exercise Evaluation Program
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
LMS	Local Mitigation Strategy
LSA	Logistical Staging Area
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NWS	National Weather Service
PPE	Personal Protective Equipment
PIO	Public Information Officer
SAR	Search and Rescue
SMAA	State Mutual Aid Agreement
SOP	Standard Operating Procedure

## APPENDIX C GLOSSARY OF TERMS

Words, phrases, abbreviations, and acronyms relevant to Emergency Management should be defined. Many terms in emergency management have special meanings, so it is important to establish precise definitions. The following definitions allow the users of this CEMP to share an understanding of the Plan.

**Activation** – When the Comprehensive Emergency Management Plan has been implemented, whether in whole or in part. Also, applies to activating the Emergency Operations Center.

**After Action Report (AAR)** – A method of identifying and tracking the correction of important problems and carrying out best work practices in an operation or exercise after it has been completed. An AAR may be structured to contain statements of Lessons Learned and recommended changes in plans, training, and resources.

**CEMP** – Comprehensive Emergency Management Plan. A CEMP contains policies, authorities, concepts of operations, legal constraints, responsibilities, and emergency functions to be performed. Agency and departmental response plans, responder Standard Operating Procedures (SOPs), and specific incident action plans are developed

**COOP** – Continuity of Operations Planning. The internal efforts of an agency or other entity, public or private, to assure the continuance of its minimum essential functions across a wide range of potential emergencies, including localized acts of nature, accidents, technological, and/or attack-

related emergencies.

**Crisis/Disaster/Emergency Incident** – Any occurrence of widespread or severe damage, injury, or loss of life or property resulting from a natural, technological, or manmade incident, including but not limited to earthquake, landslide, mudslide, storms, tidal wave, tornado, wind-driven water, or other disasters. An event in which a community or organization undergoes severe danger and incurs, or is threatened to incur, such losses to persons and/or property that the resources available are exceeded.

**Damage Assessment** – The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, and transportation networks resulting from a human-generated or natural disaster.

**Declaration** – (1) The formal action by the President to make a state eligible for a major disaster or emergency assistance. (2) The formal action by the University President to declare a disaster at the University and meet requirements for activating disaster spending accounts and disaster pay clauses in certain contracts.

**Emergency** – An unexpected situation or event, that places life and/or property in danger and requires an immediate response to protect life and property. Examples of an emergency may include fires; explosions; chemical, biological, environmental, and radiation incidents; bomb threats; civil disturbances; medical emergencies; natural disasters; structural failures; and accidental or human-generated disasters. Any aircraft crash, hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophes, which require emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.

**Emergency Management** – The preparation for and carrying out of all emergency functions, to minimize injury and repair damage resulting from disasters caused by fire, flood, storm, earthquake, or other natural causes, by technological events, or enemy attack, sabotage, or other hostile action, and to provide support for rescue operations for persons and property in distress and humanitarian aid. Emergency Management includes mitigation against, preparedness for, response to, and recovery from disasters or emergencies.

**Emergency Operations Center (EOC)** – A pre-defined physical location from which management officials coordinate information and resources in an emergency or disaster. It is equipped and staffed to provide support in coordinating and guiding emergency/disaster operations. EOCs are activated on an as-needed basis. It can be internal or external to a facility, with a secondary site defined in case the primary site is rendered unusable.

**Emergency Support Function (ESF)** – A functional area of response activity established to facilitate the delivery of disaster assistance required during the immediate response phase of an incident to save lives, protect property and public health, and maintain public safety. ESFs represent those types of disaster assistance that will most likely be needed because of the impact of a catastrophic or significant disaster and response capabilities, or because of the specialized or unique nature of the assistance required. ESF missions are designed to mirror state and federal response efforts.

**Evacuation** – Organized, phased, and supervised dispersal of people from dangerous or potentially dangerous areas.

**Exercise** – A simulated emergency condition involving planning, preparation, and execution; carried out for testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of a comprehensive emergency management plan (CEMP).

**Facility** – Any publicly or privately owned building, works, system, or equipment, built or manufactured, or an improved and maintained natural feature. Land used for agricultural purposes is not a facility.

**Federal Emergency Management Agency (FEMA)** – FEMA plays a multi-faceted central role in the national disaster program in terms of preparedness, response, recovery, and mitigation by federal, state, and local governments, commerce and industry, individuals, and families, and non-governmental organizations. FEMA leads the effort to prepare the nation for all hazards and effectively manage federal response and recovery efforts following any national incident.

**Force Account** – An applicant's labor forces and equipment.

**Geographic Information System (GIS)** – GIS hardware and software provide the ability to analyze and present data in the form of maps and data reports. Specifically, GIS products support situation reporting, damage prediction, estimation and assessment, resource management, information exchange, situation analyses, and operating center displays.

**Hazard** – A situation or condition that presents the potential for causing damage to life, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss. May be biological, chemical, or physical agents capable of causing adverse health effects or property damage given a particular environment or location.

**Hazard Mitigation** – Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

**Hazardous Material (HAZMAT)** – Material and products from institutional, commercial, recreational, industrial, and agricultural sources that contain certain chemicals with one or more of the following characteristics, as defined by the Environmental Protection Agency: 1) toxic, 2) flammable, 3) corrosive, and/or 4) reactive, and requires special care in handling because of the hazards posed to public health, safety, and/or the environment.

**Hurricane** – A tropical cyclone in which the maximum sustained surface wind (using the U.S. 1-1-minute average) is 64 kt (74 mph) or more. The term "hurricane" is used for Northern Hemisphere tropical cyclones east of the International Dateline to the Greenwich Meridian. The term "typhoon" is used for Pacific tropical cyclones north of the Equator west of the International Dateline.

**Hurricane Advisory** – Official information issued by tropical cyclone warning centers describing all tropical cyclone watches and warnings in effect along with details concerning tropical cyclone locations, intensity and movement, and precautions that should be taken. Advisories are also

issued to describe: (a) tropical cyclones before the issuance of watches and warnings and (b) subtropical cyclones.

**Hurricane Warning** – Hurricane conditions (sustained winds of 74 mph or greater) are expected somewhere within the specified area. NHC issues a hurricane warning 36 hours in advance of tropical-storm-force winds to give you time to complete your preparations. All preparations should be complete. Evacuate immediately if so ordered.

**Hurricane Watch** – Hurricane conditions (sustained winds of 74 mph or greater) are possible within your area. Because it may not be safe to prepare for a hurricane once winds reach tropical storm force, The NHC issues hurricane watches 48 hours before it anticipates tropical-storm-force winds.

**Incident** – A definite and separate occurrence. Usually, a minor event or condition is a result of human error, technical failure, or environmental conditions. An incident or event typically interrupts normal activities. Note: Incidents may or may not lead to accidents, events, or disasters.

**Incident Command Systems (ICS)** – A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency.

**Incident Commander (IC)** – Under the Incident Command System (ICS), the person assigned has overall responsibility for the response to an incident.

**Interoperability** – The ability of systems, Units, or agencies to provide services to and accept services from other systems, Units, or agencies and to use the services so exchanged to enable them to work effectively together.

**Job Aids** – Store and make accessible information, processes, or perspectives so each position can complete specific tasks. They specify how to get the job done and act as memory joggers.

**Liaison/Liaison Officer** – An agent or representative. Typically, an agency official is sent to another agency to facilitate interagency communications and coordination. Liaison and Liaison Officer are sometimes used interchangeably. Under the National Incident Management System (NIMS), the term for the person on the Command Staff is Liaison Officer. For emergency exercises and in disasters, several liaisons from other agencies, commerce, and industry, various non-governmental organizations, jurisdictions, and other parties should be assigned to (or seated or present) and in direct communication with EOCs to meet the need for linkages for effective strategy and use of resources in an incident.

**Logistics** – The procurement, maintenance, distribution, and transportation of material, facilities, services, and personnel.

**Mass Care** – The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people who have been displaced from their homes because of a disaster or threatening disaster.

**Memorandum of Agreement (MOA)** – A written understanding between two or more entities obligating assistance during a disaster.

**Memorandum of Understanding (MOU)** – A written understanding between two or more entities obligating assistance during a disaster.

**Mutual Aid** – As between two or more entities, public and/or private, the pre-arranged rendering of services in terms of human and material resources when essential resources of one party are not adequate to meet the needs of a disaster or other emergency.

**National Incident Management System (NIMS)** – As the operational arm of the National Response Plan (NRP), NIMS provides a consistent nationwide approach for governments at all levels, commerce and industry, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity.

**Personal Protective Equipment (PPE)** – Equipment to protect a person working in a hazardous environment.

**POD - Point of Dispensing or Point of Distribution.** Under a disaster response plan, POD identifies a location, facility, or agency assigned to dispense/distribute disaster response resources such as water, ice, food supplies, prophylaxis, etc.

**Preliminary Damage Assessment (PDA)** – A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community. Information collected is used by the State as a basis for the Governor's request for a Presidential declaration, and by FEMA to document the recommendation made to the President in response to the Governor's request. PDAs are made by at least one State and one Federal representative. A local Tribal representative familiar with the extent and location of damage in the community often participates; other State and Federal agencies and voluntary relief organizations also may be asked to participate, as needed.

**Public Information Officer (PIO)** – A Federal, State, local government, or Tribal official responsible for preparing and coordinating the dissemination of emergency public information.

**RACES** – Radio Amateur Civil Emergency Service. A volunteer organization of amateur radio operators licensed by the Federal Communications Commission (FCC). Established to provide auxiliary emergency communications on behalf of local, state, or federal government, under authority granted in 47 CFR, Part 97, subpart E. RACES is sponsored by the Federal Emergency Management Agency (FEMA) and is administered by state Emergency Management agencies. For information about RACES see FEMA Civil Preparedness Guide CPG-1-15. Also, see Salvation Army Team Emergency Radio Network (SATERN) and Amateur Radio Emergency Service (ARES).

**Recovery** – The long-term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or reconstituting these systems to a new condition that is less vulnerable.

**Resources** – Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are defined by kind and type and may be used in operational support or supervisory capacities at an incident or an EOC.

**Response** – Emergency response activities are conducted during the period that begins with the detection of the event and ends with the stabilization of the situation and the following impact. These efforts work to minimize the risks created in an emergency by protecting the people, the environment, and property and work to return the scene to normal pre-emergency conditions. Activities typically also include the reaction to an incident or emergency to assess the damage or impact and to ascertain the level of containment and control activity required. In addition to addressing matters of life safety, the response also addresses the policies, procedures, and actions to be followed in the event of an emergency.

**Saffir-Simpson Hurricane Damage Potential Scale** – A scale that measures hurricane intensity, developed by Herbert Saffir and Robert Simpson. The Scale is a 1-5 rating based on the hurricane's present intensity. This is used to give an estimate of the potential property damage and flooding expected along the coast from a hurricane landfall. Wind speed is the determining factor in the scale, as storm surge values are highly dependent on the slope of the continental shelf and the shape of the coastline, in the landfall region. Note that all winds are using the U.S. 1-minute average.

**Section** – A functional area of incident management, (e.g., Operations, Planning, Logistics, and Finance/Administration). The section is organizationally situated between the branch and the Incident Command.

**State Mutual Aid Agreement (SMAA)** – A written understanding between two or more entities obligating assistance during a disaster.

**Staging Area** – A temporary site, often outside of but proximate to a disaster area, for the gathering, assembly, and subsequent dispatch and movement of essential human and/or material resources to specific operational functions and arenas. In a particular disaster, there may be many staging areas, each serving special needs. Preferred sites have well-functioning transportation and communication facilities as well as nearby accommodations for site staff. Sometimes known as a Logistical Staging Area (LSA).

**Standard Operating Procedure (SOP)** – Complete reference document that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or several interrelated functions uniformly.

**State of Emergency** – A condition during which special precautions/actions will be necessary to adequately safeguard property and the health and lives of people within a community or organization.

**Storm Surge** – The high and forceful dome of wind-driven rising tidal waters sweeping along the coastline accompanying a hurricane or other intense storm, and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the cyclone. Storm surge is usually estimated by subtracting the normal or astronomic high tide from the observed storm tide.

**Terrorism** – The use of or threatened use of criminal violence against civilians or civilian infrastructure to achieve political ends through fear and intimidation, rather than confrontation. Emergency management is typically concerned with the consequences of terrorist acts directed against large numbers (as opposed to political assassination or hijacking, which may also be

considered terrorism).

**Tropical Storm** – A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) ranges from 34 kt (39 mph) to 63 kt (73 mph).

**Tropical Wave** – A trough or cyclonic curvature maximum in the trade-wind easterlies. The wave may reach maximum amplitude in the lower middle troposphere. It tends to organize low-level circulation and may travel thousands of miles with little change in shape, sometimes producing significant shower and thundershower activity along its path.

**Unified Command** – An application of the Incident Command System (ICS) used when there is more than one agency with incident jurisdiction. Agencies work together through their designated Incident Commanders (ICs) at a single Incident Command Post (ICP) to establish a common set of objectives and strategies and a single Incident Action Plan.

**Volunteer** – For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has the authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

**Vulnerability** – Susceptibility to a physical injury or attack. “Vulnerability” refers to the susceptibility to hazards.