



**UNIVERSITY OF WEST FLORIDA**  
**Emergency Operations Plan (EOP)**  
**Revised 5/2018**

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### **Purpose of Plan**

The Emergency Operations Plan (EOP) was prepared to integrate the responses of all available university resources and increase the level of emergency preparedness on campus. The EOP 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 in 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 emergency situations.

### **Objectives**

- To preserve life, property, and the safety of the university community;
- To enable quick evaluation of the emergency;
- To provide for rapid and necessary mobilization of personnel and material resources;
- To provide for the dissemination of accurate information to the campus community, the public, and the media;
- To provide appropriate victim services and lessen the impact of the crisis.

### **Planning Assumptions**

The EOP will serve as a practical guide with modifications made to meet the demand 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.

- Close working relationships must be established among key university staff prior to a crisis situation.
- Close working relationships must be established with appropriate external agencies prior to an emergency situation, i.e., local, state, and federal law enforcement, fire departments, county emergency management services and medical facilities.
- All crises are newsworthy and may receive media coverage.
- Individual departments must develop intradepartmental response plans for situations that may develop under their purview.
- UWF uses Incident Command Systems to respond to crisis.
- The EOP will be reviewed on an annual basis and revised as necessary.

## **MANAGEMENT OF THE CRISIS**

### **Activation of Emergency Operations Plan**

The EOP 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 shall determine 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 at 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 Executive Director of Marketing and Communications. This statement will specify the nature of the emergency situation and advise of the desired action to be taken.

### **Executive Management Team**

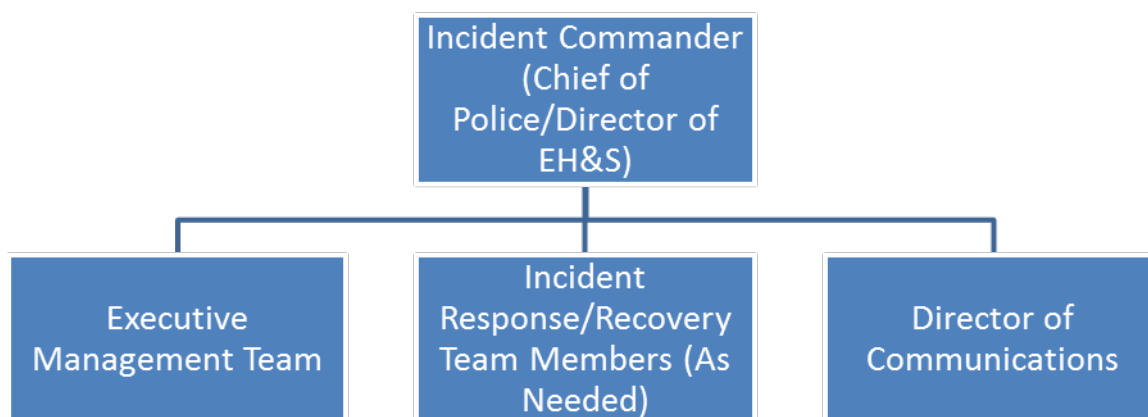
The Executive Management Team (EMT) will provide capable and responsible leadership and will make the strategic decisions necessary to support an appropriate response. The EMT is supported by the UWF Police Department, the Office of Environmental Health and Safety, and other staff as needed and will include:

- President (as warranted)
- Provost
- Vice President for Finance and Administration
- Vice President for Enrollment and Student Affairs
- Vice President for University Advancement
- Vice President for Research and Strategic Initiatives
- Vice President for Academic Engagement
- University General Counsel
- Associate Vice President for Internal Auditing and Compliance
- Chief, University Police
- Executive Director for Institutional Communications
- Director, Environmental Health and Safety
- 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.*

### **Incident Response & Recovery Teams**

The UWF Incident Response Team is comprised of University administrators who serve as needed during an emergency situation. 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 Executive Director of Marketing and Communications and University leadership.



**Incident Commander of Incident Response:**

- **Police/Crime related incidents:** Chief of Police
- **All other incidents:** Director of Environmental Health and Safety

**Incident Recovery Team:**

The UWF Incident Recovery Team is activated immediately following an emergency situation 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 Recovery Team report directly to the **Incident Commander**, who will communicate all updates and information to the Director of Communications and University leadership.

**Incident Commander of Incident Recovery:**

- **Police/Crime related incidents:** Chief of Police
- **All other incidents:** Director of Environmental Health and Safety

**Potential Team Members (Response & Recovery Teams):**

- Chief of Police
- Director of Environmental Health and Safety
- Executive Director of Institutional Communications
- Associate Vice President of Student Affairs & Dean of Students
- Senior Associate Vice President for Enrollment and Student Affairs
- Associate Vice President for Internal Auditing and Compliance
- Associate Vice President for Facilities Management
- Associate Vice President for Human Resources
- Executive Director Counseling and Health Center
- Dean of the College of Arts, Social Sciences and Humanities
- Dean of the College of Business
- Dean of the College of Education and Professional Studies
- Dean of the Hal Marcus College of Sciences and Engineering
- Dean of the Usha Kundu, MD College of Health
- Dean of University College
- Director of Business Affairs and Auxiliary Services
- Director of Housing and Residence Life
- Director of Parking Services
- Director of Facilities Planning and Construction
- Director of Buildings and Grounds Management
- Superintendent of Maintenance
- Executive Director for UWF Emerald Coast
- General Counsel
- Executive Director for Information Technology Services

*If a member of the Incident Response & 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.*

## **N.I.M.S. Command Structure**

The Incident Response Team will be organized and include the following:

- Common terminology
- A modular organization
- Integrated communications
- Unity of command
- A 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.**

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.

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 be cross-patched into UWF radios.

Unity of command: 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.

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.

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.

Span of control pertains to the number of individuals or resources that one supervisor can manage effectively during emergency response incidents or special events.

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.**

Designated incident facilities: The Command Post for UWF is Building 90, Room 106 Management, with Building 92, Training Room 110 as an alternate.

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 required to support the incident. Food, communications equipment, tents, supplies, and fleet vehicles are examples of support resources.

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.

### **Responsibilities**

**Incident Commander:** The Incident Commander has overall responsibility for managing the incident by objectives, planning strategies, and implementing tactics. The Incident Commander 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 Incident Commander.

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 liaison with other agencies participating in the incident.

Command Staff report directly to the Incident Commander.

- **Public Information Officer**, who 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.
- **Safety Officer**, who monitors safety conditions and develops measures for assuring the safety of all assigned personnel,
- **Liaison Officer**, who serves as the primary contact for supporting agencies assisting at an incident.



## General Staff: Operations, Planning, Logistics, and Finance/Administration

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.

The major activities of the Planning Section 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.

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.

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.

1. Convene at the onset of the crisis in B-10 Crosby Hall, lower level conference room.
2. Monitor the operations of University departments during all phases of the emergency and arrange for appropriate staffing.
3. Advise the President of the appropriate action to be taken.
4. Issue public statements on emergency matters such as evacuation and movement to shelters.
5. Implement the policy for efficient emergency funding, control of expenditures and allocation of resources.
6. Ensure that appropriate support, relief and breaks are provided for crisis response personnel.
7. Conduct an after action review after the crisis regarding what went well/wrong, damage, liability, funds expended, restocking supplies, etc.

## **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 90, room 106. Should an alternate Command Center be necessary Building 92, Training Room 110 will be utilized.

The Executive Management Team may choose to meet in the Building 10, President's Conference Room and will attend meetings of the Incident Response/Recovery Team meetings as needed.

The following information and equipment will be maintained by the UWF Office of Environmental Health and Safety, to be used by the Executive Management Team and contain at a minimum:

- UWF EOP
- Crisis Communications Plan
- UWF Policies and Procedures
- Campus, state, and local telephone directories
- Digital recorder, battery operated AM/FM radio
- Two-way radios
- Weather radio
- Flash light/batteries
- First Aid Kit including waterless hand sanitizer
- Bio-hazard waste kit
- Floor plans of UWF buildings

## **DEPARTMENTAL RESPONSIBILITIES**

Directors of University departments will:

- Prepare and/or update departmental plans and submit to the appropriate vice president for inclusion in the University EOP;
- Designate and train staff to carry out emergency plans;
- Ensure the continuity of university operations;
- Respond as requested or directed by the EOT.

### **University Police**

The University Police Chief or designee, shall make a determination of the nature and extent of the emergency situation and report to the Executive Management Team throughout the duration of 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**

Determine initial condition and extent of emergency situation, response criteria, and potential for escalation;

1. Preserve law and order and maintain public safety;
2. Provide for crowd control and movement of personnel;
3. Control affected areas until relieved by proper authority;
4. Control vehicular traffic at evacuation routes as well as ingress/egress to emergency location;
5. Conduct any necessary searches of area;
6. Provide radio and telephone communications;
7. Collect and disseminate intelligence information;
8. Preserve emergency scene and evidentiary materials;
9. Maintain up-to-date lists of emergency response agencies and personnel;
10. Determine tactical response criteria;
11. Make recommendations for action by other Command Staff divisions;
12. Provide initial first aid to injury victims;
13. Provide or assist with rescue efforts;
14. Maintain liaison with State of Florida Disaster Response Center;
15. Develop and maintain an intradepartmental emergency plan and call-out list of vital personnel;
16. Develop and maintain list of equipment and supplies on hand and those needed for particular emergencies.

### **Environmental Health and Safety**

Depending on the type of emergency, the Director of EH&S will be designated as the Incident Commander for Incident Response and/or Recovery. In addition;

### **Duties and Responsibilities**

1. Monitor weather conditions;
2. Provide continuous updates of emergency conditions as situations escalate or de-escalate;
3. Report localized hazardous conditions as they develop in order to limit further damage/injury;
4. Act as liaison with local, state and federal emergency operations personnel and the Red Cross;
5. Represent UWF at the Escambia County Emergency Operations Center;
6. Assist with post disaster recovery efforts;
7. Assist with FEMA reimbursement requirements;

8. Provide advice in cases of fire, chemical, radiation and/or other crisis incidents as required;
9. 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 requirement);
10. Determine loss control measures and advise campus Incident Commander;
11. Conduct damage assessment and coordinate applicable recovery procedures;

### **Facilities Management**

The Director of Facilities Planning and Construction or designee, will be the coordinator of Utilities, and Maintenance in conjunction with the individual department heads of these services. The Director of Facilities Planning and Construction 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 out-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 particular emergencies;
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 for emergency power to areas requiring such to maintain operation during an emergency;
9. Determine 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 effort after emergency;
14. Care for utility emergencies (e.g., down power-lines);
15. Provide services to shelters and buildings maintaining operations during emergency event;

16. Assist in barricading and physically isolating designated areas;
17. Provide additional vehicles and vehicle maintenance as required;

### **Buildings and Grounds Management**

The Director of Building and Grounds Management will:

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 Enrollment and Student Affairs, or designee, will coordinated 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 be in charge of student life in times of emergencies.

### **Duties and Responsibilities**

1. Inform students of emergency and actions to be taken or avoided;
2. Implement evacuation of students to designated shelters;
3. Provide necessary health care to students during emergency;
4. Provide for lodging and sheltering of students;
5. Provide for nutritional needs of students;
6. Assist students in notifying nearest relative or guardian of whereabouts;
7. Maintain roster of students and university personnel reporting to 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 officer in all matters pertaining to community life while in shelters;
10. Assign designated areas within shelters to various groups using facility;
11. Control arrival/departure of university personnel in shelter and report to the Director of Incident Response and/or Recovery;
12. Develop and maintain list of equipment and supplies on hand and those needed for particular emergencies.
13. Communicate with parents.

### **Institutional Communications**

The Executive Director of Institutional Communications will gather and coordinate pertinent information for the members of the Executive Management Team and the Incident Commander. The Executive 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 to the University Community.

### **Duties and Responsibilities**

1. Develop, maintain and follow the Crisis Communications Plan.
2. Inform University and community-at-large of information pertaining to particular emergency;
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 Executive Management Team and the Incident Commander of all news concerning the extent of crisis effecting 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 own 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 Affairs and Auxiliary Services**

The Director of Business and Auxiliary Services will:

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

### **Controller's Office**

The Associate Vice President for Finance and Controller or designee will:

1. Provide the appropriate structure to ensure that emergency management expenditures are properly documented;
2. Ensure the appropriate fiscal 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 the Federal Emergency Management Agency (FEMA).

### **Human Resources**

The Associate Vice President for Human Resources or designee will:

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

### **Food Services**

The Director of Food Services, or designee, will coordinate with the Vice President for Enrollment and Student Affairs (or designee) and the Director of Business and Auxiliary Services to provide for the nutritional needs of university students in 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, serve meals as directed;
2. Develop plan of operation that is functional without use of electric power, refrigeration, gas, water, etc.;
3. Be able to obtain necessary supplies to provide provisions for 1500 people for a minimum of three days;
4. Develop and maintain an intradepartmental emergency plan and call-out list of vital personnel;
5. Develop and maintain list of equipment and supplies on hand and those needed to meet particular emergencies.

### **Information Technology Services**

The Executive Director for Information Technology Services 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 recovering or re-creating data lost or damaged as a result of a disaster.

### **Counseling and Health Center**

The Executive Director for Counseling and Health Center will:

1. Provide services to aid in the resolution of human problems and emergency situations 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 Teams members for the procurement of materials and supplies.

### **Duties and Responsibilities**

1. Develop and maintain intradepartmental plan to meet various emergencies as well as a call-out list of vital personnel;
2. Have ready access to inventory list of materials and supplies currently on hand and those needed for emergencies;
3. Develop 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 EOP, each dean and department head should maintain a current emergency plan which will provide for the emergency activities of the particular college or department concerned. Appropriate personnel will be responsible for knowledge of the university, college, and/or departmental plan.



## RESPONDING TO THE CRISIS

### 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 authority.
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 effected 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 release of the scene by fire/police or other 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 the wheelchair. However, a manual chair can be used to assist the evacuation process.
  - Prior to 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 manual chair, ways to lift, etc.).
  - If 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/down stairs, do not attempt to do so. Position the person in the safest place possible according to the emergency.
  - Alert emergency personnel of 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 type of emergency.
  4. Assisting the Mobility Impaired
    - Offer assistance. If help is requested, assist as directed to a safe location.

### **Campus Evacuation**

1. Evacuation of all or part of the campus grounds will be announced by University Police or other authority.
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 maybe required to remain on campus during and after the storm. Those 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 evacuation of resident students to the Science and Technology Building will be made by the Incident Commander for Incident Response in consultation with the Vice President and Senior Associate Vice President for Student Affairs and the Director of Housing. Action will be taken in accordance with the Student Affairs Hurricane Procedures outlined in Appendix E.

### **Emergency Shelters**

The Hal Marcus College of Science and Engineering Building (B-4) west side rotunda area will serve 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 on the east side of Building 4.

Buildings used as overflow shelters will be activated upon the authority of the Incident Commander for Incident Response and may include Building 52. The Field House (B-54) will serve as the “host shelter” for evacuees from other parts of the state when required.

**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. Buildings 72 and 13 have been designated by the Escambia County Department of Public Safety to be used as emergency public shelters.

## RESPONSE PLANS FOR SPECIFIC EMERGENCIES

There are a number of possible emergency situations which 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 located in classrooms and buildings across campus.

*Environmental Health and Safety*

# 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 University Police 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 University Police, 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 University Police.
- 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 University Police.
- 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 University Police 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 Police.
- If told to evacuate by 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 University Police. Provide as much information as possible.
- Evacuate the area and await instructions from the University Police.

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Environmental  
Health and Safety  
UNIVERSITY of WEST FLORIDA

## **General Hurricane and Disaster Preparation**

(Hurricane Season is June 1 – November 30)

### **Plan Activation under a Hurricane Watch**

**Hurricane Watch:** First warning that a hurricane is a definite threat to a portion of the coast of Florida; normally given 48 hours before the storm is expected to hit the coast, landfall is uncertain and broad geographic areas are alerted. This is a time for preliminary storm preparation.

Upon announcement by the National Weather Service that HURRICANE WATCH status has been declared, the Incident Commander will convene the Executive Management Team. Following this meeting, necessary instruction 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 Incidence 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. In the event that hurricane preparation procedures are initiated, [www.uwfemergency.org](http://www.uwfemergency.org) 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 a direct contact is not possible, please give detailed information to Executive Director of Institutional Communications at x2658 or WUWF at x3300 so accurate information may be disseminated.

### **Plan Activation under a Hurricane Warning**

**Hurricane Warning:** Normally issued 36 hours before the storm is expected to strike the coast; more accurate landfall is predicted, with narrow geographic boundaries.

Upon announcement by the National Weather Service that **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.

## Office Preparations Prior To Campus Evacuations

1. All university departments and offices should prepare their equipment and essential files prior to leaving campus. All electronic equipment (computers, monitors, copiers, UPS systems, etc.) should be turned off, unplugged and elevated off the floor.
2. 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 Buildings and Grounds Dept.
3. Essential files should be placed in file cabinets and secured. Do not leave valuable materials on desks or shelving.
4. Personal belongings of value should be taken home. The university will not replace personal items which have been damaged or are missing or stolen.
5. All office doors and building doors must be closed and locked. Contact the University Police if assistance is needed.

### Active Shooter

An Active Shooter is an individual who is intent on killing people in a confined space or populated area. In most cases, active shooters use fire arms and there is rarely a pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly.

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

How to respond during an active shooter 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 Out

- Find a place to hide and stay quiet
- Lock the door if possible.
- Turn off 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 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.

### **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 in excess of 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.

### **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 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, or to a ravine or 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 actually 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.

### **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 911 or 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 which may be of use to the Police or Fire Department please provide the information.

### **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 2415, University Police. If possible, the employee should make note of the incoming number before making the transfer. The reason for the transfer is that x2415 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 EOP will go into effect. However, if time does not permit, immediate action by Police will be necessary to protect lives.

Police Dispatch will notify 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.



## **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.

## **Fires**

In the event of a fire, the alarm should be activated and evacuation of the building begun.

The University Police should be notified immediately and will be responsible for:

- Ensuring the evacuation of the building and surrounding structure.
- Notifying 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 cause.

In 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 that can be accounted for as safe during the crisis and will provide temporary emergency shelter housing if required. In cases in which student death and/or injury result from a fire, the Counseling Center shall be contacted to provide immediate assistance.

## **Death Of A Student**

The death of a student requires a compassionate and timely response on behalf of the University community. The following procedures are designed to assure that appropriate offices are notified and necessary actions taken to communicate appropriately with the family, withdraw the student from classes, annotate records, and issue refunds as appropriate.

When a University faculty or staff member learns of the death of a student, the Dean of Students (DOS) should be contacted immediately. If it is after normal hours or on weekends, the University Police are contacted and asked to relay the information to the Associate Vice President/Dean of Students or designee.

The Dean of Students office will coordinate all communications and initiate necessary procedures. When contacting the DOS, please provide as much information as you

have. The Dean of Students office will follow up with appropriate sources to verify additional information.

Student Affairs will:

1. Contact the Registrar who will mark the student record as deceased, withdraw the student from classes, and remove the mailing addresses so that nothing is emailed to the student accidentally.
2. Notify the Dean of the student's college, the student's instructors, and the student's academic advisor.
3. Notify the Office of Financial Aid and the Controller's Office and request that the appropriate refund from tuition or housing be processed.
4. Contact the Office of Housing and Residence Life (HRL) to verify whether the student was a resident. If so, the HRL staff will notify roommates, request support from the Counseling Center, and arrange for the removal and shipping of the student's belongings, in consultation with the family.
5. Contact other offices which may have had on-going contact with the student (e.g., Student Activities, Athletics, etc.).
6. Contact the Counseling Center so that staff can provide support/counseling as necessary.
7. Contact the President's Office. The President and/or Vice President will send a letter to the family.

### **Death Notification**

When contacting the Dean of Students office regarding the death of a student, provide as much information as possible. Such information might include the name of the next of kin, address, and phone number.

The circumstances will often dictate who will make the contact with the family and when. If the death occurs at a medical facility or en route, the facility will generally notify the next of kin. However, when outside agencies make the notification, contact with the campus will be established to facilitate appropriate follow-up support.

If the contact is local and the University has to make the initial contact, the notification will be made by the Dean of Students office and/or the Campus Police Department. If the family lives out of town, notification will be arranged through law enforcement agencies or ministries. After notification is made, the family will be requested to call the Dean of Students office for support and guidance on next steps.

Following notification, providing counseling to roommates, friends, family, participants, or witnesses to the incident will be of immediate concern. Other considerations will include residence hall meetings, contacts with instructors or classmates, plans for a memorial service.

## **Suspicious Mail/Package**

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

### **Be Aware**

The risk of contacting any disease from an envelope is extremely low. However, 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 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 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 911 or 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 that 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 Return address doesn't 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 wrapper
- Noises coming from package
- Restrictive markings (Personal, Confidential, etc.)
- Heavy or bulky for size envelope

## **DAMAGE ASSESSMENT AND RECOVERY**

### **Damage Assessment:**

Damage assessment after an emergency incident will be done as soon as practical, but only when the safety of personnel doing the assessment is not in jeopardy. Damage assessment will consider not only the immediate or obvious damage, but should also include imminent damage potential, which may occur if prompt salvage activities are not limited.

- Injuries
- Property Damage
- Business interruption
- Prioritize salvage/repair efforts

### **Clean-up and Salvage:**

Prompt, proper clean-up and salvage operations will be undertaken by Facilities Maintenance and Construction and other appropriate departments. Actions to be taken include:

- Separate undamaged materials/supplies from damaged
- Make temporary repairs to minimize damage
- Salvage through clean-up, decontamination, etc.
- Enact communication procedures for notification of customers, clients, insurance carriers, etc.
- Enact pre-loss agreements for alternate facilities, services, etc.
- Estimate recovery schedule
- Estimate cost benefits for expedited repairs
- Itemize and document damages (e.g., photographs, video)

### **Outside Organization Identification and Assistance:**

In the event of a widespread disaster, a number of organizations are available to assist with recovery efforts.

- Governmental: permits, inspections, certificates of occupancy, debris removal, transport and disposal – local, state and federal
- Contractual
- Insurance – Claims adjustment staff assistance
- Engineering staff assistance

### **Leave and Attendance During Emergency Closings**

Non-Exempt employees account for the closing on their Attendance and Leave Reports as follows:

- Indicate administrative leave for their regularly scheduled work shift, only for the period of the closing.
- Those working during the closure indicate special compensatory leave earned for the hours actually worked during the closure.
- Those working extra hours before or after the closing earn special compensatory leave, if the hours worked plus any administrative leave granted due to the closing cause the hours in the workweek to exceed (40).

- Those working during the closure must complete a “Request for Overtime” form for any special compensatory leave, overtime compensatory leave or and overtime pay earned during the corresponding pay period. Indicate on the form whether accrual or payment for special compensatory leave is desired.
- Those on prior approved leave during the closing **shall not** have the leave changed to administrative leave.

Exempt employees **do not** account for the closing on their leave reports. Those on prior approved leave during the closing **shall not** have the leave changed due to the closing.