



University of Florida Departmental Tropical Weather Response & Recovery Plan

Department _____

Department/Division _____

Building(s) covered by this plan _____

Prepared by _____

PO Box _____

Gainesville, FL 326__

Telephone _____

Email _____

Plan revision date _____

Approved:

Name _____

Dean, Director or Department Chair

Signature _____ Date _____

Building Emergency Coordinators and Alternates:

Building # / Building Name	Name	Work Telephone	Email	24-Hour Telephone

When tropical weather threatens UF or upon notification by UF Administration, Departments should:

- Review completed plan and complete outlined actions
- Complete appropriate closure checklists – Attachments 2 and 3
- Bring in or secure loose items outside of building(s)
- Secure vehicles – Attachment 1
- Monitor information from UF administration regarding operational schedules

DISASTER PLAN COMMITTEE APPROVAL LETTER



Finance and Administration
Division of Environmental Health & Safety

Building 179
PO Box 112190
Gainesville, FL 32611-2190
352-392-1591
352-392-3647 Fax
www.ehs.ufl.edu

July 3, 2007

Re: Approval of *Departmental Tropical Weather Response & Recovery Plan*

Faculty and Staff:

As faculty and staff of the flagship university in a hurricane prone state, it is important that we take tropical weather preparedness seriously. The University of Florida has been impacted by hurricanes in the past and will be again in the future. Each division and department should be prepared for the possibility of tropical weather to disrupt their operations.

The Departmental Tropical Weather Response & Recovery Plan was developed to assist departments with responding to and recovering from potential and actual storm impacts. It is a guidance document and planning tool. The objective of the plan is to establish procedures that should protect students, staff and faculty, reduce storm-related damage to UF property and facilitate support efforts.

Please employ this document to assist in preparing your department for tropical weather and hurricanes. If you have questions, please contact Kenneth Allen, Emergency Management Coordinator, in the EH&S Risk Management Office. He can be reached at 352-392-1591 x256 or kallen@ehs.ufl.edu.

Sincerely,

A handwritten signature in black ink, appearing to read 'W. Properzio'.

William S. Properzio, Ph.D.
Director, Environmental Health & Safety
Associate Professor, Environmental Engineering Sciences
University of Florida
bill@ehs.ufl.edu

The Foundation for The Gator Nation
An Equal Opportunity Institution

University of Florida
Departmental Tropical Weather Response & Recovery Plan
July 2007

TABLE OF CONTENTS

Departmental Tropical Weather Response & Recovery Plan _____

I. Introduction and Purpose.....1

II. Situation and Assumptions.....1

III. Concept of Operations.....1

A. Weather Monitoring.....1

B. Weather Statements.....2

C. Protective Action Decisions.....3

IV. Organization.....3

V. Assignment of Responsibilities.....4

A. Pre-Storm.....4

B. UF Suspension of Normal Operations (Closure).....4

C. During Storm.....5

D. Post-Storm.....5

VI. Logistics and Administration.....6

VII. Plan Development and Maintenance.....7

VIII. Authorities and References.....7

Attachments _____

Vehicle Assignments for Tropical Weather..... Attachment 1

Laboratory and Research Areas Checklist..... Attachment 2

Office and Administrative Areas Checklist Attachment 3

Contact Information for Critical/Essential Operations..... Attachment 4

Information Posting..... Attachment 5

Building & Exterior - Initial Damage Assessment Form..... Attachment 6

Room - Initial Damage Assessment Form..... Attachment 7

Template developed by:
Office of Risk Management
Environmental Health & Safety
PO Box 112195
Gainesville, FL 32611-2195
(352)392-1591 / www.ehs.ufl.edu/disasterplan

University of Florida
Departmental Tropical Weather Response & Recovery Plan
July 2007

I. Introduction and Purpose

- A.** The University of Florida (UF) Campus is vulnerable to impacts from tropical storms and hurricanes. The objective of the plan is to establish procedures to protect students, staff and faculty, minimize storm-related damage to UF property and facilitate recovery including adequate documentation for insurance and FEMA reimbursement.
- B.** It is important for all UF departments to be prepared for the impacts of tropical weather. This plan serves as a tool to assist departments in responding to and recovering from potential and actual impacts.
- C.** Authority for this plan is derived from review and approval by the UF Disaster Plan Committee. (Reference Page ii)

II. Situation and Assumptions

- A.** Tropical weather will impact UF requiring departments to take protective actions.
- B.** Forecasts will provide advance notice of potential tropical weather.
- C.** Primary concern will be life-safety issues followed by protection of UF property.
- D.** Each department is responsible for executing their own preparedness and recovery actions including monitoring information provided by University Administration.
- E.** This plan may be activated for extratropical storms and other high wind events if adequate warning time is available.

III. Concept of Operations

A. Weather Monitoring

- 1.** Hurricane Season occurs June 1st through November 30th of each year. Departments will monitor the weather throughout hurricane season for the possibility of any local impacts.
- 2.** Tropical weather information is available from numerous sources ranging from local media to the internet. Below are suggested websites to monitor during hurricane season:

Tropical Weather Websites

- National Hurricane Center - <http://www.nhc.noaa.gov>
- NWS, Jacksonville - <http://www.srh.noaa.gov/jax/index.shtml>
- UF Tropical Weather Page - <http://www.ufl.edu/weather/hurricane/>

3. An email subscription service is available free of charge from Alachua County Division of Emergency Management. The “Email Alerts” provide hurricane statements for storms with potential to impact Alachua County.

Alachua County Division of Emergency Management Email Alerts

- <http://www.alachuacounty.us/community/newsletters/>

B. Weather Statements

1. For decision-making purposes, UF will follow the official advisories and forecasts issued by the National Hurricane Center and the National Weather Service-Jacksonville. **(See websites in Section III.A.2 above)**
2. Tropical depression, tropical storm and hurricane forecasts are issued by the National Hurricane Center every six hours for an active storm. Normally, forecasts are available at 5am, 11am, 5pm and 11pm Eastern Time. The forecast packages projects the path and intensity of the storm for a five-day period. If required, watches and warnings for coastal areas only are included in the forecasts.

Tropical Cyclone Classifications

- Tropical Depression – 38mph or less sustained wind speed
- Tropical Storm – 39mph to 73mph sustained wind speed
- Hurricane – 74pmh or greater sustained wind speed

3. Local weather watches and warnings covering the UF Campus are issued by the National Weather Service-Jacksonville. Their forecast office will generate Inland Tropical Storm and Hurricane advisories if the area is projected to be impacted.

Tropical Weather Advisories

- **Inland Tropical Storm Watch** – winds of 39 to 73mph are possible due to a land falling hurricane or tropical storm in the next 24 to 36 hours.
- **Inland Tropical Storm Warning** – winds of 39 to 73mph are expected due to a land falling hurricane or tropical storm in less than 24 hours.
- **Inland Hurricane Watch** – winds of 74mph or greater are possible due to a land falling hurricane in the next 24 to 36 hours.
- **Inland Hurricane Warning** – winds of 74 mph or greater are expected due to a land falling hurricane in less than 24 hours.

C. Protective Action Decisions

1. When tropical weather threatens the area, it may be necessary for UF to suspend some or all operations in order to protect lives and property. Closure decisions will be made the President or his/her designee according to the UF Emergency Management Plan.
2. Departments will monitor information provided by the UF Administration regarding potential or actual closures and be prepared to suspend departmental operations. Some departments will be required to continue certain essential functions.
3. The official source for UF emergency information is the University's home page – www.ufl.edu . Closure and opening information along with other important statements will be posted on the website. Information will also be provided to the local media regarding UF's status.
4. Off-site facilities, outside of Alachua County, will follow information provided by their department/division regarding operational status. Normally, off-site facilities will head the closure schedule of local governments where the facility is located.

IV. Organization

- A. Each department will appoint a Building Emergency Coordinator (BEC) and Alternate for every building in which the department occupies space. A list of Campus BECs will be maintained by Environmental Health & Safety and updated annually. **(BECs and Alternates should be listed on Page i of this document)**

- B. Under the guidance of their department, BECs will maintain the Departmental Tropical Weather Response and Recovery Plan and ensure its activation during impending tropical weather.
- C. BECs and their departments should be able to complete the responsibilities contained in the UF Tropical Weather Response and Recovery Plan, even during weekends and holidays.

V. Assignment of Responsibilities

A. Pre-Storm

1. Departments will review their Departmental Tropical Weather Response and Recovery plan along with any related department specific emergency plans. Any specific assignments should be outlined by position.
2. Departments will alert personnel with essential functions and specific roles to ensure their ability to fulfill obligations.
3. Departments will make necessary preparations for the possibility of UF suspending normal operations.
4. Departments will fuel state vehicles. (During hurricane season, it is recommended departments maintain as a minimum half-full tanks in vehicles during normal conditions.)

B. UF Suspension of Normal Operations (Closure)

1. Departments will complete the appropriate checklist for securing administrative/office areas and/or laboratory/research areas. **(Checklists are included as Attachments 2 and 3 of this document)**
2. Departments will complete a general survey around each building and rooftop where accessible. Loose items should be brought inside or secured. Departments in shared facilities should coordinate actions.
3. Departments should follow guidance from their IT provider regarding computer and data systems including back-up and storage of data.
4. Departments will park fueled vehicles in a secure location. Interior sections of parking garages or in parking lots away from trees are appropriate locations. Normally, this task should be completed by the vehicle's primary user. **Vehicle actions should be logged on**

Attachment 1 of this document and posted in the department/unit area.

C. During Storm

1. During a storm, when UF normal operations are suspended, only those performing essential functions, on-campus residents or those in UF shelters should be on Campus. During periods of high winds everyone should shelter in secure locations and not travel.
2. Faculty, staff, students and their families may choose to stay in hurricane shelters open at UF. (University Housing residents should follow the instructions of UF Department of Housing and Residence Education regarding sheltering procedures.)
3. Departments with employees conducting essential functions during the storm will complete the contact information form and fax to the University Police Department (UPD). **(Form is included as Attachment 4 of this document.)**

Note: If departmental staff must remain on Campus to maintain essential functions, additional planning beyond the scope of this template is required for the department. Plans should address the needs of the critical operations and employees. Employee safety during an event is paramount.

D. Post-Storm

1. When safe to do so, BECs should return to campus and conduct a preliminary damage assessment of their building. The appropriate external and internal building assessment forms should be completed. If functional, the information should be entered into UF's damage assessment website. If not functional, the forms should be faxed or delivered to the building's appropriate work management center. Departments should not enter buildings that are suspected or determined to be unsafe. **Any dangerous conditions or issues requiring urgent response should be reported immediately to the appropriate work management center or UPD. (Damage Assessment forms are included as Attachments 6 and 7 of this document.)**

UF Damage Assessment Website

- <http://bec.facilities.ufl.edu/da/>
(Login using GatorLink ID and password)

2. It is important for departments to document damage, including photographs, in order to recover any potential insurance or FEMA reimbursement. A notation of the location, including building and room number, should be included in each photograph. (This can be accomplished by including a hand-written sign in the picture.)
3. BECs should take safe, protective actions that mitigate or reduce hazards in their buildings and areas. (Example - placing barricade tape around a dangerous area in a building to prevent people from entering the area.) BECs should not take any actions which place themselves or others in danger.
4. Departments should monitor and follow guidance from UF Administration and local officials regarding any special policies and procedures that may be in place following a storm.
5. Departments, at the work unit level, should account for the well-being of all faculty and staff once UF has resumed normal operations.
6. If a department is unable to fulfill its functions as a result of damaged facilities or equipment, the department may need to activate its Continuity of Operations (COOP) plan.

VI. Logistics and Administration

- A. Logistics - The materials listed below are contained as attachments to the *Departmental Tropical Weather Response & Recovery Plan* and intended to aid in the execution of this document.
 1. Vehicle Assignments – Form for logging where vehicles have been securely parked and key located in preparation for tropical weather.
 2. Laboratory and Research Areas Checklist – Document outlines tasks that should be completed as appropriate when UF suspends operations due to tropical weather.
 3. Administrative and Office Areas Checklist – Document outlines task that should be completed as appropriate when UF suspends operations due to tropical weather.

4. Contact Information for Critical/Essential Operations - Document should be completed and faxed to UPD if employees remain on Campus during tropical weather when UF has suspended operations.
 5. Information Posting – Form should be completed and posted in departmental work area for each building.
 6. Building & Exterior Initial Damage Assessment Form – Form should be completed if building was damaged during a storm event.
 7. Room Initial Damage Assessment Form – Form should be completed if room(s) were damaged during a storm event.
- B.** Administration – Page i of this document should be completed and the plan approved by the appropriate Dean, Director or Department Chair.

VII. Plan Development and Maintenance

- A.** The *Departmental Tropical Weather Response & Recovery Plan* was developed by the Risk Management Office of the Environmental Health & Safety Division. The Risk Management Office is responsible for plan maintenance as needed.
- B.** Each Department is responsible for completing this template and its review and update as necessary.

VIII. Authorities and References

- A.** University of Florida Emergency Management Plan
- B.** University of Florida Natural Disaster Emergency Plan Annex
- C.** (Applicable departmental emergency plans)

Attachment 1

Vehicle Assignments for Tropical Weather

Attachment 2
Laboratory and Research Areas Checklist

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LABORATORY AND RESEARCH AREAS CHECKLIST

PREPARATIONS FOR TROPICAL WEATHER/HURRICANES

Departments are responsible for taking protective actions in their own laboratories. This checklist is designed to identify suggested tasks and assignment of responsibilities for preparing laboratory areas. Not all items are appropriate for all areas. Departments and researchers should add actions specific to their individual laboratories if needed. **The checklist should be completed as a part of the *Departmental Tropical Weather Response & Recovery Plan* (Reference Section V.B.1).**

When impacts from tropical weather are possible, consider necessary preparations to suspend ongoing experiments involving biological materials, radioactive agents and hazardous chemicals. When UF suspends normal operations, postpone operations in the laboratory, secure equipment and complete the checklist. **Note, personnel should not stay in the laboratory during a storm if UF has suspended normal operations.**

Additional mitigation steps can be taken year-round to reduce impacts from tropical weather and other incidents, including:

- Keep chemical, radiological and biohazardous materials in your inventory to a minimum.
- Dispose of hazardous wastes and old chemicals routinely to minimize accumulation of hazardous materials in your facility.
- Laboratories with exterior windows should identify a secure area for storage of water reactive chemicals, radioactive materials and biohazardous agents. Ideally, materials with significant, potential hazard should be moved to interior rooms. (e.g. – solvents containing reactive metals, glove boxes containing air reactives)
- If dry ice will be needed pre- or post-incident, document vendor information, payment method and delivery or pick-up options. Note, dry-ice should not be transported in a closed vehicle for safety of the occupants.
- Maintain a supply of plastic, waterproof containers to store reactive chemicals, lab notes, research documentation, electronic data and other important materials.
- Plan in advance how to ensure the protection of valuable research equipment, samples and data.
- Contact appropriate work management center (PPD, IFAS Facilities) if planning to use portable generator to determine appropriate and safe use, connection and fueling. Note, portable generators are normally not provided by work management centers.
- Maintain a stock of critical supplies to prevent disruptions.
- Update and distribute emergency and contact information to laboratory personnel. Regularly maintain emergency call list on the notice board at the laboratory door.

University of Florida
Departmental Tropical Weather Response & Recovery Plan
July 2007

LABORATORY AND RESEARCH AREAS CHECKLIST
PREPARATIONS FOR TROPICAL WEATHER/HURRICANES

<input checked="" type="checkbox"/>	Action/Task	Location	Staff Responsible		Notes
			Primary	Alternate	
	Turn down refrigerators and freezers to the lowest practical settings and plug into emergency power where available. Red outlets typically designate emergency power.				
	Place recording maximum/minimum thermometers in refrigerators and freezers containing temperature critical supplies and samples.				
	Plug incubators into emergency power outlets if you must maintain cultures in vitro.				
	Cover and secure or seal vulnerable equipment with plastic.				
	Remove or secure equipment from outdoor and rooftop locations.				
	Ensure arrangements have been made for the care and feeding of laboratory animals. Follow recommended actions of UF Animal Care Services.				
	In areas subject to flooding, relocate or elevate equipment, chemicals, wastes and other important items from the floor to prevent damage.				
	Secure radioactive isotopes, biohazardous agents, recombinant materials and hazardous chemicals to prevent breakage and release.				
	Fill dewars and cryogen reservoirs for sample storage and/or critical equipment.				
	Over-pack reactive chemicals in plastic, waterproof containers.				
	Remove regulators and cap gas cylinders, except for CO2 needed to maintain cell cultures. Ensure all cylinders are secure.				

LABORATORY AND RESEARCH AREAS CHECKLIST
PREPARATIONS FOR TROPICAL WEATHER/HURRICANES

<input checked="" type="checkbox"/>	Action/Task	Location	Staff Responsible		Notes
			Primary	Alternate	
	Autoclave or inactivate infectious or rDNA waste.				
	Due to the possibility of power outages, store volatile, toxic materials in tightly sealed, break-resistant containers rather than fume hoods or open room.				
	Protect valuable files, research samples and notebooks in place or move to a safer location.				
	Protect notebooks and secure samples/data as necessary for colleagues unable to reach the lab.				
	Update emergency contact information including notification list on lab door. Add and expand temporary contact information if staying at a different location during storm.				
	Close and latch (or secure with tape if needed) filing cabinets and cupboards.				
	Back-up electronic data and store in multiple locations.				
	Follow IT provider instructions for computer equipment preparations.				
	Close and lock all doors and windows before leaving.				
	If appropriate, complete Attachment 1 – Vehicle Assignments for Tropical Weather.				
	If appropriate, complete Attachment 3 – Office and Administrative Areas Checklist.				

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Attachment 3

Office and Administrative Areas Checklist

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OFFICE AND ADMINISTRATIVE AREAS CHECKLIST
PREPARATIONS FOR TROPICAL WEATHER/HURRICANES

Departments are responsible for taking protective actions in their own office and administrative areas. This checklist is designed to identify suggested tasks and assignment of responsibilities for preparing work areas. Not all items are appropriate for all areas. Departments should add actions specific to their individual work areas if needed. **The checklist should be completed as part of the Departmental Tropical Weather Response & Recovery Plan (Reference Section V.B.1).**

When impacts from tropical weather are possible, consider necessary preparations to protect equipment, records and data. When UF suspends normal operations, prepare to close office and administrative areas and complete the checklist. **Note, personnel should not stay in work areas, unless involved with essential operations, during a storm if UF has suspended normal operations.**

Additional mitigation steps can be taken year-round to reduce impacts from tropical weather and other incidents, including:

- Plan in advance how to ensure the protection of files, records and valuable equipment.
- Obtain and store needed supplies, such as plastic sheeting to cover equipment and files.
- Discuss preparatory actions with personnel and assign responsibilities.
- Update and distribute emergency and contact information to personnel.

**OFFICE AND ADMINISTRATIVE AREAS CHECKLIST
PREPARATIONS FOR TROPICAL WEATHER/HURRICANES**

<input checked="" type="checkbox"/>	Action/Task	Location	Staff Responsible		Notes
			Primary	Alternate	
	Cover and secure vulnerable equipment with plastic.				
	When possible, move equipment and other valuable items into interior areas of the building away from windows. Tag moved equipment with department contact information for easy identification and retrieval.				
	In areas subject to flooding, relocate equipment and other valuable items to a higher floor or elevate. Tag moved equipment with department contact information for easy identification and retrieval.				
	Remove or secure equipment from outdoor and rooftop locations.				
	Clear refrigerators and freezers of items that could spoil if power is lost, but leave appliance plugged in.				
	Place important records and files in cabinets and cover with plastic.				
	Close and latch (or secure with tape if needed) filing cabinets and cupboards.				
	Back-up electronic data and store in multiple locations.				
	Follow IT provider instructions for computer equipment preparations.				
	Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.				
	Place telephone in desk drawer if the cord is long enough. Do not unplug telephones.				
	Take personal possessions home. UF is not responsible for personal items damaged.				

OFFICE AND ADMINISTRATIVE AREAS CHECKLIST
PREPARATIONS FOR TROPICAL WEATHER/HURRICANES

<input checked="" type="checkbox"/>	Action/Task	Location	Staff Responsible		Notes
			Primary	Alternate	
	Secure windows and close blinds.				
	Change voice mail to indicate UF closure.		All		
	Close and lock all doors, including office doors, before leaving.				
	If appropriate, complete Attachment 1 – Vehicle Assignments for Tropical Weather				
	If appropriate, complete Attachment 2 – Laboratory and Research Areas Checklist				

Attachment 4

**Contact Information for Critical/Essential
Operations**

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CONTACT INFORMATION FOR CRITICAL/ESSENTIAL OPERATIONS

*****Complete for personnel staying on Campus during UF closure and fax to University Police Department 392-0539*****

Reference Section V. C. 3 - Departments with employees conducting essential functions during the storm will complete the contact information form and fax to the University Police Department (UPD).

Date _____

Sent by _____

Department _____

Building # / Name	Contact Name/ UFID	Phone Number(s) during event	Required Activity

Attachment 5
Information Posting

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INFORMATION POSTING

*****Please complete and display information (or equivalent) where notices are posted in your area*****

Building Name: _____

Building Number: _____

Building Emergency Coordinator (BEC) for _____ (department) _____
in this building:

	Primary	Alternate
Name		
Work Telephone		
Email		
Office Location		
Other		

-Emergency Telephone Numbers-

	Normal Business Hours	Evenings/Weekends
Fire/Police/Medical	911	911
University Police Department	392-1111	392-1111
UF Environmental Health & Safety	392-1591	392-1111
Florida Poison Information Center	800-222-1222	800-222-1222
Pest Control (Campus)	392-1904	392-1111
Biological Spill (Campus)	392-1591	392-1111
Chemical Spill (Campus)	392-8400 or 1591	392-1111
Radiation Spill (Campus)	392-7359 or 1589	Call list at www.ehs.ufl.edu/Rad/RCGuide/calllst.htm

-Work Management Centers-

Physical Plant Department Work Management	392-1121
Health Science Center (PPD)	273-5560 / 392-4411
IFAS Facilities Operation	392-1984

**University of Florida
Departmental Tropical Weather Response & Recovery Plan
July 2007**

Attachment 6

**Building & Exterior – Initial Damage Assessment
Form**

BUILDING & EXTERIOR - INITIAL DAMAGE ASSESSMENT FORM

Storm/Event:	Assessment Date:	
Building Name:	Building Number:	Mark if update to previous form: _____
Name of Assessor:	UFID Number:	

Cause(s) of Damage: (circle all that apply)

***Impact** (damage from wind borne debris) ***Wind** ***Building hit by tree/limb** ***Power Surge/Lightning**
 ***Water Damage-Wind driven rain & leaks** ***Water Damage-Water Intrusion through structural damage**
 ***Water Damage-Flood** ***Loss of Utilities** ***Other** (provide description)_____

Damage Detail (leave blank for items not damaged)	
Contents/Item	Description of Damages
Roof	
Soffits	
Gutters	
Entry	
Stairs	
Landscaping	
Walls	
Fences/Gates	
Power	
Elevators	
Windows	
(Additional Items)	

Emergency Repairs or Preventative Actions (leave blank if no actions taken)

Action(s) Taken:

(Maintain records/documentation of materials and labor used)

Photograph
 Take digital photograph(s) of damages. Include building name and room number on a piece of paper or dry erase board that is visible in the photograph.

Attachment 7

Room – Initial Damage Assessment Form

ROOM - INITIAL DAMAGE ASSESSMENT FORM

Storm/Event:	Assessment Date:	Room Number:
Building Name:	Building Number:	Mark if update to previous form: _____
Name of Assessor:	UFID Number:	

Cause(s) of Damage: (circle all that apply)	
*Impact (damage from wind borne debris) *Wind *Building hit by tree/limb *Power Surge/Lightning	
*Water Damage-Wind driven rain & leaks *Water Damage-Water Intrusion through structural damage	
*Water Damage-Flood *Loss of Utilities *Other (provide description) _____	

Damage Detail (leave blank for items not damaged)	
Contents/Item	Description of Damages
Carpet/Flooring	
Walls	
Ceiling Tile	
Ceiling (Other)	
Windows	
Lighting	
HVAC	
Room Contents	
(Additional Items)	

Emergency Repairs or Preventative Actions (leave blank if no actions taken)
Action(s) Taken:
(Maintain records/documentation of materials and labor used)

Photograph
Take digital photograph(s) of damages. Include building name and room number on a piece of paper or dry erase board that is visible in the photograph.