

Approval and Implementation

The Department of Health Outcomes and Biomedical Informatics Emergency Plan describes the procedures and organizational structure by which the unit will respond to an actual or potential emergency, which occurs at the University of Florida (UF) and impacts the unit. This document has been developed in support of the UF Comprehensive Emergency Management Plan (CEMP), and specifically addresses the operations, functions, and roles and responsibilities that the department will have in the response to and recovery from an emergency. This signature acknowledges the acceptance of this Plan as the primary emergency plan for the unit, superseding previous emergency plans. Upon signing this letter, the designated authorities agree to:

- Support the identified preparedness efforts taken by the Department of Health Outcomes and Biomedical Informatics.
- Follow the outlined concept of operations for the unit during an emergency.
- Provide support and authority as needed to the unit during or after an emergency.
- Promote on-going development, exercising, training, and enhancement of this Plan.

_____ Date

Lizabeth Manini, MSA
Director of Administrative Services
Health Outcomes and Biomedical Informatics

Record of Changes

Description of Change	Page # of Change	Date of Change
Promulgation of Templates	All	09/03/2014
Updated Templates	All	01/01/2016
Updated and combined templates	All	01/24/2017
Formatting updates	All	02/27/2017
Version 1.0	All	11/6/2018
Version 1.2	Page 13	10/29/2021

I. Introduction

A. Purpose

This Emergency Plan is congruent with the University of Florida (UF) Comprehensive Emergency Management Plan (CEMP), which details the University's approach to coordinating emergencies. Health Outcomes and Biomedical Informatics has a key role in supporting activities in preparation for, response to and recovery from an emergency that affects UF and the department. This document establishes actions in support of University-wide operations described in the CEMP as well as internal actions.

UF is at risk from various hazards and this Plan supports the University's overall goal to protect life, property, and the environment. Due to the varying nature of emergencies that may impact the University and its units, this Plan is intended to serve as a flexible guide to meet the unit's needs as dictated by the emergency.

B. Scope

This Plan provides an overview of the emergency management system and organizational structure for the Department of Health Outcomes and Biomedical Informatics and the University. The document outlines the coordination, management, and general concept of operations within the unit and includes additional emergency management-related documents as well as references to policies and procedures. This Plan applies to all students, faculty, staff and external partners working within the unit.

This Plan may be activated in conjunction with the University CEMP or in response to an emergency affecting the department. The document supports activities described in the CEMP but does not supersede it.

C. Planning Assumptions

The following planning assumptions are made regarding emergencies, which may impact the University:

1. University Assumptions

- An emergency can occur at any time of the day or night with little or no notice.
- UF will respond to a large-scale emergency from the institutional level using the University CEMP as guidance.
- The succession of events in an emergency is not always predictable; therefore, plans and procedures serve as a guide, and may require flexibility in order to meet the specifics of the emergency.
- When an emergency involves multiple departments, operations might be coordinated through the UF Emergency Operations Team (EOT).
- An emergency which impacts UF may also affect the surrounding community and region, limiting access to and availability of external resources.
- Extended emergencies may require 24-hour operations, and staffing should be planned accordingly.

2. Health Outcomes and Biomedical Informatics Assumptions

HOBIE Emergency Plan, Version Date – [11/06/2018]

(Public Venue Department Template, Version Date – 02/27/2017)

Exempt from Public Records Pursuant to Florida Statutes Section 119.071

- UF units are expected to respond to an emergency by employing department-level emergency plans.
- Each UF unit should be familiar with the University CEMP, its department Emergency Plan, and specific responsibilities assigned to it within these documents.
- Life safety is the first priority at UF. If life safety is at risk, faculty, staff and students might not be able to access University facilities including buildings, offices, classrooms or laboratories during or after an emergency.
- Departmental personnel will be available for UF officials in an emergency to provide information specific to their unit including details regarding operations and facilities affected by the emergency.

II. Concept of Operations

This Plan is congruent with the University CEMP and supports emergency response and recovery processes of UF. The department will take appropriate actions to safeguard students, faculty, staff and visitors based upon the following priority:

1. Life safety and health issues
2. Protection of property
3. Protection of the environment

A. Employee Accountability

The Department of Health Outcomes and Biomedical Informatics will account for employees at the work unit level following an emergency.

- Using a call list/employee roster and designated meeting place for building evacuations
 - Account for employees using department roster
 - Meet at CGRC Auditorium
 - CTRB - Meet in the bottom floor of parking garage closest to TAPS

B. Building Emergency Coordinators

The department is responsible for appointing a primary and alternate Building Emergency Coordinator (BEC) for each building in which the department occupies space. The Department of Emergency Management facilitates a list of University BECs, updated annually by their respective departmental BEC administrator.

- Primary Building Emergency Coordinator: Justin Jones 352-627-9466
- Alternate Building Emergency Coordinator: Allison Burns 352-627-9467

BEC Administration Database

<http://bec.facilities.ufl.edu>

(Login using GatorLink ID and password)

C. Essential Employees

Essential unit employees are designated by the department's Chair and/or Director of Administrative Services and identified to UF Human Resource Services. Designated employees should take preparatory

arrangements to facilitate their ability to report to work as needed during emergency operations. These personal preparedness measures include planning for family, pets and other responsibilities.

D. Department/Building Closure and Evacuation

Depending on the type of emergency, the department may have advanced notice of a need to close such as impending tropical weather. (Reference Appendix B – Tropical Weather Plan).

During an urgent need to evacuate a building, such as a fire alarm activation, all building occupants should leave immediately and wait for the appropriate “all clear” notification from University or public safety officials before re-entering the building.

If life safety is not threatened, and the Department receives notice of an unplanned building evacuation, employees may choose to take the following steps to shut down:

- Inform and instruct students, employees and visitors on response to the emergency.
- Shut down and turn off non-essential electrical equipment.
- Place closure notice on building entrances.
- Secure building as appropriate, in coordination with University Police and administrative staff.

E. Damage Assessment and Reimbursement

When deemed safe by a public safety authority, conduct a preliminary damage assessment of department buildings. During campus-wide incidents, enter information into UF Damage Assessment Website. If not functional, the forms should be delivered to PPD. (Damage Assessment form is included as Attachment E of this document.) For no-notice incidents, notify UF Police Department of the damage and coordinate with Environmental Health & Safety on insurance claims and FEMA Public Assistance process, if eligible.

Do not go into buildings with suspected damaged or determined to be unsafe. Report any dangerous conditions or issues requiring urgent response immediately by calling PPD (352-932-1121) or UF Police Department (352-932-1111). Call 911 for life-threatening situations.

UF Damage Assessment Website

<https://emergency.ufl.edu/programs/damage-assessment-program>

(Login using GatorLink ID and password when prompted)

It is important to document damage, including photographs, in order to recover 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 or later electronic editing.)

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.) Employees should not take any actions which place themselves or others in danger.

F. Continuity of Operations

If the emergency causes disruptions in utilities, damage to facilities or impacts to employee staffing, the Continuity of Operations (COOP) plan may need to be implemented. To the best ability of employees, and in cooperation with University efforts, essential functions should be maintained. The COOP Plan is located in Appendix C and addresses the continuance of essential functions despite disruptions from an emergency.

G. Resumption of Normal Business Operations

The department will strive to resume normal business and academic operations in a timely manner. In some cases, this might take several days, weeks, or even months and may require the relocation of effected operations depending on the impact and severity of the emergency. The department's Director of Administrative Services or designee will coordinate with the University Emergency Operations Team (EOT), University administration as well as with department personnel, on the return to normal operations.

III. Organization and Assignment of Responsibilities

The Department of Health Outcomes and Biomedical Informatics will support University operations as needed while addressing specific response actions at the department level. The priority of operations to be completed will be determined by the Chair and/or Director of Administrative Services or designee, in coordination with the University priorities.

The University is responsible for overall management of institutional or campus-wide emergencies, and will coordinate actions and information through the University Emergency Operations Team (EOT), if needed, and by partnering with external responders, as appropriate. The department's response to the emergency will depend on impacts from the emergency, University-wide actions and the unit's mission critical functions. The actions described below provide guidance related to emergency preparedness, response and recovery efforts based on the needs of the unit.

A. Preparedness

- The Associate Director of Administrative Services provides ongoing executive support for the Health Outcomes and Biomedical Informatics emergency management program and establishes Emergency Planning Team to maintain emergency plans and procedures.
- Inform faculty and staff of emergency plans and procedures through department/office training and provided emergency guidance.
- Encourage faculty and staff to update contact information on myUFL in order to receive emergency notifications.
- Maintain a resource list/contact list with important numbers and employee contact information.

[Academic Areas]

- Faculty members should discuss emergency procedures with their classroom students at the beginning of each semester.

- Consider employing e-Learning for contacting students with department-specific emergency information such as cancelling or modifying class schedules due to an emergency.

B. Response

The department's Director of Administrative Services or designee will provide information regarding changes to operating schedule. These alternations may be made on an individual basis by building, or in accordance with University-wide decisions. Individual buildings closures should be denoted by a sign on entrance doors to inform of closure, as well as through regular communication and notification methods.

- Notify appropriate UF department(s) and officials of an emergency.
- Throughout and following the emergency as practical, regularly update students, faculty and staff regarding departmental impacts from and response to an emergency.
- Coordinate with the University Police Department and PPD on building damage and securing buildings if needed, including electronic door access systems.
- Account for employees following the emergency.
- Document damage and fiscal impacts caused by the emergency.

C. Recovery

- Work to restore normal operations and schedules in a timely manner.
- Follow recovery guidance from University officials.
- Conduct internal and external damage assessment of buildings and enter information into UF Damage Assessment Website.
- Coordinate with Environmental Health & Safety [or appropriate risk management area] on insurance claims and FEMA Public Assistance process, if eligible.
- Enact Continuity of Operations (COOP) Plan in order to maintain essential functions, if appropriate.

IV. Direction, Control and Coordination

A. University Emergency Operations Center

If an emergency affecting UF requires coordination at the University level, UF may activate its Emergency Operations Center (EOC), which serves as the University's central point of coordination for emergency operations. Departments may need to communicate with the University EOC in order to:

- Assist in supporting the University's overall emergency response and recovery,
- Receive updates on the status of emergency operations,
- Coordinate and/or obtain assistance managing the emergency on the unit level, and
- Request additional resources to minimize damage and impact caused by the emergency.

If the University EOC has been activated, a unit may call the UF Police Department main number at 352-392-1111 to contact to the University EOC.

The department's Director of Administrative Services or designee will lead emergency response and recovery efforts, activating portions or all of the Department Emergency Plan to the extent necessary to coordinate operations. If all or part of the Plan is activated, appropriate personnel within the unit required to implement actions should be notified.

V. Information Collection, Analysis and Dissemination

A. Monitoring Threats and Emergencies

The UF Police Department, Environmental Health & Safety and the Department of Emergency Management have primary responsibility for monitoring threats and emergencies and will disseminate appropriate information regarding actual or potential emergencies and associated actions as necessary.

B. Reporting Emergencies

All UF students, faculty and staff have a responsibility to report emergencies that may pose an immediate threat to life safety by calling 911. Once 911 or other appropriate authorities have been notified, follow the procedures for specific hazards (listed in Appendix A), as appropriate.

Emergencies and potential emergencies should be reported internally to the Admin. Support Asst. II (Justin Jones), who will escalate to appropriate HOBI leadership staff. If a student, faculty or staff in a unit reports an emergency that might reduce or impede unit functions, the Administrative Support Assistant II (Justin Jones), along with the other appropriate emergency contacts as described in VI below, should also be notified.

If the emergency impacts the units' facilities, PPD should additionally be notified. If a building has been significantly damaged or impacted, UF Police Department and/or Environmental Health & Safety will determine if the structure is safe to occupy.

If the emergency incident renders academic or classroom space unusable, contact the Office of the University Registrar at 352-392-1374.

VI. Communications

A. Emergency Notification

1. University Notification

The University employs a multi-modal approach to emergency notifications, termed *UF Alert*, to notify the University community of emergencies. The system employs SMS/text messaging, email, VoIP telephones/speakers, social media, web postings, GatorSafe app and other methods. All University students, faculty, and staff are responsible for maintaining their current emergency contact information in myUFL in order to receive timely emergency notifications.

Health Outcomes and Biomedical Informatics will encourage faculty and staff to participate in the UF Alert systems.

2. Department Notification

The Department of Health Outcomes and Biomedical Informatics maintains an internal notification system(s) including mass email distribution and a contact list of employees with emergency roles (Reference Attachment J).

Departmental notifications may include specific details and instructions for the unit including impacted facilities, altered work locations and appropriate employee actions.

If information needs to be communicated beyond the unit to the University community and public, University Relations should be contacted for coordination and assistance.

B. Emergency Communications

1. University Communications

University Relations serves as the primary point for University communications during an emergency. All public information and communication should be coordinated through University Relations with support provided by Health Outcomes and Biomedical Informatics communications personnel.

2. Department Communications

Throughout the emergency, status updates will be provided to faculty and staff members, as appropriate. (Reference Attachment J)

VII. Administration, Finance and Logistics

A. Emergency Supplies

Emergencies may require the need for specific and specialized emergency resources and equipment. In addition, gathering certain emergency supplies prior to an emergency for Health Outcomes and Biomedical Informatics can allow department staff to be more prepared for the emergency.

Health Outcomes and Biomedical Informatics maintains, at a minimum, the following supplies:

- First Aid Kit (Available for purchase from Environmental Health & Safety)
 1. T106 – Eli Morris
 2. 2020 – Carla Bredehoeft
 3. CTRB – Jordan Webb Moore
- Unit Emergency Plan
 1. T106 - Justin Jones
 2. 2020 – Carla Bredehoeft
 3. CTRB - Jordan Webb Moore

Flashlights and batteries

1. T106 – Eli Morris
2. 2020 – Carla Bredehoeft
3. CTRB – Jordan Webb Moore

Emergency Resource Requests

If University resources are needed for emergency response or recovery and the University EOC has not been activated, the Administrative Support Asst. II (Justin Jones), or designee will contact the appropriate UF department for assistance, such as UF Police Department, UF Department of Emergency Management and Environmental Health & Safety, based on the nature of the need. If the University EOC has been activated, the Associate Director of Administrative Services, will contact the EOC with requests for resources by calling the UF Police Department main number at 352-392-1111.

VIII. Plan Maintenance

A. Plan Development and Updates

Maintenance of this document is essential to ensure procedures and contacts are current and corrective actions have been incorporated into the Plan. This document, including *Employees with Emergency Roles* (Attachment J), should be reviewed annually and updated as necessary by the Associate Director. Following an update with significant changes, the Plan should be reapproved by the Leslie Herndon (Associate Director of Administrative Services), and distributed to the appropriate faculty and staff within the unit.

B. Training and Exercises

Training and exercises are conducted to familiarize Department personnel with procedures described in the Plan, to test procedures described in the Plan, and to determine needed revisions based upon lessons learned.

IX. Authorities and References

A. Authorities

The Department of Health Outcomes and Biomedical Informatics Chair and the Director of Administrative Services has approved this Emergency Plan, establishing this program for emergency operations. Additional authority for emergency management at UF is derived from the University CEMP and associated annexes.

B. References

- University of Florida Comprehensive Emergency Management Plan (CEMP)
- Active Shooter: <https://police.ufl.edu/programs/videos/active-shooter-safety-information/>

HOBI Emergency Plan, Version Date – [10/29/2021]
(Public Venue Department Template, Version Date – 02/27/2017)
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119.071