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(Please enter the name of Your Unit, Department, School, etc.)

## **Unit Emergency Response Plan (UERP)**

mm/dd/yyyy

**Emergency Management – (561)297-2889**

**<http://www.fau.edu/facilities/ehs/safety/Emergency-Planning.php>**

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## Preface

### Using the FAU Unit Emergency Response Plan (UERP) Template

The objective of this template is to assist all university Units (regardless of their size) and/or buildings in the creation of an “all hazards” Emergency Response Plan (ERP). The creation of an “all hazards” ERP is a crucial first step in the process of identifying the various emergencies and/or crises that can impact unit operations. The plan will outline the steps necessary to minimize the scope and effect of the incident and to move as quickly as possible to recovery. Departments should understand that no level of planning will address the multitude of issues that can arise during an emergency and some decisions will have to be made in real time.

This Unit Plan supports FAU’s Emergency Management Program and Emergency Operations Plan and Procedures. Such procedures include operational plans for emergencies, hazard and threat identification; hazard mitigation; emergency response preparation, recovery and restoration.

This plan template is scalable to the size of the unit. Smaller, non-research based units such as certain Schools or Departments may wish to focus their efforts on the more common emergencies that are likely to occur. Larger Schools or Departments with a strong scientific based research programs or those units involved in basic campus/university functions or operations may need to address more complex issues related to issues such as the storage and risk of exposure from hazardous chemicals, technically complex and expensive equipment and infrastructure, in addition to continuity issues. Each unit should have a Continuity of Operations (COOP) Plan to complement this plan.

Once you have created or updated your 2009 Unit Plan, please save the file to a backed up network drive and a flash drive and keep it for future update, such as when a new employee joins your Unit or when there has been a re-assignment or change in the scope of your unit’s responsibilities

Please note that some Units also have University wide responsibilities. Units with University wide responsibilities are typically members of the FAU Emergency Operations Team (EOT).

All Units are **required** to submit their plans to the Emergency Management Coordinator by February 1<sup>st</sup>, each year.

## Overview

### Purpose

The purpose of this plan is to provide a programmed response from units when conditions arise requiring an emergency response. This is needed in order to minimize disruption to the Unit’s mission during an emergency event or threat and to minimize recovery efforts required after an event or threat.

This plan will provide the basis for training people to respond appropriately in major emergency situations. It outlines the process and lists the resources available so that a person who is familiar with the plan may react properly. Staff must be prepared, trained, available, and willing to respond to major emergency situations with the resources of the unit. This Plan should coordinate the unit-level emergency response with campus-wide procedures.

### Scope

This emergency operations plan is designed for any major emergency that may arise within the unit. However, there are Units that will have to prepare and respond to campus-wide emergencies. Such emergencies are directed under other authority and may have limited impact on the unit. These units need to incorporate their response to such emergencies into this document as well.

Existing authority, whether established in relevant University emergency plans or policies or a responding outside agency from the University, will take precedence over authority established within this document until such time as the situation stabilizes and authority reverts back to the Unit. (Example: A major fire being fought by city fire units, or a hostage situation.)

An ERP is not a one-time project with an established start and end date. It is a living document that contains information and action plans that are viable and current. It should be tested once a year, or at a greater frequency as determined by unit management. The ERP itself is considered a vital record, and its information must be readily available in hard copy format to the people who may need it in an emergency.

The primary audience is intended to be FAU personnel. This plan is also a reference for managers from other jurisdictions, operational areas, state and federal governments, along with volunteer agencies and other interested members of the public. This plan is an extension of the campus Emergency Operations Plan. Off campus centers are responsible for ensuring their preparedness in coordination with this Plan. Satellite facilities operating as tenants are responsible for coordinating with the property management organization at their respective locations.

## Background

### **National Incident Management System**

In 2004, guided by Homeland Security Presidential Directive 8, the Department of Homeland Security released the National Incident Management System (NIMS). NIMS establishes standardized incident management processes, protocols, and procedures that all responders -- Federal, state, tribal, and local - will use to coordinate and conduct response actions. NIMS incorporates best practices for incident management developed and proven by thousands of responders and authorities across America. NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents. NIMS is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines.

The intent of NIMS is to:

- Be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity.
- Improve coordination and cooperation between public and private entities in a variety of domestic incident management activities.
- NIMS establishes an **Incident Command System (ICS)** as a standard incident management organization with five functional areas -- command, operations, planning, logistics, and finance/administration -- for management of all major incidents.

FAU will utilize the principals of NIMS and ICS in emergency response operations wherever applicable.

### **Hazard & Threat Assessment**

FAU routinely assess hazards and threats to the University and recommends appropriate actions through the University Safety Committee to the University Executive Committee. Hazards and threats are assessed in terms of their potential impact and their potential for escalation. Each member of the University community is responsible to monitor their environment for hazards. Employees of this Unit are required to notify their supervisors, University Police, EH&S, the Building Safety Representative or Building Safety Supervisor of any newly discovered threats or hazards.

### **Essential Personnel**

FAU's Essential Personnel program identifies key employees who are required to stay behind and continue essential functions when the Unit or University shuts down or those who need to report to work before the University resumes normal operations. Refer to the University Essential Personnel program for guidance: <http://www.fau.edu/financial/ep.php>.

**Note:** Employees with a change in circumstances causing any limitations that may affect their ability to fulfill their responsibilities must notify the Unit leader identified in this plan.

### **Crisis Action Guide**

The University has also prepared a Crisis Action Guide which is a tool that provides pertinent information to respond to an emergency or crisis using the most likely hazards/emergency events that could occur. It contains information regarding topics such as crime prevention and reporting, shelter in place and evacuation procedures, fire safety, substance abuse, dealing with psychological crises, injury and illness reporting and a slew of other relevant subjects. All FAU students, faculty and staff should be familiar with its contents. This document can be accessed on FAU's Emergency Information website at <http://www.fau.edu/admin/EmergencyInformation.php>.

### **Building Safety Personnel Program**

The Building Safety Personnel Program, previously known as the Building Supervisor Program, is FAU's Occupant Emergency Plan Program. FAU saw the need for this program so that information could be relayed to key individuals in a building should any issues or emergency events arise. It is a vital program that has allowed FAU to respond quickly and effectively. The program consists of three groups:

- Building Safety Administrator (usually Upper Level Management, familiar with university/campus/unit emergency plans)
- Building Safety Supervisor (stationed within the building and has knowledge of building layout and safety systems and everyday activities)
- Building Safety Representative (Floor/unit or departmental representatives stationed in building, familiar with day-to-day operations, unit emergency plans and individuals requiring assistance)

For more information on this program please visit the Emergency Planning and Response website at <http://www.fau.edu/facilities/ehs/safety/Emergency-Planning.php>.

### **Emergency Notifications and FAU Alert**

The University uses several methods to disseminate information to the university community and surrounding service areas collectively known as FAU Alert. Methods employed include web-based updates, e-mails, outdoor warning systems, voicemail, callout, text messaging, hotlines, University operator, building safety personnel and media releases. Please visit <http://www.fau.edu/facilities/ehs/> for more information on the FAU Alert System.

### **Evacuation and Shelter-in-Place**

Circumstances such as a chemical or biological threat or a local crime incident may mandate the implementation of lockdown or shelter-in-place scenarios. County emergency management officials have advised that, should such a scenario occur, the duration would be a few hours rather than days. Everyone is encouraged to keep essential personal possessions readily accessible at all times (e.g. eyeglasses, few days worth of essential prescription medicines, identification, money, keys, etc). Interior spaces, away from windows and doors are identified, as the shelter-in-place locations for the occupants of this Unit. See attachment \_\_\_\_\_ which includes a floor plan and a list of locations.

Insert here

Notification regarding other types of emergencies that require immediate building **evacuation** will be carried out using building fire alarm systems (**exceptions to this are addressed in the Crisis Action Guide**). Follow the University's standard building evacuation procedures.

### **Special Assistance**

The Department of Human Resources and Student Counseling Center are among the resources that are available to the University community to advise, assist and counsel students and employees who may require their assistance as a result of an occurrence.

Please advise your Unit Leader, Building Safety Representative and Safety Supervisor as well if you require assistance during an emergency event or threat.

### **Personal Well-being**

FAU faculty and staff have been known to make extraordinary personal sacrifices to assure the safety and well-being of the University community. This Unit Plan takes into consideration; the needs and personal well-being of those identified as our first responders or who are required to remain behind to continue work while the rest of the University shuts down. We have attempted to take these matters into consideration in the assignment of responsibilities in our Unit Plan.

## **Roles, Responsibilities and Accountability**

All campus departments share the responsibility for preparing for emergencies and disasters by creating and maintaining their own department emergency plan.

### **Maintenance**

This manual, and thus your emergency management plan, is only as good as it is current. The creation and regular review of all forms and plans are extremely important to the health and safety of those for whom you are responsible. It is each department's responsibility to regularly review and verify emergency roster forms and plan documentation. Reviews should be conducted at least semi-annually or when changes occur.

Implementation of this plan includes:

- Work rules and policies that mitigate potential hazards and protect equipment.
- Appropriate emergency information and training for personnel.
- Creation of clear communication protocols.
- Effective emergency reporting and notification protocols for offices and laboratories.
- Evacuation routes to building assembly areas.
  - Areas designated for sheltering in place dependant on event type.
- Pre-defined recall procedures for essential personnel.
- A telephone tree.
- Secure storage locations for department first aid and emergency supplies.
- Access for emergency personnel to all department areas.
- Strategies for resuming normal operations immediately following a disaster
- Business continuity and advance planning for documenting an emergency's impact and cost.
- Orientation of new employees to emergency planning procedures.
- Annual evaluation of employee awareness in the areas of emergency plans, evacuation, procedures, etc.
- Ensuring accuracy of phone numbers, rosters, and other information.

## Authorities and References:

- *Section 252.365 2008 Florida Statutes*  
[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=Ch0252/SEC365.HTM&Title=->2008->Ch0252->Section%20365#0252.365](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=Ch0252/SEC365.HTM&Title=->2008->Ch0252->Section%20365#0252.365)
- *FAU Presidential Memorandum #56 (1 June Revision)*
- *FEMA SLG 101: Guide for All-Hazards Emergency Operations Planning:*  
<http://www.fema.gov/plan/gaheop.shtm>
- *FEMA CPG 101: Comprehensive Preparedness Guide 101:*  
<http://www.fema.gov/about/divisions/cpg.shtm>

ABBREVIATIONS	
List all abbreviations	List full words
Example:	Example:
COB	Campus Operations Building (FAU Building 69)
COOP	Continuity of Operations
ECC	Emergency Command Center (Campus)
EH&S	FAU Environmental Health and Safety
EMP	Emergency Management Plan
EOC	Emergency Operations Center (University)
EOT	Emergency Operations Team (University)
FAU	Florida Atlantic University
FAU PD	Florida Atlantic University Police Department
GTK	Go-to Kit
HAZMAT	Hazardous Materials
IC	Incident Commander
MEF	Mission Essential Function
MR/PI	FAU Media Relations/Public Information
MR/PIO	FAU Media Relations/Public Information Officer
TT&E	Testing, Training, and Evaluation

## KEY TERMS

**Alert** – Advanced notification that a disaster situation may occur. This forewarns participants of the possible implementation of the COOP.

**Backup** - The practice of copying information, regardless of media (paper, microfilm, audio or video tape, computer disks, etc.) to provide a duplicate copy. This is done for protection in case the active information is unreadable or destroyed. Backups to support a recovery effort must include a storage strategy which physically separates the backup data from the original data so there is a minimum of chance that the same event could destroy both copies. Backups may be of various media types.

**Contingency Plan** - A document containing the recovery timeline methodology, test-validated documentation, procedures, and action instructions developed specifically for use in restoring organization

**Continuity of Operations Plan:** A plan which ensures the performance of an organization’s mission essential functions during any emergency or situation that may disrupt operations over a 30-day period.

**Business Interruption** - Any event, whether anticipated or unanticipated which disrupts the normal course of operations at a business location.

**Call Tree** - A list of key individuals to be contacted. Many of these individuals are responsible for contacting additional individuals linked below them on the list. With a call tree, you can help ensure that all of the employees assigned to the plan will be notified promptly.

**Emergency Command Center** - A command center will typically be a location with ample voice

communications capabilities as well as office space, furniture, and office equipment to support emergency management team members. The command center can be located in an alternate recovery facility, mobile facility, in another building, or in a facility such as a hotel or conference center, remote from the normal business facilities.

**Mission Essential Function** – An essential function is one necessary for the continued success of the unit. If an essential function is non-operational, the unit could suffer serious legal, financial, goodwill, or other serious losses or penalties. Generally, mission essential function(s) must operate continuously or sustain only brief interruptions.

**Data Integrity** - Information and data that accurately reflects the status of a business function at a given point of time, representing complete, synchronized information that has passed all data validation and error checking routines. Data integrity is critical in the post interruption environment when data is reconstructed from backups.

**Disaster Recovery** - The ability to respond to an interruption in services by implementing a recovery plan that ensures the orderly and timely restoration of an organization's business capabilities and supporting resources.

**Exercise** - A test or drill in which actions in the contingency plan are performed or simulated as though responding to an event. It is during the exercise that planners and participants can evaluate whether the planned activities and tasks properly address potential situations.

**Mitigation** - Any measure taken to reduce or eliminate the exposure of assets or resources to risk.

**Recovery** - Those long-term activities and programs which are designed to be implemented beyond the initial crisis period of an emergency or disaster in order to return all systems to normal status or to reconstitute those systems to a new condition that is less vulnerable.

**Restoration** - The act of returning a piece of equipment or some other resource to operational status. Commercial service companies provide a restoration service with staff skilled in restoring sensitive equipment or large facilities. Such vendors often work with insurance companies and may restore equipment for a fee or may purchase damaged equipment with the intent of restoring the equipment and re-marketing the product.

**Risk** - The potential for harm or loss. The chance that an undesirable event will occur.

**Risk Analysis** - An analysis of potential threats to an organization's ability to maintain current business operations.

**Threat** - Threats are the events that cause a risk to become a loss. Threats include natural phenomena such as storms and floods as well as man-made incidents such as cyber-terrorism, sabotage, power failures, and bomb threats.

**Vital Records** - Records or documents, regardless of media (paper, microfilm, audio or video tape, computer disks, etc.) which, if damaged or destroyed, would disrupt business operations and information flows and cause considerable inconvenience and require replacement or recreation at considerable expense.

# 1. Unit Operations, Functions, and Facilities

**1.1 Operations and Functions:** State the mission of the unit/department.

**1.2 Facilities:** Describe the facilities (primary, secondary, tertiary, etc) by campus, and the occupancy of such facilities (administrative vs. teaching vs. laboratories etc).

Unit FACILITIES		
Building	Use	Location
<i>Need to</i>	<i>address all facilities</i>	<i>on all campuses/sites.</i>

## 1.3. HAZARD ANALYSIS

1. Based on data contained in the Palm Beach County CEMP, general emergencies that could affect Unit directly include, in order of descending risk:

- Hurricanes (esp. Category 1 and 2 storms) and Tropical Storms
- Floods
- Thunderstorms and Lightning
- Fires
- Terrorism/Sabotage
- Radiological accidents
- Electrical Outages
- Tornadoes
- Hazardous Materials Release or Accident
- Pandemic

2. Unit specific emergencies include:

- Identify emergencies that can affect the unit/department that are specific to the unit.

## SECTION 2. UNIT EMERGENCY RESPONSE PLAN

### 2.1 General Actions

Units throughout the University are strongly encouraged to develop their own Emergency Response Plans since they better understand the nature of the work, workplace hazards, facility layout and special needs of the unit. The ERP should address preparedness measures and emergency response. It is a way for the unit to plan for potential emergencies. Advanced planning, completion and routine review of the UERP will help reduce risk and loss of life.

**Planning Assumptions:** These plans are limited to emergencies that affect Unit operations directly. Campus or University-wide emergency response is described in the FAU CEMP.

General Actions	
Preparation	Planning involves establishing plans, including contact trees for internal and external contacts, having agreements with external vendors and others for supplies, equipment and space. The Unit will exercise communication and call trees as well as participate in applicable campus and University-wide tests, training and exercises.
Emergency Event Occurs	The emergency event or threat can be natural, for example, hurricanes, tornadoes, floods, or man-made, for example, cyber terrorism, hazardous materials spills or releases, or hostile intruders.
Initial Report	Once notified of an emergency event or threat, the Unit will inform first responders; 911, University PD, Fire Rescue, etc.
Notification	The Unit will inform internal and external contacts of the emergency event or threat.
Situation Assessment and Response	Response will be directed by the Unit Leader or designee and conducted by members of the Unit, Building Safety Personnel and first responders as appropriate.
Recovery	Restoration of unit to pre-emergency event conditions.

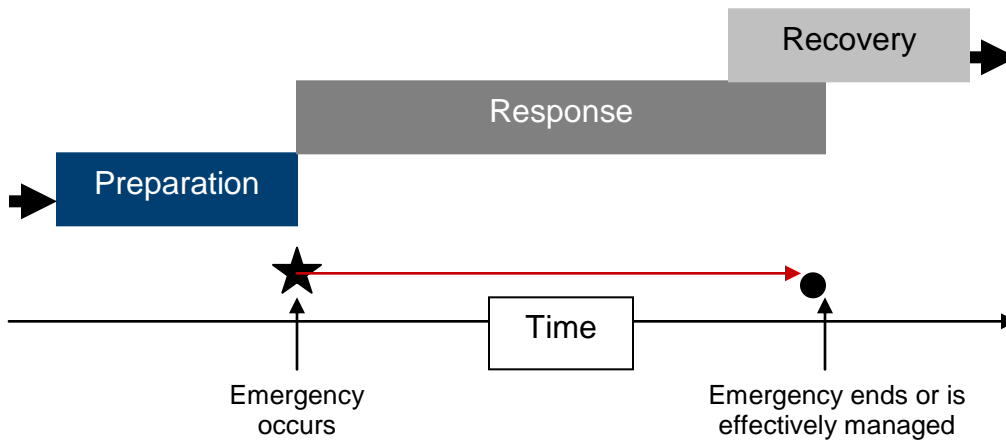
**Plan Integration:** The Enter Title (usually the UERP writer) will ensure that its plan is integrated with all appropriate Division, Campus and University Plans for all Unit facilities.

**UERP Author and Point of Contact:** \_\_\_\_\_  
(insert name here)

### Execution:

UERP activation is dependant on the following circumstances:

- **Known threats and emergencies (with warning):** There are some threats to operations that may afford advance warning that will permit an orderly alert, notification, and evacuation or sheltering in place. Situations that might provide such warning include a hurricane, a transportation accident resulting in a threat of a release of hazardous material (HAZMAT) or a threat of a terrorist incident.
- **Unanticipated threats and emergencies (no warning) During Duty or Non-Duty Hours:** Incidents may not be preceded by warning, e.g., arson, HAZMAT, or terrorist incidents. In these circumstances, execution of the UERP, if indicated by the circumstances of the event, would begin by executing duties to support notification, resource protection, evacuation or shelter-in-place, and situation assessment.



Preparation can include equipment protection, scaling back of functions to just mission essential functions, reducing of staff to just essential personnel, etc. Informing unit staff and those whom you serve; employees, students and/or visitors is essential. Evacuation or sheltering in place actions may also begin at this stage.

Response can be considered as those actions that begin when the emergency event occurs and continue during the event. These include sheltering in place, evacuation, informing building safety personnel and first responders of unit status, etc.

Recovery includes damage assessment and reporting, re-occupancy, re-staffing, re-building, etc.

## SECTION 3. PREPARATION

### 3.1 Planning

Table 3.A Preparation and Planning		
ACTIVITY	PERSON RESPONSIBLE	
	Primary	Alternate
Schedule Unit meeting: Purpose: Discuss updates needed for Unit		
Inventory & restock supplies <b>Remember to consider number of employees in Units</b>		
Work rules and policies that mitigate potential hazards and protect equipment.		
Appropriate emergency information and training for personnel.		
Creation of clear communication protocols.		
Effective emergency reporting and notification protocols for offices and laboratories.		
Evacuation routes to building assembly areas.		
Areas designated for sheltering in place dependant on event type.		
Pre-defined recall procedures for essential personnel.		
Update Unit telephone tree at least twice a year or when there are changes in staffing.		
Conduct test of telephone tree at least twice a year to ensure staff can be contacted during an emergency		
Monitor FAU Alert Systems information: e-mail, hotlines, internet postings, text messaging, telephone call out, etc.		
Secure storage locations for department first aid and emergency supplies.		
Strategies for resuming normal operations immediately following a disaster		
Orientation of new employees to emergency planning procedures.		
Distribute copies of the updated Unit Plan to Unit staff and Review changes at Unit meeting		
<b>All Units:</b> Forward a copy of the updated plan to the Emergency Management Coordinator		

### Section 3.2. Emergency Equipment and Supplies

It is recommended that each department store emergency supplies in a secure location. These supplies should be checked regularly and perishable items should be replaced as necessary. Selection, storage and the appropriate use of supplies should be planned based on the purpose of supplies. Ensure staff is properly trained and oriented to use the supplies.

Supplies should include:

- First Aid Kit (including gloves and splints)
- Emergency Response Plan (this manual)
- Keys
- Change of clothes for those involved in emergency coordination.
- Sign-making supplies (including markers, thumb tacks, tape, paper, post-its)
- Communications equipment (including portable radios and extra batteries)
- Tools (especially a crowbar)
- Phone Directory
- Flashlights and batteries
- Employee Roster
- Leather gloves
- Light sticks

#### PERSONAL EMERGENCY KITS

Employees should be encouraged to assemble personal emergency kits and have them accessible at all times. Suggested items include:

- Flashlights and batteries
- Battery-operated radio
- Sturdy, closed toe shoes
- Wrapped snack
- Water packet
- Emergency telephone numbers
- Out-of-area emergency contact numbers
- Backup eyeglasses and prescription medications

**Indicate required items with an \***

Emergency Supplies and Equipment					
Item	Use	Quantity	Location	Purchase /Replacement Date	Person Responsible/alternate
<i>e.g. Batteries (different sizes as needed)*</i>	<i>Backup Power</i>				
<i>Battery Operated Radio</i>	<i>News &amp; Weather Report</i>				
<i>Bleach / Biocide</i>	<i>Contamination Control</i>				
<i>Blow Dryer (w/cool setting)</i>	<i>Drying Equipment</i>				
<i>Bottled Water*</i>	<i>Human Consumption</i>				
<i>Cardboard Boxes &amp; Masking Tape</i>	<i>Storage</i>				
<i>Paper Towels &amp; Blotting Paper*</i>	<i>Emergency Cleanup</i>				
<i>Plastic Bags, Garbage*</i>	<i>Wrap files &amp; Equipment</i>				
<i>Plastic Bags, Zip lock*</i>	<i>Secure CD's &amp; Disks</i>				
<i>Plastic Buckets</i>	<i>Storage / Clean-up</i>				
<i>Paper Towels &amp; Blotting Paper*</i>	<i>Emergency Cleanup</i>				
other					
other					

## SECTION 4. EMERGENCY NOTIFICATIONS, REPORTING AND COMMUNICATIONS

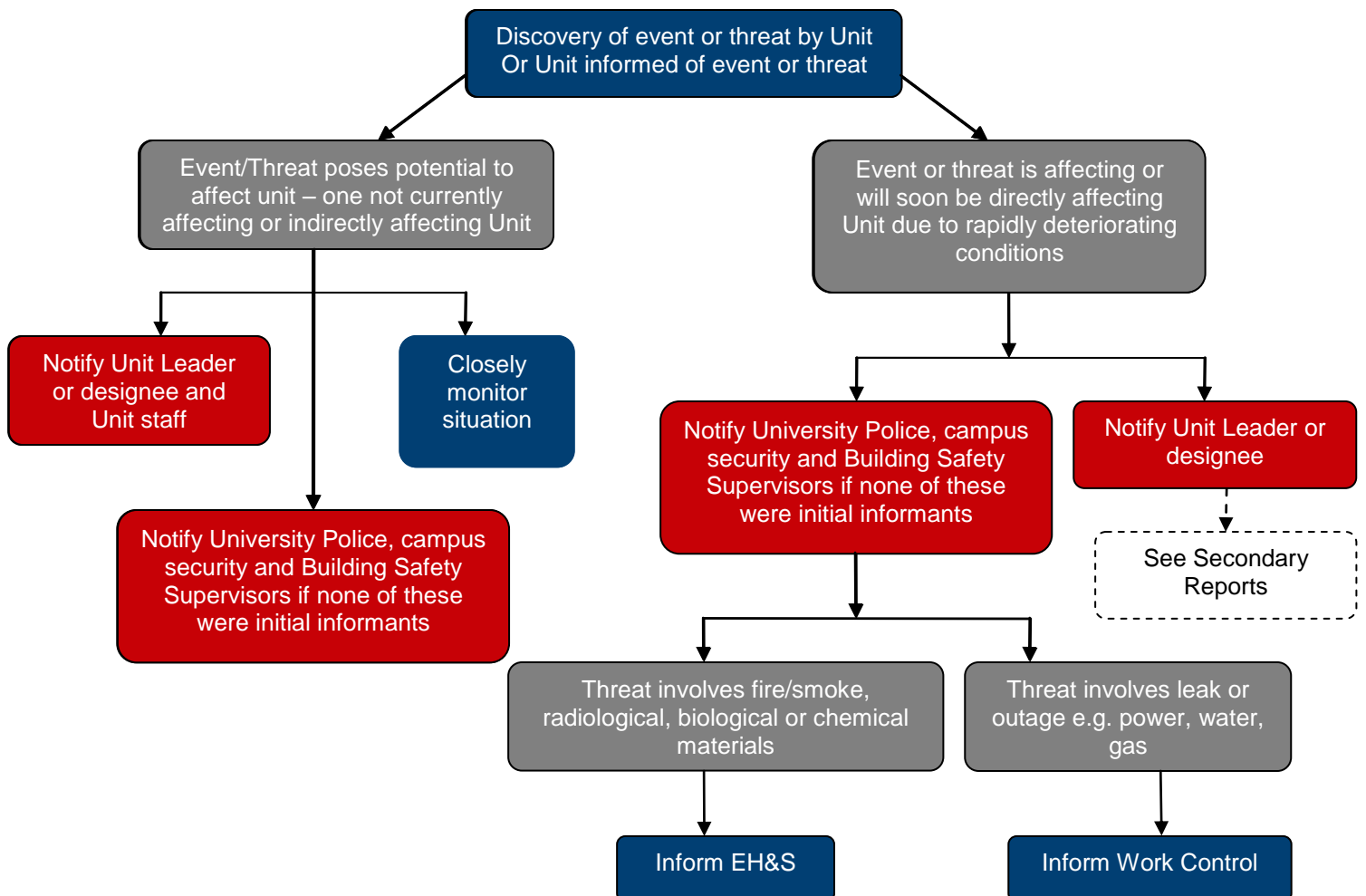
The weakest link in most emergency management plans is usually communication. Our ability to assure coordinated and timely response for this Unit depends on the following:

- Being available to receive and transmit notification via the established mechanisms
- Transmitting notification in clear and specific language
- Transmitting notification in a timely manner

### Section 4.1. Initial Report

When an emergency event or threat occurs, the initial report should involve the following:

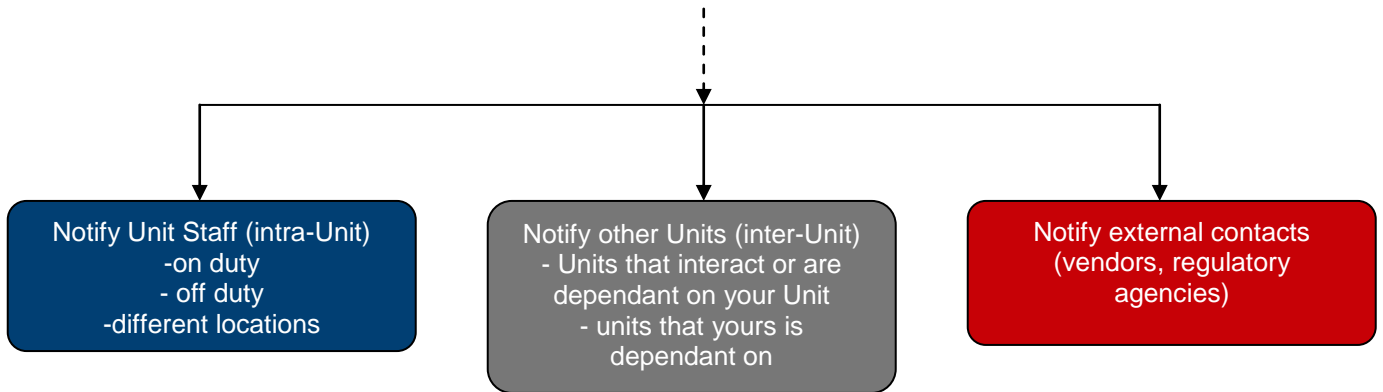
- 911, University Police or campus security
- Unit personnel on duty, Unit Leader or designee first
- Building Safety Supervisors



## Section 4.2. Secondary Reports

When an emergency event or threat occurs, the secondary reports should involve the following:

- Unit staff in the following order: on-site/on duty, off duty/en route, other locations
- Units that yours interacts with, works with or is dependant upon to perform the functions of the unit
- External contacts such as vendors and regulatory agencies



See Appendix A for Unit call tree

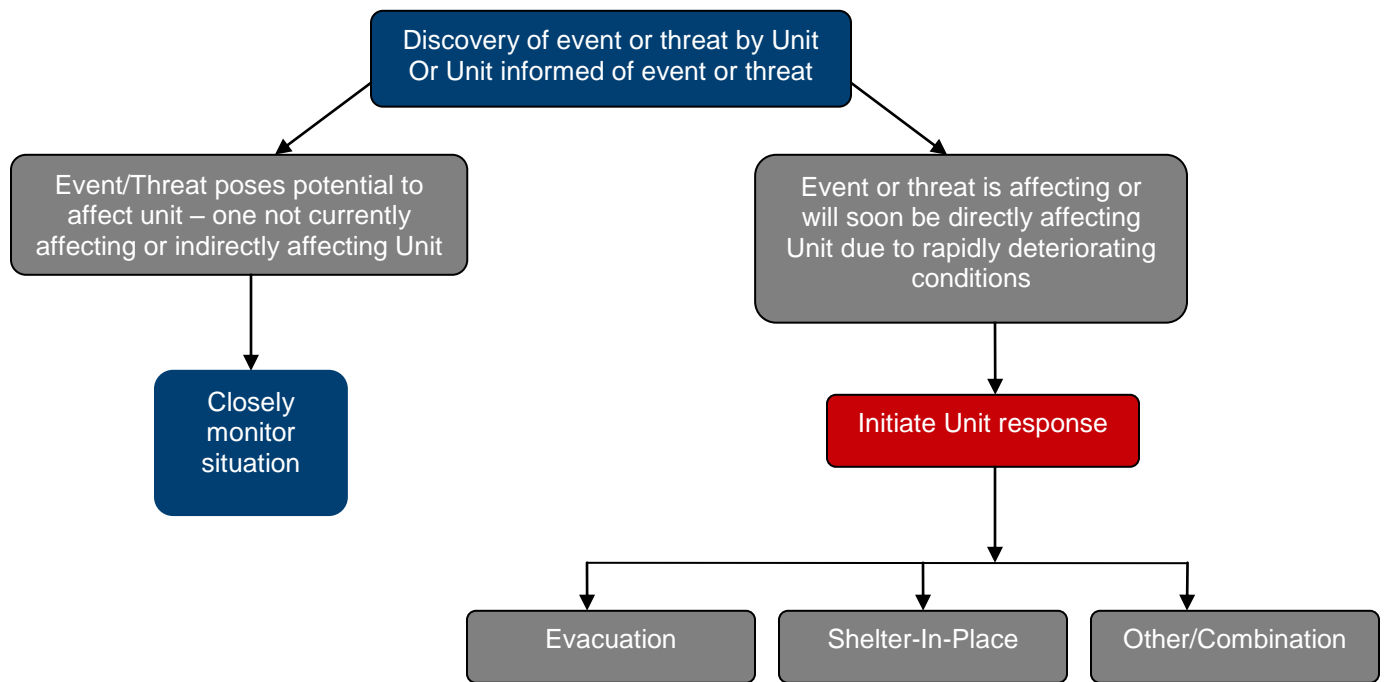
See Appendix \_\_\_\_\_ for Inter-Unit call tree  
(insert # here)

See Appendix \_\_\_\_\_ for External contacts  
(insert # here)

## SECTION 5. SITUATION ASSESSMENT AND RESPONSE

### Section 5.1. Situation assessment

This is vital to initiating the correct response.

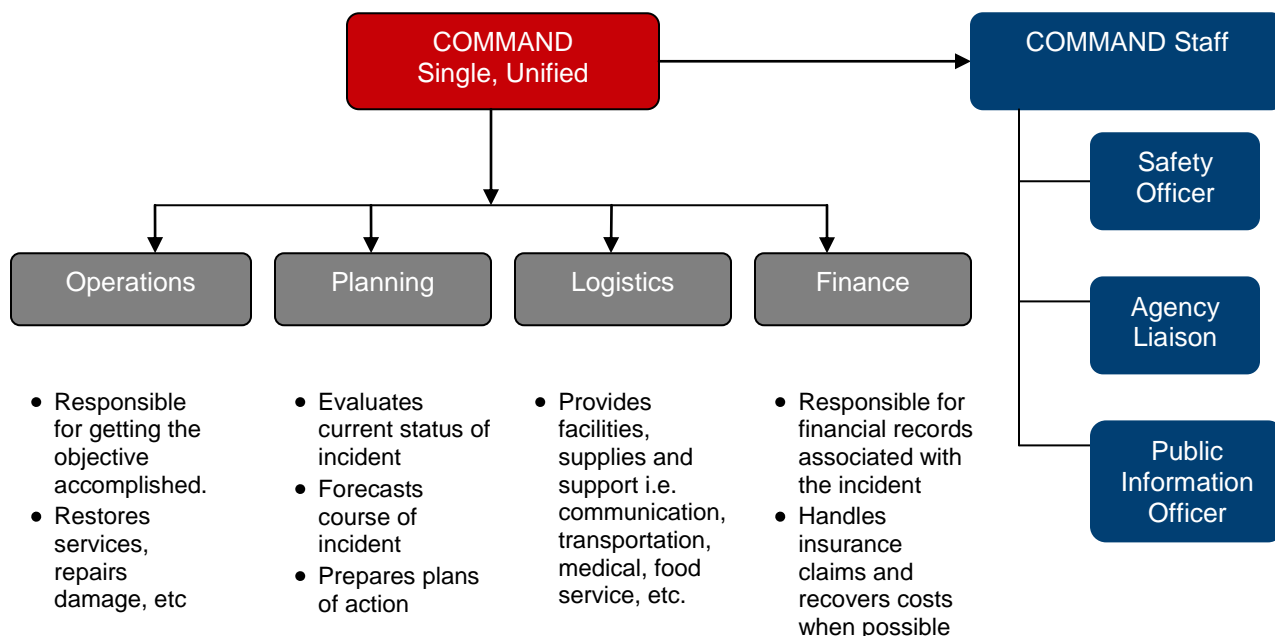


## SECTION 5.2. RESPONSE

These actions are to save lives and property and to effectively manage or end the emergency event or threat.

### Section 5.2.1. Incident Command System (ICS)

FAU uses the Incident Command System (ICS) to respond to and manage the emergency event. ICS is a standard method of responding to emergency situations. Emergency response organizations and their responders are all familiar with ICS. The ICS is a flexible, expandable framework that may be used to manage incidents of any type or size. The five major functions of ICS are shown below.



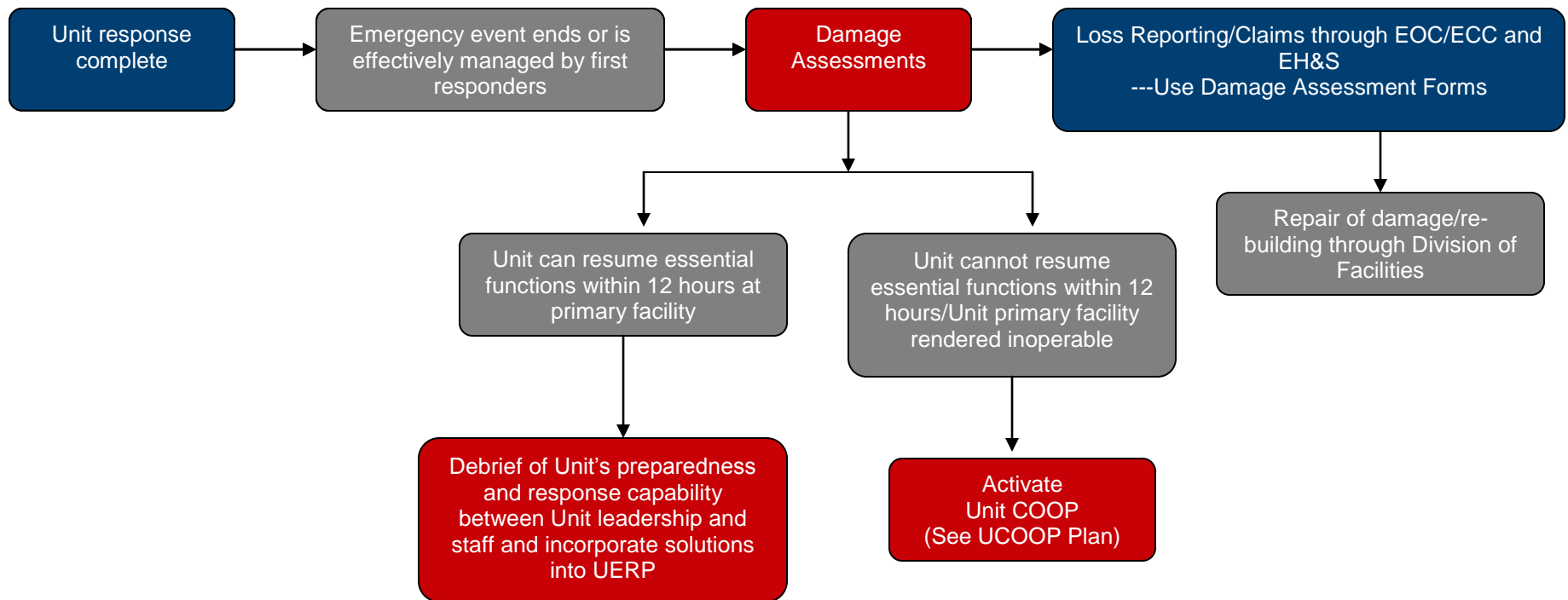
**Attach Guide.**

Visit <http://www.fau.edu/admin/EmergencyInformation.php> for current version)

## SECTION 6. RECOVERY

When the cause of the crisis situation has been eliminated and the situation brought under control, the focus will turn to restoration of the Unit to pre-crisis conditions. As in all phases of crisis response, documentation of items lost, expenses incurred, and actions taken, is critical. If in doubt, write it down. The recovery phase will involve calculating losses, filing claims, rebuilding and making repairs, paying contractors, counseling victims and responders, and critiquing the Unit's overall response.

### 6.1. Recovery Actions



See Appendix B for Forms.

## SECTION 7. PERSONNEL

Unit personnel are tasked with preparedness and protection tasks in order to mitigate the damage that can be done to property and prevent the loss of life.

**Essential personnel** are those who ensure that critical functions are continued during an event, verify that all protection measures have been taken before leaving the unit, before or during campus closure, and the ones required by the Unit to be on campus, after closure, to assess damage and determine level of COOP activation if any. They may also serve as part of the campus ECC or University EOC since unit may have campus/university response duties. All units should have at least one staff member for each location as part of the Building Safety Personnel Program, if not, indicate who is the Unit Emergency Contact for Building Safety Personnel, for that location.

### 7.1. Personnel Responsibilities

Table 3.3.A. Personnel and Responsibilities						
Title/Essential Person Group	Location	Alternate/ Essential Person Group	Emergency Responsibilities			
			Preparation	Notification/ Reporting	Situation Assessment & Response	Recovery
<i>e.g. Associate Director/Tier 1</i>	<i>Boca Jupiter</i>	<i>Assistant Director/Tier 1</i>	<i>Equipment Protection Data protection</i>	<i>EOC/ECC, Building Safety Supervisors</i>		<i>Damage Assessment Loss Reporting</i>
<i>e.g. Coordinator</i>			<i>Equipment Protection Data protection</i>	<i>Unit Staff</i>	<i>FAU Alert monitoring</i>	
<i>Add rows if needed</i>						

**7.2. Staff with Special Assignments, Training or Expertise:**

Some members of the unit may have special training or expertise that may assist during or immediately following a disaster such as: First Aid, CPR, AED training, American Sign Language, etc. There are those who can be 'buddies' to assist disabled staff, or visitors during an emergency evacuation to get them to the assembly area or area of rescue or during a shelter in place event to get them to a suitable shelter in place area.

<b>Table 3.3.B. Special Assignments, Training or Expertise:</b>												
Roster Unit Personnel:	Individuals performing duties (include all sites and facilities)											
	<table border="1"> <thead> <tr> <th>Name</th> <th>Skill or assignment</th> </tr> </thead> <tbody> <tr> <td></td> <td><i>First Aid &amp; CPR</i></td> </tr> <tr> <td></td> <td><i>Sign Language</i></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Name	Skill or assignment		<i>First Aid &amp; CPR</i>		<i>Sign Language</i>					
Name	Skill or assignment											
	<i>First Aid &amp; CPR</i>											
	<i>Sign Language</i>											

## SECTION 8. APPENDICES

### Appendix A.1. FAU Emergency Telephone Numbers

<b>FAU Emergency Telephone Numbers</b>	
<b>Unit</b>	<b>Telephone</b>
EH&S Main Office	561-297-3129
<b>FAU Boca Raton</b> ( FAU Police)	561-297-3500
<b>FAU Broward</b>	
Davie (FAU Police) Davie (Security)	954-236-1140 954-
Fort Lauderdale (FAU Police) Fort Lauderdale - AT Building (Security) Fort Lauderdale - HE Building (Security)	954-762-5120 954-762-5611 954-762-5352
FAU Dania Beach	954-924-7000
<b>FAU MacArthur</b> (FAU Police)	561-799-8700
<b>FAU Treasure Coast/HBOI</b> (FAU Police)	772-873-3401
<b>University Emergency Operations Center</b>	561-297-6114
<b>University and Campus Status Hotlines</b>	
General	888-8FAUOWL (832-8695)
FAU Boca Raton Campus	561-297-2020
FAU Broward Campuses	954-236-1800
FAU MacArthur (Jupiter) Campus	561-799-8020
FAU Treasure Coast (Port St. Lucie)/HBOI Campus	772-873-3330

## Appendix A.2. Telephone Tree

### PRIMARY & ALTERNATE CONTACT TREE

The Primary/Alternate contact will be notified by: \_\_\_\_\_  
Direct supervisor of Unit or their designee

The Primary/Alternate contact will make at least \_\_\_\_\_ attempts over a period of \_\_\_\_\_ hours to notify each  
Number Number  
of the following persons, at any/all of the numbers listed:

Name & Email	Contact Numbers	Contact Date & Time <small>(To be completed at the time of emergency)</small>
<b>Primary Contact 1</b> (See list 1.01 to 1.08)		
	Work	
	Home	AM/PM
	Pager	
	Cell	
<b>Alternate Contact 1</b> (See list 1.01 to 1.08)		
	Work	
	Home	AM/PM
	Pager	
	Cell	
<b>Primary Contact 2</b> (See list 2.01 to 2.08)		
	Work	
	Home	AM/PM
	Pager	
	Cell	
<b>Alternate Contact 2</b> (See list 2.01 to 2.08)		
	Work	
	Home	AM/PM
	Pager	
	Cell	
<b>Primary Contact 3</b> (See list 3.01 to 3.08)		
	Work	
	Home	AM/PM
	Pager	
	Cell	
<b>Alternate Contact 3</b> (See list 3.01 to 3.08)		
	Work	
	Home	AM/PM
	Pager	
	Cell	

**CONTACT 1 notifies the following individuals:**

Name & Email	Contact Numbers	Contact Date & Time <small>(To be completed at the time of emergency)</small>
1.01	Work	
	Home	AM/PM
	Pager	
	Cell	
1.02	Work	
	Home	AM/PM
	Pager	
	Cell	
1.03	Work	
	Home	AM/PM
	Pager	
	Cell	
1.04	Work	
	Home	AM/PM
	Pager	
	Cell	
1.05	Work	
	Home	AM/PM
	Pager	
	Cell	
1.06	Work	
	Home	AM/PM
	Pager	
	Cell	
1.07	Work	
	Home	AM/PM
	Pager	
	Cell	
1.08	Work	
	Home	AM/PM
	Pager	
	Cell	

**CONTACT 2 notifies the following individuals:**

Name & Email	Contact Numbers	Contact Date & Time (To be completed at the time of emergency)
2.01	Work	
	Home	AM/PM
	Pager	
	Cell	
2.02	Work	
	Home	AM/PM
	Pager	
	Cell	
2.03	Work	
	Home	AM/PM
	Pager	
	Cell	
2.04	Work	
	Home	AM/PM
	Pager	
	Cell	
2.05	Work	
	Home	AM/PM
	Pager	
	Cell	
2.06	Work	
	Home	AM/PM
	Pager	
	Cell	
2.07	Work	
	Home	AM/PM
	Pager	
	Cell	
2.08	Work	
	Home	AM/PM
	Pager	
	Cell	

**CONTACT 3 notifies the following individuals:**

Name & Email	Contact Numbers	Contact Date & Time <small>(To be completed at the time of emergency)</small>
3.01	Work	
	Home	AM/PM
	Pager	
	Cell	
3.02	Work	
	Home	AM/PM
	Pager	
	Cell	
3.03	Work	
	Home	AM/PM
	Pager	
	Cell	
3.04	Work	
	Home	AM/PM
	Pager	
	Cell	
3.05	Work	
	Home	AM/PM
	Pager	
	Cell	
3.06	Work	
	Home	AM/PM
	Pager	
	Cell	
3.07	Work	
	Home	AM/PM
	Pager	
	Cell	
3.08	Work	
	Home	AM/PM
	Pager	
	Cell	



## B.2. UNIT DAMAGE ASSESSMENT - OFFICES & GENERAL OPERATIONS

Fax completed form to EH&S at 561-297-2210, e-mail to [ehs@fau.edu](mailto:ehs@fau.edu)

Building: \_\_\_\_\_ Room: \_\_\_\_\_  
 Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Category	Description (Brief description of damage)	Condition*
<b>Electrical Equip.</b>		
Computers		
Printers		
Monitors		
Peripherals (identify)		
Copiers		
Other		
<b>Communications</b>		
Telephone Service		
University Network		
Two-way Radios		
Fax Machines		
Email		
Other		
<b>Supplies</b>		
Paper		
Forms		
Books		
Files		
Other		
<b>Furniture</b>		
Chairs		
Desks		
Credenzas		
Tables		
Cabinets		
Other		

\* Please use your best judgment for assigning condition assessment ranking based on the following:

Good	No Damage
Fair	Damage appears superficial, can be used as is
Moderate	Damage appears moderate, repairs may be possible
Severe	Damage appears to be severe, repairs unlikely
Destroyed	Damaged beyond recovery

**B.3. UNIT DAMAGE ASSESSMENT – LABS**

Fax completed form to EH&S at 561-297-2210, e-mail to [ehs@fau.edu](mailto:ehs@fau.edu)

Building \_\_\_\_\_ Lab Room # \_\_\_\_\_  
 Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Category	Condition*
Animals	
Cultures	
Compressed Gasses	
Controlled Substances	
Flammable Materials	
Laser Equipment	
Radioactive Materials	
Temperature Sensitive Materials	
Other	
Other	
Other	

Locations with hazardous materials, where such materials have been identified to be in poor condition, must be immediately reported to University Police.

\* Please use your best judgment for assigning condition assessment ranking based on the following:

- Good                    No Visible Damage/Leakage
- Fair                    Damage appears superficial/No Leakage
- Poor                    Damage appears moderate/Possible Leakage
- Unknown              Inaccessible, due to facility condition or contamination

## **SECTION 9: Reference Material**

*Add Key Terms and Abbreviations specific to your Unit.*