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

Unit Emergency Response Plan (UERP)

(dd/mm/yyyy)

Emergency Management – (561)297- 4587

http://www.fau.edu/emergency

CONTENTS

ABBREVIATIONS	
COB	Campus Operations Building (FAU Building 69)
COOP	Continuity of Operations
ECC	Emergency Coordination 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
List abbreviations	List full words

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 Coordination Center - A coordination 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 coordination 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.

SECTION 1. UNIT OPERATIONS, FUNCTIONS, AND FACILITIES

OPERATIONS AND FUNCTIONS:
Overview

FACILITIES:
Describe the Facilities

FACILITIES		
Building	**Use**	**Location**

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. GENERAL

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 layouts and specials 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, and hostile intruder.
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 dependent on the following circumstances:

▪ **Known threats and emergencies (with warning)**: There are some threats to operations that may afford advance warning that will permit the 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, reduction of staff to just essential personnel, etcetera. 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

PLANNING

Table 3.A Preparation and Planning		
ACTIVITY	**PERSON RESPONSIBLE**	
	Primary	**Alternate**
Schedule Unit meeting. Purpose: Discuss updates needed for Unit		
Inventory & restock supplies. *Remember to consider number of employees in Units*		
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 dependent 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		

All Units are to forward a copy of the updated plan to the Emergency Management coordinator.

EMERGENCY EQUIPMENT AND SUPPLIES

Emergency Supplies and Equipment					
Item	**Use**	**Quantity**	**Location**	**Purchase/ Replacement Date**	**Person Responsible/alternate**

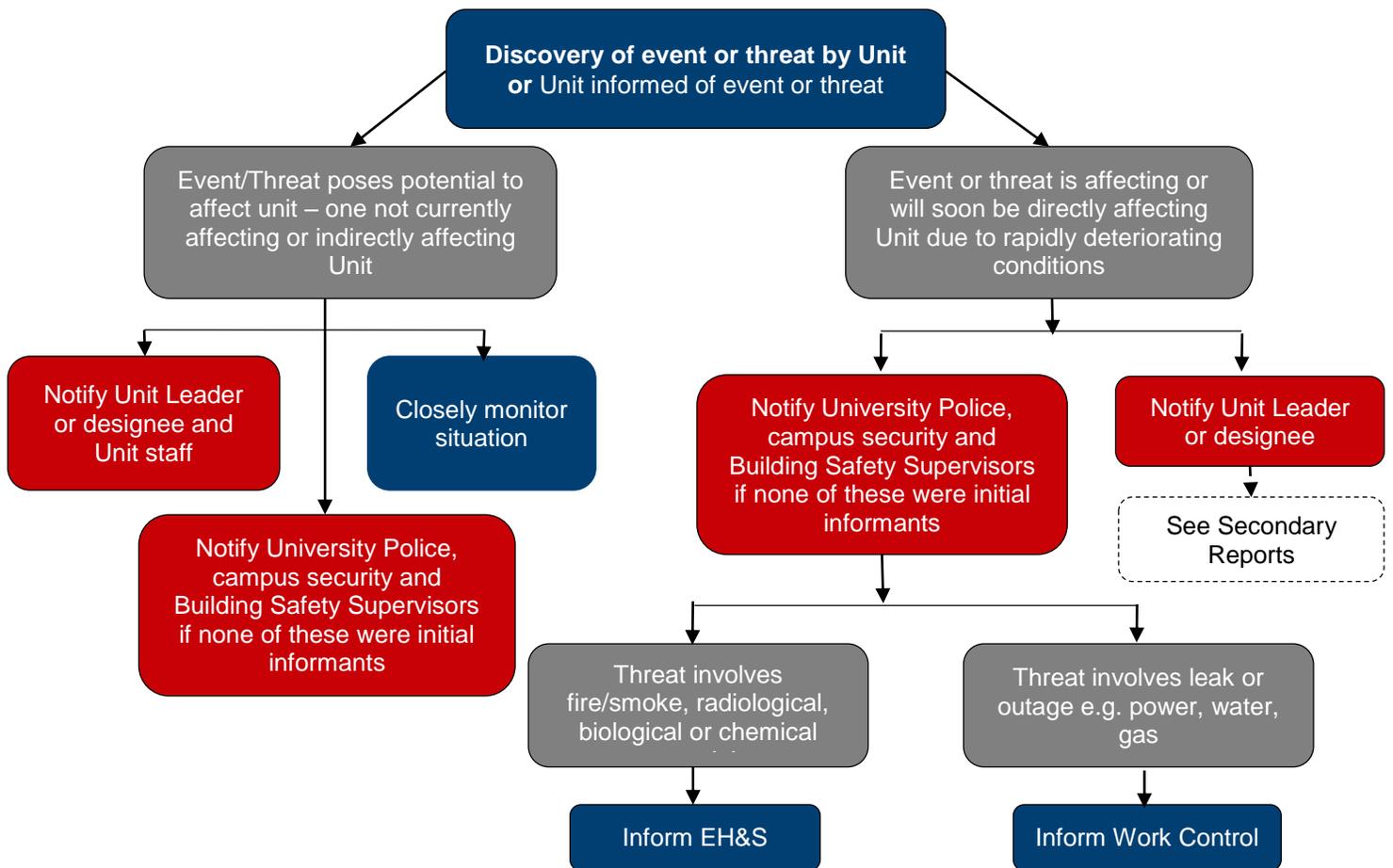## SECTION 4 - EMERGENCY NOTIFICATIONS, REPORTING AND COMMUNICATIONS

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

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

Discovery of event or threat by Unit or Unit informed of event or threat

Event/Threat poses potential to affect unit – one not currently affecting or indirectly affecting Unit

Event or threat is affecting or will soon be directly affecting Unit due to rapidly deteriorating conditions

Notify Unit Leader or designee and Unit staff

Closely monitor situation

Notify University Police, campus security and Building Safety Supervisors if none of these were initial informants

Notify Unit Leader or designee

Notify University Police, campus security and Building Safety Supervisors if none of these were initial informants

See Secondary Reports

Threat involves fire/smoke, radiological, biological or chemical

Threat involves leak or outage e.g. power, water, gas

Inform EH&S

Inform Work Control

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 dependent upon to perform the functions of the unit
- External contacts such as vendors and regulatory agencies

Notify Unit Staff (intra-Unit)	Notify other Units (inter-Unit)	Notify external contacts
· on duty	· Units that interact or are	(vendors, regulatory
· off duty	dependent on your Unit	agencies)
· different locations		

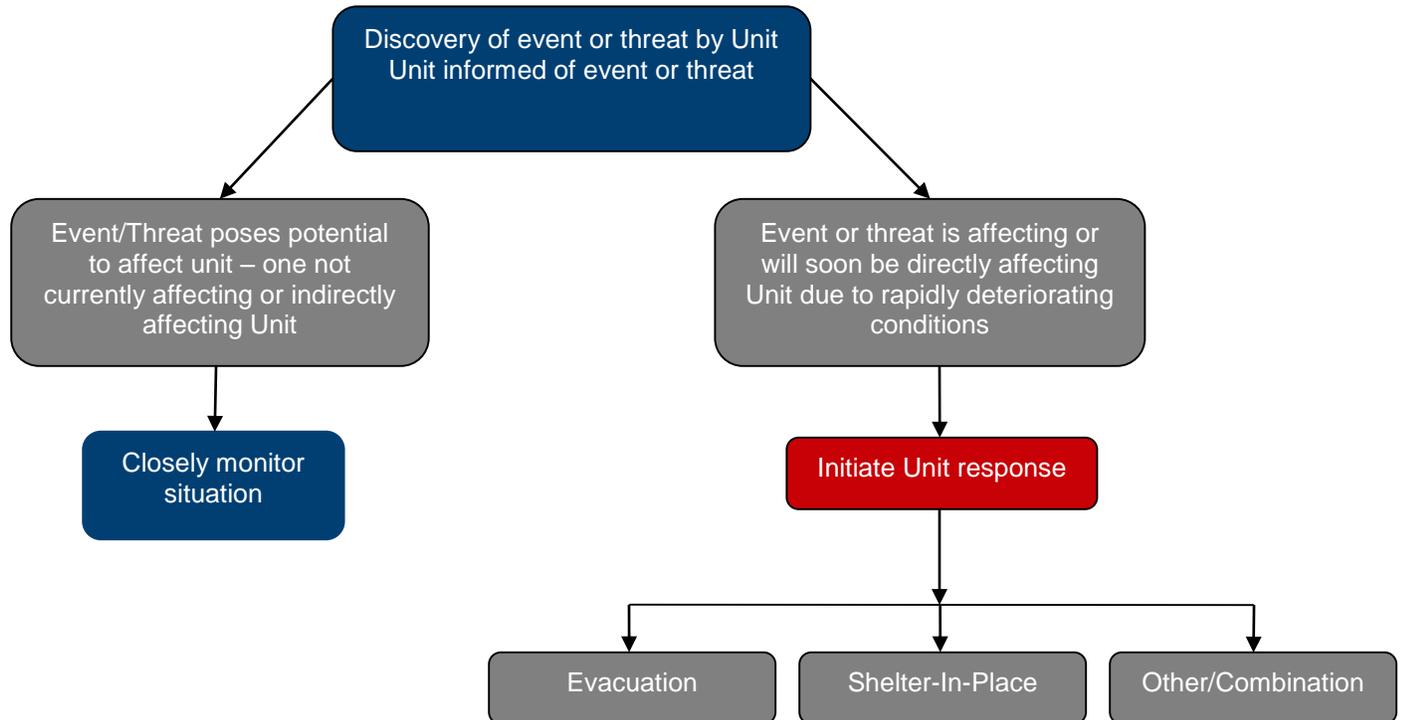**See Appendix A for Unit call tree**

See Appendix ____insert # here____ for Inter-Unit call tree

See Appendix ____insert # here____ for External contacts

SECTION 5. SITUATION ASSESSMENT AND RESPONSE

SITUATION ASSESSMENT

This is vital to initiating the correct response.

```
                    Discovery of event or threat by Unit
                    Unit informed of event or threat

   Event/Threat poses potential            Event or threat is affecting or
   to affect unit – one not                will soon be directly affecting
   currently affecting or indirectly       Unit due to rapidly deteriorating
   affecting Unit                          conditions

        Closely monitor                         Initiate Unit response
          situation

                              Evacuation    Shelter-In-Place    Other/Combination
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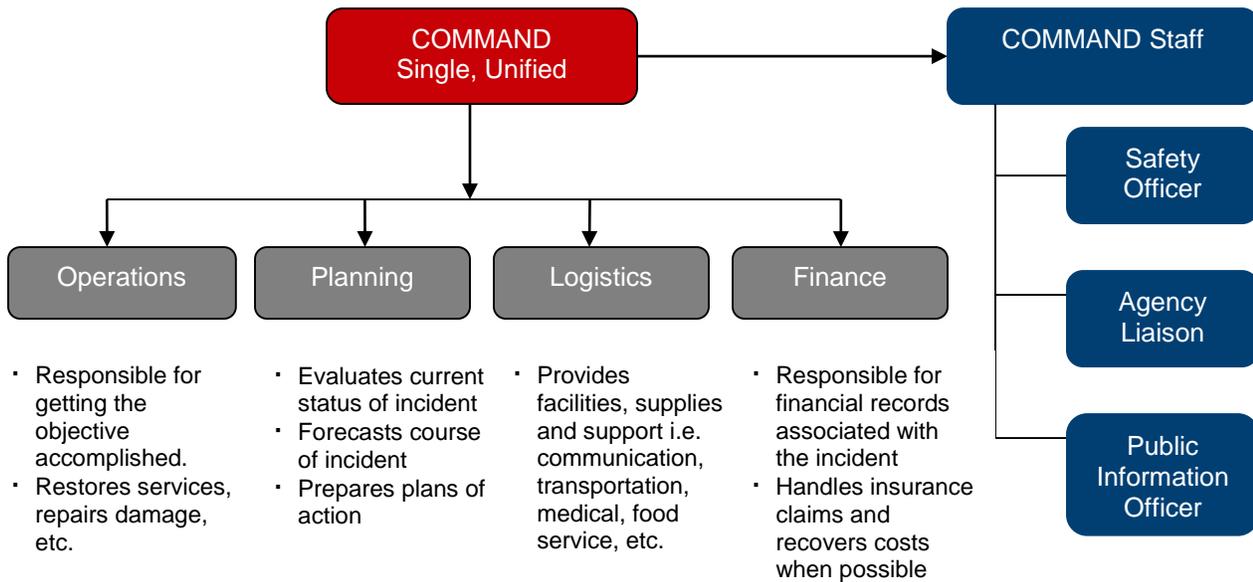
RESPONSE

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

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.
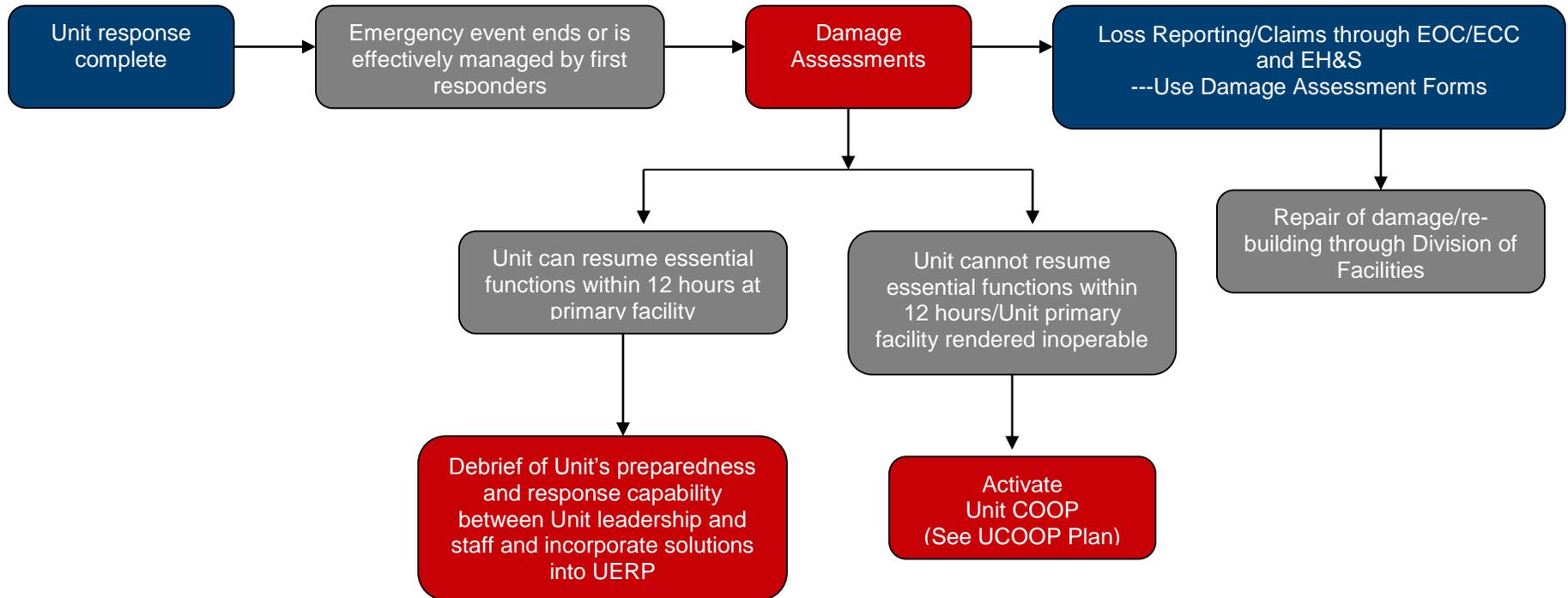
Crisis Action Guide:

Use the Crisis Action Guide to prepare hazard-specific (for example, hurricane, hostile intruder, etc.) plans for your facilities. These can be attached as appendices.

Visit http://www.fau.edu/emergency for the current version of the Crisis Action Guide.

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.

RECOVERY ACTIONS

Unit response complete → Emergency event ends or is effectively managed by first responders → Damage Assessments → Loss Reporting/Claims through EOC/ECC and EH&S ---Use Damage Assessment Forms

Damage Assessments branches to:
- Unit can resume essential functions within 12 hours at primary facility → Debrief of Unit's preparedness and response capability between Unit leadership and staff and incorporate solutions into UERP
- Unit cannot resume essential functions within 12 hours/Unit primary facility rendered inoperable → Activate Unit COOP (See UCOOP Plan)

Loss Reporting/Claims through EOC/ECC and EH&S → Repair of damage/re-building through Division of Facilities

See Appendix B for Forms.

SECTION 7 - PERSONNEL

PERSONNEL RESPONSIBILITIES

Table 7A - Personnel and Responsibilities						
Title	**Location**	**Essential Person Group**	**Emergency Responsibilities**			
			Preparation	**Notification/Reporting**	**Situation Assessment**	**Recovery**

STAFF WITH SPECIAL ASSIGNMENTS, TRAINING OR EXPERTISE:

Table 7B – Special Assignments, Training or Expertise		
	Individuals Performing Duties	
	Name	**Skill or Assignment**
Roster Unit Personnel		

SECTION 8. APPENDICES

APPENDIX A.1. EMERGENCY AGENCY TELEPHONE NUMBERS

FAU Emergency Telephone Numbers	
Unit	**Telephone**
EH&S Main Office	561-297-3129
FAU Boca Raton (FAU Police)	561-297-3500
FAU Broward	
· Davie (FAU Police) · Davie (Security)	954-236-1140 954-236-1018
· Fort Lauderdale - AT Building (Security) · Fort Lauderdale - HE Building (Security)	954-762-5611 954-762-5352
· FAU Dania Beach	954-924-7000
FAU MacArthur (FAU Police)	561-799-8700
FAU HBOI (FAU Police)	772-216-1124

University and Campus Status Hotline	888-8FAUOWL (832-8695)

APPENDIX A.2. UNIT 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 Number attempts over a period of Number hours to notify each of the following persons, at any/all of the numbers listed:

Name & Email	Contact Numbers	Contact Date & Time (To be completed at the time of emergency)
Primary Contact 1 (See list 1.01 to 1.08)		
	Work	
	Home	AM/PM
	Pager	
	Cell	
	Work	
	Home	AM/PM
	Pager	
	Cell	
	Work	
	Home	AM/PM
	Pager	
	Cell	
	Work	
	Home	AM/PM
	Pager	
	Cell	
	Work	
	Home	AM/PM
	Pager	
	Cell	
	Work	
	Home	AM/PM
	Pager	
	Cell	

CONTACT 1 notifies the following individuals:

Name & Email	Contact Numbers	Contact Date & Time (To be completed at the time of emergency)
1.01	Work	
	Home	
	Pager	
	Cell	
1.02	Work	
	Home	
	Pager	
	Cell	
1.03	Work	
	Home	
	Pager	
	Cell	
1.04	Work	
	Home	
	Pager	
	Cell	
1.05	Work	
	Home	
	Pager	
	Cell	
1.06	Work	
	Home	
	Pager	
	Cell	
1.07	Work	
	Home	
	Pager	
	Cell	
1.08	Work	
	Home	
	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	
	Pager	
	Cell	
2.02	Work	
	Home	
	Pager	
	Cell	
2.03	Work	
	Home	
	Pager	
	Cell	
2.04	Work	
	Home	
	Pager	
	Cell	
2.05	Work	
	Home	
	Pager	
	Cell	
2.06	Work	
	Home	
	Pager	
	Cell	
2.07	Work	
	Home	
	Pager	
	Cell	
2.08	Work	
	Home	
	Pager	
	Cell	

CONTACT 3 notifies the following individuals:

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

APPENDIX B.1. UNIT DAMAGE ASSESSMENT FORM

Email completed form to reportdamage@fau.edu or hand deliver to the Emergency Operations Center.
DO NOT SUBMIT THIS FORM TO WORK CONTROL

<u>   Campus   </u>   <u>Building Name</u>   <u>Bldg #</u>   <u>Room #</u>

REMEMBER, YOUR SAFETY COMES FIRST!

Space is (check all that apply):

☐ Not usable   ☐ Usable   ☐ Wet/Damp   ☐ Dry

In the aftermath of a disaster, evaluating and reporting damages in your unit's facilities is everybody's responsibility.

Check which basic services are operational:

	Yes	No		Yes	No
Phone	☐	☐	Power	☐	☐
Internet	☐	☐	Water	☐	☐

Ceiling tiles (e.g., wet, sagging, missing): _____

_____

Walls (e.g., cracks, watermarks, soot): _____

_____

Floor/Carpet (e.g., wet, burnt, torn, mildew):_____

_____

Water leaks (e.g., from roofs, through walls, windows): _____

_____

Doors & Windows (e.g. broken locks, hinges, awnings): _____

_____

Fixtures (e.g., electrical outlets, lightning): _____

_____

Other: _____

_____

Contact Person: _____   Telephone _____

Department: _____   Fax Number: _____

APPENDIX B.2. UNIT DAMAGE ASSESSMENT – OFFICES & GENERAL OPERATIONS

Email completed form to reportdamage@fau.edu or hand deliver to the Emergency Operations Center.
DO NOT SUBMIT THIS FORM TO WORK CONTROL

Building: _____   Room: _____

Inspected By: _____   Date: _____   Phone: _____

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

APPENDIX B.3. UNIT DAMAGE ASSESSMENT - LABS

Email completed form to reportdamage@fau.edu or hand deliver to the Emergency Operations Center.
DO NOT SUBMIT THIS FORM TO WORK CONTROL

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.