

University of Florida Health Science Center Natural Disaster/Hurricane Preparedness Plan

Buildings Covered: UF Health Science Center (HSC) Complex including but not limited to the following buildings:

Academic Research Bldg (201)	Brain Institute (59)
Communicore (203)	Dental Sciences (205)
Medical Sciences (445)	General Services (204)
Human Development (454)	Basic Sciences (206)
Physical Therapy (462)	Vet Med Complex (215+)
“1329” (1090)	

HSC Colleges:

- Office of the VP for Health Affairs / Satellite Agencies**
- College of Dentistry**
- College of Health Professions**
- College of Medicine**
- College of Nursing**
- College of Pharmacy**
- College of Veterinary Medicine**

Prepared By:

Dennis A. Hines
HC Emergency Coordinator
PO Box 100014, Gainesville, FL 352-392-4337

Objective

The object of this plan is to establish procedures to minimize storm related damage to departmental property and to protect the lives of personnel. This plan provides general guidance to University of Florida Health Science Center colleges, hereafter referred to as Health Science Center (HSC), and recommends specific actions to be taken. It also identifies individuals responsible for fulfilling actions listed in the plan. The plan gives primary consideration to those actions necessary to protect departmental property and personnel.

Weather Conditions and Required Actions

Although Gainesville is inland from the Atlantic and Gulf coasts, the risk of damage from high winds and flooding from rainwater exists. In the event a hurricane threatens University of Florida facilities, the U.S. Weather Bureau will issue warning information through public releases. Two very important terms used in hurricane advisories are:

Hurricane Watch/High Wind Watch

This condition is declared for an area when there is a threat of hurricane conditions within 24-36 hours.

When a hurricane watch is declared the Health Center Emergency Coordinator and each College Emergency Coordinator should review their respective plans and insure that all persons affected are briefed.

Hurricane Warning/High Wind Warning

This condition is declared when hurricane conditions are expected within 24 hours. Hurricane conditions include winds of 74 miles per hour (64 knots) or greater.

When this condition is declared for the Gainesville area, the UF President or his designee may declare the University closed. All persons within the college/unit will be instructed to leave the campus except those assigned duties in this plan. Following completion of those protective duties, all persons should leave campus. Personal safety should always take priority over preparations to prevent facility or equipment damage.

Hurricane Watch Activities

Units at the HSC are advised to consider the following general guidance:

Vehicles: Vehicles should be fully fueled following announcement of a hurricane watch/high wind watch for the Gainesville area. Each primary user or user group is responsible for accomplishing this task. Specific guidance for vehicle security is found in Attachment VII.

Area Surrounding Buildings: A general survey should be conducted around each building following announcement of a hurricane watch for Gainesville. HSC Physical Plant Division will perform the area inspection for the main HSC complex. Units having outer buildings are responsible for securing the area surrounding that building. Loose items should be brought inside or secured to prevent loss or damage by wind. Special requests for assistance by PPD to secure an area should be made to Work Load Control Center, 392-4411, or Veterinary Medicine Maintenance Control Center, 392-4639, building dependent, as soon as possible. HSC Office of UF Facility Planning and Construction is responsible to insure coordination with all commercial contractors working on HSC projects to insure that their worksites (internal and external), equipment, and supplies are properly secured. In the event that civilian contractors cannot be contacted, HSC Facility Planning and Construction will contact PPD to notify them of the need to secure an area.

Communication: Channel communications (with HSC employees and the news media) through the Health Science Center Office of Public Information. Rhona Willaims (392-5953); Arline Phillips Han (392-9452); or Nancy Dohn (392-3188).

Computer and data systems: A full backup of all computer systems should be conducted in the event a Hurricane Watch is issued. Backed up information should be stored in two separate locations. Other computer related defensive actions deemed appropriate by the Assistant Vice President for Information Systems should be considered/implemented. See [attachment IX](#).

Laboratory and General Office Areas: The guidance found in Attachment V & VI. should be made available/distributed to affected parties as appropriate. Principal Investigators are responsible for preparation of their spaces.

Hurricane Warning Activities

Vehicles: In the event a hurricane warning is issued, all vehicles covered by this plan shall be parked in a secure location. The interior sections of parking garages or in lots away from trees are appropriate. The Director of Transportation and Parking Services shall initiate a plan to designate appropriate parking areas for state vehicles. (Attachment) Each primary user or user group is responsible for accomplishing this task. Vehicle keys should be labeled and kept in a known and secure location.

General Office Preparation: When a hurricane warning is issued, individual offices and work areas should be checked and “storm readied” by the owner in accordance with the guidance in (Attachment).

- Close and lock all windows
- Turn off and unplug all electrical equipment
- Computers and other electrical equipment should be moved away from windows
- Shut down computers, then disconnect computers from data lines and electrical lines
- If there are employees who are away from the office, then insure that their office is “storm readied”
- Vital records (paper) protection: paper based records vital to operations should be secured in a safe place which will remain dry. Ideally, copies should be retained in an alternate location or electronically

Following completion of this duty, those not assigned other tasks should leave campus.

Physical Plant Division: In accordance with UF PPD Emergency Plan, [emergency generators](#) will be serviced, [fueled](#), and tested.

Critical/Essential Operations: If staff must remain onsite to maintain critical/essential operations, then additional planning beyond the scope of this plan is required.

Post Hurricane

As soon as it is safe to do so, the Primary and Alternate College Emergency Coordinators and any other predesignated personnel should return to campus. CEC's should check in, and with coordination with Health Center Physical Plant, make a damage survey and report the conditions of their buildings to the Campus Emergency Operations Center.

Implementation

- **A College Emergency Coordinator (CEC) and an alternate shall be appointed to represent and coordinate for each of the six colleges at the HSC. If desired, a specific Building Emergency Coordinator (BEC) such as in the case of the Brain Institute or the 1329 Building can be designated. All buildings, areas, and space under the responsibility of a college must be included.**
- **Each CEC or other individual responsible for developing the college emergency plan shall prepare or review and update the plan on an annual basis. Preparation and review of the plan must be completed by March 1 of each year. The written emergency plan shall be consistent with the overall emergency plan and objectives developed by Environmental Health and Safety (EH&S).**
- **HSC CEC's as a group should comprise the "HSC Emergency Coordinators Committee" and should meet periodically for training and to review plans, discuss ideas and problems**
- **To assist with making your college and the university storm ready, the guidance below may help add direction to activities within your area:**
- **UF Emergency Alert Information Page – the following website provides information on the University of Florida Disaster Plan including hotlinks to the National Weather Service, and Alachua County Stormwatch Tracking System.**
<http://www.ehs.ufl.edu/disasterplan>

In the event of an actual natural emergency, the University of Florida home page will be updated regularly to provide important weather conditions and University of Florida states of emergency, to include closure information. The President of the University of Florida or his designated representative/spokesperson will be the sole and final approving authority for closing the University of Florida and its satellite agencies.

- **HSC Emergency Operations Center**
The HSC Emergency Operations Center is located in building 204 Room AG-130 (tel. no. 392-4411) and is manned by personnel from HSC Physical Plant Work Load Control Division. (Tel. No. 352-392-4111) The HSC EOC will establish communications with the University of Florida EOC. Whenever feasible, all communications will be routed through the HSC EOC.
Shands Hospital also establishes an EOC located at Shands, room B518, (telephone 265-0028). HSC will coordinate Emergency Planning / Actions with Shands Hospital.

- **HSC Points of Contact**
See Attachment I

- **Considerations and Checklist for Planning Purposes**
See Attachment II

- **HSC Physical Plant Division Building Coordinators and Guidance**
See Attachment III

- **Emergency Generators – Locations and Specifications**
See Attachment IV

- **Laboratory Protection for Hurricanes – Info for Lab Personnel**
See Attachment V

- **Office Area Protection for Hurricanes – Info for Admin Personnel**
See Attachment VI

- **Vehicle/Equipment Security**
See Attachment VII

- **Approved University of Florida Emergency Shelters**
See Attachment VIII

- **Hurricane Preparedness and Recovery of Computer Equipment and Software**

➤ **HSC Shelter for Employees and Families**

The HSC is NOT a designated public evacuation shelter. However, families of essential personnel who are called on duty are encouraged to come in if they so desire. Arrangements and accommodations will be made to provide safe shelter. Families should bring with them their own bedding, supplies, and non-perishable food items. Pets will be permitted, within reason, and all pets must be housed in an appropriate cage / pet carrier.

Attachments

- I HSC Disaster Plan Phone Tree Notification List**
- II Considerations and Checklists for Planning Purposes**
- III Physical Plant Division Bldg. Contact List**
- IV HSC Emergency Generators and Locations**
- V Laboratory Preparations for Hurricanes**
- VI Admin Areas Preparations for Hurricanes**
- VII Vehicles**
- VIII Approved UF Shelters**
- IX Hurricane Preparedness and Recovery of Computer Equipment and Software**