Division of Administrative Affairs

**Emergency Management**



**Unit Emergency Response Plan (UERP)**

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

(Please enter the building where Unit, Department, School, Division etc. is located.)

(Please enter the name of the UERP coordinator)

**mm/dd/2021**

**Emergency Management – (561) 297- 4587**

[**http://www.fau.edu/emergency**](http://www.fau.edu/emergency)

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# INTRODUCTION

The Florida Atlantic University Unit Emergency Response Plan (UERP) in conjunction with the FAU – Comprehensive Emergency Management Plan (FAU – CEMP) provides the framework and guidance to outline procedures for managing emergencies, whether natural or human-caused, that may threaten the health and safety of the campus community or significantly disrupt its programs and activities. It is specific to unit operations and all Units throughout the University are strongly encouraged to develop their own Unit Emergency Response Plans since they better understand the nature of the work, workplace hazards, facility layouts, and specials needs of the unit.

The goal is to coordinate university resources to assist in mitigating and preparing for different types of hazard- specific emergencies that could affect unit personnel or facility/location and to deal efficiently with the effects of these events when they do occur; to respond to save and protect lives and protect infrastructure, resources and the environment; to promote a means to continue critical functions and essential services and recover and resume normal operations. This plan will be activated as appropriate for emergencies involving operations occurring under the auspices of the University regionally, nationally and internationally.

Advanced planning, completion of and routine review of the UERP will greatly help reduce risk and loss of life. The Unit supervisor will ensure that its plan is integrated with all appropriate Division, Campus and University Plans for all Unit facilities and **forward a copy of the updated plan to the Department of Emergency Management.** If you have any questions about this plan-template or what constitutes a Unit, contact the Department of Emergency Management at em@fau.edu.

* ***What are the Units Hazards?*** *(Section1)*
* *Hazard Analysis*
* *Facility Information*
* ***What Prepares the Unit for an Emergency Event?*** *(Section 2)*
	+ *Supply Kits*
	+ *Unit Preparedness Checklist*
	+ *Unit Communication Checklist*
* ***What are the Roles and Responsible during an Emergency Event?*** *(Section 3)*
	+ *Essential Personnel*
	+ *Special Assignments*
* ***How to Report an Emergency Event?*** *(Section 4)*
* *Initial Reports*
* *Secondary Reports*
* *Notification/Reporting Responsibilities*
* *Emergency Contact Numbers*
* ***How to Assess the Situation and Report Unit Damages?*** *(Section 5)*
* *Assessment Responsibilities*
* ***What Hazard Specific Actions Will Activate this UERP*** *(Section 6)*
	+ *Evacuation*
	+ *Shelter in place*
	+ *Hurricane*
	+ *Tornado*
	+ *Lightning*
	+ *Flooding*
	+ *Facilities –related fire emergencies*
	+ *Utility & facility-related emergencies*
	+ *Hazardous Material emergencies*
	+ *Criminal or violent behavior*
	+ *Active Shooter*
	+ *Bomb threats*
	+ *Suspicious mail/packages*
	+ *Computer/Communications related emergencies*
	+ *Medical emergencies*
	+ *Mental Health emergencies*

# ABBREVIATIONS/KEY TERMS

|  |
| --- |
| Abbreviations |
| CEMP | Comprehensive Emergency Management Plan |
| COOP | Continuity of Operations Plans |
| EPP | Essential Personnel Plan |
| EH&S | Environmental Health & Safety |
| EOC | Emergency Operations Center |
| FAU PD | Florida Atlantic University Police |
| HAZMAT | Hazardous Material |
| DHR | Department of Human Resources |
| UERP | University Emergency Response Plan |

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| Key Terms |
| Mission Critical operations/functions | Are the processes that must continue to exist for the University to operate and generally fall into one of three general categories |
| Continuity of Operations Plan | A plan to ensure that departments can continue performance of essential functions under a broad range of circumstances. |
| Alert | Advanced notification that a disaster situation may occur |
| Assembly area | A place where people in an office, etc. should go if there is an emergency. |
| Call Tree | A list of key individuals who are responsible for contacting additional individuals linked below them on the list.  |
| Emergency Operations Center | A location with ample voice communications capabilities as well as office space, furniture, and office equipment to support emergency management team members. It can be in an alternate recovery facility or mobile facility remote from the normal business facilities. |
| Mission Essential Function | The limited set of department functions that must be continued throughout, or resumed rapidly after, a disruption of normal operations. MEFs are functions that cannot be deferred during an emergency or disaster. |
| Essential Employee | Are faculty and staff who are required to report to their designated work location, to ensure the operation of essential functions or departments during an emergency or when the University has suspended operations. |

# SECTION 1. WHAT ARE THE UNIT HAZARDS AND FACILITIES?

## Hazard Analysis

Based on data contained in the Broward, Palm Beach and St. Lucie County comprehensive emergency management plans (CEMP), general emergencies that could affect the Unit directly include, in order of descending risk:

* Hurricanes (esp. Category 1 and 2 storms) and Tropical Storms
* Floods
* Thunderstorms and Lightning
* Tornadoes
* Electrical Outages
* Structural Fires
* Computer/Communications related emergencies
* Hazardous Materials Release or Accident
* Pandemic
* Active Threat
* Wildfires
* Terrorism/Sabotage
* Radiological accidents

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| **Situations/Emergencies/Hazards that are Unit Specific**  |
| **Emergency** | **Section – Pg. #** |
| *Example - Animal Care and Use* |  |
| *Example - Athletic Teams - Travel* |  |
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Should you have any emergencies/hazards that are Unit specific please create an Appendix to this plan and add them there and list the section and page number in the chart above**.**

 **If you need any assistance or guidance contact the Department of Emergency Management at 7-4587**

## B. Facility Information

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| **Facility Information** |
| **Campus** | **Facility/Building Name** | **Bldg. #** | **RM #**  | **Use** |
| *For example, Boca* | *Campus Operations* | *69* | *112* | *General Office Space* |
| *For example, Boca* | *Campus Operations* | *69* | *113* | *Research Lab* |
| ***Add other items as needed*** |  |  |  |  |
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| **Facility Considerations** |
|  | **Yes** | **No** | **Notes** |
| Are all mechanical, electrical or HazMat storage areas labeled and secure with a locking system? |[ ] [ ]   |
| Is the Unit’s building/facility equipped with a back-up power supply? (all areas or partial areas of the facility) |[ ] [ ]   |
| Are restricted areas in the Unit clearly marked? |[ ] [ ]   |
| Do all exits in the Unit have signage? |[ ] [ ]   |
| Are all Unit entrances clearly marked and accessible? |[ ] [ ]   |

# SECTION 2: WHAT PREPARES THE UNIT FOR AN EMERGENCY EVENT?

## A. Supply Kits

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| **Emergency Equipment and Supply Kit** |
| Emergency supply kits serve different functions depending on the need. Each kit contains a few common, key supplies; however, the rest of the contents will vary depending on the purpose. For instance, a staff member at FAU needs many kits depending on the roles they serve: as a member of a household, they will need to have a family kit; as a University Essential Person, they will need to have a university essential personnel kit; and as a commuter to work, they will need to have a kit with all necessary tools should the vehicle breakdown. Don’t forget to prepare a pet kit as well.It is recommended that you have at least 72-hours’ worth of supplies and restock it at least on an annual basis.**Pay attention to items that cannot be purchased with University funds but can be purchased at the expense of the employee. Refer to Procurement Guidelines for more information.** |
| **Unit Emergency Kits (Suggestions Only)** | **Yes** | **No** | **Notes** |
| Do you have your Unit/Emergency response plan in your kit? |[ ] [ ]   |
| First Aid kit |[ ] [ ]   |
| Flashlight and extra batteries |[ ] [ ]   |
| Water (one gallon of water per person per day; unopened bottled water)  |[ ] [ ]   |
| Non-perishable snacks (3 days) |[ ] [ ]   |
| Whistle to signal for help |[ ] [ ]   |
| Rain poncho or large garbage bag |[ ] [ ]   |
| Blanket |[ ] [ ]   |
| Moist towelettes  |[ ] [ ]   |
| Food  |[ ] [ ]   |
| ***Add more rows for Unit specific items*** |[ ] [ ]   |

**See Attachment A - Unit Preparedness Checklist**

**See Attachment B - Unit Communications Checklist**

## B. Unit Preparedness Checklist

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| **Preparedness Checklist** |
| **Task** | **Yes** |  **No** | **Notes** |
| Has a meeting schedule been created for Unit leadership and staff to update and review any changes to the Unit and/or UERP? |[ ] [ ]   |
| Are all Unit supplies being inventoried & restocked on a regular basis?(remember personnel) |[ ] [ ]   |
| Are the storage locations for the Unit’s first aid and emergency response supplies being maintained and secured? |[ ] [ ]   |
| Are the work rules and policies that mitigate potential hazards and protect equipment being maintained and posted within the department? |[ ] [ ]   |
| Are all Unit personnel obtaining emergency information and training? |[ ] [ ]   |
| Are all areas designated for sheltering in place (dependent on event type) being communicated to all Unit personnel and clearly posted throughout the Unit facility/location? |[ ] [ ]   |
| Are all evacuation routes to the facility assembly areas being communicated to all Unit employees and clearly posted throughout the Unit? |[ ] [ ]   |
| Has the alternate assembly area been communicated to all Unit personnel and clearly posted throughout the Unit? |[ ] [ ]   |
| Have copies of the updated UERP been distributed to Unit personnel?  | [ ]  | [ ]  |  |
| Has the Unit ERP and COOP and strategies for resuming normal operations immediately following a disaster been completed and submitted to DEM? | [ ]  | [ ]  |  |

## C. Unit Communication Checklist

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| **Communication Checklist** |
| **Task** | **Yes** |  **No** | **Notes** |
| Have clear communication protocols been created and distributed to Unit personnel? |[ ] [ ]   |
| Are emergency reporting and notification protocols for offices and laboratories effective and being maintained? |[ ] [ ]   |
| Are pre-defined recall procedures for essential personnel being maintained and updated? |[ ] [ ]   |
| Is the Unit telephone tree being maintained and updated at least twice a year or when there are changes in personnel? |[ ] [ ]   |
| Is the telephone tree being tested at least twice a year to ensure Unit personnel can be contacted during an emergency? |[ ] [ ]   |
| Is the Unit able to monitor FAU Alert Systems information: e-mail, hotlines, internet postings, text messaging, telephone call out, etc.? |[ ] [ ]   |
| Has the Unit established multiple back-up communications modalities? Such as satellite phones, E-mail, apps (What’s Up), cell phones, beepers/pagers, radios or text messaging. |[ ] [ ]   |

## D. Emergency Labor Tracking System

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| **Tracking Time During an Emergency** |
| In the event of a declared emergency or disaster, the Controller’s Office, Emergency Operations Center, or Cost Recovery Lead will instruct departments to track time related to response and recovery efforts to help ensure that the University can recover eligible costs through federal and state disaster assistance programs and other sources. Units must timely and comprehensively document and track all employees time during the response and recovery phases.  |
| * **Record regular and overtime hours and benefits separately for each employee**
* **Be specific in the description of work performed**
* **Be sure to document pre-event preparation activities in addition to post-event recovery activities**
 |

**See Attachment K: Emergency Labor Tracking Form**

# SECTION 3: WHAT ARE THE UNITS ROLES AND RESPONSIBILITIES?

## A. Essential Personnel

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| **Essential Personnel Program (EPP)** |
| The University President has established an FAU Essential Personnel program. In the event of severe weather conditions or emergency situations, the University may suspend normal operations and classes. If normal activities are suspended, all employees whose positions are designated as essential must report to their campus as directed to prepare for an impending event or assess the University's operations after an event in order to protect the University’s assets. |
| What is the EPP Policy? | The essential personnel policy governs the Essential Personnel Program. It provides guidance and procedures to execute the program. Program Governed by 2 Policies:University Policy 1.14 (Emergency Management)DHR- Policy #1 Essential Personnel Policy |
| Who determines who is an EP? | The Vice Presidents and Provost give the final approval to whom is determined to be essential for their units. ***Be sure to consider your timekeepers and administrative staff when designating essential persons.***  |
| How do Unit essential personnel get their designation letter? | Essential Personnel designations reside within Workday. Please work with your HR partner to ensure personnel within the Unit has their designation letter.  |
| Why is an Essential Personnel Designation letter needed? | In the event of severe weather conditions or emergency situations, the University may suspend normal operations and classes. Only personnel who can provide appropriate documentation will be allowed on University sites/campuses and this may also assist personnel traveling to campuses/sites. **A list of personnel will be provided to FAU PD for access control purposes.** |
| What to consider when developing recall procedures for essential personnel? | Developing recall procedures for essential personnel in preparation for, response to and recovery from an emergency event is crucial. It is recommended that the Unit develop procedures to recall essential staff who are:* Away from campus
* Work on shifts
* On approved leave/sabbatical
* Other
 |
| Please contact the Department of Human Resources for further information concerning your Unit’s Essential Personnel needs at 7- 3057 or at [***http://www.fau.edu/hr/***](http://www.fau.edu/hr/) |

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| **Essential Personnel Emergency Supply Kit** |
| When one is designated an FAU Essential Person, this may involve being on campus as an emergency unfolds or working on campus recovery for resumption of regular business. Some important supplies, items and equipment to add to your FAU Essential Personnel emergency kit include: |
| **Essential Person kits (Suggestions Only)** | **YES** | **NO** | **NOTES** |
| Keys to Facility/Location |[ ] [ ]   |
| Card access authorization |[ ] [ ]   |
| Notification/call trees (unit, other FAU units, external contacts) |[ ] [ ]   |
| Emergency plans |[ ] [ ]   |
| Floor plans |[ ] [ ]   |
| Essential Personnel letter |[ ] [ ]   |
| Form of I.D. |[ ] [ ]   |
| ***Add other items as needed*** |[ ] [ ]   |
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## B. Special Assignment

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| **Special Assignment, Training or Expertise** |
| List Unit personnel who have received accredited certifications as in CPR, OSHA, Hazmat, or Military duties/expertise etc. |
| **Name (Individual Performing Duty)** | **Skill or Assignment** |
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**See Attachment C - Unit Employee Roster**

**See Attachment D - Essential Personnel Rosters**

**See Attachment H - Unit Phone Tree**

# SECTION 4: HOW TO REPORT AN EMERGENCY EVENT?

## Initial Reports

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

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

* 911, FAU Police Department or campus security
* Unit personnel on duty, Unit Leader or designee first

## Secondary Reports

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

* Unit personnel 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, service providers and regulatory agencies

## Notification/Reporting Responsibilities

|  |
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| **Unit Notification/Reporting Responsibilities** |
|  |
| **Action** | **Responsible Personnel** | **Title** | **Location** | **Alternate Responsible Personnel** |
| Create and distribute clear communication protocols to Unit personnel. |  |  |  |  |
| Maintain effective emergency reporting and notification protocols for offices and laboratories. |  |  |  |  |
| Update and maintain pre-defined recall procedures for essential personnel.  |  |  |  |  |
| Update and maintain Unit telephone tree and at least twice a year or when there are changes in personnel. |  |  |  |  |
| Conduct test of telephone tree at least twice a year to ensure Unit personnel can be contacted during an emergency. |  |  |  |  |
| Ensure that all Unit staff with FAU-issued cell phones are registered for FAU Alert modules: text messaging and phone calls. Per University policy, all FAU- issued cell phones are **required** to be registered for FAU Alerts via text messaging, and telephone calls.  |  |  |  |  |
| Recommend to all Unit employees to register their Non-FAU contact devices via FAU Alert modules: text messaging and phone calls.  |  |  |  |  |

## Emergency Contact Numbers

|  |
| --- |
| **FAU Emergency Contact Numbers** |
| **FAU POLICE DEPARTMENT**  | **Types of Specific Hazards to Report and/or Inquire About** |
| **Boca Raton Campus** |  |
| Campus Operations (69) - Boca Raton Campus | Main: (561) 297-3500TDD: (561) 297-2390Fax: (561) 297-3565 (Dispatch)Fax: (561) 297-4888 (Records) | * Criminal or violent behavior
* Active shooter/hostile intruder
* Facilities-related fire emergencies
* Bomb threat
* Suspicious mail/package
* Medical emergencies
* Individual with disabilities emergencies
* Mental health emergencies
 |
| **Davie Campus** |
| 2912 College AvenueDavie, FL 33304 | Security Desk: (954) 236-1140After Hours: (954) 236-1140  |
| **Ft. Lauderdale Campus** |
| 111 East Las Olas BoulevardFt. Lauderdale, FL 33301 |  Main: (954) 201- 4357 |
| **Sea Tech Campus- Dania Beach** |
| 101 North Beach RoadDania Beach, FL 33004 | Security Desk: (954) 448 -8530 |
| **MacArthur Campus - Jupiter**  |
| 5353 Parkside Drive S.R. 150WJupiter, FL33458 | Main: (561) 799-8700Duty Officer: (561) 339-0015 |
| **Harbor Branch Campus** |
| 5600 US 1 NorthFort Pierce, FL 34946 | Duty Officer: (772) 216-1124 |
| **Other Assisting University Resources** |
| **Department** | **Contact Number** | **Types of Specific Hazards to Report and/or Inquire About** |
| **University and Campus Status Hotline** | 888-8FAUOWL (832-8695) | Offers callers important information about the status of the University during emergency situations, including approaching hurricanes. |
| **FAU Department of Emergency Management**Campus Operations (69) - Boca Raton Campus | Main Office: (561) 297-4587 | * Shelter in place
* Evacuation
* Hurricane
* Tornado
* Lightning
* Flooding
 |
| **FAU Environmental Health & Safety**Campus Operations (69) - Boca Raton Campus | Main Office: (561) 297-3129 | * Hazardous Waste
* Biological Waste
* Fire Safety
* Life Safety
 |
| **FAU Facilities and Grounds** | **During normal business hours contact Work Control:***Boca & Jupiter: (561) 297-2240**Broward Campuses: (954) 236-1534**Harbor Branch: (772) 242-2246***After hours contact the appropriate campus Police Department Office listed above.** | * Utility and facility related emergency
 |
| **Office of Information Technology** | All Campuses: Help Desk: (561) 297-3999 | * Communication emergencies
* Computing emergencies
* Cyber attack
 |

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| **Victim Services** | Boca – (561) 297- 3500 | <http://www.fau.edu/police/victimservices/> |
| **Counseling & Psychological Services** | Boca – (561) 297-3540Jupiter – (561) 799-8635Davie – (954) 236-1210 | <http://www.fau.edu/counseling/> |
| **Student Health Services** | Boca – (561) 297-3512Broward – (954) 236-1556Jupiter – (561) 799-8678 | <http://www.fau.edu/shs/> |
| **Student Accessibility Services** | Boca – (561) 297-3880Davie – (954) 236-1222Jupiter – (561) 799-8585 | <http://www.fau.edu/sas/> |
| **Office of Equity and Inclusion (OEI)** | Boca – (561) 297-3004FL Relay Systems (800) 955-8771 | <https://www.fau.edu/oei/> |

# SECTION 5: HOW TO ASSESS THE SITUATION AND REPORT UNIT DAMAGES?

## Assessment Responsibilities

**Safety First!** - Before evaluating materials, ascertain that the space has been determined safe to enter and that you are appropriately outfitted for your protection.

**Documentation**! – Written and photographic documentation will help to capture a snapshot of an entire space, selected portion, or specific group of records and assistance with any cost recovery efforts by the University.

There are three (3) types of assessment: The University will perform the rapid and detailed assessment of the campuses and sites after an emergency event has occurred. Units will then perform the third which is the follow-up damage assessment phase.

1. Rapid Needs Assessment - undertaken by the University immediately after a major event, such as a hurricane.
2. Preliminary Assessment – undertaken by University after a rapid assessment has been performed and more detailed information is required to enable recommendations, or the situation is changing gradually and needs more information.
3. Follow-up Damage Assessment – undertaken by the University and the **Unit** to determine specific damages that would relate only to the Unit, such as damages to the labs (or occupants- animals, chemicals or biological specimens), electrical office equipment (computes, phones, printers or projectors) refrigerators (or any cooling or heating equipment), or office equipment (desk, tables or chairs).

If your department is a member of the University’s Situation Assessment Team, ensure other Unit personnel are capable/trained to perform the Follow-up Damage Assessment of the Unit.

Send all completed damage assessment forms to reportdamage@fau.edu

**See Attachments E - Unit Damage Assessment Form**

**See Attachments F - Unit Damage Assessment – Office and General Operations Form**

**See Attachments G - Lab Damage Assessment Form**

# SECTION 6: WHAT HAZARD-SPECIFIC ACTIONS WILL ACTIVATE THIS UERP?

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| **UERP ACTIVATION** **Dependent on the following two (2) 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. |
| **Use the following Hazard-Specific Appendices ­­­ to prepare hazard-specific plans for your Unit. Once completed these can be attached to the Unit plan as appendices.** |

##

## A. Evacuation

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| **Evacuation Preparation Checklist** |
| Conditions that may warrant the evacuation of a facility/location: **fire, bomb threat, hazardous material incident, hostile intruder, utility failure, police emergency** or any other situations where it would be prudent for occupants to evacuate. Remember when you get an order to evacuate to close all doors behind you as you exit; if evacuating for a fire emergency check door for heat to avoid walking into a fire |
| Call 9-1-1 from a safe area and be prepared to provide the following information:* Name
* Location
* Nature of the emergency

Don’t impede access of emergency personnel to the area and inform first responders of any one unable to evacuate the facility/location. **Do not use elevators** |
| A **primary assembly** area is a designated place where personnel wait after evacuating a facility/location in the event of a fire or other emergency. An **alternate assembly area** is needed in case the primary area cannot be used and always consider the weather when choosing an assembly area. |
| **Task** | **Issue** | **Yes** |  **No** | **Notes** |
| Identify and label all evacuation point/exits within the Unit. | Are all evacuation points/exits labeled? |[ ] [ ]   |
| Identify and label the location of emergency equipment on Unit facility/location floor plans. | Do you know the locations of emergency equipment (i.e., fire extinguishers, pull stations, emergency telephones, etc.). |[ ] [ ]   |
| Identify two (2) (primary & alternate) assembly areas outdoors and ensure they are a safe distance away from the building. Remain there until you are told to re-enter or leave by the emergency personnel in charge. | Have two (2) outdoor assembly areas been designated and labeled? |[ ] [ ]  1.2. |
|  | Have these assembly areas been communicated to all personnel? |[ ] [ ]   |
| Identify an indoor assembly area (in case of weather or other issues, and outdoor assembly is not feasible). | Has an indoor assembly area in another location been designated and been communicated to all personnel? |[ ] [ ]   |
| Create protocols to ensure all hazardous experiments are turned off before evacuating. | Is there a protocol to ensure all hazardous experiments or procedures off before evacuating? |[ ] [ ]   |
| **Enter Unit facility/location floor plan here with all evacuation and assembly areas clearly labeled.**  |
| **Individuals requiring assistance should prepare for emergencies by:** | **What to do as an individual requiring assistance, during a facility/location evacuation:**  | **What to know/or do to help individuals requiring assistance:** |
| * LEARNING the locations of exit corridors, exit stairways and designated areas of refuge
 | * WAIT near the closest stairway, entrance or designated area of refuge and wait for assistance from others.
 | * KNOW the needs and capabilities of people requiring assistance who are routinely in your work area.
 |
| * PLANNING an escape route.
 | * DO NOT USE ELEVATORS
 | * ASK how you can help anyone requiring assistance before giving it
 |
| * TELLING a co-worker or instructor how to assist you in case of emergency.
 |  |  |

Contact the **Office of Space Utilization and Analysis at ext.7-0197** to obtain a copy of your Unit’s facility/location floor plan then upload those plan(s) in the space below with all evacuation routes and assembly areas clearly identified.

Contact the **Department of Environmental Health & Safety at ext. 7-3829** should you need assistance determining safe evacuation routes or identifying indoor and outdoor assembly areas.

## B. Shelter-in-Place

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| **Evaluation of Spaces to Shelter-in-Place** |
| Shelter in place/secure in place is a directive to seek immediate shelter indoors when dangerous environmental conditions exist, such as severe weather, hazardous material releases or an active shooter/hostile intruder.  Identify and label shelter in place/secure in place areas within the Unit facility/location. Upload Unit facility/location floor plan(s) below and identify all shelter in place/secure in place areas. Should you need assistance determining safe shelter in place/secure in place areas contact **EM for a Unit/Facility Vulnerability & Readiness Assessment at ext. 7-4587**.**DO NOT** lock doors behind you as others may also need to shelter-in-place. (**For Severe Weather Only**) |
| **Task** | **Yes** |  **No** | **Notes** |
| **Identify suitable locations/spaces for severe weather sheltering** |
| Does your facility have inner rooms and hallways, away from the building envelope? (Inner hallways and rooms are great for sheltering). |[ ] [ ]   |
| Are the Unit’s inner hallways/pathways/routes clear at all times? |[ ] [ ]   |
| Is your facility, or part thereof, on the first floor (ideal for tornado sheltering)?  |[ ] [ ]   |
| Can you easily get to the lowest level? (If yes, determine quickest pathway and alternate - ideal for tornado sheltering).  |[ ] [ ]   |
| Are always the Unit’s main paths/routes/stairways accessible? |[ ] [ ]   |
| Is there a basement within the facility? |[ ] [ ]   |
| Do you have the Unit’s emergency supply kit readily accessible? |[ ] [ ]   |
| **Identify suitable locations/spaces for active threat situations and sheltering** |
| Have rooms been identified that can be locked? |[ ] [ ]   |
| For rooms that can be locked are the keys readily accessible? |[ ] [ ]   |
| Has it been determined whether doors open outward or inward? (doors that open outward cannot be easily barricaded if they cannot be locked) |[ ] [ ]   |
| Is there furniture nearby that can be used to barricade personnel within a room? |[ ] [ ]   |
| Can you close or block the windows within the room? Otherwise, consider line of sight.  |[ ] [ ]   |
| Do you have the Unit’s emergency supply kit readily accessible? |[ ] [ ]   |

**See Section 2: Supply Kit**

## C. Hurricane

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| **Hurricane Pre-Season Checklist** |
| All FAU’s campuses are near the Atlantic Ocean; the following information was developed to provide guidance and specific duties for faculty and staff in the event a hurricane threatens the FAU community. When a hurricane warning is issued by the National Weather Service, the President or designee may authorize one or more protective actions. On or before June 1st each year, all FAU employees will receive a reminder via email concerning the upcoming Hurricane Season. Atlantic Ocean Hurricane Season is June 1st – November 30th |
| **Task** | **Yes** | **No** | **Notes** |
| Has the hurricane action plan been reviewed? See [http://www.fau.edu/emergency/weatheremergencies.php](http://www.fau.edu/emergency/weatheremergencies.php%20)  |[ ] [ ]   |
| Are phone trees up to date? **See Attachment H** |[ ] [ ]   |
| Has vendor phone and address list been identified? **See Section 1.B** |[ ] [ ]   |
| Has vendor phone and address list been verified? |[ ] [ ]   |
| Has vendor phone and address list been duplicated? |[ ] [ ]   |
| Has a copy of this plan been distributed to unit personnel? **See Attachment A** |[ ] [ ]   |
| Does the Unit have an Emergency Labor Tracking process in place for cost reimbursement purposes?  **See Attachment K** |[ ] [ ]   |



**See Section 6.P - Individuals with a Disability During an Emergency**

**See Section 6.A - Evacuation**

**See Section 6.B - Shelter-In-Place**

**See Attachment I: Tropical Storm/Hurricane Watch Issuance Checklist**

**See Attachment J: Hurricane Warning Issuance Checklist**

**See Attachment K: Emergency Labor Tracking Tool Sheet**

## D. Tornado

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| **Tornado Safety Precautions** |
| The most active months for tornadoes are **June through August**. Should a Tornado Warning be issued for your campus, the University will issue emergency text messages and emails (FAU Alert) alerting the University community to the conditions and providing additional information. Tornadoes are unpredictable and can last from a few seconds to more than an hour. The path can be from a few dozen yards to a few hundred yards.The National Weather Service (NWS) issues two types of tornado alerts, they are:**Tornado Watch** – conditions are favorable for the development of tornados**Tornado Warning** – a tornado has been sighted or indicated on radar in your areaHowever, because there is typically very little time between the issuance of a Tornado Warning and the threat itself, all members of the FAU community are urged to continue to monitor all emergency alert channels at their disposal and to familiarize themselves with the safety precautions to take in the event of a Tornado Warning is issued. |
|  |
| **If you are inside:** | **If you are in a vehicle or modular facility/location:** | **If you are outside:** |
| Remain inside and head to an interior room in the basement or lowest available level of the facility/location. | Get out immediately and go to the lowest floor of a sturdy, nearby facility/location. | Lie flat in a nearby ditch or depression and cover your head with your arms. Be aware of the potential for flooding.  |
| Put as many walls as possible between you and the outside.  | Modular facility/locations, even if tied down, offer little protection from tornadoes. If you cannot get out or no other facility/location is nearby, lie flat and cover your head to protect yourself from flying debris.  | Avoid places with wide-span roofs such as auditoriums, cafeterias, and large hallways. You are safer in a low, flat location.  |
| Get under a sturdy table and use your arms to protect your head and neck. | Never try to outrun a tornado in your vehicle. Instead, leave the vehicle for safer shelter. | Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries during a tornado. |
| Do NOT open windows. | Do not get under an overpass or bridge. | Lightning strikes are highly likely during tornados. |
| Never exit a facility/location during extreme weather conditions. | **See Section 6.P - Individuals with a Disability During an Emergency****See Section 6.A - Evacuation** **See Section 6.B - Shelter-In-Place**  |
| Remain in place till you receive an “All Clear” alert |

## E. Lightning

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| **Lightning Safety Precautions** |
| Lightning strikes may be rare, but they still happen, and the risk of serious injury or death is severe. So, take thunderstorms seriously. Lightning seeks the path of least resistance and the human body is a very good conductor because of its large water content. When thunder roars, go indoors. Find a safe, enclosed shelter.* The main lightning safety guide is the 30-30 rule. After you see lightning, start counting to 30. If you hear thunder before you reach 30, go indoors. Suspend activities for at least 30 minutes after the last clap of thunder.
* Water and metal do not attract lightning, but they are excellent conductors of electricity. The current from a lightning flash will easily travel for long distances.
* Lightning can move in and along the ground surface with electric currents along the top of the ground that can be deadly over 100 feet away
 |
| **If you are Indoors** |
| * Seek shelter inside an inner room of a facility/location. (see Shelter in place/Secure in Place)
* Stay away from doors, windows, or metal objects.
* Stay off the telephone and away from electrical devices.
* Do not unplug equipment during a thunderstorm as there is a risk you could be struck.
* Do not lie on concrete floors or lean against concrete walls.
* Avoid plumbing. Do not wash your hands. Lightning can travel through plumbing.
 |
| **If you are Outdoors** |
| * Seek refuge in a car or grounded facility/location when lightning or thunder begins (not convertibles or golf carts).
* Stay away from concrete floors or walls. Lightning can travel through any metal wires or bars in concrete walls or flooring.
* Avoid open fields, high open grounds and isolated trees, the top of a hill or a ridge top.
* Stay away from tall, isolated trees or other tall objects.
* Stay away from water (pools, lakes, and rivers), beaches, and boats, wet items, such as ropes, and metal objects, such as fences and poles. Find a low spot or depression and crouch down as low as possible, but don't lie down on the ground.
 |

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| **Lightning Precautions Checklist:** | **Yes** | **No** | **Notes** |
| Is your facility/location equipped with a back-up generator? |[ ] [ ]   |
| Has a shelter location within your facility/location been identified? |[ ] [ ]   |
| Are surge protectors used in your department? |[ ] [ ]   |

**See Section 6.P - Individuals with a Disability During an Emergency**

**See Section 6.A - Evacuation**

**See Section 6.B - Shelter-In-Place**

## F. Flooding

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| **Where and When Do Floods Occur?** |
| Flooding occurs in every U.S. state and territory, and is a threat experienced anywhere in the world that receives rain. In the U.S. floods kill more people each year than tornadoes, hurricanes or lightning. |
| **What Is Flooding?**  |
| * Flooding is an overflowing of water onto land that is normally dry.
* It can happen during heavy rains, when ocean waves come on shore, when snow melts too fast, or when dams or levees break.
* Flooding may happen with only a few inches of water, or it may cover a house to the rooftop.
* They can occur quickly or over a long period and may last days, weeks, or longer.
* Floods are the most common and widespread of all weather-related natural disasters.
 |
| **What Are Flash Floods?** |
| * Flash floods are the most dangerous kind of floods, because they combine the destructive power of a flood with incredible speed and unpredictability.
* They occur when excessive water fills normally dry creeks or river beds along with currently flowing creeks and rivers, causing rapid rises of water in a short amount of time.
* They can happen with little or no warning.
 |
| **What Areas Are at Risk from Flash Floods?** |
| * **Densely populated** **Areas**
	+ Are at a high risk for flash floods. The construction of buildings, highways, driveways, and parking lots increases runoff by reducing the amount of rain absorbed by the ground. This runoff increases the flash flood potential.
	+ Sometimes, streams through cities and towns are routed underground into storm drains. During heavy rain, the storm drains can become overwhelmed and flood roads and buildings. Low spots, such as underpasses, underground parking garages, and basements can become death traps.
* **Over whelmed storm drains**
	+ Sometimes, streams through cities and towns are routed underground into storm drains. During heavy rain, the storm drains can become overwhelmed and flood roads and buildings. Low spots, such as underpasses, underground parking garages, and basements can become death traps.
* **Areas near rivers**
	+ Are at risk from flash floods. Embankments, known as levees, are often built along rivers and are used to prevent high water from flooding bordering land.
* **Additional high-risk locations or risk:**
* Dam failures
* Intense Rainfall
 |

**See Section 6.P - Individuals with a Disability During an Emergency**

**See Section 6.A - Evacuation**

**See Section 6.B - Shelter-In-Place**

**See Attachment K: Flash Flood Watch Issuance Checklist**

**See Attachment L: Flash Flood Warning Issuance Checklist**

## G. Facilities – Related Fire Emergencies

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| **Discovery of A Fire Checklist** |
| A fire may include visible flames, smoke, or strong odors of burning emitting from a facility/location. The appropriate emergency action is for persons to evacuate the facility/location quickly and safely and call the **FAU Police Department at 9-1-1.*****If you are unable to evacuate a fire situation, secure yourself in a room and attempt to seal cracks to prevent smoke from entering. Call 911 immediately to let them know your location. If there is a window, attempt to signal for help. Do not break the glass unless necessary****.* |
| **Task** | **Yes** |  **No** | **NOTES** |
| Activate the fire alarm system by pulling one of the nearest pull stations that are located along the exit routes if the alarm is not already sounding.  | Do you know the location of the fire alarm pull station near/within your unit? |[ ] [ ]   |
| If the fire is small enough, locate the nearest fire extinguisher and attempt to put out the fire. If this is not feasible, evacuate. | Do you know the location of the fire extinguishers near/within your unit? |[ ] [ ]  **See Portable Fire Extinguisher checklist below for more information.** |
| Evacuate the facility/location through the nearest fire-free, smoke-free exit and proceed to the pre-determined outdoor assembly area. Close doors as you leave if safe to do so. DO NOT USE ELEVATORS. **Call 9-1-1 to report the fire after you have evacuated the facility/location?**  | Does your unit have a designated outdoor primary and alternate assembly area? |[ ] [ ]  **See Section 6.A - Evacuation** |
|  | Have all employees been made aware of the assembly location? |[ ] [ ]   |
|  | Do you know the location of the nearest EXITS to your unit? |[ ] [ ]   |
| Assist others to evacuate; if unable, move them to the nearest stairwell and call 911 to let them know your location.  | Is there anyone within your unit that might need assistance? |[ ] [ ]   |
|  | Have you encouraged employees within your unit to self-identify themselves should they need assistance during an emergency?  |[ ] [ ]  If you have any person create a system, such as a “Buddy” system to assist those in need. **See Attachment 7. D** |

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| **Portable Fire Extinguisher Checklist** |
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| **To operate the fire extinguisher, remember the word PASS** |
| **P** | **P**ull the pin |
| **A** | **A**im at the base of the fire |
| **S** | **S**queeze the handle |
| **S** | **S**weep the fire |

Image result for fire extinguisher use |
|  | **Yes** |  **No** | **Notes** |
| Do you know the location of the nearest fire extinguishers to your unit?  |[ ] [ ]  Enter locations here:  |
| Multi-purpose ABC fire extinguishers are used to fight Class “A”, “B” and “C” fires:Are the fire extinguishers near your unit multi-purpose? |[ ] [ ]  If no, what type are they? **Class “A”:** Fires caused by ordinary combustibles, such as wood, paper or textiles.**Class “B”:**  Fires caused by flammable and combustible liquids, such as cooking oil, gasoline, and other solvents.**Class “C”:** Fires caused by electrically energized equipment or appliances, etc. |
| Has your unit had fire safety training?  |[ ] [ ]  It is good practice that Unit staff are trained on fire extinguisher use. You may contact EH&S to schedule a training class at 7-3129. |
| **You should only use a portable fire extinguisher if you can answer YES to the following questions?** | **Yes** | **No** | **Notes** |
| Are you trained on how to use the fire extinguisher? |[ ] [ ]  It is good practice that Unit staff are trained on fire extinguisher use. Contact EH&S to schedule a training class at 7-3129. |
| Do you have the proper type of extinguisher for the fire? |[ ] [ ]  If not, what is needed: Contact EH&S for an assessment at 7-3129. |
| Is the fire small, contained, and not spreading beyond its starting point? |[ ] [ ]   |
| Is the exit cleared and there is no imminent peril? |[ ] [ ]   |
| Is the facility/location being evacuated? |[ ] [ ]   |
| Is the fire department being called? |[ ] [ ]   |

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| **Unit Fire Extinguisher Practice/Training Sheet – List Any Unit Staff Who Have Received Training** |
| **First Name** | **Last Name** | **Date** | **Notes** |
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**See Section 6.P - Individuals with a Disability During an Emergency**

**See Section 6.A - Evacuation information**

##  H. Utility and Facility-Related Emergencies

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| **Utility Failure Checklist** |
| It is understood that from time to time your facility/location may experience infrastructure problems that could render the work area unsafe or uninhabitable, such as electricity, computer, steam, water, or telephone failures. Utility failure emergencies should be reported immediately to the respective campus Physical Plant office. The FAU Police Department should also be notified if the utility failure is potentially threatening to the safety of persons or facilities. The following list provides examples of utility and facility-related emergencies:**Possible Utility and Facility-Related Emergencies*** Widespread power outages
* Water leaks
* Broken pipes
* Broken windows
* Elevator/escalator malfunction
* Heating or air conditioning problems
* Bathroom clogs or overflows (sinks/toilets)
* Gas leaks or odors
* Broken locks
 |
| Task |  | **Yes** | **No** | **NOTES** |
| Ensure all equipment you need to keep running in the event of an emergency is safe from the elements, such as have your generator elevated off the ground. | Is all equipment you need to keep running in the event of an emergency safe from the element? |[ ] [ ]   |
| Maintain and inventory all the critical systems that would be needed to keep the Unit operating.  | Do you have an up-to-date inventory of the critical systems you need to keep operating your unit?  |[ ] [ ]  **See checklist below for more information and UCOOP.****See Section 1. B** |
| Obtain and maintain a copy of the facility/location’s floor plans. **Contact the Office of Space and Utilization and Analysis at ext. 7-0197 to get a copy of all floor plans**. | Do you have a set of facility/location plans on paper and readily available? |[ ] [ ]   |

**See Section 6.P - Individuals with a Disability During an Emergency**

**See Section 6.A - Evacuation**

**See Section 6.B - Shelter-In-Place**

## I. Hazardous Materials

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| Hazardous materials are liquids, solids, or gases that are capable of adversely impacting human health and/or the environment if used improperly, accidentally spilled, or released. In addition to laboratory chemicals, hazardous materials may include common materials such as paints, fuels, fire extinguishers, antifreeze, batteries, chlorine bleach, insecticide and insect repellant, drain cleaners, pool cleaners or chemical strippers.***Call 911 immediately for all:**** **Fires**
* **Accidents or spills involving injuries that require medical attention beyond first aid.**
 |
| What to do for a **small** hazardous material incident? | What to do for a **large** hazardous material incident? |
| If you **ARE** properly trained to respond:Fully understand the hazards posed by the substance that has spilled, have appropriate personal protective equipment (PPE) and an appropriate spill kit, and can respond without endangering yourself or others, you may proceed with cleanup. | * If it is necessary to evacuate, move to a safe location, closing doors behind you, but stay in the general vicinity until help arrives so you can warn anyone who might try to unknowingly enter the area.
* Contact 911 and provide all known information (location, type of material, injuries, persons involved, etc.)

If you need to evacuate the entire facility/location, pull the fire alarm.  |
| If you are **NOT** properly trained:During normal business hours for all accidents or spills that do not result in injuries requiring medical attention beyond basic first aid contact **EH&S at 561-297-3129** |
| ***Information that you need when reporting a spill**** Your name and incident location
* Details of the incident including
* type of incident, for example: chemical spill, gas leak, environmental release
* approximate quantity of hazardous material involved
* location and time when the incident occurred
* extent of injuries (eye contact, inhalation, burns, etc.) and/or property damage

Any other details you feel are pertinent to help emergency responders. |

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| **Unit Hazardous Material Information** |  | **Yes** | **No** | **Notes** |
| If you have any hazardous material within your Unit, ensure its identified and labeled. | Do you have any hazardous materials within your unit? |[ ] [ ]   |
|  | Have all hazardous material been identified and labeled? |[ ] [ ]   |
| If any personnel within the Unit must encounter hazardous material, ensure that they obtain the necessary training? | Have all personnel who work with hazardous material been trained to do so? If not contact EH&S. |[ ] [ ]   |
| For non-EH&S surveyed areas (labs, etc.): ensure personal protective equipment maintained and readily available. | Is the personal protective equipment clean and readily available? Contact EH&S for guidance. |[ ] [ ]   |
| For non-EH&S surveyed areas (labs, etc.): Maintain a secure location to store hazardous material based on storage recommendations received from EH&S. | Is all hazardous material being stored correctly? Contact EH&S for guidance. |[ ] [ ]   |

**Contact Environmental Health and Safety concerning all hazardous material related inquires at ext**. **7-3129**

**See Section 6.P - Individuals with a Disability During an Emergency**

**See Section 6.A - Evacuation**

**See Section 6.B - Shelter-In-Place**

## J. Criminal or Violent Behavior

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| **Immediately call 911 if you are a victim of, witness to, or know a victim or witness of any of the following crimes, either on or off campus:** |
| Assault/Battery | Domestic Violence | Indecent Exposure |
| Aggravated Assault/Battery | Drug Possession/Trafficking | Identity Theft |
| Aiding & Abetting/Accessory | DUI/DWI | Insurance Fraud |
| Arson | Embezzlement | Prostitution |
| Burglary | Extortion | Public Intoxication |
| Bullying/Cyberbullying | Forgery | Rape |
| Bribery | Fraud | Robbery |
| Assault/Harassment | Hacking | Sexual Assault/Harassment |
| Credit Card Fraud | Hate Crime | Vandalism |
| Child Abuse | Shoplifting | Underage Drinking |
| Child Pornography | Hazing | Stalking/Cyberstalking |
| Conspiracy | Hate Crime | Trespassing |
| Gang Activity/Violence | Homicide | Suicide/Attempted |

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| **On campus support:** |
| FAU Victims Services | Can assist students, staff, and faculty with the traumatizing consequences of being a victim of crime, even if the crime occurred off campus. * **Victim Services can be reached at 561-297- 3500, or visit the website at** [**http://www.fau.edu/police/victimsservices.php for more information.**](http://www.fau.edu/police/victimsservices.php%20for%20more%20information.)
 |
| Night Owls | Don’t walk alone on campus at Night Call the Night Owls for a free escort: * **Boca: 561-297-6695**
* **Davie: 954-236-1332**
 |
| Owl Ready App | FAU Owl Ready App offers users:* Easy access to campus emergency contacts
* Access emergency guides for many situations such as,
	+ Emergency kits
	+ Severe weather
	+ Active threats
	+ Medical emergencies
* Turn their phone into a mobile Blue Light (like the ones on campus)
* Current weather updates for all FAU campuses
* Language translation
* “See Something, Say Something” option to report suspicious activities
 |

**See Section 6.P - Individuals with a Disability During an Emergency**

**See Section 6.A - Evacuation**

**See Section 6.B - Shelter-In-Place**

## K. Active Threat/Hostile Intruder

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| **Active Shooter/Hostile Intruder Safety Precaution Suggestions** |
| Violent incidents, including but not limited to acts of terrorism, an active shooter, assaults, or other incidents of workplace violence, can occur on the University grounds or in proximity with little or no warning. An active shooter is a suspect or assailant whose activity is immediately causing serious injury or death and has not been contained. The FAU Police Department has adopted nationally accredited law enforcement response procedures to contain and terminate such threats as quickly as possible. The first officers to arrive on scene **will not stop** to help injured persons. Expect rescue teams comprised of additional law enforcement and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove the wounded. Try to remain calm as your actions will influence others. Quickly determine the most reasonable way to protect your own life. * Leave your belongings behind.
* Prevent individuals from entering an area where the shooter may be.
* Keep your hands visible for law enforcement.
* Follow the instructions of law enforcement.
* Do not attempt to move wounded people.
* Call 911 when you are safe.
 |
| **Evacuate**If there is an accessible escape path, attempt to evacuate the premises. Be sure to: |  **Yes**  | **No** | **Notes** |
| Have all Unit evacuation/exit routes been identified? |[ ] [ ]   |
| Have all evacuation route/exits been communicated with Unit personnel?  |[ ] [ ]   |
| Have all Unit shelter-in-place locations been identified? |[ ] [ ]   |
| Have all Unit shelter-in-place locations been identified? |[ ] [ ]   |

|  |
| --- |
| **Shelter in Place/Secure in Place** If evacuation is not possible, find a place to hide where the shooter is less likely to find you. |
| * Stay out of the shooters view by hiding behind large objects
 |
| * Large items will provide protection if shots are fired in your direction
 |
| * Do not trap yourself or restrict your options for movement
 |
| * Lock or blockade the entrance
 |
| * Silence your cellphone and any other sources of noise
 |
| * Remain calm
 |
| * Once you’ve reached a safe location or an assembly point, you will be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. **Do not** leave until authorities have instructed you to do so.
 |

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| **Fight/Defend**As a last resort, and only if your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter. |
| * Act as aggressively as possible against them
 |
| * Throw items and use weapons of opportunity
 |
| * Yell and scream as you commit to your actions in attacking the individual
 |

**See Section 6.P - Individuals with a Disability During an Emergency**

**See Section 6.A - Evacuation**

**See Section 6.B - Shelter-In-Place**

## L. Bomb Threats

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| **Receiving a Bomb Threat** **All bomb threats are to be taken seriously!** |
| A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please DO NOT attempt to notify or evacuate an entire facility/location as this could consume valuable time that would be better used to gather important information. Please keep in mind that most bomb threats are false and are primarily intended to elicit a response from the facility/location occupants. If the threat should come via e-mail, make sure to save the information on your computer. **\*Immediately call 911 after any bomb threat****\*Do not use cellphones or radios in the threat area****\*Do not pull the fire alarm** |
| **Telephoned Bomb Threat** |
| Do not disconnect the caller. If possible, transfer the call to FAU Police Dispatch. If the call cannot be transferred, the receiver should remain calm and try to obtain as much information as possible before the caller hangs up.  Information You Should Obtain (if possible):  |
| * When will it explode?
 |
| * Where is it located?
 |
| * What does it look like?
 |
| * What kind of a bomb(s) is it?
 |
| * Who/What is the target(s)?
 |
| * Who is the caller and how can he or she be reached?
 |
| * Why was it placed?
 |
| **Written Bomb Threat** |
| It is vital that as few people handle the document as possible, as this is evidence that should be turned over to the FAU Police Department.  |
| * A bomb threat received by letter or in other form of writing should be retained, along with the envelope itself.
* Once the recipient realizes what it is, FAU Police Dispatch should be contacted immediately.
* Handle the document as little as possible, to protect it as a possible evidence exhibit.
 |
| **E-Mailed Bomb Threat** |
| It is vital that as few people handle the document as possible, as this is evidence that should be turned over to the FAU Police Department.  |
| Experienced persons can create e-mail accounts under fictitious names and use public computers to send it, so while anonymity is not the rule, it is possible. A person receiving a bomb threat via e-mail should immediately contact the FAU Police Department.  Again, the message should not be deleted.  |

**See section 6.P - Individuals with a Disability During an Emergency**

**See Section 6.A - Evacuation**

**See Attachment L – Bomb Threat Checklist**

## M. Suspicious Mail/Package/Person

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| **Suspicious Mail/Package Precautions** |
| Any item that is out of place and not easily identified should be considered a suspicious. A suspicious package can range from unopened letters to unattended backpacks. Threats targeting individuals or departments can frequently be controlled by screening of materials and by following the procedures listed below.  |
| **What to do if a suspicious package is discovered*** Do not open, shake, sniff, touch, taste, or look closely at the contents.
* Notify the FAU Police Department at 9-1-1.
* Secure the area: This avoids possible spread of contaminants.
* Inform occupants in the immediate vicinity to vacate; however, advise that they stay within the general area so that they can be interviewed by the FAU Police Department, EH&S personnel and other responders to determine whether they should undergo decontamination measures, be transported to a medical facility or require medical surveillance.
* Make a list of all the people who were in the vicinity of the suspicious package.
* If you believe you have been contaminated, wash your hands and any exposed skin with soap and water.
 |

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| **"PEOPLE AREN'T SUSPICIOUS, BEHAVIOR IS.”**  |
| A suspicious person is either one who is. exhibiting suspicious behavior, or who is in an area or doing something that is not normal. Other unusual behavior may include nervousness, nervous glancing or other signs of mental.**Below are some ways to identify a suspicious person:** |
| **Person running**  | Does this behavior indicate someone being in a hurry or does it have a heightened sense of urgency or tension about it? It would be suspicious if the person was looking about secretly, as if he were being observed or pursued. |
| **Stranger carrying property** | A person with suspicious behavior might be carrying items that do not fit in with what a person is doing (i.e., a man carrying a crowbar while walking down the street). Or, a person might be carrying something at an unusual hour or a location that doesn’t fit what they have. Does this person appear to be carrying something inside their clothing? This behavior is suspect. Ask yourself, “Could the person be leaving the scene of a robbery, burglary, or theft?” |
| **Property in vehicles**  | This is not suspicious unless the property is of an unusual nature: television sets, stereo equipment, several iPads, laptops, or auto parts. |
| **Certain moving vehicles** | Any person forcibly entering a locked vehicle, especially at night and in one of our parking areas, is highly suspect.* If an unknown person is seen detaching mechanical parts or accessories this could be considered suspicious.
* If you observe one or more persons sitting in a parked car closely scanning the area around them, you may be observing lookouts for a burglary, robbery in progress, a crime being planned, or surveillance for a terrorist event.
* If you see someone being forcibly taken into a vehicle, you may be watching a kidnapping or domestic dispute. A complete description of the vehicle and occupant(s) is crucial and must be relayed to a law enforcement agency immediately.
 |
| **Unusual Behavior** | This is suspicious if the vehicle is moving slowly and running without lights, or if its course appears aimless or repetitive. Could they be casing the area? |
| **Unusual Noise** | If you hear unusual noises such as gunshots, screaming, sounds of combat, an explosion, or abnormal barking by dogs in the neighborhood, please feel free to contact us to report your suspicions. |
| **IF YOU SEE SOMETHING, SAY SOMETHING****WE AL PLAY A ROLE IN KEEPING OUR CAMPUS SAFE!****CONTACT FAU POLICE DEPARTMENT****9-1-1****(561) 297-3500** |

## N. Cyber Security

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| **Cyber Security Awareness** |
| Security awareness is the anticipation of potential threats and security issues. Although there are many technological measures that OIT uses to protect the university’s computing and network infrastructure, technology alone cannot provide adequate security. All computer users’ awareness and personal responsibility are critical to the success of any information security program. |
| **Task** | **Yes** | **No** | **Notes** |
| Are there strong passcodes/passwords placed on all department devices? Never use the word “password”. |[ ] [ ]   |
| Is the Unit keeping antivirus and operating systems up to date? |[ ] [ ]   |
| Is the Unit contacting OIT if personnel receive a phishing email? If you are not sure if something is legitimate, forward it to OIT for assistance. |[ ] [ ]   |
| Is the Unit managing software updates within the settings on a regular basis? |[ ] [ ]   |
| Is Unit staff adhering to protocol to not give out personal information to anyone that ask for it online, especially via e-mail?  |[ ] [ ]   |
| Is Unit staff adhering to protocol to NOT to click on links in any suspicious email or any attachments?  |[ ] [ ]   |
| Is Unit staff adhering to protocol to never give their password to anyone or allow someone to log into their account? They could be held accountable if someone’s malicious activity is linked to them. |[ ] [ ]   |
| Is Unit staff protecting their password and not leaving them in a place where someone would find them? |[ ] [ ]   |

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| **Mobile Device Safety** |
| Internet usage on mobile devices has surpassed the amount of usage on desktops and now it’s more important than ever to take precautions against threats on our university issued mobile phones and tablets. |
| **Task** | **Yes** |  **No** | **Notes** |
| Are there strong passcode/password placed on all department devices? |[ ] [ ]   |
| Is the Unit managing software updates within the settings on a regular basis?  |[ ] [ ]   |
| Is the Unit managing application updates within the app store? |[ ] [ ]   |
| Is the Unit checking reviews and research to verify the legitimacy of an application before it’s installed on University devices? Not all apps in the Apple App store/Google Play Store are safe.  |[ ] [ ]   |
| Is the Unit deleting applications that are no longer being used? Old applications could provide a backdoor to your device.  |[ ] [ ]   |
| Is Unit staff following protocol to not access sensitive information such as banking details and emails on public Wi-Fi hotspots? |[ ] [ ]   |
| Is the Unit disconnecting Wi-Fi, Bluetooth and location services when not in use? |[ ] [ ]   |

## O. Medical Emergencies

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| --- |
|  **Reporting A Medical Emergency Checklist** |
| * Do not hang up until told to do so by the emergency operator.
* Stay with the injured/ill or have someone else stay until help arrives.
* Have someone flag down and direct emergency responders.
* Administer first aid if you are trained to do so; keep the injured/ill still and comfortable; do not move the patient unless there is an immediate threat at that location.
* Stay out of the way unless assistance is requested once help arrives.
 |
| **Call 9-1-1** |
| Be prepared to state the following:* Your Name
* Facility/location Name
* Phone Number
* Name of injured person and type of injury
 |
| Give as much information as possible regarding the injured/ill and the nature of the injury or illness such as:* Are they conscious?
* Are they bleeding?
* Are they breathing?
 |
| Do not hang up until told to do so by the emergency operator.* Stay with the injured/ill or have someone else stay until help arrives.
* Have someone flag down and direct emergency responders.
* Administer first aid if you are trained to do so; keep the injured/ill still and comfortable; do not move the patient unless there is an immediate threat at that location.
* Stay out of the way unless assistance is requested once help arrives.
 |
| **Unit Personnel Requesting Assistance** |
| Please encourage all employee to self-identify themselves if they will need assistance during any type of emergency due to medical problems and list their information below: |
| **Name** | **Location** | **Phone** | **Notes** |
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| **List of Certified First Aid/CPR/AED Personnel** |
| AED-Identification-KV6-ba.gifPublic access Automated External Defibrillators (AED) are placed in wall-mounted boxes located in areas accessible to all facility/location occupants and the general public. For further information or training in CPR/AED contact the FAU Department of Environmental Health and Safety at 561-297-3129. |
| **First Name** | **Last Name** | **Certified Date** | **Re-Cert. Date** | **Notes** |
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**See Section 6.P - Individuals with a Disability During an Emergency**

**See Section 6.A - Evacuation**

**See Section 6.B - Shelter-In-Place**

## P. Individuals with Disabilities in Emergencies

|  |
| --- |
| **Assisting Individuals with a Disability in An Emergency** |
| FAU encourages all individuals (students, faculty, staff, and visitors) who may need assistance in an emergency to identify themselves to the University. Once an individual has self-identified, the University will collaborate with the individual to address emergency planning needs. FAU also asks that all members of the University community provide, within the limits of their abilities, assistance to those individuals requiring it, during or after an emergency. |
| **Identify** | **Help** | **Inform** |
| * Individuals requiring assistance: Self-identify before an emergency event.
 | * Individuals requiring assistance: Seek assistance to get to a safe place.
 | * Individuals requiring assistance: Inform those aiding of how to best assist you.
 |
| * University community: Identify those who require assistance to get to a safe place during an emergency event.
 | * University community: Provide assistance to get those who require it, to get to a safe place. Units can establish a buddy system to assist those who have identified themselves as needing assistance.
 | * University community: Inform emergency personnel of the location of those requiring assistance that goes beyond your abilities or means.
 |

**See Section 6.A - Evacuation**

**See Section 6.B - Shelter-In-Place**

**See Attachment I - Unit Personnel Assessment Sheet**

**See Attachment J – Buddy System Checklist**

**For more assistance, contact Office of Equity, Inclusion and Compliance at ext. 7-3004**

**For more assistance, contact Student Accessibility Services at the following camps extensions:**

* **Boca Campus – (561)-297-3880**
* **Davie Campus – (954)-236-1222**
* **Jupiter Campus – (561)-799-8585**

## Q. Mental Health Emergencies

|  |
| --- |
| **Assisting Individuals with a Mental Health Emergency** |
| This occurs when an individual is threatening harm to themselves or others or is out of touch with reality. The FAU Police Department will work with departments such as the Department of Human Resources, Counseling and Psychological Services as deemed appropriate and when necessary, exercise authority granted by the Florida Mental Health Act (F.S.S. 394), also known as the “Baker Act”. Counseling and Psychological Services personnel can be contacted for consultation or assistance in resolving the situation or provide post-trauma counseling and referrals. The Dean of Students Office of Student Crisis Awareness Committee should be contacted for continued assistance.  |
| **Signs of a Psychological Crisis May Manifest as:*** Uncontrollable behavior
* Being disruptive or threatening
* Hallucinations
* Paranoia

Troubled or less severe psychological crises may involve uncontrolled crying, feelings of panic, withdrawal, or anger/yelling (without indications/threats of physical harm). If the psychological crisis resolves quickly in response to attention and kindness, no intervention of professional counselors or officers may be necessary. Plans for follow-up support should be put in place (i.e., a follow-up conversation, a referral to counseling, an action-plan should the situation become acute again, etc.). If the crisis does not resolve, or escalates, follow the guidelines below for a major psychological crisis. |
| **What to do if someone around me is experiencing a psychological crisis**  |
| A major psychological crisis **always** requires the intervention of trained personnel* DO NOT attempt to handle the potentially dangerous situation alone.
* CALL 911. \* All suicide attempts should be immediately reported to the FAU Police Dept.
* CONSIDER the safety of the person in crisis and those around him/her to be of first concern.
 |
| **What to do if I am a student and experiencing a psychological crisis** |
| * Go to the nearest hospital emergency room OR
* Call after-hours crisis line at 561-297-3540 during nights and weekends
* Contact FAU Counseling and Psychological Services for less severe crisis
* Counseling and Psychological Service provides individual and group counseling to currently enrolled FAU students. Its professionally trained staff seeks to assist students with social, emotional, and academic concerns in a sensitive, caring, and confidential manner.
 |
| **What to do if an employee is experiencing a psychological crisis** |
| * Go to the nearest hospital emergency room OR
* Call your family physician
* Contact the University’s Employee Assistance Program
 |

**See Section 6.P - Individuals with a Disability During an Emergency**

**See Section 6.A - Evacuation**

**See Section 6.B - Shelter-In-Place**

**See Section 4.D – Counseling and Psychological Service Contact Information**

**For more assistance, contact Office of Equity, Inclusion and Compliance at ext. 7-3004**

**For more assistance, contact Student Accessibility Services at the following camps extensions:**

* **Boca Campus – (561)-297-3880**
* **Davie Campus – (954)-236-1222**
* **Jupiter Campus – (561)-799-8585**

# SECTION 7: ATTACHMENTS

## A. Unit Employee Roster

This roster should include **ALL** Unit employees including OPS, adjunct and student workers. All employees should update the following information within Workday on a regular basis:

1. Emergency Contacts- the next of kin that should be contacted on behalf of an employee during an emergency.
2. FAU Alert – the phone number and email that one would like to receive FAU Alerts via text messaging and/or phone calls.

|  |
| --- |
| **Unit Roster** |
| **Name** | **Office Ext.** | **Home Number** | **Cell Phone** | **Home Address** |
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## B. Unit Essential Personnel Roster

Attach the Workday list of Unit’s essential personnel. ­ Review/update Unit’s essential personnel list each semester.

## C. Unit Personnel Requiring Assistance Assessment Form

**Unit personnel who require assistance are encouraged to complete the personal assistance assessment sheet below so that the Unit will be able to assist during an emergency:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Personnel Assessment Sheet** | **Yes**  |  **No** | **Notes** |
| Daily Living |[ ] [ ]   |
| Do you have any electricity dependent equipment? |  |  |  |
| If so, do you have a safe back-up power supply?  |[ ] [ ]   |
| How long will it last? |[ ] [ ]   |
| Transportation |[ ] [ ]   |
| Do you need a specially equipped vehicle or accessible transportation? |  |  |  |
| Facility/location Evacuation |[ ] [ ]   |
| Do you need help to leave your office? |  |  |  |
| Can you reach and activate an alarm? |[ ] [ ]   |
| Will you be able to evacuate independently without relying on auditory cues that may be absent if the electricity is off or alarms are sounding? |[ ] [ ]   |
| Facility/location Exits |[ ] [ ]   |
| Are there other exits that you have identified such as stairs, windows or ramps if the elevator is not operating or cannot be used? |  |  |  |
| Can you read emergency signs in print or Braille? |[ ] [ ]   |
| Do emergency alarms have audible and visible features (marking escape routes and exits) that will work even if electrical service is disrupted? |[ ] [ ]   |
| Getting Help |[ ] [ ]   |
| How will you call for help to leave the facility/location? |  |  |  |
| Do you know the location of text telephones and phones that have amplification? |[ ] [ ]   |
| Will your hearing aids work if they get wet from emergency sprinklers? |[ ] [ ]   |
| How will you communicate with emergency personnel if you don’t have an interpreter, your hearing aids aren’t working, or if you don’t have a word board or other augmentative communication device? |[ ] [ ]   |
| Mobility Aids/Ramp Access |[ ] [ ]   |
| Are you able to be transported if you can’t find your mobility aids? |  |  |  |
| Are you able to be transported if the ramps are shaken loose or become separated from the facility/location? |[ ] [ ]   |

**For more assistance, contact Office of Equity, Inclusion and Compliance at ext. 7-3004**

**For more assistance, contact Student Accessibility Services at the following camps extensions:**

* **Boca Campus – (561)-297-3880**
* **Davie Campus – (954)-236-1222**
* **Jupiter Campus – (561)-799-8585**

## D. Unit “Buddy” System Checklist

|  |
| --- |
| **List of “Buddies” Checklist** |
| Please encourage all employee to self-identify themselves if they will need assistance during any type of emergency due to a disability or access needs and list their information below and those who would be willing to assist them in an emergency: |
| **In Need of Assistance –** **Last Name First Name** | **Buddy – Last Name I First Name**  | **Notes** |
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## E. 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**

 \_\_\_\_Campus\_\_\_\_\_\_\_\_\_\_ Building Name Bldg # Room #

**REMEMBER, YOUR SAFETY COMES FIRST!**

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## F. Unit Damage Assessment Form – 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

## G. Unit Damage Assessment Form - Labs

**Email completed form to** **reportdamage@fau.edu** **or hand deliver to the Emergency Operations Center.**

**DO NOT SUBMIT THIS FORM TO WORK CONTROL**

Facility/Location \_\_\_\_\_\_\_\_\_\_\_\_ 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 FAU 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

When the cause of the crisis 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.

## H. Unit Phone Tree

**Unit Director**

##

## I. Tropical Storm/Hurricane Watch Issuance Checklist

|  |
| --- |
| **Tropical Storm/Hurricane Watch Issuance Checklist** |
| Tropical Storm Watch - A Tropical Storm Watch is issued when Tropical Storm conditions, including winds of 39-73 mph, pose a POSSIBLE threat to a specified coastal area within 48 hours.Hurricane Watch - A Hurricane Watch is issued when sustained winds of 74 mph or higher are POSSIBLE within the specified area of the Watch. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the Watch is issued 48 hours in advance of the onset of tropical storm force winds. |
| **Task** | **Yes** | **No** | **Notes** |
| Is the Weather Channel or local news if possible able to be broadcasted for the unit? |[ ] [ ]   |
| Has the Unit phone tree been activated to relay Watch Issuance information to personnel? **See Attachment H** |[ ] [ ]   |
| Have all mission critical operation and/or functions been addressed? **See Section 1.B** |[ ] [ ]   |
| Have all non - mission critical operation and/or functions been addressed? **See Section 1.B** |[ ] [ ]   |
| Have personal, private, sensitive, perishable or critical items of the Unit been protected or relocated to predetermined alternate location(s)?Consider important books, specimens & collections (non-research), equipment (specialized), research - data, sampling, specimens, equipment, experiments, hazardous materials, etc. |[ ] [ ]   |
| Have all Unit computer files been backed up? |[ ] [ ]   |
| Have items placed near windows throughout the Unit been relocated? |[ ] [ ]   |
| Have arrangements been made for the safety of Unit personnel’s family and personal property in case they are required to report back to the University after the hurricane (essential employees)? |[ ] [ ]   |
| Have generators and vehicles fuel tanks (if applicable) been filled with gas? |[ ] [ ]   |
| Have appropriate measures been taken to protect Unit resources? (such as covering printers and computers in plastic) |[ ] [ ]   |

## J. Hurricane Warning Issuance Checklist

|  |
| --- |
| **Hurricane Warning Issuance Checklist** |
| Tropical Storm Warning – A Tropical Storm Warning is issued when Tropical Storm conditions, including winds of 39-73 mph, are EXPECTED in a specified coastal area within 36 hours or less.Hurricane Warning – A Hurricane Warning is issued when sustained winds of 74 mph or higher are EXPECTED somewhere within the specified area of the Warning. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the Warning is issued 36 hours in advance of the onset of tropical storm force winds.A Hurricane Warning can remain in effect when dangerously high water or a combination of dangerously high water and exceptionally high waves continues...even if the winds have subsided below hurricane intensity. |
| **Task** |  **Yes** |  **No** | **Notes** |
| Have all tasks listed on the Watch Issuance list above been completed? |[ ] [ ]   |
| Upon campus closure directive from the President or designee have you executed the unit notification procedures? **See Attachment H** |[ ] [ ]   |
| Have assigned golf carts and vehicles been delivered to designated garage space for parking inside during the storm, if space is available? |[ ] [ ]   |
| Has all food been removed from offices and refrigerators to exterior dumpsters, as electric power will likely be interrupted? DO NOT UNPLUG REFRIGERATORS |[ ] [ ]   |
| Are windows and doors closed and locked? |[ ] [ ]   |
| Has non-essential facility equipment been turned off? |[ ] [ ]   |
| Have all office machines, electrical appliances and lights been turned off? |[ ] [ ]   |
| Has your desktop equipment been turned off and any components placed on upper shelves away from windows to avoid damages should flooding occur? |[ ] [ ]   |
| Is your Essential Person emergency kit ready? **See Section 3.A** |[ ] [ ]   |

## K. Flash Flood Watch Issuance Checklist

|  |
| --- |
| **Flash Flood Watch Issuance Checklist** |
| Flooding occurs as a result of extended rain periods saturating the soil to where additional rain causes surface ponding or overflows storm drains, canals, and ponds or when intense rainfall in a brief period dumps more water than the ground can absorb, or drainage can handle.A **Flash Flood Watch** is when conditions are favorable for flash flooding in flood-prone areas, usually when grounds are already saturated from recent rains, or when upcoming rains will have the potential to cause a flash flood. These watches are also occasionally issued when a dam may break soon. |
| **Task** | **Yes** | **No** | **Notes** |
| Radio or TV is turned on for information and advisories. |[ ] [ ]   |
| Outdoor items have been brought indoors. |[ ] [ ]   |
| Files, furniture, and valuables have been moved to higher floors or elevated. |[ ] [ ]   |

## L. Flash Flood Warning Issuance Checklist

|  |
| --- |
| **Flash Flood Warning Issuance Checklist** |
| A Flash Flood Warning is issued when a flash flood is imminent or occurring in the warned area. A flash flood is a sudden, violent flood after a heavy rain, or occasionally after a dam break. Rainfall intensity and duration, topography, soil conditions, and ground cover contribute to flash flooding. Most flash floods occur when there is a heavy amount of precipitation falling in an area and that water is then channeled through streams or narrow gullies. Flash floods may take minutes or hours to develop. It is possible to experience a flash flood without witnessing any rain. In this case, there would be heavy rain in areas upstream of the warned location. |
| **Task** | **Yes** | **No** | **Notes** |
| Continue to monitor local radio or TV for information and advisories. |[ ] [ ]   |
| Alert and monitoring signs of flooding and ready to evacuate at a moment’s notice. |[ ] [ ]   |
| Listen for evacuation instructions. |[ ] [ ]   |

## M. Unit Bomb Threat Checklist

Instructions: Remain calm and be courteous with the caller. Do not interrupt the caller. Pretend you can’t hear the caller and try to keep the caller talking. Fill out the form below with as much information as possible.

|  |  |
| --- | --- |
| 1. Where is the bomb going to explode? | 5. What will cause the bomb to explode? |
| 2. When is the bomb going to explode? | 6. Did you place the bomb? If so, why? |
| 3. What does the bomb look like? | 7. What is your address? |
| 4. What kind of bomb is it? | 8. What is your name? |
| Exact wording of the threat: |
| Time of Call: | Date: | Phone Number Call Received From: |
| Accent: \_\_\_\_\_\_\_\_\_\_\_\_\_ | Manner:□ Calm□ Rational□ Coherent□ Deliberate□ Righteous | □ Angry□ Irrational□ Incoherent□ Emotional□ Laughing□ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_ | Background:□ Machines□ Music□ Office□ None□ Traffic | □ Trains□ Animals□ Voices□ Airplanes□ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Voice:□ Loud□ High Pitch□ Raspy□ Intoxicated | □ Soft□ Deep□ Pleasant□ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_ | Speech:□ Fast□ Distinct□ Distorted□ Slurred | □ Slow□ Stutter□ Nasal□ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_ | Language:□ Fair□ Poor□ Foul□ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Excellent□ Good□ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Gender: □ Male □ Female  | □ Adult □ Juvenile Age: ( ) | Call Origin: □ Local □ Non-Local |
| Your Name: | Your Phone Number: |
| Your Position: | Date of Report: |

## N. Unit Suspicious Package Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| **Reasons for concern include:** | **Yes** |  **No** | **Notes** |
| Is the item leaking a fluid or powder? |[ ] [ ]   |
| Is the item wrapped in duct tape or plastic wrap? |[ ] [ ]   |
| Are there protruding wires or an unusual odor? |[ ] [ ]   |
| Is there a reason to suspect targeting the item’s location? |[ ] [ ]   |
| Is the item an everyday thing but is out of place? |[ ] [ ]   |
| **Common features to consider about threatening letters/packages include:** | **Yes** |  **No** | **Notes** |
| Is there a return address? |[ ] [ ]   |
| Is it a handwritten or poorly typed address? |[ ] [ ]   |
| Is there misspelling of common words? |[ ] [ ]   |
| Are there restrictive markings such as “Confidential,” “Personal,” etc.? |[ ] [ ]   |
| Is there excessive weight and/or feel of a powdery or foreign substance? |[ ] [ ]   |
| Are deliveries being checked promptly once delivered? |[ ] [ ]   |

## O. Unit Emergency Labor Tracking Form

Emergency Labor Tracking Form

|  |  |
| --- | --- |
| **Event Name** |  |
| **Department** |  |
| **Location of Work Performed**  |  |
| **Description of Work Performed** |  |

INSTRUCTIONS:

* Record regular and overtime hours and benefits separately for each employee;
* Be specific in the Description of work performed;
* Be sure to document pre-event preparation activities in addition to post-event recovery activities.

|  |  |  |
| --- | --- | --- |
| Name | DATES AND HOURS WORKED EACH WEEK | COSTS |
|  | DATE |  |  |  |  |  |  | TOTAL HOURS | HOURLY RATE | BENEFIT RATE/HR | TOTAL HOURLY RATE | TOTAL COSTS |
| Name | REG. |  |  |  |  |  |  |  |  |  |  |  |
| Job Title | O.T. |  |  |  |  |  |  |  |  |  |  |  |
| Name | REG. |  |  |  |  |  |  |  |  |  |  |  |
| Job Title | O.T. |  |  |  |  |  |  |  |  |  |  |  |
| Name | REG. |  |  |  |  |  |  |  |  |  |  |  |
| Job Title | O.T. |  |  |  |  |  |  |  |  |  |  |  |
| Add more rows  |  |  |  |  |  |  |  |  |  |  |  |  |

Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_