



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
March 21, 2022

STANDARD OPERATING PROCEDURE # FAC 1.019

Subject: Hurricane Preparedness Plan

Purpose and Scope: The purpose of the preparedness plan is to have a procedure that Facilities Management implements to prepare the University for impending hurricanes and coordinate the post storm activities. It will save valuable time in making decisions and preparations for an impending disaster and in the repair/cleanup process afterward. All employees will be able to react in a positive manner by knowing beforehand their individual responsibilities and the total process involved in the recovery effort.

* This plan was developed to work in conjunction with the UWF Police Department Hurricane Policy.

Policy: The following sequence of events is to take place prior to hurricane season and in anticipation of and preparation for an approaching hurricane and post storm recovery activities.

PART ONE: HURRICANE PREPAREDNESS PLAN

BEGINNING OF HURRICANE SEASON (LEVEL V)

- 1) Review and update Hurricane Preparedness Plan.
- 2) Review and update all lists.
 - a) Safety Inspection Teams List with Building/Zone Assignments (**attachment #1**).
 - b) Safety Inspection Team Representatives Contact Information (**attachment #2**).
 - c) Campus Map w/Zones (**attachment #3**).
 - d) Emergency Phone Lists: (**attachment #4**).
 - e) Consultants/Contractors List (**attachment #5a and #5b**).
 - f) Leased Property Contact List (**attachment #6**).
 - g) Building Emergency Generator Use List (**attachment #7**).
 - h) Vehicle Use List (**attachment #8**).
 - i) FEMA forms (www.FEMA.gov). Review by EH&S staff during Hurricane Kit reviews.
 - j) Inventory of Facilities Management digital cameras and their locations.
 - k) Inventory of Buildings and Grounds hurricane specific equipment and supplies and identify their locations.
 - l) Implement inventory procedure to keep, gasoline, and fuel oil tanks at least ¾ full (**attachment #9a & b**).
 - m) Update list of resources, including contractors and consultants, with contact information.
 - n) Check supply of 120v generators with GFI for custodial use.
 - o) Have an approved letter of authorization with detailed billing requirements format prepared.
 - p) Review disaster recovery/ debris removal contracts and verify disaster recovery contact information. Contact contractors for initial discussion and verification of contact information. Setup a pre-season meeting to discuss logistics, etc.
 - q) Contact current grounds maintenance contractors to verify post storm reporting and potential duties.



- r) Get pricing, priority customer agreement and contact information from environmental cleaning company for major water damage and restoration needs.
- s) Set up a pre-storm agreement with Super-Vac to sweep pavement and verify the contact information.
- t) Insure adequate supply of packing boxes and tape (**attachment # 10**).
- 3) Confirm Shelter locations with Environmental Health & Safety.
 - a) Bldg. # 13, ARC Compliant
 - b) Bldg. # 4, all Resident Students remaining on campus.
 - c) Bldg. #72, HLS.
- 4) Secure contingency agreement with approved general and electrical contractors.
- 5) Check all hurricane associated equipment (portable generators, mud pumps, chain saws, extractors, wet vac, etc.) for proper operation.
- 6) Perform equipment repairs where needed.
- 7) Perform visual inspection of overhead lines and any potential limb or tree problems. Report.
- 8) Check and PM all shutters (Bldgs. 22 & 13).
- 9) Inventory the Measures Checklist packets, clipboards, and flagging tape. Replenish to get the required number of packets.
- 10) Perform operational check on Bldgs. 90 – 95 complex generator.
- 11) Check to see all necessary personnel have emergency cards and acquire new cards as needed prior to June 1st.
- 12) Evaluate Purchase card limits and request strategic limit adjustments accordingly.

HURRICANE CONDITION (LEVEL IV) (Hurricane Force Winds Expected Within 72 Hours)

- 1) Review plan with management team.
- 2) Notify all employees of level IV status.
- 3) Create TMA project work order for storm damage.
- 4) Check communications equipment, radios, and pagers. Replace batteries as needed.
- 5) Begin preparing for delivery of supplies from Building 93.
- 6) Prioritize outstanding work to be done prior to storm.
- 7) Notify departments with boats and Golf Carts to communicate that buildings 40, 93, and 95 will not be used for boat storage.
- 8) The custodial staff will shut windows and doors in all buildings (**attachment #11**).
- 9) For category 2 or higher, secure (2) large front-end loaders for tree clearing.
- 10) Notify the Art department and other departments they may have potential projectiles (artwork, banners, displays, etc.) on the campus grounds. Ask departments to temporarily remove all potential hazards.
- 11) Project Managers alert contractors on all construction projects to secure, store, or remove all materials that might become windborne debris, provide protection to finished work, and ensure erosion controls are in place.
- 12) Meet with disaster recovery management contractor and debris/tree removal contractor to discuss the following:
 - i) Based on storm projections, determine approximate window of time to have debris removal contractors arrive
 - ii) Discuss logistics and equipment that will be needed based on projected hurricane category at landfall
 - iii) Disaster recovery management contractors contact debris removal contractors to initiate and approve mobilization and make logistical arrangements.
- 13) Identify Custodial Workers and Maintenance Worker to be assigned to shelters.



HURRICANE CONDITION (LEVEL III) (Hurricane Force Winds Expected Within 48 Hours)

- 1) Inform key personnel to remain available and provide post storm phone numbers and addresses if different from listed. Communicate how employees are to notify the department of location changes.
- 2) Notify all employees of level III status.
- 3) Training for initial Safety Inspection Teams.
- 4) Meet with office staff and supervisors to discuss forms and procedures to account for time, create work orders, and compile information.
- 5) Prepare "Request for Overtime" form (Special hurricane form – see attachment 9) for employees that will work during the closing.
- 6) Project Managers issue cease work orders to contractors on construction sites and inspect sites for compliance to Item #11 in Level IV.
- 7) Inform campus community that all 6 Mil Poly sheeting requests must be requested via TMA work orders.
- 8) Insure keys for supplementary equipment are readily available (bucket truck, front-end loader, etc.).
- 9) Recharge equipment batteries (radios, cordless drills, etc.).
- 10) Recheck all generators (including portables).
- 11) Perform pre-checks on pool, lift stations, and potable water well pumps to verify proper operation.
- 12) Visually check all storm drains for potential blockage.
- 13) The Maintenance Superintendent will contact the Downtown Campus to coordinate preparation assistance as needed, including providing materials.
- 14) Prepare two large portable diesel tanks for use and fill all generators.
- 15) Check all roof drains for debris.
- 16) Evaluate strength and path of storm to determine if 51, 52, and 90 need shutters on windows and doors. Start installation if required.
- 17) Review with all Facilities employees that they are expected back to work as soon as safe that failure to report will be cause for consideration of disciplinary action up to and including discharge. If someone is unable to report the first day after the storm, it is the employee's responsibility to contact their supervisor via landline or cellular phone within 24 hours. Provide a phone tree for each employee.
- 18) Secure irrigation system at main valves.
- 19) Remove all banners.

HURRICANE CONDITION (LEVEL II) (Hurricane Force Winds Expected Within 24 Hours)

- 1) Notify all employees of level II status.
- 2) Secure all Facilities Management outside equipment and facilities to prevent damage.
 - a) Perform visual check around building 40 and 56A. Store loose materials inside buildings. Secure materials that remain outside.
- 3) Refuel all gas cans and emergency vehicles.
- 4) Set up, fuel, and test run emergency generators. Generators are located in building 4, 13, 19, 22, 32, 40, 54, 56A, 58, 58A, 58C, 72, 76A, 79, 88, 91, Lift Station 1, Well #2 at Water Tower, Well #4, and at WUWF tower at Midway (**attachment #7**).
- 5) Check and arrange emergency supplies so they are readily available (see supply list).
- 6) Secure all Facilities Management buildings' interior items and protect from water damage using plastic bags or covers over computers, copy machines, printers, files, etc.
- 7) Save computer information.
- 8) Inform all employees to tune to WUWF –FM (88.1MHz) before and after the storm for information regarding closing and re-opening information and reporting instructions for storm essential personnel.
- 9) Notify University Police and Facilities Management staff that each area should use their regular radio channel assignment. See attachment 4A.
- 10) Remove all remaining art, debris, and potential projectiles from campus.



- 11) Meet with Safety Inspection Teams to review, process and distribute Measures Checklist packets. Provide barricade tape, clipboard, key ring of keys for each zone, and a 9x12 clasp envelope with Measures Checklist and Measures Checklist Instruction Sheet.
- 12) Remove traffic lights completely and evaluate removal of traffic signs for all greater than Category 1 storms.

HURRICANE CONDITION (LEVEL I) (Hurricane Force Winds Expected Within 12 Hours)

- 1) Meet with the leadership team to discuss final plans before closing.
- 2) Notify all employees of level I status.
- 3) Set up mud pump in the basement of building 32.
- 4) Keep roadways clear of hazards such as trees and debris for emergency vehicles and evacuees.
- 5) Make adequate repairs to buildings to prevent any further damage if possible.
- 6) Monitor lift pumps at building 32.
- 7) Monitor all generators for gas, oil, water, etc.
- 8) Park all Facilities Management vehicles in the Building 90's complex away from trees.
- 9) Record mileage and hour meter readings on all Facilities equipment.
- 10) Park all elevators at the highest level and lock closed after ensuring they are empty.
- 11) Secure Athletic complex and Housing facilities water systems. Water will be secured unless generators are rented for each specific dorm lift location.
- 12) Disconnect power from Athletic Complex and immediately before storm, disconnect entire overhead lines.
- 13) Secure natural gas line at Scenic Hills property.

HURRICANE CONDITION (ALL CLEAR)

- 1) Clear all debris from roadways and power lines AFTER taking pictures of debris/damage.
- 2) Survey all damage to buildings and grounds. (Refer to "Part Two: Assessment and Recovery Plan")
- 3) Prior to power being restored, keep all generators fueled using fuel from building 40 fuel tank and 250-gallon portable tank/pump.
- 4) Meet with and mobilize debris removal and management contractors.
- 5) Meet daily with debris removal management contractor regarding plan of attack and FEMA reporting.
- 6) Meet with grounds maintenance contractors to coordinate small debris collection sidewalk blowing etc.
- 7) Restart all machinery and bring campus utilities back to normal.
- 8) All Facilities Management employees return to work.
- 9) Check all roof drains for debris.
- 10) Return elevators to normal use unless damaged or flooded.
- 11) On all paperwork for hurricane related purchases, write a detailed description of what the item was used for and how that was related to the hurricane.
- 12) Shifts may be modified to accommodate traffic conditions during the period the University is closed.

POST OPENING OF SCHOOL (AFTER COMPLETION OF STORM CLEAN UP)

- 1) Record mileage and hour meter readings of all Facilities equipment.



PART TWO: ASSESSMENT AND RECOVERY PLAN

A) All Facilities purchasing of materials and services in order to maximize reimbursement from Insurance and FEMA.

- 1) All purchase orders must have the specific building or area it is associated with and the reason for the expenditure.
- 2) All p-card purchases must have the above information on the invoice.

B) FACILITIES PLANNING, MAINTENANCE, AND CONSTRUCTION

- 1) A control center for all Safety Inspections and Recovery Operations must be established. First choice will be Building 90; second choice will be Building 92.
- 2) The Director of Facilities Planning and Construction & his management team will manage the Control Center.
- 3) Two-way radio and computer (TMA) capability will be required as well as telephone.

C) WORK ORDERS

- 1) All storm related work will be tracked using the FEMA Daily Activity Report and TMA work orders.
- 2) During the initial Recovery Stage, no individual work orders will be kept. Once it is possible, individual TMA Catastrophe Project work orders will be created.
- 3) The exact location of the work performed, including the building number is critical to any future cost recovery. The work should fall into one of three broad FEMA categories:
 - Category A – Debris Clearance
 - Category B – Emergency Protective measures
 - Category E – Damaged Building and Equipment
- 4) Work orders that require contracted services or FP&C services will be forwarded to FP&C staff for appropriate action. The work will be distributed and assigned by FP&C staff to our five general contractors and electrical contractors.
- 5) Facilities Management staff will handle all other work orders.

D) SAFETY INSPECTION TEAMS

- 1) It is the responsibility of the Damage Measure Coordinators to organize the safety inspection teams.
- 2) A Safety Inspection Team is assigned to each facility to perform the damage assessment.
- 3) The teams will use the Damage Measures Checklist included in the Damage Measures packet to record the damage information at each location. This is done immediately once it is safe to return to the facility. It is imperative that we have good documentation of all damage, including pictures noting location (building & room # where applicable) and all damage within these areas.
- 4) The following buildings are considered critical and will be evaluated first, but not necessarily in any order:

Bldg #10	Academic Affairs	Bldg #74	College of Business
Bldg #12	Alumni Relations	Bldg #76	College of Business
Bldg #22	Commons	Bldg #77	ERDC
Bldg #32	Library	Bldg #78	ERDC
Bldg #36	Communications	Bldg #82	Center for Fine & Performing Arts
Bldg #54	Athletics/Recreation	Bldg #85	College of Professional Studies
Bldg #58	Science	Bldg #86	College of Professional Studies
Bldg #58C	Lab Sciences Annex	Bldg #88	WUWF
- 5) The Safety Inspection Team is responsible for inspecting the entire facility except for the roof. A special Facilities Maintenance team will be deployed to inspect all roofs.
- 6) While on site, all damaged trees and other hazards should be marked with barricade tape, and damaged exhaust fans, vents, etc., should be marked with bright colored spray paint, with the exact location of damage noted on the Damage Measures Checklist.
- 7) The team coordinator will radio major damage or high priority items in to the Work Control Center.



- 8) Once the checklists are complete, the team coordinator will return it to the Control Center. Work orders will then be created and assigned to Damage Repair Teams. Information at this point via work order can be relayed to Facilities Planning and Construction for contacting contractors as may be needed.

E) DAMAGE REPAIR TEAMS

- 1) All Facilities Maintenance employees will be assigned to a Damage Repair Team by Control Center Management.
- 2) Priorities for Damage Repair Teams will be established in consultation with the Associate Vice President for Facilities Management.
- 3) These teams will perform the first echelon major repairs (other than contracted repairs) to secure any damaged facilities. This could include clearing trees and debris (trees and branches should be separated from building debris), boarding windows and doors, repairing roofing, sweeping buildings, and securing emergency situations reported by the UWF Police Department.
- 4) Individual crafts will conduct final and specialized work at a later time.
- 5) All Utilities and Facilities Maintenance personnel capable are to report to their work location immediately after the disaster for instructions. Also, one Administrative clerk and one Work Control person should report to work as soon as possible. Personnel not capable of reporting to work should call their supervisor as soon as possible.
- 6) Teams will meet in Building 92, Conference Room to go over procedures.
- 7) Each shop supervisor will first secure the Center, assess shop damage, and make temporary repairs if necessary.
- 8) The Maintenance Superintendent will coordinate roof repairs with a contracted roof company.

F) SPECIAL ASSIGNMENT OF ALL FACILITIES MANAGEMENT PERSONNEL

- 1) All Facilities Management Personnel are subject to being reassigned from their normal assignment to work in areas of the highest priority that do not require specialized skills.

G) ACCOMMODATIONS FOR OUT-OF-TOWN CREWS (Only to be used in Major Storms)

- 1) Assistance may be received from out-of-town Universities, etc.
- 2) Accommodations for their welfare are essential. Gymnasiums best provide this need because of their size, rest rooms, and showers. The Field House should be considered for this use. Residence Halls may be used based on availability.
- 3) The crews should bring their own bedding (sleeping bags or cots), some food, batteries, battery-powered lanterns, generators, etc.
- 4) We may be asked to provide some food and should be prepared to furnish it, via University of West Florida's food service vendor.

H) BUILDING SERVICES DEPARTMENT

- 1) As quickly as possible, the Building Services Department will assess the condition of flooring and amount of water intrusion.
- 2) The Building Services staff will then take appropriate action to clean up and prevent further damage.
- 3) Building Service employees not assigned to interior cleanup will be assigned to external debris removal.
- 4) Communicate roof assessment information to Facilities Planning & Construction and Facilities Maintenance based on ceiling damage or wet carpets.

I) FACILITIES PLANNING & CONSTRUCTION

- 1) Make estimates of damage repairs based on completed assessment forms, and communicate information to Environmental Services.
- 2) Coordinate damage repairs that the Control Center determined to be beyond the scope of Facilities Maintenance. Repair orders will be forwarded to the Director of Facilities Planning and Construction or his designee.



- 3) FP&C Space Manager is the point of contact for leased property, and will perform damage assessments of leased property.

J) GROUNDS AND MATERIAL MANAGEMENT / SPECIAL EVENTS DEPARTMENTS

- 1) As quickly as possible, Grounds and Special Events employees not assigned to interior cleanup will be assigned to external debris removal.

K) ENVIRONMENTAL SERVICES

- 1) Environmental Services staff will serve in a supportive role with FP&C's staff.

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