

University of Florida School of Theatre + Dance Emergency Management Plan

Building Name: Nadine McGuire Theatre and Dance Pavilion
Building Number: 687
Building Address: 1800 McCarty Drive
P.O. Box 115900
Gainesville, FL 32611
Building Phone: (352) 273-0500
Building Fax: (352) 392-5114
Website: <http://www.arts.ufl.edu/theatreanddance/>
Building Location: The McGuire Pavilion is located off of McCarty Drive adjacent to the Reitz Union on the University of Florida campus



As of: 7/25/16 – Ver 1.1

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University of Florida

School of Theatre + Dance Emergency Plan

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Authority/Adoption

This School of Theatre +Dance (SoTD) Emergency Plan describes the procedures and organizational structure by which the unit will respond to an actual or potential emergency which occurs at the University of Florida (UF) and impacts the unit. This document has been developed in support of the UF Comprehensive Emergency Management Plan (CEMP), and specifically addresses the operations, functions, and roles and responsibilities that SoTD will have in the response to and recovery from an emergency. This signature acknowledges the acceptance of this Plan as the primary emergency plan for the unit, superseding previous emergency plans. Upon signing this letter, the designated authorities agree to:

- Support the identified preparedness efforts taken by SoTD.
- Follow the outlined concept of operations for the unit during an emergency.
- Provide support and authority as needed to the unit during or after an emergency.
- Promote on-going development, exercising, training, and enhancement of this Plan.

Dr. Jerry Dickey, Director
School of Theatre + Dance

Date

Committee Approval Letter



Business Affairs
Division of Environmental Health & Safety

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PO Box 112190
Gainesville, FL 32611-2190
352-392-1591
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www.ehs.ufl.edu

September 3, 2014

Re: Approval of University of Florida Departmental Emergency Plan Templates

By virtue of the authority vested in me as the Chair of Disaster Plan Committee, I hereby approve and promulgate the University of Florida Departmental Emergency Plan Templates. The template provides University units with a framework for emergency planning that is congruent with the University's *Comprehensive Emergency Management Plan (CEMP)*.

The template documents contain guidance for academic, clinical, general units, public venues and research departments/colleges. The plan consolidates a basic emergency plan, hazard guidance, tropical weather plan and continuity of operations plan. The primary objectives of the template is to protect the health and safety of students, faculty, staff and visitors affected by emergencies; contain and stabilize the emergency; minimize damage to University property, facilities, research and the environment; minimize disruption to University operations; and resume normal University activities and operations in a timely manner.

The Department of Emergency Management is authorized to amend the templates in order to maintain operational consistency, implement corrective actions, enhance the document or apply other appropriate changes.

This promulgation shall be effective upon signing and remain in force until amended or rescinded by further promulgation.

Sincerely

A handwritten signature in black ink, appearing to read 'William S. Properzio'.

William S. Properzio, Ph.D.
Director, Environmental Health & Safety
Chair, Disaster Plan Committee

The Foundation for The Gator Nation
An Equal Opportunity Institution

Record of Changes to the Plan

Description of Change	Page # of Change	Date of Change
Promulgation of Template	All	09/03/2014
Template utilized for SoTD Emergency Management Planning	All	7/25/16

I. Introduction

A. Purpose

This Emergency Plan is congruent with the University of Florida (UF) Comprehensive Emergency Management Plan (CEMP) which details the University's approach to coordinating emergencies. The School of Theatre + Dance (SoTD) has a key role in supporting activities in response to and recovery from an emergency that affects UF and SoTD. This document establishes actions taken by SoTD in support of University-wide operations described in the CEMP.

UF is potentially at risk from various hazards and this Plan supports the University's overall goal to protect life, property, and the environment. Due to the varying nature of emergencies that may impact the University and its units, this Plan is intended to serve as a flexible guide to meet the unit's needs as dictated by the emergency.

B. Scope

This Plan provides an overview of the emergency management system and organizational structure for SoTD and the University. The document outlines the coordination, management, and general concept of operations within the unit and includes additional emergency management-related documents as well as references to policies and procedures. This Plan applies to SoTD and all students, faculty, staff, and external partners working within the unit.

This Plan may be activated in support of the University CEMP or in response to an emergency impacting SoTD. The document supports activities described in the CEMP but does not supersede it.

C. Authorities

The SoTD Director has approved this Emergency Plan, establishing SoTD's program for emergency operations. Additional authority for emergency management at UF is derived from a variety of sources listed in the University CEMP, including University plans and policies as well as federal and state authorities.

II. Planning Assumptions

The following planning assumptions can be made regarding emergencies which may impact the University.

A. University Assumptions

- An emergency can occur at any time of the day, night, weekend, holiday, with little to no warning.
- UF will respond to a large-scale emergency from the University level using the University CEMP as guidance.
- The succession of events in an emergency is not always predictable; therefore, plans and procedures, such as this document, serve as a guide, and may require flexibility in order to meet the specifics of the emergency.
- When an emergency involves multiple departments, operations might be coordinated through the UF Emergency Operations Team (EOT).
- An emergency which impacts UF may also affect the surrounding community and region, limiting access to and availability of external resources.
- Extended emergencies may require 24-hour operations, and staffing should be planned accordingly.

B. Unit Assumptions

- Units are expected to respond to an emergency by employing unit-level emergency plans.
- Each UF unit should be familiar with the University CEMP, its respective Emergency Plan, and specific responsibilities assigned to it within these documents.
- Life safety is the first priority at UF. If life safety is at risk following an emergency, faculty and staff might not be able to access University facilities including buildings, offices, or laboratories during or after an emergency.
- Personnel from SoTD will be available for UF officials in an emergency to provide information specific to their unit including details regarding operations and facilities affected by the emergency.

III. Concept of Operations

The Concept of Operations provides guidelines for responding and recovering from emergencies at the unit level. Units should reference the University CEMP for a full description of emergency response and recovery operations at the University level. Units and their personnel might have additional responsibilities in the University CEMP to support a University-wide emergency response. Any department responsibilities outlined in the University CEMP should be performed in conjunction with response activities at the individual unit level, using the following as a guide for prioritizing response actions:

1. Life safety and health issues
2. Protection of property
3. Protection of the environment

A. University-Wide Emergency

1. Monitoring Threats and Emergencies

The UF Police Department, the Department of Emergency Management and Environmental Health & Safety have the primary responsibility for monitoring threats and emergencies and will disseminate appropriate information regarding actual or potential emergencies and associated actions as necessary.

2. Activation of UF Comprehensive Emergency Management Plan

The University CEMP can be activated to address one or more of the following circumstances:

- Based on information obtained from appropriate authorities, University officials might initially activate portions of University CEMP to coordinate the emergency.
- The Assistant Vice President of Public and Environmental Safety might activate the University CEMP in response to information regarding an actual or potential emergency.
- In coordination with a declared local, state, or Federal emergency, the Assistant Vice President of Public and Environmental Safety might activate the University CEMP.

3. UF Emergency Operations Center

If an emergency affecting UF requires coordination at the University level, UF may activate its Emergency Operations Center (EOC), which serves as the University's central point of coordination for emergency operations. Units may need to communicate with the University EOC in order to:

- Assist in supporting the University's overall emergency response and recovery,
- Receive updates on the status of emergency operations,
- Coordinate and/or obtain assistance managing the emergency on the unit level, and
- Request additional resources to minimize damage and impact caused by the emergency.

If the UF EOC has been activated, a unit may call the UF Police Department main number at 352-392-1111 to contact to the University EOC.

B. Unit-Level Emergency

1. Reporting Emergencies

All UF students, faculty and staff have a responsibility to report any emergency which poses an immediate threat to life safety by calling 911. Once 911 or other appropriate authorities have been notified, SoTD should follow the procedures for specific hazards listed in Appendix A, as appropriate.

If a student, faculty or staff in a unit reports an emergency that might reduce or impede unit functions, the SoTD Director, along with the other appropriate emergency contacts as described below, should also be notified.

If the emergency impacts the units' facilities, the appropriate work management center should additionally be notified. If a building has been significantly damaged or impacted, UF Police Department and/or Environmental Health & Safety will determine if the structure is safe to occupy.

If the incident involves hazardous materials, but does not pose an immediate threat to life safety, the UF Police Department should be called at 352-392-1111. The Police dispatcher will contact the appropriate University departments, including Environmental Health & Safety and local emergency responders as necessary. SoTD will support Environmental Health & Safety in providing information regarding materials involved.

If the emergency incident renders academic or classroom space unusable, SoTD will contact the Office of the University Registrar at 352-392-1374.

2. School of Theatre + Dance Emergency Plan Activation

The SoTD Director or designee may activate portions or all of the Department Emergency Plan to the extent necessary to coordinate the emergency response and recovery operations. If all or part of the Plan is activated, appropriate personnel within the unit required to implement actions described in the Plan should be notified. Refer to *Section V. Roles and Responsibilities* for descriptions of specific roles and responsibilities in an emergency.

Essential unit employees (as designated by the SoTD Director) might be required to assist in implementing the Emergency Plan. Identified employees should take preparatory arrangements to facilitate their ability to report to work as needed during emergency operations. These personal preparedness measures include planning for family, pet and other responsibilities.

3. Emergency Resource Requests

If SoTD requires University resources for emergency response or recovery and the University EOC has not been activated, the SoTD Director's designee will contact the appropriate UF department for assistance, such as UF Police Department and Environmental Health & Safety, based on the nature of the need. If the University EOC has been activated, the SoTD Director or designee will contact the EOC with requests for resources by calling the UF Police Department main number at 352-392-1111.

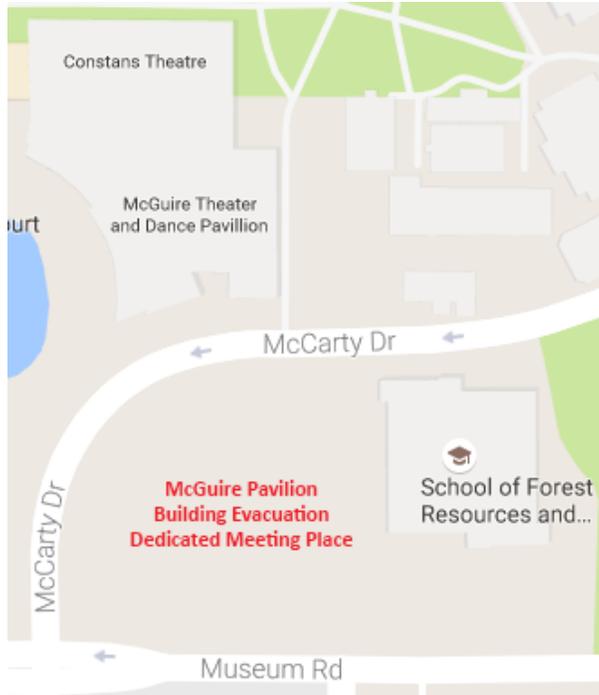
4. Employee Accountability

SoTD should account for employees following an emergency at the work unit level.

During a building evacuation the Building Emergency Coordinators (BEC) and designees will oversee accounting for employees. The BEC's and designees will utilize the Employee Accountability Checklist (included as Attachment L of this document). The SoTD Health & Safety Committee with assistance from the Assistant to the Director will update the checklist at the beginning of each semester.

Employees will be accounted for via call list for non-evacuation emergencies. The SoTD Health & Safety Committee will maintain the call list with assistance from the Assistant to the Director. The SoTD Director, Assistant to the Director, Building Emergency Coordinators, and Health & Safety Committee designees have access to the call list.

The designated meeting place for evacuating the McGuire Pavilion is the grassy area southeast of the building crossing McCarty Drive (directly across the street from G6 & G10 Studios). Evacuees should utilize the crosswalk when possible and head toward the picnic table area to remain 100' from the building. See image on page 12.



C. Recovery

The recovery process follows the initial emergency response phase. In the event of a large-scale recovery effort, additional assistance might be requested by the University from local, state and federal emergency management agencies. For detailed information regarding the University's recovery plans, protocols, and procedures, refer to the University CEMP.

Units affected by the emergency should coordinate with the University EOC to determine appropriate recovery activities including damage assessment, alternate facilities and resumption of normal operations.

1. Damage Assessment and Reimbursement

When deemed safe by a public safety authority, units should conduct a preliminary damage assessment of their buildings. The appropriate external and internal building assessment forms should be completed. If UF's damage assessment website is functional, enter information into the system. If not functional, the forms should be faxed or delivered to the building's appropriate work management center. (Damage Assessment form is included as Attachment E of this document.)

Departments should not go into buildings that are suspected or determined to be unsafe. Any dangerous conditions or issues requiring urgent response should be

reported immediately to the appropriate work management center or UF Police Department.

UF Damage Assessment Website

<https://emergency.ufl.edu/programs/damage-assessment-program/>

(Login using GatorLink ID and password when prompted)

It is important for units to document damage, including photographs, in order to recover any potential insurance or FEMA reimbursement. A notation of the location, including building and room number, should be included in each photograph. (This can be accomplished by including a hand-written sign in the picture or later electronic editing.)

Units should take safe, protective actions that mitigate or reduce hazards in their buildings and areas. (Example: Department placing barricade tape around a dangerous area in a building to prevent people from entering the area.) Employees should not take any actions which place themselves or others in danger.

2. Continuity of Operations

If the emergency causes disruptions in operations, damage to facilities or impacts to employees, the Continuity of Operations (COOP) plan may need to be implemented. A COOP addresses the continuance of a unit's essential functions despite disruptions from an emergency. SoTD's COOP Plan is located in Appendix C currently under development.

3. Resumption of Normal Business Operations

Once recovery efforts are complete, the University will resume normal business and academic operations. In some cases, this might take several days, weeks, or even months and may require the relocation of effected operations depending on the impact and severity of the emergency. The SoTD Director or designee will coordinate with the University EOC, University administration as well as with SoTD personnel, on the return to normal operations.

IV. Emergency Notification and Communications

A. Emergency Notification

1. University Notification

The University employs a multi-modal approach to emergency notifications, termed UF Alert, to notify the University community of emergencies. The system employs SMS/text messaging, email, VoIP telephones/speakers, social media, web postings on the UF home page and other methods. All University students, faculty, and staff are responsible for maintaining their current emergency contact information in myUFL in order to receive timely emergency notifications.

SoTD will encourage faculty and staff to participate in the UF Alert systems.

2. Department Notification

SoTD maintains an internal notification system(s) including mass email distribution and a contact list of employees with emergency roles (see Attachment J). Additionally, SoTD maintains a contact list of vendors/partners (see Attachment K).

College/Departmental notifications may include specific details and instructions for the unit including impacted facilities, altered work locations and appropriate employee actions.

If information needs to be communicated beyond the unit to the University community and public, University Relations should be contacted for coordination and assistance.

B. Emergency Communications

1. University Communications

University Relations serves as the central point for University communications during an emergency. All public information and communication should be coordinated through University Relations with support provided by SoTD communications personnel.

2. Department Communications

If the unit is affected by the emergency, SoTD is responsible for maintaining communications between the Department and the University EOC to ensure that the overall immediate needs of the University are being met.

Throughout the emergency, SoTD will provide status updates to its faculty and staff members, as appropriate. (Reference Attachment J)

C. Emergency Supplies

Emergencies may require the need for specific and specialized emergency resources and equipment. In addition, gathering certain emergency supplies prior to an emergency for SoTD can allow department staff to be more prepared for the emergency.

SoTD maintains, at a minimum, the following supplies:

- First Aid Kits
 - Stationary First Aid Kits are located in the Scene Shop, Costume Shop, Electrics Shop, outside of G15 Studio, and inside G6, G10, and G11 Studios
- SoTD Emergency Plan
 - Hard copies are located at the Reception Desk, Scene Shop, Electrics Shop, Costume Shop and Stage Management workspace
 - An electronic copy can be accessed through Basecamp and via email request to jgoelz@arts.ufl.edu.
- Flashlights and batteries
 - Located at the Reception Desk, Scene Shop, Electrics Shop, and Stage Management workspace
- Plastic sheeting is available in the Scene Shop

V. Roles and Responsibilities

SoTD will support University operations as needed while addressing specific response actions at the unit level. The priority of operations to be completed will be determined by the SoTD Director or designee, in coordination with the University priorities. The most immediate needs of the University will be addressed first, prioritized by the protection of life safety and health, property, and the environment.

A. University Responsibilities

The University is responsible for overall management of the emergency, ensuring the safety and protection of life, property, and the environment. The University will manage the emergency through the University EOC if needed and by partnering with external responders, as appropriate. The University will disseminate information regarding the emergency situation to the UF community as appropriate.

B. School of Theatre + Dance Responsibilities

The organization's response to the emergency will depend on impacts from the emergency, University-wide actions and the unit's mission critical functions. The actions described below provide guidance related to emergency response and recovery efforts based on the needs of the unit.

Preparedness

- The SoTD Director provides ongoing executive support for the SoTD emergency management program and establishes an Emergency Planning Team (SoTD Health & Safety Committee) to maintain emergency plans and procedures specific to the venues.
- Inform employees of department emergency plans and procedures.
- Employees should be educated about emergency procedures through department/office staff meetings and provided instructions on handling emergencies that may occur.
- Encourage employees to update contact information on myUFL to receive emergency notifications.
- Maintain a resource list/contact list with important numbers and employee contact information.
- Create an evacuation plan specific to the public venues. Ensure it outlines egress routes, safe assembly areas, procedures for persons with access and functional needs, and roles and responsibilities for public venue staff.
- Create a communications plan that includes policies and instructions for use for all communications tools (public address system, 2-way radios, etc.). Include information regarding training staff on communications tools and regular maintenance and testing of communications technologies.
- Review emergency power needs and availability. Test and maintain generators as necessary.
- Coordinate with the Fire Safety Office of UF's Environmental Health & Safety regarding facility fire protection systems, emergency lighting, fire extinguisher training, building evacuation and other safety issues.
- Comply with applicable University, local, state, and federal regulations regarding emergency planning for public venues including those enforced by the Gainesville Fire Rescue (Operation Safe Club).

Response

- The SoTD Director or designee will provide information regarding changes to operating or event schedules. Schedule change decisions may be made by the public venue or be based on University-wide decisions. Public venue staff and the general public should be notified of schedule changes and event cancellations.

- Notify appropriate UF department(s) or officials of an emergency at the public venue.
- Coordinate with the UF Police Department and other first responders appropriately throughout the emergency. Provide information about the facility if needed, and make necessary management or event decisions.
- Throughout and following the emergency, regularly update employees and guests about the emergency. Notify the general public as well, if the response impacts public access to the venue or causes event cancellations.
- Coordinate with the University Police Department and appropriate work management center on securing buildings if needed, including electronic door access systems.
- Account for employees following the emergency.
- Document damage and fiscal impacts caused by the emergency.

SoTD Faculty & Staff Emergency Personnel:

Jerry Dickey – Director

Todd Bedell – Building Emergency Coordinator (Primary)

Zak Herring – Building Emergency Coordinator (Alternate)

Jenny Goelz – Health & Safety Committee Chair

Austin Gresham – Facilities Coordinator

C. Building Emergency Coordinators

Each department is responsible for appointing a primary and alternate Building Emergency Coordinator for every building in which the department occupies space. A list of University BECs is maintained by the Department of Emergency Management and updated a minimum of annually by departments.

BEC Administration Database

<http://bec.facilities.ufl.edu>

(Login using GatorLink ID and password)

VI. Maintaining and Protecting Public Venues

In response to an emergency, SoTD will prioritize life safety issues while also working to protect and sustain public venue operations and property.

A. Sustainment and Protection of Public Venues

Understand and plan based upon the facility’s specific fire systems, communications systems, back-up power provisions and systems.

SoTD emergency lighting powered by an emergency generator automatically activates during power disruption. SoTD does not require any equipment to be connected to an emergency generator.

Employees should maintain copies of important data (hard copy and electronic copies) in a secure location.

To the best ability of employees and in cooperation with University efforts, essential functions should be maintained. Refer to their Continuity of Operations Plan (Appendix C) to address continuation of services following an emergency if facilities or personnel are impacted.

B. Public Venue Closure and Evacuation

If there is an urgent need to evacuate the building, such as a fire alarm activation, all building occupants should leave immediately and wait for the appropriate “all clear” notification from University or public safety officials before re-entering the building

SoTD Performance and Event Evacuation Procedures:

- The house lights will be turned on and the Stage Manager or Assistant Stage Manager will announce the emergency and instructions over the Stage Management microphone (god mic) or from the stage. (Reference Attachment M - Stage Manager Hold & Emergency Evacuation Announcements)
- Staff and/or the Stage Management team will determine if it is necessary to drop the fire curtain (Constans Theatre only)
- Staff and ushers will assist patrons to the nearest available exit and to the dedicated evacuation meeting place. Ushers will have pre-assigned evacuation areas. Ushers who are assigned to patrons with disabilities are to assist them to the nearest exit or area of rescue assistance. Patrons with disabilities on upper levels of the building should be assisted to an area of rescue assistance (safe refuge, enclosed fire exit stairway/landing), with immediate notification to the House Manager and emergency response personnel (See Appendix 6).
- Staff and Stage Managers will assist performers and crew members to the nearest available exit and to the dedicated evacuation meeting place.
- The designated meeting place is the grassy area south of the building crossing McCarty Drive (directly across the street from G6 & G10 Studios). Evacuees should head toward the picnic table area to remain 100' from the building.
- In an evacuation, all communications will flow through the House Manager and Stage Manager.

- The House Manager will notify UPD (352-392-1111) and provide available information.
- After the theatre has been evacuated a staff member or House Manager will account for staff and guests and secure building to the best of their ability, in coordination with University Police.
- The House Manager should provide informative announcements to maintain a calm environment.
- The SoTD Director and Production Manager should be notified.
- A SoTD Incident report should be completed (See Attachment N).

Depending on the type of emergency, the department may have advanced notice of a need to close such as pending tropical weather. (Reference Appendix B – Tropical Weather Plan).

If life safety is not threatened, and the Department receives notice of an unplanned building evacuation, employees may choose to take the following steps to shut down the venue:

- Announce the emergency and instructions to respond over the public address system, if available.
- Once facility has been evacuated, account for staff and guests as appropriate and direct guests to safe assembly locations.
- Secure building as appropriate, in coordination with University Police and work management center.

VII. Plan Maintenance

Maintenance of this document is essential to ensure procedures and contacts are current and corrective actions have been incorporated into the Plan. The SoTD Director or designee is responsible for plan review, modifications and approval to promote efficient and effective plan maintenance.

A. Plan Development and Updates

This plan is consistent with the University CEMP. This document, including Employees with Emergency Roles (Attachment J), should be reviewed annually and updated as necessary by SoTD. Following an update, the Plan should be reapproved by the SoTD Director, and distributed to the appropriate faculty and staff within the unit.

B. Training and Exercises

Training and exercises are conducted to ensure Department personnel are familiar with the procedures described in the Plan, to test procedures described in the Plan, and to determine needed revisions based on lessons learned.

SoTD will conduct the following exercises and training:

- Building evacuation drills during the fall and spring semesters.
- Annual emergency plan orientation for new faculty, staff and student employees.
- Yearly review of the emergency plan for returning faculty, staff and student employees.
- Training for designated faculty, staff and student employees including CPR, First Aid, AED and fire extinguisher training.

Appendix A – Emergency Guidance



A.01 Active Shooter



University of Florida Police Department Community Response Checklist ~ Active Shooter Incident ~

In the event of an active shooter incident, please consider taking the following actions:

Secure Immediate Area:

- Lock and barricade doors.
- Turn off lights.
- Close blinds.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet, and out of sight.
- Keep yourself out of sight and take adequate cover/protection (i.e. concrete walls, thick desks, filing cabinets). Cover may protect you from bullets.
- Silence all cell phones.
- Place signs in exterior windows to identify the location of injured persons.

Un-Securing an Area:

- Consider risks before un-securing rooms.
- Remember, the shooter will not stop until he/she is engaged by an outside source.
- Attempts to rescue people should only be made if it can be accomplished without further endangering the people inside a secured area.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

Contacting Authorities:

- Use emergency 911
- 392-1111 UFPD

What to Report:

- Your specific location - building name and office/room number
- Number of people at your specific location
- Injuries - number injured, types of injuries
- Assailant(s) - location, number of suspects, race, gender, clothing description, physical features, types of weapon(s) (e.g. long gun or hand gun), backpack, shooter's identity if already known, separate explosions from gunfire, etc.

Police Response:

- Objective is to immediately isolate/engage assailant(s)
- Evacuate victims
- Facilitate follow-up medical care, interviews, counseling, etc.
- Investigation

University of Florida Police Department, April 2007

Source: University of Florida Police Department

A.02 Bomb Threat

BOMB THREAT CALL PROCEDURE

PLACE THIS CARD UNDER YOUR TELEPHONE

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does, as the caller may still be on the line.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact 911 immediately with information and await instructions.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

Do Not:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm
- Touch or move a suspicious package

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- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm
- Touch or move a suspicious package

Bomb Threat Checklist

Date: Time:

Time Caller Phone Number Where Hung Up:
 Hung Up: Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice Background Sounds: Threat Language:

- | | | |
|---|---|---|
| <input type="checkbox"/> Accent
<input type="checkbox"/> Angry
<input type="checkbox"/> Calm
<input type="checkbox"/> Clearing throat
<input type="checkbox"/> Coughing
<input type="checkbox"/> Cracking voice
<input type="checkbox"/> Crying
<input type="checkbox"/> Deep
<input type="checkbox"/> Deep breathing
<input type="checkbox"/> Distinguished
<input type="checkbox"/> Distinct
<input type="checkbox"/> Excited
<input type="checkbox"/> Female
<input type="checkbox"/> Laughter
<input type="checkbox"/> Lisp
<input type="checkbox"/> Loud
<input type="checkbox"/> Male
<input type="checkbox"/> Nasal
<input type="checkbox"/> Normal
<input type="checkbox"/> Ragged
<input type="checkbox"/> Rapid
<input type="checkbox"/> Raspy
<input type="checkbox"/> Slow
<input type="checkbox"/> Slurred
<input type="checkbox"/> Soft
<input type="checkbox"/> Stutter | <input type="checkbox"/> Animal Noises
<input type="checkbox"/> House Noises
<input type="checkbox"/> Kitchen Noises
<input type="checkbox"/> Street Noises
<input type="checkbox"/> Booth
<input type="checkbox"/> PA System
<input type="checkbox"/> Conversation
<input type="checkbox"/> Music
<input type="checkbox"/> Motor
<input type="checkbox"/> Clear
<input type="checkbox"/> Static
<input type="checkbox"/> Office machinery
<input type="checkbox"/> Local
<input type="checkbox"/> Long distance | <input type="checkbox"/> Incoherent
<input type="checkbox"/> Message read
<input type="checkbox"/> Taped
<input type="checkbox"/> Irrational
<input type="checkbox"/> Profane
<input type="checkbox"/> Well-spoken |
|---|---|---|



Other Information:

Bomb Threat Checklist

Date: Time:

Time Caller Phone Number Where Hung Up:
 Hung Up: Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice Background Sounds: Threat Language:

- | | | |
|---|---|---|
| <input type="checkbox"/> Accent
<input type="checkbox"/> Angry
<input type="checkbox"/> Calm
<input type="checkbox"/> Clearing throat
<input type="checkbox"/> Coughing
<input type="checkbox"/> Cracking voice
<input type="checkbox"/> Crying
<input type="checkbox"/> Deep
<input type="checkbox"/> Deep breathing
<input type="checkbox"/> Distinguished
<input type="checkbox"/> Distinct
<input type="checkbox"/> Excited
<input type="checkbox"/> Female
<input type="checkbox"/> Laughter
<input type="checkbox"/> Lisp
<input type="checkbox"/> Loud
<input type="checkbox"/> Male
<input type="checkbox"/> Nasal
<input type="checkbox"/> Normal
<input type="checkbox"/> Ragged
<input type="checkbox"/> Rapid
<input type="checkbox"/> Raspy
<input type="checkbox"/> Slow
<input type="checkbox"/> Slurred
<input type="checkbox"/> Soft
<input type="checkbox"/> Stutter | <input type="checkbox"/> Animal Noises
<input type="checkbox"/> House Noises
<input type="checkbox"/> Kitchen Noises
<input type="checkbox"/> Street Noises
<input type="checkbox"/> Booth
<input type="checkbox"/> PA System
<input type="checkbox"/> Conversation
<input type="checkbox"/> Music
<input type="checkbox"/> Motor
<input type="checkbox"/> Clear
<input type="checkbox"/> Static
<input type="checkbox"/> Office machinery
<input type="checkbox"/> Local
<input type="checkbox"/> Long distance | <input type="checkbox"/> Incoherent
<input type="checkbox"/> Message read
<input type="checkbox"/> Taped
<input type="checkbox"/> Irrational
<input type="checkbox"/> Profane
<input type="checkbox"/> Well-spoken |
|---|---|---|



Other Information:

Source: University of Florida Police Department

A.03 Dangerous, Disruptive or Disturbing Employee

Helping Employees in Distress



Office of Human Resource Services
UNIVERSITY of FLORIDA

Resource Guide

The Office of Human Resource Services (HRS) has developed this informational guide to aid in assisting employees experiencing difficulties.

Dangerous Employee
Safety is an immediate concern; Verbal or physical threats to harm others; Active threats of suicide and resists help.

Disruptive, Disturbing, or Troubled Employee
Safety is not an immediate concern; Threatens harm to self or others, but will accept help; Demonstrates bizarre behavior or communication; Disruptive to the work environment.

↓

If employee is dangerous or threatening harm to self or others

Call 911

↓

↓

Human Resources Consultation
Employee Relations

352-392-1072

Mental Health Consultation or Referral
Employee Assistance Program

352-392-5787

Employee Relations Satellite Offices:

Health Science Center . . . 352-392-3786 PPD 352-392-2333

IFAS 352-392-4777 E&G/Auxiliaries . . 352-392-6615

When working with an employee exhibiting disruptive or troubled behaviors:

- In an emergency and safety is an immediate concern, call 911.
- For non-emergency safety concerns, call the UF Police Department at 352-392-1111.
- Consult with the HRS Employee Relations Office and the Employee Assistance Program to develop a plan to address the employee's concerns.
- Consult with your supervisor.

Emergency 911

UF Police Department 352-392-1111

Employee Assistance Program . . 352-392-5787

HRS Employee Relations* 352-392-1072

Office of Victim Services* 352-392-5648

** After office hours, call 352-392-1111*

Disruptive or Disturbing Employee

Warning signs of disruptive or disturbing employee behavior

Disruptive or distressed employees exhibit behaviors that signify an obvious crisis and necessitate more immediate intervention. Examples include:

- Highly disruptive behavior (e.g., verbal hostility, aggression, subversion of team work, disregard for workplace decorum and expected conduct)
- Failure to comply with corrective feedback
- Inability to communicate clearly (garbled, pressured speech, disorganized, confused, or rambling thoughts)
- Loss of contact with reality (seeing or hearing things which others cannot see or hear; irrational beliefs or fears that others may be conspiring against them)
- Stalking behaviors and inappropriate communications (including threatening letters, e-mail messages, harassment)
- Suicidal thoughts and/or threats to harm others (may be communicated orally or in written formats through e-mail or on social network or academic sites)

Response to a disruptive or disturbing employee

- If immediate safety is a concern or the person acts in a highly irrational or disruptive way, call 911
- If safety is not a concern, attempt to deescalate the situation; offer to find someone to assist in problem-solving; meet and work on a solution
- Consult with the HRS Employee Relations Office and notify your supervisor
- If needed, consult with the Employee Assistance Program
- Work with your supervisor and the HRS Employee Relations Office to develop a plan
- Implement the plan and follow up with recommended resources and your supervisor
- Document your actions and conversations

Troubled Employee

Signs that an employee may be troubled

Employees in distress may not be disruptive to others, but may exhibit behaviors that indicate something is problematic. They may also be reluctant or unable to acknowledge a need for personal help. Behaviors may include:

- Marked changes in performance
- Tardiness and excessive absences in consistent with prior history
- Changes in emotional state; e.g., sadness, crying, lethargy, irritability, rapid speech, preoccupied, increased and more intense disagreement with peers, sense of confusion
- Changes in physical well-being; e.g., swollen eyes from crying, increased illnesses, poor self-hygiene, rapid weight loss/gain
- Repeated requests for special consideration; e.g., deadline extensions, changes in job requirements
- Communication in either oral, written, or electronic formats that may suggest a threat to self or others

Response to troubled employees

- Consult the Employee Assistance Program and Employee Relations
- Address the situation directly and how it relates to the position; have someone else in the meeting with the two of you
- Do not make promises of confidentiality
- Refer employee to campus and community mental health resources

Recognizing and helping the person who has thoughts about not wanting to live

Supervisors sometimes find themselves talking to someone who appears to be very sad, hopeless, and in despair. If the person's conversation or behaviors suggest suicide may be a concern, here are some suggestions for how to help:

- Listen and take time to understand the scope of his or her concerns
- Ask the question - Based on what you are saying about how things are for you, I am wondering... Are you thinking about not wanting to live? Are you thinking about killing yourself?
- Be persistent; if after further conversation you are still concerned, ask again
- Offer hope and promote the idea of getting help
- Refer to campus and community mental health resources: Employee Assistance Program (352-392-5787) or Alachua County Crisis Center (352-264-6789)
- Consult with HRS Employee Relations Office and develop a follow-up plan
- Communicate with your supervisor

Source: UF Human Resource Services

A.04 Dangerous, Disruptive or Disturbing Student

UF | Division of Student Affairs
UNIVERSITY of FLORIDA

HELPING STUDENTS IN DISTRESS:
Faculty and Staff Resource Guide

In an emergency, call 911.

- For non-emergency safety concerns call UFPD at 352-392-1111.
- Please refer all situations involving dangerous, disruptive/disturbing, or troubled students to the Dean of Students Office by either calling 352-392-1261 or emailing umatter@ufl.edu.

If in doubt, call the UF Police Department.

All numbers below are available 24 hours a day unless otherwise indicated.

- Emergency ————— 911
- UF Police Department ————— 352-392-1111
- Dean of Students Office* ————— 352-392-1261
- Counseling & Wellness Center ————— 352-392-1575
- Student Health Care Center ————— 352-392-1161
- Victim Advocates* ————— 352-392-5648
- Housing & Residence Education* ————— 352-392-2161

*After office hours, call 352-392-1111 and request the on-call staff person for the office you are calling.

For persons with print-related disabilities, this publication is available upon request in alternative formats. For more information contact the Office of the Vice President for Student Affairs at 352.392.1265, 711 (TTY), (155 Tiger Hall)

Dangerous Student

Safety of the student and/or other members of the UF community is an immediate concern; Verbal or physical threats to harm others; Active threats of suicide and resists help.

If Student is Dangerous or Threatening Harm to Self or Others
Call 911 or 392-1111.

Disruptive or Disturbing Student

Safety is not an immediate concern; Threatens harm to self or others, but follow through does not seem imminent; Demonstrates bizarre behavior or communication; Disruptive to the living/learning environment.

Contact the Dean of Students Office at umatter@ufl.edu or 352-392-1261.

If student is receptive, refer the student to the Counseling and Wellness Center, 352-392-1575.

Troubled Student

A student who is troubled, confused, very sad, highly anxious, irritable, lacks motivation and/or concentration; has thoughts about not wanting to live; difficulties in interactions with others.

Contact the Dean of Students Office at umatter@ufl.edu or 352-392-1261.

If student is receptive, refer the student to the Counseling and Wellness Center, 352-392-1575.

For academic concerns, contact the department chair or program coordinator or associate dean of college.

umatter@ufl.edu **352-392-1261**

Disruptive or Disturbing Student FAQ

Q. What are warning signs of disruptive student behavior?

Disruptive or disturbing students exhibit behaviors that signify an obvious crisis and necessitate more immediate intervention. Examples include:

- Highly disruptive behavior (e.g. verbal hostility, aggression, disregard for classroom decorum and expected conduct, etc.); failure to comply with corrective feedback
- Inability to communicate clearly (garbled, pressured speech; disorganized, confused, or rambling thoughts)
- Loss of contact with reality (seeing or hearing things which others cannot see or hear; irrational beliefs or fears that others may be conspiring against them)
- Stalking behaviors and inappropriate communications (including threatening letters, email messages, harassment)
- Suicidal thoughts and/or threats to harm others (may be communicated orally or in written formats through email, assignments, or on social network or academic sites)

Q. How should I respond to a disruptive or disturbing student?

- If immediate safety is a concern or the person acts in a highly irrational or disruptive way, call 911
- If safety is not a concern, attempt to de-escalate the situation; offer to find someone to assist in problem-solving; meet and discuss solutions
- Talk with your supervisor for additional assistance
- Consult with the Counseling & Wellness Center, Dean of Students Office, or UFPD
- Notify the Dean of Students Office

Q. How can I recognize and help the person who has thoughts about not wanting to live?

Faculty and staff sometimes find themselves talking to someone who appears to be very sad, hopeless, and in despair. If the person's conversation or behaviors suggest suicide may be a concern, here are some suggestions for how to help:

- Listen and allow time to understand the scope of his or her concerns
- Ask the question – Based on what you are saying about how things are for you, I am wondering... Are you thinking about not wanting to live? Are you thinking about killing yourself?
- Be persistent; if after further conversation you are still concerned, ask again
- Offer hope and promote the idea of getting help
- Refer to campus and community mental health resources: Counseling & Wellness Center (352-392-1575) or Alachua County Crisis Center (352-264-6789)
- For emergency appointments during Counseling & Wellness Center office hours, offer to walk the student to the Crisis Emergency Resource Center, on the 4th floor of Peabody Hall, or call 352-392-1575 and ask for emergency consultation.
- Notify the Dean of Students Office
- Consult with your supervisor

Troubled Student FAQ

Q. What are some signs a student may be troubled?

Students in distress may not be disruptive to others, but may exhibit behaviors which indicate something is problematic. They may also be reluctant or unable to acknowledge a need for personal help. Behaviors may include:

- Marked changes in academic performance
- Tardiness and excessive absences inconsistent with prior history
- Withdrawal from and/or avoidance of participation, increased anxiety around exams or deadlines, difficulty working in teams
- Changes in emotional states, e.g., sadness, crying, lethargy, irritability, rapid speech, preoccupied, increased and more intense disagreement with peers and instructor, sense of confusion
- Changes in physical well-being, e.g. swollen eyes from crying, increased illnesses, poor self-hygiene, rapid weight loss/gain, sleeping in class
- Repeated requests for special consideration, e.g., deadline extensions, changes in requirements, grade changes
- Behaviors which may interfere with effective management of the learning environment, e.g., outbursts of anger, domination of discussion, derailing the focus of discourse
- Communication in either oral, written, or electronic formats that may suggest a threat to one's self or others

Q. How should I respond to a student that is troubled?

For students who are mildly or moderately troubled:

- Address the situation on an individual level; consider having someone meet with you and student
- Avoid offering confidentiality to the student should s/he wish to talk
- Deal directly with the behavior according to classroom protocol; provide corrective feedback and offer to help
- Encourage the student to use campus and community helping resources; offer to walk the student to assistance or call and make an appointment
- Inform and consult with your supervisor and the Dean of Students Office

Q. How do I make a referral?

Your exposure to students increases the likelihood you will identify signs of distress in a student. What can you do?

- Recommend campus services to the student.
- Reassure the student it is an act of strength to seek help
- Offer to help make the initial contact with the helping resource
- If the student rejects referral, notify the Dean of Students Office of your concern through umatter@ufl.edu

Helpful Sources:

- **U Matter We Care** (umatter@ufl.edu; 352-392-1261) is a university-wide program that asks every Gator to notice signs of distress in other Gators and then get that person or information about that person to a helping resource. The General Counsel's Office and the Privacy Office have approved the use of email by this office, including citing a student's name and UF ID. You may email umatter@ufl.edu seven days a week with concerns about a student. The Dean of Students Office will quickly respond, get further information from you, and then reach out to the student. When working with a student, the U Matter team will help the student prioritize issues and then connect the student to resources that can help address those issues. An individualized success plan is the outcome. The Dean of Students Office staff will communicate with you and other resources around campus and in the community in order to support the student. Some students only seek the team out for one visit. Others continue to work with the Dean of Students Office team throughout their UF academic career. In addition to students in distress, faculty may email umatter@ufl.edu regarding disruptive students and other situations regarding students or student groups. The Dean of Students Office team will assist you in navigating challenging student issues.
- **The Counseling and Wellness Center** (352-392-1575) provides confidential psychological and psychiatry services at no cost for students who have paid the health fee. You may refer a student to the Counseling and Wellness Center for short term therapy. Individual, group, and couples therapy is provided as well as several self-guided tools such as biofeedback and web-based resources. In addition, faculty may walk a student in severe distress to the Crisis and Emergency Resource Center (CERC) on the 4th floor of Peabody Hall during business hours for an immediate assessment. In addition to in person services, the Counseling and Wellness Center website provides varied resources for a wide range of topics. See www.counseling.ufl.edu. Students, faculty, family members or others who would like to seek consultation from a counselor may call the Counseling and Wellness Center at 352-392-1575 24 hours per day, seven days a week. During evenings and weekends, a master's level counselor is available to speak with individuals who need assistance.
- **Victim Advocates/University Police Department** (352-392-5648/352-392-1111). If a student has been the victim of a crime including sexual harassment or assault, please refer that student to this confidential resource.
- **Student Health Care Center** (352-392-1161). Students who are sick or injured and have paid the health fee are seen for free at the Student Health Care Center. A wide-range of services are available including a women's clinic, sports medicine and pharmacy.

POLICY AND PROCEDURE INFORMATION

Behavioral Consultation Team

The UF Behavioral Consultation Team (BCT) takes a coordinated and educational approach to assessment and intervention with students who are in significant distress, especially those who may be of harm to self or others or whose behavior is significantly impacting the community in a detrimental way. The BCT consists of a variety of campus experts in areas related to student behavior including the Dean of Students Office, the Counseling & Wellness Center, Housing and Residence Education, Human Resources, the General Counsel's Office and the UF Police Department.

Team members meet every week or upon demand if the situation warrants it. The BCT is cross-functional, reinforces an institutional "ethic of care," balances the well-being of the individual with the safety of the community, is responsive and proactive, and promotes campus-wide access to helping resources. If you believe someone should be assessed by the BCT, please email umatter@ufl.edu or contact the Dean of Students at 352-392-1261.

Student Conduct Code

The Student Conduct Code outlines the standards and expectations for students' conduct and behavior at the University of Florida. Areas include: conduct disruptive to the university community, causing physical or other harm to any person, sexual misconduct, harassment, and the Honor Code. For assistance with classroom behavioral issues, see the Student Conduct and Conflict Resolution Website <http://www.dso.ufl.edu/sccr/> or call 352-392-1261.

Sexual Misconduct

UF is committed to maintaining an environment free from sexual harassment. Sexual assault (also known as sexual battery or rape) is a criminal form of sexual harassment. See http://www.ufl.edu/faculty_staff/fees_resources_policies/sexual_harassment/. The sexual assault of a student should be reported directly to the UF Police Department (352-392-1111), or to the Deputy Title IX Coordinator for Students (in SCCR) at 392-1261. All UF employees have the obligation to report knowledge of student sexual assault. This obligation includes student employees when acting in a supervisory capacity in the performance of their duties (e.g., Teaching Assistants, Graduate Assistants, Resident Assistants, and Preview staff). For confidential services available to a student who has been the victim of sexual misconduct, contact the Victim Advocates (352-392-5648).

Class Attendance, Behavior and Absences

Attendance: The university recognizes the right of the individual professor to make attendance mandatory. After due warning, a professor can prohibit further attendance and subsequently assign a failing grade for excessive absences. Clearly communicate your attendance policy in your course syllabus. Absences count from the first class meeting.

Absences: In general, acceptable reasons for absence from class include illness, serious family emergencies, special curricular requirements (e.g., judging trips, field trips, and professional conferences), military obligation,

severe weather conditions, religious holidays and participation in official university activities such as music performances, student government obligations, athletic competition or debate. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. Other reasons also may be approved. Students may be required to provide appropriate documentation to support their absences. However, an excused absence from class does not excuse a student from fulfilling class requirements. Both for your convenience and to protect the privacy of students, please refer students who have absences related to a medical concern or personal/family emergency to the Dean of Students Office (umatter@ufl.edu or 352-392-1261). DSO staff will collect and verify documentation and send emails to each of the student's professors. The email will provide the dates of the absences and will confirm that valid documentation has been provided. Students who contact the Dean of Students Office prior to communicating with faculty about absences will be encouraged to contact their professors as soon as possible to discuss the absences and the possibility of completing missed course work.

Behavior Concerns: Faculty may have to manage a disruptive or disturbing student in the classroom. After a warning, the student may be asked to leave the classroom due to behavior that infringes on the rights of the faculty member to teach and other students to learn. The faculty member should document the behavior and forward that documentation to the department chair and Student Conduct and Conflict Resolution using the online incident report at <https://www.dso.ufl.edu/sccr/process/incident-report>. For assistance managing behavior, contact Student Conduct and Conflict Resolution at 352-392-1261.

Student Death Notification

In the event of the death of a currently enrolled student, an official notification of Student Death will be issued by the Dean of Students Office. Records pertaining to this student will be restricted by the Office of the University Registrar and no grade will be submitted for the student. Faculty or staff members receiving information that a currently enrolled student has died are asked to contact the Dean of Students Office (352-392-1261 or umatter@ufl.edu). The Dean of Students Office will verify such reports with appropriate officials, will issue official notifications to the campus community, and will coordinate the provision of support services in collaboration with the Counseling and Wellness Center to faculty, staff, and students including the holding of a campus memorial service.

Illness Policy

Students absent from classes or examinations because of illness should contact their professors. The Student Health Care Center will only write excuse notes for illnesses or injuries that have resulted, or will result, in absence of three or more days of class. Any shorter term absences will not receive notes. If an instructor requires a note for an absence of fewer than three days, one can be obtained upon the instructor's written request using official UF letterhead. For information about medical withdrawals, contact the Dean of Students Office at 352-392-1261 or dsocares@dso.ufl.edu.

Source: UF Division of Student Affairs

A.05 Fire Alarm/Building Evacuation

When the Building Fire Alarm System Sounds:

- Immediately begin to evacuate the area.
- If accessible, grab important personal items such as keys, purse, wallet and cellphone.
- If circumstances permit, secure your area by closing and locking doors if you would normally do so when leaving for the day.
- Insure all stairwell doors in your means of egress are also closed.
- As you are evacuating, inform co-workers, students and visitors that they must evacuate immediately.
- If the corridor is filled with smoke, stay low and crawl out. If it is too much smoke or too hot, return to your office. Call 911 and inform them you are still in the building, provide them floor and room number. Wait for assistance.
- Once out of the building, meet in the pre-designated area. The designated meeting place for evacuating the McGuire Pavilion is the grassy area southeast of the building crossing McCarty Drive (directly across the street from G6 & G10 Studios). Evacuees should utilize the crosswalk when possible and head toward the picnic table area. See image on page 12.
- Your unit's pre-designated areas should be at least 100' from the building. The area should not block egress from the building or access to the building by emergency personnel or vehicles.
- Attempt to determine if all occupants in your area have evacuated.

Do Not:

- Do not stop to investigate if the alarm is real or false. Always evacuate.
- Do not use the elevator to evacuate the building.
- Do not wait to shut down your computer; however it is recommended to lock your computer if immediately accessible.
- Do not return to your work area to retrieve personal belongings.
- Do not attempt to extinguish the fire with a portable fire extinguisher unless you have been trained in its use and the fire is small.
- DO NOT RE-ENTER THE BUILDING FOR ANY REASON, until the all clear signal is given.
- As you evacuate the building, it is not your responsibility to insure other occupants evacuate. Your own safety is the highest priority.
- Do not open windows or leave doors open to assist with ventilation. Firefighters will ventilate the building if necessary.

To Report a Fire

If you discover a fire in a University of Florida building:

- Pull the fire alarm and call 911.
 - TIP - Fire alarm pull stations are normally located near each exit. If the building is not equipped with a fire alarm system, notify other occupants as you exit the building.
- Remain calm while talking to the operator. Be prepared to answer several questions as to location, size of fire, your name, number of persons in building (if known) and any injuries. Remain on the line until the operator is finished.

Source: UF Environmental Health & Safety

Version Date: 06/07/2012

A.06 Emergency Evacuation Procedures for People with Disabilities

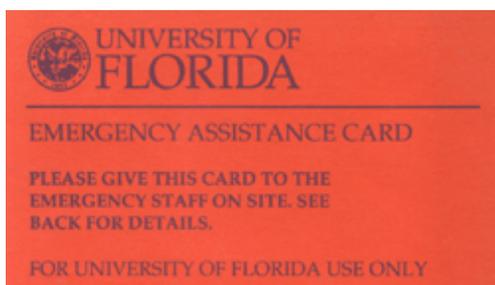
Planning - Preliminary Procedures

- The time to plan for an emergency is before the emergency occurs. You should think about what you will do in the event of an emergency evacuation.
- Plan ahead - know the areas where you work and study. Check all areas out completely. Is there ground floor access? If there is not, and you normally use an elevator to enter and leave a building, you will need evacuation assistance. Do this for all areas you travel to on campus.
- Once you have a plan, practice that plan. If you would like someone to assist with developing an emergency assistance plan, contact the ADA Office at (352) 392-1591, 711(TDD).
- Write down the emergency numbers and contacts from this pamphlet and keep them with you.
- Employees should discuss emergency concerns with their supervisor. Students should discuss concerns with the Assistant Dean for Student Services. If you will need some type of assistance, notify the appropriate people. Employees and students are responsible for seeking appropriate assistance.
- Find a friend/co-worker who is willing to assist during an emergency. It is suggested you find more than one friend/co-worker in the event that person is unavailable during an emergency.

What To Do In an Emergency

- Call campus police (352) 392-1111 and emergency services (911). Report your name, location (room number or other area and building name). If you are going to an emergency exit, give the location of that exit (floor, compass location, e.g. NW tower, 3rd fl).
- Report your situation -- what type of assistance you may require (e.g. wheelchair user, breathing difficulties, blindness).
- Ask co-workers/friends as they leave the building to inform the emergency team on site of your location, your name, and situation (e.g. wheelchair user, blindness). To simplify this part, the ADA Office has developed an emergency assistance request card (see below) that can be handed to the co-worker, friend or faculty, who in turn will give it to the emergency team on site. For more information about the card please contact the ADA Office.

Text of the Card - Front



Text of the Card - Back

As a result of a disability I cannot evacuate the building and I will need assistance during this emergency. I have given this card to the person presenting it to you.

NAME: _____

LOCATION: (Floor/rm #/fire exit) _____

ASSISTANCE REQUIRED: _____

Preparation for Emergencies

****KNOW THE BUILDING IN WHICH YOU WORK OR STUDY****

- Where are the entrances and exits on the floor which you work or live? Learn the location of all exits on each floor of the buildings you routinely use. When developing your Emergency Plan

include at least two exits at each location. Check each area you use carefully. Examine stairwells and doorways for clearances.

- Do you have access to the ground floor? Do you need an elevator? **DO NOT USE ELEVATORS DURING AN EMERGENCY UNLESS INSTRUCTED TO DO SO BY EMERGENCY STAFF.**
- Know the location of a telephone in each area you frequent.

Where Do You Go In Case of an Emergency?

- Do you stay in the classroom or office until help arrives?
- Do you go to the nearest fire proof stair way?
- The answer will depend upon the immediate situation and the building you are in. That's why it is important to be familiar with all areas you frequent. Have a plan and use it.

There Is No Ground Floor Access. How Do I Exit the Building? Where Should I Go?

- After you inform a co-worker/friend of your situation and have made the call to 911, go to the nearest emergency exit and wait until assistance comes. Or follow your individual emergency plan if it calls for something different.

Source: ADA Compliance Office (UF Environmental Health & Safety)

Version Date: 06/07/2012

A.07 Hazardous Materials Injury/Exposure

- In medical emergency situations, call 911.
- For work-related injuries, follow the ***Injury/Medical Assistance*** guidance and refer to the Human Resources Workers' Compensation page:
http://www.hr.ufl.edu/emp_relations/workers_comp/default.asp#reporting

Hazardous (Chemical, Radioactive or Biological) Material Splashed in Eye:

- Immediately flush with gently flowing, potable water for at least 15 minutes. Use emergency eyewash to do this. Emergency eye wash stations are located in the scene shop and costume craft room.
- Forcibly hold eye open to ensure effective rinsing behind eyelids. Have injured worker move eye side-to-side and up-down during rinsing. Remove contact lenses.
- Report incident to supervisor.
- Always obtain medical attention for a hazardous material splash to the eye.

Biological Spill On Body:

- Remove contaminated clothing.
- Wash exposed area with soap and water for 5 minutes.
- Place contaminated clothing in a red biohazard bag for decontamination.
- Report incident to supervisor and Biological Safety Office (352) 392-1591.
- Obtain medical attention as required.

Radiation Spill On Body:

- Confine the movement of all personnel potentially contaminated to prevent the spread.
- Remove contaminated clothing.
- Rinse exposed area thoroughly with water.
- Place contaminated clothing in plastic bag for decontamination.
- Report incident to supervisor and Radiation Safety Office (352) 392-7359.
- Obtain medical attention as required.

Chemical Spill On Body:

- Do not attempt to wipe chemicals off clothes. Quickly go to safety shower or other water source. Remove contaminated clothes, shoes, jewelry, etc. while rinsing.
- Flood exposed area with running water for at least 15 minutes.
- Place contaminated clothing in plastic bag for decontamination.
- Review MSDS or call Poison Information Center (800) 222-1222 to determine if any delayed/systemic effects could be expected (e.g. phenol).
- Report incident to supervisor.
- Obtain medical attention as required or if any evidence of chemical burns.

Source: UF Environmental Health & Safety

Version Date: 06/07/2012

A.08 Injury/Medical Assistance

In the event of a medical emergency, call 911. After ensuring that an employee receives emergency medical care, AmeriSys, the State of Florida's medical case management vendor, should also be notified of any work-related medical emergency as soon as possible by calling 1-800-455-2079.

If a non-life threatening on-the-job injury occurs:

1. The injured employee and supervisor should immediately contact AmeriSys by calling 1-800-455-2079. Treatment for any non-life threatening work-related injury or illness must be authorized by AmeriSys prior to obtaining medical treatment.
2. AmeriSys will determine if medical treatment is necessary, and assist the employee and supervisor in completing the First Report of Injury or Illness Form. The supervisor and employee should be prepared to provide information such as description of the injury, job title, rate of pay, department, etc. The supervisor will be asked to leave the room while the AmeriSys intake person obtains the injured employee's personal health history. AmeriSys will select an appropriate medical provider and arrange the initial appointment and any necessary follow up treatment from within the AmeriSys Workers' Compensation Services Provider Directory.
3. You must attend all of your scheduled medical appointments. Failure to do so may result in disciplinary action up to and including termination. Maintain contact with your supervisor daily or as directed by your supervisor in order to keep him/her informed about your medical progress, on-going treatment, and prognosis for recovery. Remember: Absence from work due to a work-related injury/illness will count toward the Family and Medical Leave Act (FMLA) entitlement as set forth in the Act.
4. Read UF's modified duty statement. When your medical provider releases you to work, regardless of the limitations/restrictions you may have, you must be willing and available to return to the workplace.
5. AmeriSys will provide the State Division of Risk Management and the UF Workers' Compensation Coordinator with a copy of the completed First Report of Injury or Illness Form. After receiving notification from AmeriSys of a work-related injury, the University of Florida's Workers' Compensation Coordinator will contact the employee and supervisor to discuss any questions regarding Workers' Compensation, including but not limited to wages, time reporting, usage of leave, follow up care and absences for appointments, and modified duty.
6. Following all medical appointments, the employee must provide a copy of the Florida Workers' Compensation Uniform Medical Treatment/Status Reporting Form (DWC-25) or duty status to the supervisor. The supervisor should send the DWC-25 or duty status to the UF Workers' Compensation Coordinator, who will review the employee's status and, if applicable, the medical provider's restrictions to determine if the person is eligible for the Modified Duty Program.

If the DWC-25 or duty status indicates that an employee is not permitted to work or if the restrictions cannot be accommodated by the department, the supervisor must contact the UF Workers' Compensation Coordinator at 352-392-4940 immediately.

7. The supervisor must complete the Accident Investigation Report and submit it to Environmental Health and Safety and the UF Workers' Compensation Office within 24 hours of the accident. Environmental Health and Safety should be notified at 352-392-1591 of any workplace hazards immediately.

Contact the UF Workers' Compensation Office:

- If you are unable to attend a scheduled medical appointment.
- For assistance with recording your time and/or leave for doctor appointments, leaves of absence whether paid or unpaid, and/or when you are receiving workers' compensation salary indemnification benefits.
- If you have concerns related to your claim, the medical care you are receiving, or the benefits you are receiving.
- If your work unit does not provide you with modified duty work. The UF Workers' Compensation Coordinator will discuss the modified duty program and whether you may be eligible to receive workers' compensation benefits.

Questions? Contact UFWC at: (352) 392-4940 and/or via e-mail at: workcomp@ufl.edu. You may also contact UFWC by dialing 1 -800-955-8771 (TDD).

After Hours Work-Related Injuries

Workers' compensation medical care coverage applies to all employees who are authorized to perform their assigned job duties – no matter what time of day or what day of the week it is. The intake unit at AmeriSys is in operation 24 hours a day / 7 days a week and should be contacted promptly to report after hours work-related injuries. AmeriSys will be able to direct the employee to a facility in their local geographic area.

Source: Human Resource Services

Version Date: 03/02/2016

Note: The College of the Arts (CoTA) Human Resources Office (352-273-3054) should also be notified of SoTD employee non-life threatening and life threatening injury.

A.09 Severe Weather

Severe Thunderstorm/Tornado Warnings

- Have a Public Alert™ certified NOAA weather radio with battery back-up to receive warnings.
- If a severe thunderstorm or tornado warning is issued for your location, move to interior areas away from windows, doors and outside walls.
- Vehicles, trailers and modular buildings may not provide good protection. Go to a nearby building.
- If outside, seek refuge in a nearby building.
- Report damages to the University of Florida Police Department (352) 392-1111.

Links to watches, warnings and advisories issued by the National Weather Service–Jacksonville:
<http://ufl.to/wx>

For programming a NOAA Weather Radio for use inside Alachua County, use the following information:

- Alachua County SAME Code = 012001
- Tune to 162.475 MHz (Channel 4 on most units)

Watch vs. Warning

- **Watch** means conditions are favorable for severe thunderstorm or tornado development. Be aware and monitor weather information.
- **Warning** means a severe thunderstorm or tornado has been sighted or indicated by radar. Take protective actions.

Source: UF Environmental Health & Safety

Version Date: 06/07/12

A.10 Suspicious Packages and Mail

Opened Package

If you have opened a package containing a threat, powder, or unknown substance or have handled an unopened package with a substance spilling out of it or bleeding through:

- Place it down gently at the location where you opened or touched it. Try to keep the substance from becoming airborne.
- Do not move the package from its current location.
- If powder spills from container DO NOT attempt to clean up.
- Leave the room and close the windows and doors behind you. Move to an area that will minimize exposing others.
- Wash hands with soap and water.
- **Contact the University Police Department immediately at (352) 392-1111. Off-campus locations dial 911.**
- Do not allow others to enter the area.
- Remain calm. Exposure does not mean that you will become sick. Emergency responders and Public Health officials will provide specific information and instructions.
- Depending on your situation, responding emergency personnel may ask you to shower and change clothes. It is important to place contaminated clothing in a sealable plastic bag for analysis and evidence.

Unopened Package

If the suspicious package is unopened with no leakage, spillage or bleeding:

- Stop. Do not handle.
- Isolate it immediately.
- Do not open, smell or taste.
- **Contact the University Police Department immediately at (352) 392-1111. Off-campus locations dial 911.**

Watch for:

- No return address.
- Restrictive markings.
- Sealed with tape.
- Misspelled words. Badly typed or written.
- Unknown powder or suspicious substance.
- Possibly mailed from a foreign country. Excessive postage.
- Oily stains, discolorations, crystallization on wrapper.
- Excessive tape.
- Strange odor.
- Incorrect title or addressed to title only.
- Rigid or bulky.
- Lopsided or uneven.
- Protruding wires.

Source: University of Florida Police Department and UF Environmental Health & Safety

Version Date: 06/07/2012

SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom.

If you receive a suspicious letter or package:

▪ Stop. Don't handle.

▪ Isolate it immediately.

▪ Don't open, smell, or taste.

▪ Activate your emergency plan. Notify a supervisor.



If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

▪ Isolate area immediately ▪ Call 911 ▪ Wash your hands with soap and water



UNITED STATES
POSTAL SERVICE



To order this poster, call 1-800-332-0317.

Poster 84
September 2006
PSN 7030-07-000-7097

Source: United States Postal Service (USPS Poster #84)

A.11 Utility Outage/Disruption

Report emergency utility failures to University Police Department (352) 392-1111

Power Failure (Non-Emergency Failures)

- Stay calm.
- Help others in darkened areas move to safe locations with emergency lighting.
- Contact appropriate work management center.

Water Leak (Non-Emergency Failures)

- Shut down and protect critical equipment, if safe to do so.
- Contact appropriate work management center.

Natural Gas, Fumes or Vapors

- Contact University Police Department (352) 392-1111.
- Provide the location of the odor and any details available to the dispatcher.
- If instructed to do so by the dispatcher, evacuate the area.

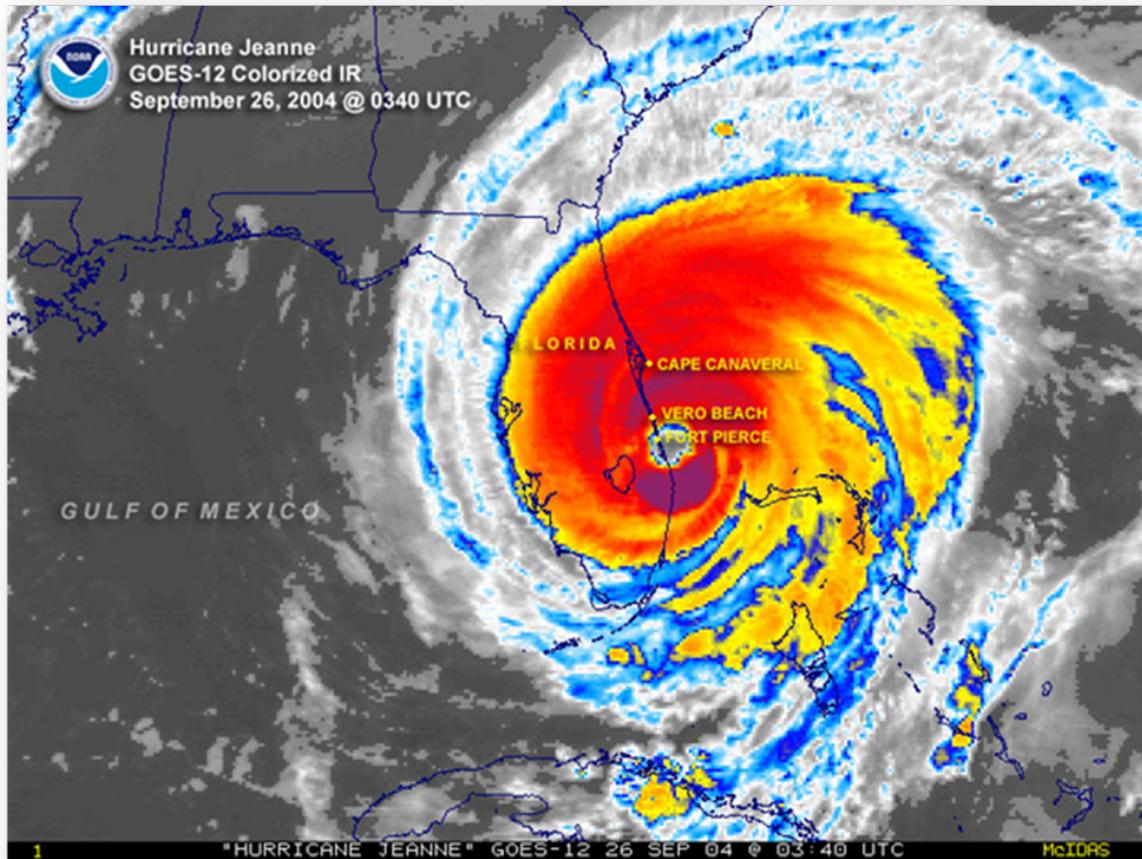
Work Management Centers:

- PPD Work Management: (352) 392-1121
www.ppd.ufl.edu/workmanagementcenter.htm
- IFAS Facilities Operations: (352) 392-1984
<http://www.fpo.ifas.ufl.edu/workorder.html>
- Housing & Residence Education: (352) 392-2161
<https://iservicedesk.housing.ufl.edu/>

Source: UF Environmental Health & Safety

Version Date: 06/07/12

Appendix B – Tropical Weather Plan



I. Introduction and Purpose

- A. The University of Florida (UF) Campus is vulnerable to impacts from tropical storms and hurricanes. The objective of the appendix is to establish procedures to protect students, staff and faculty, minimize storm-related damage to UF property and facilitate recovery including adequate documentation for insurance and FEMA reimbursement.
- B. It is important for all UF units to be prepared for the impacts of tropical weather. This plan serves as a tool to assist departments in responding to and recovering from potential and actual impacts.

II. Situation and Assumptions

- A. Tropical weather will impact UF requiring units to take protective actions. Forecasts will provide advance notice of potential tropical weather.
- B. Primary concern will be life-safety issues followed by protection of UF property and environment.
- C. Each department is responsible for executing their own preparedness and recovery actions including monitoring information provided by the University.
- D. This plan may be activated for extra tropical storms and other high wind events if adequate warning time is available.

III. Concept of Operations

- E. Weather Monitoring
 - 1. Hurricane Season occurs June 1st through November 30th of each year. Departments will monitor the weather throughout hurricane season for the possibility of any local impacts.
 - 2. Tropical weather information is available from numerous sources ranging from local media to the internet weather sources. Below are suggested websites to monitor during hurricane season:

Tropical Weather Websites

- National Hurricane Center:
 - <http://www.hurricanes.gov>
- NWS-Jacksonville:
 - <http://www.srh.noaa.gov/jax/index.shtml>
- UF Emergency Management Hurricane Tracking:
 - <https://emergency.ufl.edu/emergency-information/hurricane-tracking/>

F. Weather Statements

1. For decision-making purposes, UF will follow the official advisories and forecasts issued by the National Hurricane Center and the National Weather Service-Jacksonville. (Reference websites in Section III.A.2 above)
2. Tropical depression, tropical storm and hurricane forecasts are issued by the National Hurricane Center every six hours for an active storm. Normally, forecasts are available at 5am, 11am, 5pm and 11pm EDT (or 4am, 10am 4pm and 10pm EST). The forecast packages project the path and intensity of the storm for a five-day period. If required, watches and warnings for coastal areas only are included in the forecasts. Intermediate public advisories may be issued every three hours when coastal watches or warning are in effect, and every two hours when coastal watches or warnings are in effect and land-based radars have identified a reliable storm center.

Tropical Cyclone Classifications

- Tropical Depression – 38mph or less sustained wind speed
- Tropical Storm – 39mph to 73mph sustained wind speed
- Hurricane – 74pmh or greater sustained wind speed

3. Local weather watches and warnings covering the UF Campus are issued by the National Weather Service-Jacksonville. The forecast office will generate Tropical Storm and Hurricane watches and warnings advisories if Alachua County is forecast to be impacted. Additionally, a Hurricane Local Statement will be issued at least every six hours when a tropical storm or hurricane watch or warning is in effect for the NWS-Jacksonville County Warning Area.

G. Protective Action Decisions

1. When tropical weather threatens the area, it may be necessary for UF to suspend some or all operations in order to protect lives and property. Closure decisions will be made according to the UF Comprehensive Emergency Management Plan.

2. Units will monitor information provided by the University regarding potential or actual closures and be prepared to suspend departmental operations. Some departments will be required to continue certain essential functions.
3. The official source for UF emergency information is the University's home page – www.ufl.edu. Closure and opening information along with other important statements will be posted on the website and sent through various UF Alert methods. Information will also be provided to the local media regarding UF's status.
4. Off-site facilities, outside of Alachua County, will follow information provided by their department/division regarding operational status. Normally, off-site facilities will heed the closure schedule of local governments where the facility is located.

IV. Assignment of Responsibilities

H. Pre-Storm

1. Units will review their Departmental Tropical Weather Response and Recovery plan along with any related department specific emergency plans.
2. Any specific assignments should be outlined by position.
3. Departments will alert personnel with essential functions and specific roles to ensure their ability to fulfill obligations.
4. Departments will make necessary preparations for the possibility of UF suspending normal operations.
5. Departments will fuel state vehicles. (During hurricane season, it is recommended departments maintain as a minimum half-full tanks in vehicles during normal conditions.)

I. UF Suspension of Normal Operations (Closure)

1. Units will complete the appropriate checklist for securing administrative/office areas and/or laboratory/research areas. (Checklists are included as Attachments A and B of this document.)
2. Units will complete a general survey around each building and rooftop where accessible. Loose items should be brought inside or secured. Departments in shared facilities should coordinate actions.

3. Units should follow guidance from their IT provider regarding computer and data systems including back-up and storage of data.
4. Units will park fueled vehicles in a secure location. Interior sections of parking garages or in parking lots away from trees are appropriate locations. Normally, this task should be completed by the vehicle's primary user. Vehicle actions should be logged on Attachment C of this document and posted in the department/unit area.

J. During Storm

1. During a storm, when UF normal operations are suspended, only those performing essential functions, on-campus residents or those in UF shelters should be on Campus. During periods of high winds, everyone should shelter in secure locations and not travel.
2. Faculty, staff, students and their families may choose to stay in hurricane shelters open at UF. (University Housing residents should follow the instructions of UF Department of Housing and Residence Education regarding sheltering procedures.)
3. Units with employees conducting essential functions during the storm will complete the contact information form and email to the University of Florida Police Department (UFPD). (Form is included as Attachment D of this document.)

K. Post-Storm

1. If needed, follow damage assessment process outlined in section III.C.1 of the [insert department] Emergency Plan.
2. Take safe, protective actions that mitigate or reduce hazards in buildings and areas. (Example - placing barricade tape around a dangerous area in a building to prevent people from entering the area.) Faculty and staff should not take any actions which place themselves or others in danger.
3. Monitor and follow guidance from the University and local officials regarding any special policies and procedures that may be in place following a storm.
4. At the work unit level, account for the well-being of all faculty and staff once UF has resumed normal operations.
5. If a department is unable to fulfill its functions as a result of damaged facilities or equipment, the department may need to activate its Continuity of Operations (COOP) plan. (Reference Appendix C)

V. Logistics

The materials listed below are contained as attachments to this document and are intended to aid in its execution.

- L. Laboratory and Research Areas Checklist – Document outlines tasks that should be completed as appropriate when UF suspends operations due to tropical weather. (Reference Attachment A)
- M. Administrative and Office Areas Checklist – Document outlines tasks that should be completed as appropriate when UF suspends operations due to tropical weather. (Reference Attachment B)
- N. Tropical Weather Vehicle Assignments – Form for logging where vehicles have been parked and key located in preparation for tropical weather. (Reference Attachment C)
- O. Essential Contacts during Suspended Operations - Document should be completed and emailed to UFPD if employees remain on Campus during tropical weather when UF has suspended operations. (Reference Attachment D)
- P. Initial Damage Assessment Form – Form should be completed if building was damaged during a storm event. (Reference Attachment E)
- Q. Information Posting – Form should be completed and posted in departmental work area for each building. (Reference Attachment F)

Attachments



Attachment A – Laboratory and Research Areas Closure Checklist: Preparations for Tropical Weather/Hurricanes

Departments are responsible for taking protective actions in their own laboratories. This checklist is designed to identify suggested tasks and assignment of responsibilities for preparing laboratory areas. Not all items are appropriate for all areas. Departments and researchers should add actions specific to their individual laboratories if needed. **The checklist should be completed as a part of Appendix B – Tropical Weather Plan.**

When impacts from tropical weather are possible, consider necessary preparations to suspend ongoing experiments involving biological materials, radioactive agents and hazardous chemicals. When UF suspends normal operations, postpone operations in the laboratory, secure equipment and complete the checklist. **Note, personnel should not stay in the laboratory during a storm if UF has suspended normal operations.**

Additional mitigation steps can be taken year-round to reduce impacts from tropical weather and other incidents, including:

- Keep chemical, radiological and biohazardous materials in your inventory to a minimum.
- Dispose of hazardous wastes and old chemicals routinely to minimize accumulation of hazardous materials in your facility.
- Laboratories with exterior windows should identify a secure area for storage of water reactive chemicals, radioactive materials and biohazardous agents. Ideally, materials with significant, potential hazard should be moved to interior rooms. (e.g. – solvents containing reactive metals, glove boxes containing air reactives)
- If dry ice will be needed pre- or post-incident, document vendor information, payment method and delivery or pick-up options. Note, dry-ice should not be transported in a closed vehicle for safety of the occupants.
- Maintain a supply of plastic, waterproof containers to store reactive chemicals, lab notes, research documentation, electronic data and other important materials.
- Plan in advance how to ensure the protection of valuable research equipment, samples and data.
- Contact appropriate work management center (PPD, IFAS Facilities) if planning to use portable generator to determine appropriate and safe use, connection and fueling. Note, portable generators are normally not provided by work management centers.
- Maintain a stock of critical supplies to prevent disruptions.
- Update and distribute emergency and contact information to laboratory personnel. Regularly maintain emergency call list on the notice board at the laboratory door.

☑	Action/Task	Location	Staff Responsible		Notes
			Primary	Alternate	
	Turn down refrigerators and freezers to the lowest practical settings and plug into emergency power where available. Red outlets typically designate emergency power.	Costume Shop Scene Shop	Tracy Floyd Zak Herring	Stacey Galloway Tony Berry	SoTD is not aware of having bldg. emergency outlets
N/A	Place recording maximum/minimum thermometers in refrigerators and freezers containing temperature critical supplies and samples.				
N/A	Plug incubators into emergency power outlets if you must maintain cultures in vitro.				
	Cover and secure or seal vulnerable equipment with plastic.	Equipment in all Shops & Theatres	All		
	Remove or secure equipment from outdoor and rooftop locations.	Loading Dock	Zak Herring	Tony Berry	
N/A	Ensure arrangements have been made for the care and feeding of laboratory animals. Follow recommended actions of UF Animal Care Services.				
	In areas subject to flooding, relocate or elevate equipment, chemicals, wastes and other important items from the floor to prevent damage.	Scene Shop, Loading Dock, All Theatres	Zak Herring	Tony Berry	
	Secure radioactive isotopes, biohazardous agents, recombinant materials and hazardous chemicals to prevent breakage and release.	Costume Shop Scene Shop	Tracy Floyd Zak Herring	Stacey Galloway Tony Berry	Contaminated Sharps Containers
N/A	Fill dewars and cryogen reservoirs for sample storage and/or critical equipment.				
N/A	Over-pack reactive chemicals in plastic, waterproof containers.				
N/A	Remove regulators and cap gas cylinders, except for CO2 needed to maintain cell cultures. Ensure all cylinders are secure.				

☑	Action/Task	Location	Staff Responsible		Notes
			Primary	Alternate	
N/A	Autoclave or inactivate infectious or rDNA waste.				
	Due to the possibility of power outages, store volatile, toxic materials in tightly sealed, break-resistant containers rather than fume hoods or open room.	Scenic Shop Craft Room	Zak Herring Tracy Floyd	Tony Berry Stacey Galloway	
	Protect valuable files, research samples and notebooks in place or move to a safer location.	All Shops	All		
N/A	Protect notebooks and secure samples/data as necessary for colleagues unable to reach the lab.				
	Update emergency contact information including notification list on lab door. Add and expand temporary contact information if staying at a different location during storm.	All Shops	Todd Bedell	Zak Herring	
	Close and latch (or secure with tape if needed) filing cabinets and cupboards.	All Shops	All		
	Back-up electronic data and store in multiple locations.	All Shops	All		
	Follow IT provider instructions for computer equipment preparations.		All		
	Close and lock all doors and windows before leaving.		All		
	If appropriate, complete Attachment C – Vehicle Assignments for Tropical Weather.	Loading Dock	Zak Herring	Todd Bedell	
	If appropriate, complete Attachment B – Office and Administrative Areas Checklist.		Jeni Higgins	Caitlin Nagy	

Attachment B – Administrative and Office Areas Closure Checklist: Preparations for Tropical Weather/Hurricanes

Departments are responsible for taking protective actions in their own office and administrative areas. This checklist is designed to identify suggested tasks and assignment of responsibilities for preparing work areas. Not all items are appropriate for all areas. Departments should add actions specific to their individual work areas if needed. **The checklist should be completed as part of Appendix B- Tropical Weather Plan.**

When impacts from tropical weather are possible, consider necessary preparations to protect equipment, records and data. When UF suspends normal operations, prepare to close office and administrative areas and complete the checklist. **Note, personnel should not stay in work areas, unless involved with essential operations, during a storm if UF has suspended normal operations.**

Additional mitigation steps can be taken year-round to reduce impacts from tropical weather and other incidents, including:

- Plan in advance how to ensure the protection of files, records and valuable equipment.
- Obtain and store needed supplies, such as plastic sheeting to cover equipment and files.
- Discuss preparatory actions with personnel and assign responsibilities.
- Update and distribute emergency and contact information to personnel.

☑	Action/Task	Location	Staff Responsible		Notes
			Primary	Alternate	
	Cover and secure vulnerable equipment with plastic.	All Offices & Desks	All		
	When possible, move equipment and other valuable items into interior areas of the building away from windows. Tag moved equipment with department contact information for easy identification and retrieval.	Atrium & Mezzanine	Austin Gresham	Todd Bedell	
	In areas subject to flooding, relocate equipment and other valuable items to a higher floor or elevate. Tag moved equipment with department contact information for easy identification and retrieval.	Rehearsal Studios	Austin Gresham	Todd Bedell	
N/A	Remove or secure equipment from outdoor and rooftop locations.	On Shop Check List			
	Clear refrigerators and freezers of items that could spoil if power is lost, but leave appliance plugged in.	Breakfast Rm	Jeni Higgins	Caitlin Nagy	
	Place important records and files in cabinets and cover with plastic.	Offices & Desks	All		
	Close and latch (or secure with tape if needed) filling cabinets and cupboards.	Offices & Desks	All		
	Back-up electronic data and store in multiple locations.	Offices & Desks	All		
	Follow IT provider instructions for computer equipment preparations.	Offices & Desks	All		
	Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.	Offices & Desks	All		
	Place telephone in desk drawer if the cord is long enough. Do not unplug telephones.	Offices & Desks	All		
	Take personal possessions home. UF is not responsible for personal items damaged.	Offices & Desks	All		
	Secure windows and close blinds.	Atrium, Conference Rm, Offices,	Jeni Higgins	Caitlin Nagy	

☑	Action/Task	Location	Staff Responsible		Notes
			Primary	Alternate	
		Mezzanine			
	Change voice mail to indicate UF closure.	Offices & Desks	All		
	Close and lock all doors, including office doors, before leaving.	All Interior & Exterior Doors	All		
N/A	If appropriate, complete Attachment C – Vehicle Assignments for Tropical Weather	On Shop Check List			
	If appropriate, complete Attachment A – Laboratory and Research Areas Checklist		Todd Bedell	Zak Herring	

Attachment E – Initial Damage Assessment Form

Initial Damage Assessment Form

Storm/Event:	Assessment Type: <input type="checkbox"/> Interior (Select Only One) <input type="checkbox"/> Building / Exterior	Form Version Date: 10/15/2015
Building Name:	Building Number:	Assessment Date:
Name of Assessor:	Assessor UFID Number:	Mark if update to previous form: <input type="checkbox"/>
Cause(s) of Damage: (Check all that apply)		
<input type="checkbox"/> Building hit by tree/limb	<input type="checkbox"/> Impact (damage from wind borne debris)	<input type="checkbox"/> Water Damage-Water Intrusion through structural damage
<input type="checkbox"/> Explosion	<input type="checkbox"/> Loss of Utilities	<input type="checkbox"/> Water Damage-Wind driven rain & leaks
<input type="checkbox"/> Fire	<input type="checkbox"/> Power Surge/Lightning	<input type="checkbox"/> Wind
<input type="checkbox"/> Hail	<input type="checkbox"/> Water Damage-Flood	<input type="checkbox"/> Other (provide description on back)
Damage Detail (Check items for either Interior OR Exterior assessment items. Do not combine. Leave blank if not damaged)		
If Bldg. /Exterior Assessment:	If Interior Assessment:	Description of Damages
<input type="checkbox"/> Windows	<input type="checkbox"/> Windows	
<input type="checkbox"/> Walls	<input type="checkbox"/> Walls	
<input type="checkbox"/> Roof	<input type="checkbox"/> Ceiling Tile	
<input type="checkbox"/> Entry	<input type="checkbox"/> Ceiling (Other)	
<input type="checkbox"/> Landscaping	<input type="checkbox"/> Carpet/Flooring	
<input type="checkbox"/> Gutters	<input type="checkbox"/> Lighting	
<input type="checkbox"/> Soffits	<input type="checkbox"/> HVAC	
<input type="checkbox"/> Fences/Gates	<input type="checkbox"/> Room Contents	
<input type="checkbox"/> Power	<input type="checkbox"/> Other	
<input type="checkbox"/> Elevators		
<input type="checkbox"/> Stairs		
Emergency Repairs or Preventative Actions (leave blank if no actions taken)		
Action(s) Taken:		
(Maintain records/documentation of materials and labor used)		
Photograph		
Take digital photograph(s) of damages. Visually include four-digit building number and room number inside the image. (Example: Write building and room number on paper or dry-erase board, place in picture or use photo editing to overlay numbers on the image.)		

PPD Work Management: 352-392-1121 ♦ IFAS Facilities Operations: 352-392-1984 ♦
Housing & Residence Education: 352-392-2161

If this is a facility emergency or an urgent request, please call the appropriate number above.

Attachment F – Information Posting

Please complete and display information (or equivalent) where notices are posted in your area

UF Building Name: Nadine McGuire Pavilion Street Address: 1800 McCarty Drive

UF Building Number: 687

Building Emergency Coordinator (BEC) for The School of Theatre + Dance in this building:

	Primary	Alternate
Name	Todd Bedell	Zak Herring
Work Telephone	352-273-0527	352-273-0524
Email	tbedell@ufl.edu	zakh@ufl.edu
Office Location	Rm 208, Electrics Shop	Rm G016, Scenic Shop
Other		

Emergency Telephone Numbers		
Department	Normal Business Hours	Evenings/Weekends
Fire/Police/Medical	911	911
University Police Department	352-392-1111	352-392-1111
Environmental Health & Safety	352-392-1591	352-392-1111
Pest Control (UF)	352-392-3410/392-1591	352-392-1111
Biological Spill (UF)	352-392-1591	352-392-1111
Chemical Spill (UF)	352-392-8400/392-1591	352-392-1111
Radiation Spill (UF)	352-392-7359/392-1591	352-392-1111
Needlestick-BioPath Hotline	866-477-6824	866-477-6824
UF Workers' Compensation	352-392-4940	
Florida Poison Information Center	800-222-1222	800-222-1222

Work Management Centers	
Physical Plant Department Work Management	352-392-1121
Housing & Residence Education	352-392-2161
IFAS Facilities Operation	352-392-1984

Attachment G – Acronyms

AAALAC: Association for Assessment and Accreditation of Laboratory Animal Care International

CEMP: Comprehensive Emergency Management Plan

CSHEMA: Campus Safety and Environmental Health Association

COOP: Continuity of Operations

EOC: Emergency Operations Center

ICS: Incident Command System

IT: Information Technology

NIMS: National Incident Management System

TBD: To be developed

UF: University of Florida

UPD: University Police Department

SoTD: School of Theatre + Dance

CoTA: College of the Arts

Attachment H - Definitions

Continuity of Operations (COOP): Maintaining or resuming department critical operations despite a disruption or emergency.

Comprehensive Emergency Management Plan (CEMP). The CEMP is intended to establish policies, procedures, and an organizational structure for the response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the University.

Emergency Operations Center (EOC). The EOC serves as the centralized, well-supported location in which the Emergency Operations Team and the Executive Management Team may gather and assume their respective roles.

National Incident Management System (NIMS). NIMS is a modular emergency management system designed for all hazards and levels of emergency response. The system is used by the Department of Homeland Security and throughout the United States as the basis for emergency response management.

Attachment I – Resource List

A. University of Florida Comprehensive Emergency Management Plan

- <https://emergency.ufl.edu/emergency-management-plans>

B. University of Florida Safety Programs and Policies:

- Emergency Evacuation Procedures for People with Disabilities:
www.ehs.ufl.edu/programs/ada/emergency/
- Community Awareness Brochures from the University Police Department:
www.police.ufl.edu/community-services/community-awareness-brochures/

C. Emergency Management Resources

- University of Florida Emergency Management: <https://emergency.ufl.edu/>
- Alachua County Division of Emergency Management:
www.alachuacounty.us/Depts/PublicSafety/em/Pages/EmergencyManagement.aspx
- Florida Division of Emergency Management: <http://www.floridadisaster.org/>
- National Incident Management System (NIMS): <https://www.fema.gov/national-incident-management-system>

Attachment K – Vendors and Partners

In the event of an emergency, the School of Theatre + Dance will reference the following tables to determine appropriate stakeholders to contact regarding the emergency, including vendors that may provide resources to the Department during an emergency:

Vendor/Supplier	Service Provided	Emergency Contact	Alternate Source	Notes

Grant Funding Organizations	Associated Projects	Emergency Contact	Notes

Partners	Associated Projects	Emergency Contact	Notes
Linda Clarson	Spring Awakening	Contact info available through the emergency contact list	
Bunt Backline	Spring Awakening		
Suzanna Mars	Photographer		Onsite for all final dress rehearsals

Attachment L – SoTD Employee Accountability Checklist

	Faculty	Staff	Student Employees
	Altmeyer, Tim (away Fall 16)	Bedell, Todd	Design & Production
	Austin, Kevin	Berry, Tony	Alderson, Tiana
	Bukovec, Yanci (away Fall 16)	Floyd, Tracy	Azoulay, Josh
	Ciupe, Mihai	Gresham, Austin	Bowron, Coral
	DaCosta, Mohamed	Higgins, Jeni	Castell, Tim
	Dickey, Jerry	Kozak, Chris	Hodge, Joseph
	Frosch, Joan	Nagy, Catlin	Leslie, Andrew
	Galloway, Stacey	Pelegrina, Manuel	Martin, Amanda
	Garland, Tiza		Moore, Amanda
	Goelz, Jenny		Sage, Carl
	Herring, Zak		Singleton, Duncan
	Johnson, Elizabeth		Lauren Smith
	Kaye, Stan		Spurlock, Colton
	Marshall, Kevin		Yanni, Will
	Mata, Tony	Visiting/Adjunct Faculty	Performance
	Mitchell, Charlie	Brenner, Melissa	Abele, Grace
	Morgan, Matt	Farnum, Meredith	Bratko, Matt
	Pinkney, Mikell	Hamilton, Nichole (Fall 16)	Ernest Briggs
	Remshardt, Ralf	Francis, Cameron (Fall 16)	Bublitz, Nicholas
	Rose, Ric	Garcia-Rose, Isa	Caldwell Brittany
	Sarra, Kathy	Martinez-Hamilton, Michael	Collins, Jason
	Stines, Steven	Montilla, Melissa	Drushal, Jeff
	Williams, Judith	Pendergrast, Carol (Fall 16)	Haeuser, Katherine
	Williams Jr, Trent	Pozek, Emily	Hallof, Elise
	Young, David	Sonke, Jill	Hayter, Amanda
			Johnson, Kristina
		Accompanists	Kalaveshi, Saranda
		Carroll, Nansi	Krek, Michael
		Hargrove, Brian	Lesh, Jake
		Royal, Thomas	Misaghi, Afsheen
		Soumah, Aboubacar	Olmos Palma, Thiago
			Robinson, Christie
			Stancil, Chelsi
			Williams, Johnathan
			Yancey, Everett
			Administrative
			Davoli, Colleen
			Desrosiers, Courtney

Key:

P = Present/accounted for N = Not onsite today U = Unable to locate/contact

Attachment M – Stage Manager Hold & Emergency Evacuation Announcements

Technical Difficulty - Short Hold

Ladies and Gentlemen, your attention please. (Repeat)

Due to unforeseen technical difficulties we will be briefly holding the performance. Please remain in your seats and we will continue shortly. Thank you for your patience.

Technical Difficulty – Brief Intermission

Ladies and Gentlemen, your attention please. (Repeat)

Due to unforeseen technical difficulties we will be holding the performance for approximately 10 minutes. We will announce when the performance will resume. Thank you for your patience.

Medical Emergency – Remain in Seats

Ladies and Gentlemen, your attention please. (Repeat)

One of our guests is experiencing a medical emergency. Health professionals are handling the situation and request that you remain in your seats unless otherwise directed by an usher. The performance will resume as soon as the medical needs of our guest are met. Thank you for your cooperation.

Medical Emergency – Brief Intermission

Ladies and Gentlemen, your attention please. (Repeat)

One of our guests is experiencing a medical emergency. Health professionals are handling the situation and request that we interrupt the performance. If you need to leave the theatre, please cooperate with the ushers, who are keeping the aisles clear. We will announce when the performance will resume. Thank you for your cooperation.

Fire Alarm Evacuation (Only necessary if alarm announcement fails)

Ladies and Gentlemen, your attention please. (Repeat)

Would the ushers please rise and prepare for building evacuation. A building alarm is in progress. We must interrupt the performance and ask that you exit the building. Please follow your usher and exit in a calm and orderly manner. University personnel will provide more information shortly. Thank you.

Evacuation

Ladies and Gentlemen, your attention please. (Repeat)

Would the ushers please rise and prepare for building evacuation. We must interrupt the performance and ask that you exit the building. Please follow your usher and exit in a calm and orderly manner. University personnel will provide more information shortly. Thank you.

Tropical Weather Closure

Ladies and Gentlemen, your attention please. (Repeat)

Would the ushers please rise and prepare for building closure. University personnel have asked us to suspend this performance due to a [Hurricane] [Tropical Storm] [Warning] for the Gainesville Area. Please gather your belongings and exit the building in a calm and orderly manner. Thank you.

Announcements adapted with permission from The University of Illinois, Krannert Center for the Performing Arts

