



POLICY: I: 16—Disaster Recovery/Emergency Response  
Procedure Review: Annually

DATED: March 2001  
UPDATED: September 2023

APPROVED: Executive Director of Facilities and Construction:

I. PURPOSE

The purpose of this plan is to provide direction to enable immediate action in case of natural or other disasters. In addition, to provide emergency repair, construction, demolition, containment, evacuation, clean up and/or advice as required to minimize the adverse effects of an emergency (fire, flood, outages, etc.)

II. DEFINITIONS

Disaster/Emergency – Determined by the Police department or other University official on the scene.

III. ORGANIZATION

A. Executive Director of Facilities and Construction – Serves as the Emergency Response Team Coordinator, responsible for directing the Facilities Management (FM) emergency response team and coordinating with the Chief of Police when a State of Emergency has been declared.

B. Emergency Response Team:

1. Directors - Responsible for the activation and implementation of the Emergency Response team.
2. Emergency Response Coordinator - Directs and leads the Emergency Response team and is first on the scene.
3. Emergency Response Team - First respondents in the event of an emergency.
4. Emergency Response Crew Coordinators - Responsible for coordinating with the Emergency Response team in support of providing personnel and related equipment to stabilize and render repairs. Provides direction to the crew team and coordinates transportation and contract response.

IV. CONTACTS

A. Police department or other university officials on the scene determine that a State of Emergency exists and contacts the FM Emergency Response Team Coordinator. In the event the Executive Director is not available, the Associate Director(s) will be contacted and act on the Executive Director's behalf. The coordinator of the emergency response crew will be contacted to implement appropriate action regarding crew contact and appropriate staging of resources and equipment. Emergency communication procedures will be put into effect.

1. The emergency response team will report to the scene to assist emergency services as required and take necessary actions to effect rescue or protection of persons and/or university property. The team will also assist the appropriate agency in determining the partial or complete habitability of the building(s) or utility services involved.
  2. The Power Plant supervisor will be responsible for the operation of the University steam generation and distribution system. In the event there is an interruption of steam, an emergency plan will be put into effect depending on the type of failure to the plant or distribution system. Temporary steam generation will be established to critical facilities or to the plant, or re-routing of steam through the distribution loop system established in the design of the infrastructure.
  3. In the event of an environmental (i.e., hazardous material) emergency, the Engineering Environmental Inspector will be included in the response group.
  4. The Response Team coordinator, in coordination with the Police Department, will provide information available in order that appropriate decisions can be made.
  5. Planners will provide an interface with the Police Department in providing information and direction to building occupants and ensuring a safe evacuation is accomplished as well as support dependent on the nature of the emergency. Direction will be provided by Police Department and FM Emergency Response Team coordinators.
- B. Emergency operations centers that may be used contingent on facilities affected and in coordination with Police Department include:
1. Anthony-Seeger Hall
  2. Memorial Hall
  3. Warren Hall (Madison Union) Postal Service area
  4. Power Plant
  5. University Services Building
- C. Communication procedures will be implemented in coordinating emergency responses, and providing direction to FM emergency personnel. Work Control staff will provide the communication link and information will be disseminated to established staging areas. Support groups including contractors, transportation, and stores/warehousing staff will be put on notice to respond.
- D. Manpower, equipment, and transportation will be staged in support of the affected areas and emergency shift schedules will be put into effect.
- E. In the event the USB facility is impacted by an emergency, a majority of FM's trade's shops have operating equipment on service vehicles and should be able to respond in a timely manner. Certain equipment stored at USB and impacted by the emergency would be replaced or rented from local vendors. Various large and motorized equipment is housed at satellite locations.
- F. In the event USB facility is deemed inoperable, an emergency site will be established at Memorial hall. Telecommunications and utilities are separated from the main campus.

G. Work order management and communication systems would be established on a temporary basis. Work order processing and software management would be adjusted to a manual process. Data backups would be used to re-establish the last data backup run.