



FACILITIES MANAGEMENT DEPARTMENT

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

DATED: March 2001
UPDATED: June 2018

APPROVED: Executive Director of Facilities and Construction: _____

I. PURPOSE

The purpose of this plan is to provide information and direction to enable immediate reaction 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, utility outages, wind damage, etc.).

II. DEFINITIONS

Disaster/Emergency – Determined by the Department of Public Safety 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 Director of Public Safety 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 additional personnel and related equipment to stabilize and render repairs. Provides direction to the crew team and coordinates transportation and contract response.

IV. CONTACTS

A. Department of Public Safety or other university officials on the scene determine that a State of Emergency exists and contacts the Facilities Management Emergency Response team Coordinator. In the event the Executive Director is not available, the Associate Director 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 taking 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 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 and in coordination with Public Safety, provides information available in order that informed and appropriate decisions can be made.
 5. Planners will provide an interface with Public Safety 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 Public Safety and FM Emergency Response Team Coordinators.
- B. Emergency operations centers that may be used dependent on facilities affected and in coordination with Public Safety include:
1. Anthony-Seeger Hall
 2. Memorial Hall
 3. Postal Service area - Warren Hall
 4. Power Plant
 5. University Services Building (Facilities Management)
- C. Communication procedures will be implemented in coordinating emergency responses, and providing direction to FM emergency personnel. Work Control 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 Facilities Management facility was impacted by an emergency, a majority of FM's trade's shops have operating equipment on service trucks and would be able to respond in a timely manner to university and facility needs. Certain equipment stored in the USB Service Center and

impacted by the emergency would be replaced or rented from local vendors. Some large and motorized equipment is housed at satellite locations.

- F. In the event the Facilities Management facility is deemed inoperable, an emergency site will be established at Memorial Hall, located at 395 South High Street. 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 using the phone system. Data backups would be used to re-establish the last data backup run.
- H. An Emergency Response desktop procedure is available at Work Control, and to all response team coordinators and team members.

