



FLORIDA INTERNATIONAL UNIVERSITY

OVERVIEW OF HURRICANE RESPONSE PLAN

DEPARTMENT OF PUBLIC SAFETY

OFFICE OF EMERGENCY MANAGEMENT

JUNE 2007

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SCOPE:

The FIU Hurricane Response Plan procedures are a subset of the FIU Comprehensive Emergency Management and Continuity of Operations plan (EMCOP) maintained by the FIU Office of Emergency Management (OEM). The management, administrative responsibilities, operating procedures and concepts of the FIU Hurricane Response Plan remain consistent with that of the Comprehensive EMCOP.



ASSIGNMENT OF RESPONSIBILITY:

Core Committee (CC):

The Core Committee is comprised of functional leads who work closely together to identify, monitor and recommend appropriate responses to operational or meteorological threats to the University. The CC monitors unusual events, potential and imminent threats to the University and advises the Director of Emergency Management accordingly.

Director of Emergency Management (DEM):

The member of the FIU Executive Committee charged with providing executive leadership and management of the circumstances, activities and consequences of the University's response in the periods immediately before, during and after an occurrence that result in a declared state of emergency for the University.

EMCOP Coordinator:

The EMCOP Coordinator is the Incident Command System Management Team member who is responsible for facilitating planning, preparation and coordination among the members of the Emergency Management Group. Each member of the Emergency Management Group is responsible to develop and maintain preparedness and response plans for their areas of responsibility.

Emergency Management Group (EMG):

The Emergency Management Group is comprised of FIU employees specifically assigned by their area Vice President, or their designees, whose specific scope of responsibility are directly applicable to the University's overall response and recovery.

Individual Functional Units (IFU):

The Individual Functional Unit is a department or unit within a department that is defined by a distinct service, operation or location. Functional Units are required to develop and maintain Comprehensive Functional Unit Plans. The EMCOP template located at www.fiuoem.com/emman/deptemcop.htm is available to facilitate completion of Functional Unit Plans.

Special Assignment Group (SAG):

University departments/units with special programs or areas of responsibilities, which may require early notification or additional preparation time in order to effectively suspend their operations in response to a potential threat.



OPERATIONS & PROCEDURES:

The University's response to hurricane threats and weather emergencies is coordinated by the FIU OEM, which maintains a virtual office at www.fiuoem.com, and is physically located at the Public Safety Tower.

The University administrator responsible for the day to day management of the OEM is the Director of Public Safety, who reports directly to Vice President of Student Affairs.

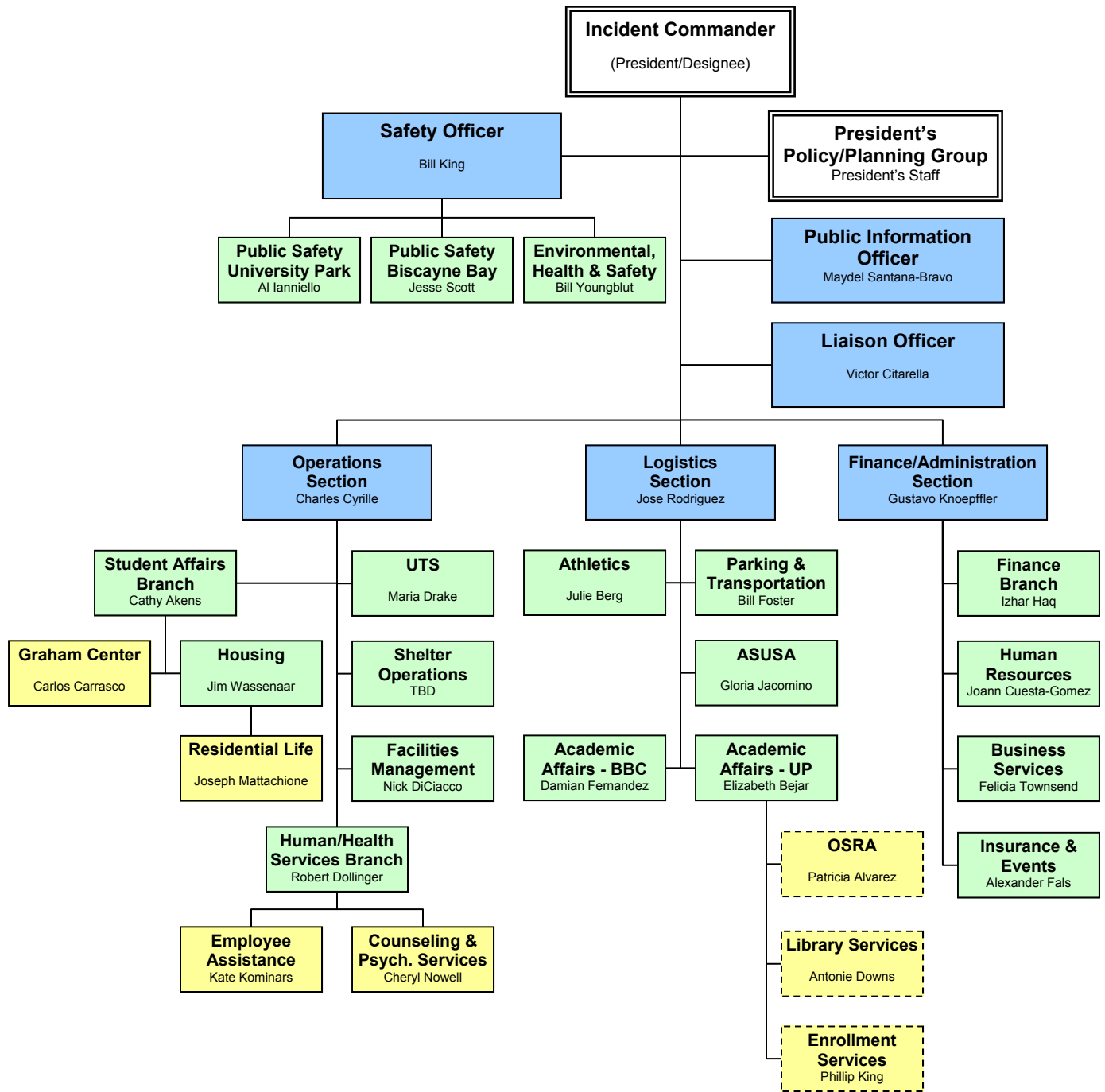
The primary responsibilities of the OEM are:

1. Support all aspects of planning and preparedness, on behalf of the institution, to enable effective emergency response and recovery
2. Maintenance, exercise and implementation of the FIU Comprehensive Emergency Management Plan
3. Coordination of inter-departmental and intra-department planning and response processes
4. Shelter coordination for University students, essential emergency employees, and locations on premises made available to the general public

Functional staffing and subject matter expertise for the OEM is provided by members of the FIU Emergency Management Group (EMG), which is organized and responds to incidents according to the procedures defined by National Incident Management System (NIMS). The Incident Command Structure (ICS) adapted for FIU EMCOP activation is shown in Figure 1. The NIMS is an emergency management system, endorsed by the Department of Homeland Security, for all hazards and phases of emergency response. The use of NIMS at FIU facilitates interagency support among universities and colleges and enables the University to communicate and coordinate response actions with local, State and Federal emergency response agencies, as may be required.

Figure 1

FLORIDA INTERNATIONAL UNIVERSITY INCIDENT COMMAND STRUCTURE



Legend

- Incident Command Policy & Executive Leadership
- Incident Command Officers and Section Leads
- Section Support Team Members
- Functional Group Members
- Alternates not required

Notes:

Any branch, section, or combination of the roles identified above may be activated at any time in response to an emergency affecting the University.

The ICS- EMG Organizational Chart establishes the standard response format for all emergencies affecting the University, which result in activation of any portion of the FIU Emergency Management and Continuity of Operations Plan. The President of Florida International University is the Incident Commander for all emergencies. Upon activation each member of the EMG serves as a coordination resource and contact point for their Functional units within their branch of responsibility. Each EMG member is held accountable to accomplish specific tasks in support of the overall response and recovery effort and to work together to identify solutions to situations as they arise.

EMG members engage in ongoing planning, training and participation in “mock exercises”. In addition, all EMG’s are required to complete minimum training requirements prescribed by the Federal Emergency Management Agency in order to be NIMS compliant.

Upon activation, EMG’s follow a prescribed plan to assure:

1. Ongoing situation update, evaluation, analysis and reporting
2. Communication within the group through the various escalation phases of an emergency regarding status of tasks completed and/or resources required
3. Communication with the President’s staff and the Board of Governors
4. Communication with the University community and the local media
5. Assignment of essential employees their protection and well being
6. Identification and deployment of required resources
7. Expenditures
8. Documentation of Lessons Learned



FIU INCIDENT COMMAND SYSTEM EMG POSITION DESCRIPTIONS:

INCIDENT COMMANDER

The Incident Commander's responsibility is the overall management of the incident. The IC will be expected to make command decisions that will guide the direction and execution of the overall operation. The IC will also work with the Policy Group and the relevant Safety Officer(s) to fulfill planning objectives.

The IC may designate an aide, on a case by case basis, depending on the type of emergency. This role is different from that of the Alternate who must be ready to take over the position at any time and to relieve the IC as may be required. The IC is supported by the Policy Group whose composition may vary depending on the incident.

Responsibilities:

- Establish response and recovery objectives (See Form FIU-PS-EM-002).
- Authorize activation of the Emergency Management Continuity of Operations Plan (EMCOP)
- Receive and review Situation Reports and modify objectives as appropriate (See Form FIU-PS-EM-003).
- Evaluate threat and establish threat escalation criteria.
- Ensure planning meetings are scheduled and coordinated as required.
- Approve and authorize the implementation of the *Incident Action Plan*.
- Approve recommended changes to response procedures.
- Approve requests for additional resources.
- Grant authority to request state or federal assistance.
- Approve emergency hires, use of volunteers and auxiliary personnel.
- Approve emergency purchases and contracts.
- Establish interim policies and procedures to meet the demands of the event.
- Approve "press release" and notification schedules.
- Authorize the shut down or isolation of any unsafe locations/facilities.
- Establish need to cancel, reschedule or relocate classes, residential facilities operations, events and activities.
- Establish recovery and resumption schedule.
- Order the demobilization of the incident when appropriate.
- Assess progress of operations determined to be critical in order to meet target resumption schedule and assure personnel well-being.
- Authorize deactivation of the EMCOP.



POLICY/PLANNING GROUP

The Policy Group function is to support the IC in the management of the incident. The Policy Group's composition may vary depending on the incident but is principally composed of the *FIU Executive Team. In certain circumstances an outside agency *The FIU Executive Team represents the President's Staff may be invited into the Policy Group as subject matter experts (i.e. Federal Bureau of Investigation due to an on-campus terrorist event).

Responsibilities:

- Provide counsel in the development of incident priorities.
- Provide input in preparing the *Incident Action Plan*.
- Evaluate *Incident Action Plan* objectives and provide alternative strategies as necessary.
- Identify Resources necessary to implement the *Incident Action Plan*.
- Provide health, safety, legal, personnel policies and local considerations.
- Monitor incident operations to identify current or potential inter departmental problems and potential impact on scheduled events, classes and community.
- Participate in planning meetings.
- Provide input on the use of resources.

Safety Officer

The Safety Officers' function is to develop and recommend measures for assuring personnel safety; and to assess and/or anticipate hazardous and unsafe situations. The Safety Officer may have assistants. The Safety assistants may have specific responsibilities such as air quality assessment operations, hazardous materials, etc.

Responsibilities:

- Participate in planning meetings.
- Identify hazardous situations associated with the incident.
- Review the *Incident Action Plan* for safety implications.
- Exercise emergency authority to stop unsafe acts.
- Investigate accidents, injuries and threats to persons or property that have occurred within the incident area.

Public Safety

Monitor and respond to security threats to the University.

- Preserve law and order maintain campus security and access control.
- Coordination of campus evacuation.
- Liaison with local law enforcement and local fire departments.
- Provide initial and general post occurrence facilities assessment.
- Provide security for shelter operations.
- Staff Miami-Dade County Command Center.



EH&S

Environmental, Health, Safety and Industrial Hygiene response and support services.

Liaison Officer

The Liaison Officer serves as the primary contact for supporting agencies that may be called upon to provide assistance, resources or support.

Responsibilities:

- Serves as a point of contact for supporting agencies, contracts and services
- Provides briefings to the EMG
- Provides briefings and answers questions from supporting agencies and contractors regarding the University, its operations, functions, facilities and the emergency event.

Public Information Officer

The Public Information Officer (PIO) is responsible for developing and releasing information about the incident to the news media, to the FIU community, and to other appropriate agencies and organizations. Press Relations will handle all PIO responsibilities and will seek the approval of the IC prior the release of any information.

Responsibilities:

- Determine from the Incident Commander the scope/boundaries regarding information to be released.



- Develop material for use in media briefings.
- Obtain Incident Commander's approval of media releases.
- Arrange for tours, interviews or briefings and coordination with all media groups as may be required.

OPERATIONS

Responsibilities:

- Manage and implement planned set of operations.
- Interact with Groups within the Operations Branch to develop operations portion of the *Incident Action Plan*.
- Request resources needed to implement the Operation's tactics as part of the *Incident Action Plan* development.
- Assist in development of the operations portion of the *Incident Action Plan*.
- Monitor the execution of the *Incident Action Plan*.

University Technology Services

- Provide for the protection, recovery and restoration of electronic data stored on University servers.
- Provide guidance to University Community regarding preparation and protection of vital electronic data.
- Enable emergency communication via University e-mail, telephone operators, emergency phones, messaging systems, emergency web page.
- Maintain telephone lines for the FIU-EMC, Public Safety and other locations identified as critical in the support of the University's response and recovery operations.
- Update and maintain the FIU-HELP line.
- Rumor Control.

Student Affairs

- Coordinate for the wellbeing of all student affairs concerns, including but not limited to International Student Services, Biscayne Bay Student Services
- Provide leadership for student volunteer recovery services.

Graham Center

- Reports to lead department (Student Affairs).
- Provides alternate shelter location for FIU students or Monroe County evacuees as may be required.



- Track and monitor special events scheduled by the University, provide notification and recommend schedule changes.
- Provide leadership for student volunteer services.

Housing

- Planning, notification, relocation, sheltering, coordination, response and recovery operations for residential student population.

Residential Life

- Coordinate the wellbeing of students residing in on-campus housing or students utilizing the FIU campus for sheltering purposes.

Facilities Management

- Facilities Hardening.
- Record Keeping – records management of University facilities: Blue-prints and photographic documentation of facilities.
- Facilities and utilities protection and preparation.
- Establishing and preparing alternate facilities.
- Emergency Key Control Procedures.
- Facilities reconstruction and repair.
- Post occurrence facilities evaluation.
- Shelter preparation and support – water and staffing.
- Mail Services.
- Post occurrence facilities evaluation.
- Post occurrence coordination with FEMA.
- Post occurrence damage documentation.
- Providing timely estimates of damages and recovery schedules.

Human/Health Services

- Coordinate University-wide Health & Medical Response.
- Conduct patient tracking for faculty, staff and students.
- Oversee activities of Employee Assistance and Counseling and Psychological Services Units.
- Consult in matters related to student and employee health.
- Develop and maintain infection control and management procedures for University, with special emphasis on Residential Facilities.



Employee Assistance

- Counseling and psychological wellbeing of employees

Counseling & Psychological Services

- Counseling and psychological wellness of FIU student body.
- Alternate for Office of Employee Assistance.

LOGISTICS

All incident support needs are provided by the Logistics Section.

Responsibilities:

- Manage all procurement, maintenance, distribution and replacement of personnel and materials required for the management of the incident.
- Provide input to the IC in preparing the *Incident Action Plan*, regarding logistical resources and their availability.
- Request additional resources as needed.
- Coordinate and supervise fulfillment of request for additional resources.
- Prepare and maintain usage plan for facilities, equipment, space, tools, supplies, etc.

Academic Affairs - UP

- Coordinate contingency schedules for all classes in PC and GPA buildings.
- Notify students, faculty and staff of changes in class schedules.
- Coordinate the relocation of departments and or units who may be displaced for the creation of shelter space.

Academic Affairs – BBC

- Notify and disseminate information regarding the university's actions to BBC's Leadership Council
- Notify students, faculty and staff of changes in class schedules.
- Facilitate and support campus evacuation as needed.

ASUSA

- Notification and coordination for academic units of all campus locations.
- Reassignment and use of academic spaces.

Library Services



- Provide for the Continuity of Operations of all University library records

Enrollment Services

- Identify and coordinate among various units to assure all emergency management needs are identified and addressed

OSRA

- Coordinate among researchers to identify and plan for their preparation and recovery from emergencies

Athletics

- Coordination of shelter logistics for use at Pharmed Arena and general support as may be required, using resources available to the Athletic Department.
- Manage scheduling and changes to athletic events in response to threats.

Parking & Transportation

- Notification to the University community regarding the use of parking facilities for University and personally owned vehicles.
- Relocating students as required.
- Traffic coordination and control.
- Coordinating campus evacuation.
- Post occurrence assessment of parking facilities.

FINANCE/ADMINISTRATION

The Finance/Administration Section is responsible for managing all financial aspects of an incident.

Responsibilities:

- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as required.
- Ensure that all personnel time records are accurately completed and transmitted to boards and state agencies.
- Establish/supervise issuing of contracts and agreements with supply vendors.
- Ensure that all insurance information is captured and reported as required.
- Coordinate to provide food services for resident students and essential workers during University declared emergencies.

Finance



- Develop and maintain structure, policies, SOPs, Excel templates and hard copy forms to be used to identify, capture, approve, allocate, monitor and report emergency management related expenses.
- Coordinate with Facilities Management and EMGs to prepare process and submit budgetary impact statement/reports to CFO and BOG.
- Coordinate management of all FIU Emergency Response Allocations to the University and to EMG Units.

Human Resources

- Personnel policy administration.
- Coordinating and planning for employee benefits, assistance and support.
- Overtime and compensation management.
- Coordinating for Emergency Management training.

Business Services

- Coordinate to provide food services for residents and essential workers during University declared emergencies.
- Notification and coordination with on-site businesses regarding their business continuity plans, notification and resumption of schedules.

Insurance & Events

- Insurance and FEMA claims management



HURRICANE RESPONSE PLAN

Activation & Threat Assessment

The OEM remains operational at all times and continually monitors conditions in the tropics to assure the University is afforded adequate warning regarding the potential impact of a tropical system on University operations. The OEM activates in stages that correspond to the six emergency phases described in the FIU Emergency Management and Continuity of Operations Plan:

Phase I	Alert
Phase II	Critical Alert
Phase III	Watch
Phase IV	Warning
Phase V	Occurrence
Phase VI	Recovery

The EMG activates at Phase I and commences communications via the EMG List Serve:

emg_list@fiu.edu

EMG members are placed on Alert and notified via:

emg_list@fiu.edu

The OEM virtual Command Center: www.fiuoem.com is fully activated at Critical Alert and activated personnel report as scheduled via:

1. www.fiuoem.com
2. Scheduled conference calls are made to a designated number provided by the EMCOP Coordinator for the duration of the emergency period and until the EMCOP Hurricane Plan is deactivated for each storm event.

The FIU OEM evaluates hurricane threats based on the following:

Strength:	Saphir Simpson Scale
Speed:	Miles per hour
Position:	Coordinates relative to established triggers
Size:	Diameter/Span
Direction/Path:	Proximity to Miami-Dade & Monroe County
Potential for Flooding:	Inches/hour
Potential to spawn Tornadoes:	Advisories
Prior Impact:	Damage caused before making landfall locally



COORDINATES

The FIU Office of OEM tracks potential impact on University operations based on the location of the disturbance relative to the following coordinates:

Miami:

Latitude: 25° 47' North

Longitude: 80° 13' West

University Park:

Latitude: 25° 45' North

Longitude: 80° 22' West

Biscayne Bay

Latitude: 25° 54' North

Longitude: 80° 08' West

Pines Center:

Latitude: 26° 01' North

Longitude: 80° 22' West

The FIU Emergency Management and Continuity of Operations Plan is activated for hurricanes in phases that correspond to the relative imminence of the threat to the University community or based on the potential for disruption of University operations, services and functions.

Note: The FIU Office of Emergency Management monitors the impact of weather systems on various national and international satellite programs and activities, and provides appropriate notification and support.



ACTIVATION PHASES

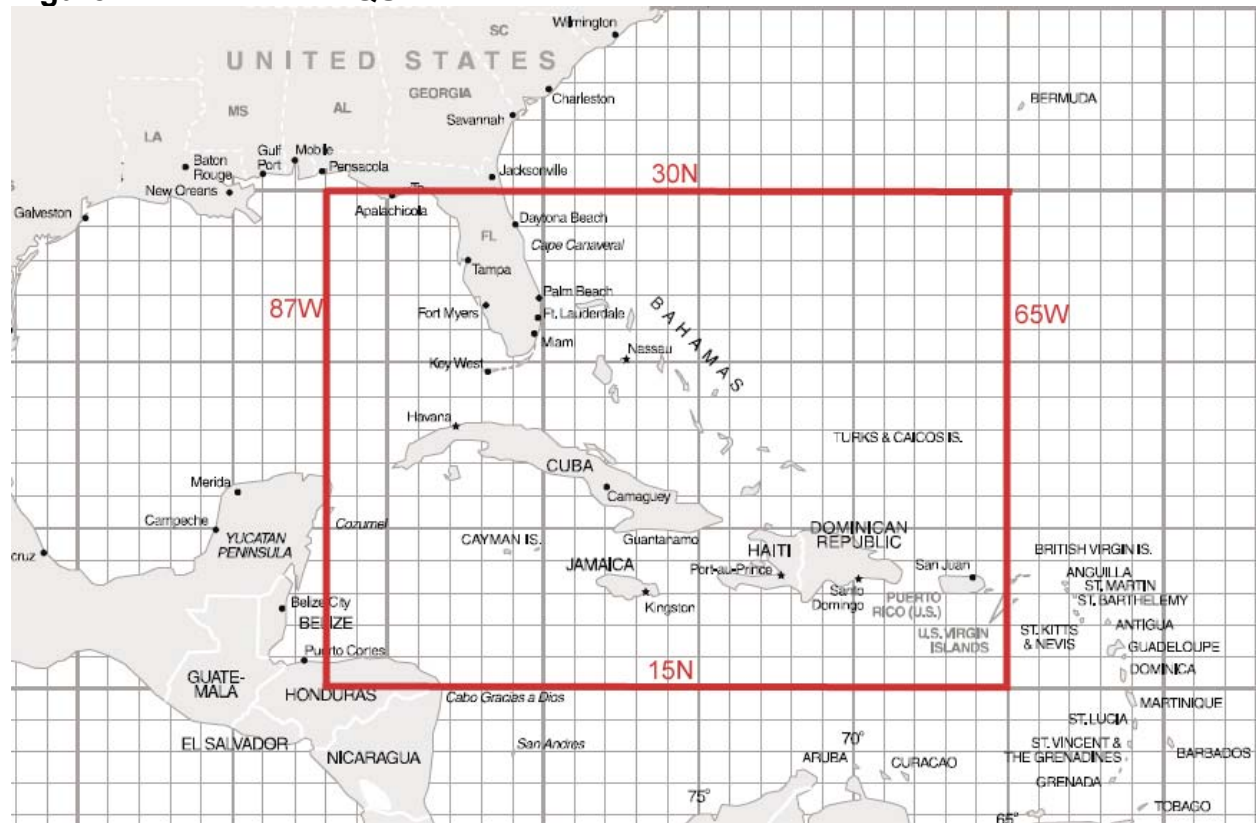
PHASE I: ALERT

Trigger: Alert Quadrant defined as follows:

15N by 87W; 15N by 65W

30N by 87W, 30N by 65W

Figure 2 - THE ALERT QUADRANT



Response: The FIU EMG & SAG are activated and placed on Alert

Succession orders are established and vacation and travel schedules are re-assessed

EMG Members recommend to the IC an overall response strategy in anticipation of escalation through the six emergency phases

EMG conference calls are scheduled as required

Media Relations issues bulletins to University community, as appropriate



PHASE II: CRITICAL ALERT

Trigger: Critical Alert Quadrant, defined as follows:

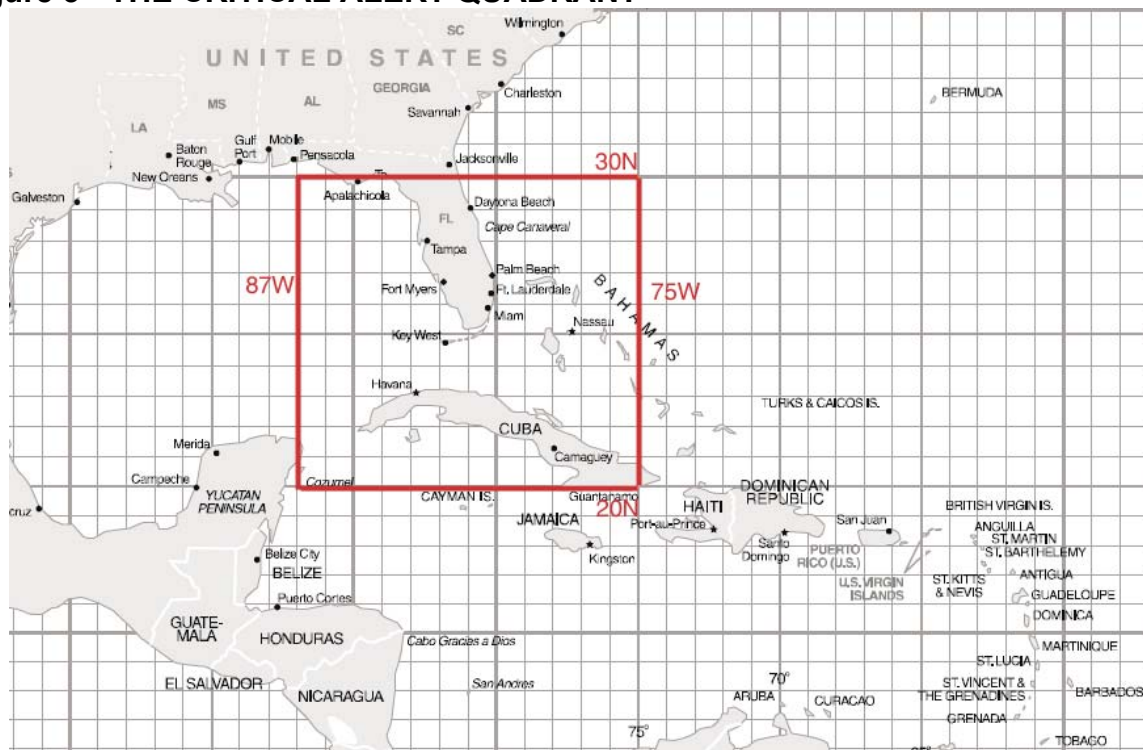
20N by 87W; 20N by 75W
30N by 87W, 30N by 75W

The Critical Alert phase may be triggered by several other factors which take precedence to the presence of a hurricane or tropical storm system in the Critical Alert Quadrant.

These include, but are not limited to:

1. The discretion of the IC and the President's Staff
2. The speed, size, path and category of the hurricane event
3. Local thunderstorms, tornados or flooding
4. A request by Monroe County to make shelter space available
5. Availability of Essential Emergency Employees
6. The academic calendar
7. The day of the week and its proximity to a week-end or national or religious holiday
8. Local travel conditions
9. Local events
10. Campus special events

Figure 3 - THE CRITICAL ALERT QUADRANT





Response: The FIU EMG & SAG escalate Activation responses

All EMG's coordinate response strategies and input status at OEM site:
www.fiuoem.com

EMG conference calls/meetings begin as scheduled

EMG anticipates hosting Monroe County evacuees and plan accordingly

EMG and SAG anticipate supporting sheltering operations for residential students on campus

Athletics and various University departments anticipate impact on games and scheduled special events and respond accordingly

The FIU community is formally placed on Alert and advised to commence preparations, as appropriate

Facilities Management begin building preparations

Researchers are formally alerted

Media Relations begins scheduled releases to University community based on directives from IC and updates from EMG



PHASE III: WATCH

Trigger: Determined and announced by Miami-Dade County Office of Emergency Management

Response: The EMG & SAG escalate activation responses in anticipation of direct wind, flood and tornado threat to the area Shelters established as required

The EMG & SAG escalate activation responses to manage sheltering operations on or off campus, as appropriate

EMG coordinates response strategies according to their responsibility matrices and emerging conditions

Evacuation orders for Biscayne Bay Campus residential facilities executed, as required EMG's update response status at OEM: www.fiuoem.com

President's Staff makes "Closing Decision", as appropriate

University departments continue/complete preparations based on directives provided via Media Relations and Department Heads

Essential Emergency Employees deployed per arrangements

Media Relations continues scheduled releases to the University community based on directives from the IC and updates from EMG



PHASE IV: WARNING

Trigger: Determined and announced by Miami-Dade County Office of Emergency Management

Response: The EMG & SAG escalate activation responses in anticipation of direct wind, flood and tornado threat to the area

The EMG & SAG escalate activation responses to manage sheltering operations on or off campus, as appropriate

EMG coordinate response strategies

The EMG updates response status at OEM: www.fiuoem.com

Media Relations continues scheduled releases to the University community based on directives from the IC and updates from EMG



PHASE V: OCCURRENCE/LAND-FALL/STRIKE

Trigger: Miami-Dade County Office of Emergency Management wind speed and hazardous condition advisory

Response: All personnel take protective cover and monitor radios and television stations

Essential Emergency Employees staff shelter operations at various locations



PHASE VI: RECOVERY

Trigger: Miami-Dade County Office of Emergency Management issues “All Clear”

Response: Public Safety conducts initial damage assessment and reports to IC

IC issues the “All Clear” for Essential Emergency Employees with first response recovery responsibilities:

- Facilities Operations
- Utilities
- Grounds
- Designated Laboratory Workers

Essential Emergency Employees clear safety hazards, roads and access routes to campus

Public Safety positions security detail as necessary

IC issues the “All Clear for Essential Emergency Employees with general response and recovery duties:

1. Facilities Management
2. University Technology Services
3. Environmental Health & Safety
4. Insurance Management Program Services

IC convenes with EMG and evaluates impact on University operations at each campus location:

1. Damage Assessment:
 - a. Personnel:
 - i. Residential Students,
 - ii. Members of University community
 - b. Property
 - i. Roads & Parking Lots
 - ii. Building Systems & Utilities
 - iii. Residence Halls
 - iv. UTS
 - v. Labs
 - vi. Classrooms
 - vii. Other



2. Continuity of Essential Operations
3. Notification to University and local community
4. Communication schedules

IC establishes required assessment and reporting schedules

EMG updates response status at OEM: www.fiuoem.com

IC and the President's staff decide on "Reopening Schedule"

Media Relations updates releases and provides notification via available channels to various categories of students and employees until University facilities, systems and services are deemed satisfactory to support normal operations

The University resumes normal operations when the IC authorizes Media Relations to issue the return to work notice to general employees and to provide notice to students at all campus locations to resume normal operations at a specified date and time

EMG and senior administrators evaluate lessons learned



Table 1 – THE FIU EMERGENCY MANAGEMENT GROUP

TEAM MEMBER	EMG RESPONSIBILITY	OFFICE NUMBER
Akens, Cathy	Student Affairs	305-348-3661
Alvarez, Patricia	OSRA	305-348-6227
Bejar, Elizabeth	Academic Affairs - UP	305-348-2151
Berg, Julie	Athletics	305-348-2352
Carrasco, Carlos	Graham Center	305-348-4083
Cyrille, Charles	OEM	305-348-6975
DiCiaccio, Nick	Facilities Management	305-348-4003
Downs, Antonie	Library Services	305-348-3133
Drake, Maria	UTS - Infrastructure	305-348-2703
Dollinger, Robert	Healthcare and Wellness	305-348-4020
Fals, Alexander	Insurance	305-348-6970
Fernandez, Damien	Academic Affairs – BBC	305-919-5700
Foster, Bill	Parking & Transportation	305-348-1655
Gomez-Cuesta , Joann	Human Resources	305-348-3538
Haq, Izhar	Finance	305-348-2098
Jacomino, Gloria	Academic Space	305-348-1762
King, Bill	Public Safety	305-348-2623
King, Phillip	Enrollment Services	305-348-2320
Knoepffler, Gus	Finance/Administration	305-348-1128
Kominars, Kate	Student Affairs	305-535-2469
Mattachione, Joe	Residential Life	305-348-4193
Nowell, Cheryl	Counseling and Psychological Services	305-348-2434
Rodriguez, Jose	Facilities Management	305-348-4018
Santana-Bravo, Maydel	Press Relations	305-348-1555
Townsend, Felecia	Business Services	305-348-1253
Wartzok, Doug	Academic Affairs	305-348-3430
Wassenaar, Jim	Housing	305-348-4192
Youngblut, Bill	Environmental Health & Safety	305-348-7835