

2023

**University of Central Florida
Comprehensive Emergency Management
Plan**



Department of Emergency Management

Current as of:
June 2023

NOT FOR PUBLIC RELEASE

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LETTER OF PROMULGATION

The Department of Emergency Management (DEM) is the designated emergency management program for the University of Central Florida (UCF) with the authority, through its director, to implement the emergency management program on behalf of the jurisdiction. The DEM's authorities and responsibilities are established in, and executed in accordance with, applicable Federal laws, Florida Statutes, and University regulations and policies.

The DEM is responsible for managing the daily functions of the Emergency Operations Center (EOC) and emergency procedures during a campus emergency. DEM is an all-hazards based, comprehensive program with a mission to prepare the University by enhancing partnerships and coordinating all activities necessary to build, sustain, and improve the University's ability to mitigate, protect, and prevent against; respond to; and recover from natural, technological, and human-caused threats and hazards.

The Director of Emergency Management is responsible for developing, implementing, and managing institution-wide emergency management best practice systems, plans, policies, and procedures. This position serves the University community by assisting campus administrators (senior leadership, staff and faculty) with matters involving Emergency Management. The Director of Emergency Management is the designated emergency management contact, who will act as the University's liaison to external agency personnel in the area of emergency management, including the Department of Homeland Security (DHS). This position will coordinate across multiple teams and functions with operational responsibilities while setting policies and strategies for Emergency Management related issues, and serves as a single point of contact for the Incident Command System (ICS) and National Incident Management System (NIMS).

The University complies with and employs the ICS and NIMS outlined by DHS and required by the Federal Emergency Management Agency (FEMA). The University trains its personnel on ICS and NIMS as these methods will be implemented in the EOC and on-scene for response to emergencies.

The university maintains and operates emergency mass notification technology and equipment. As required by the Clery Act, the UCF Alert system provides timely warnings of incidents that could affect the safety of the University community.

The DEM develops and maintains a Comprehensive Emergency Management Plan (CEMP) and a Continuity of Operations Plan (COOP) to meet requirements outlined by the Board of Governors for Florida State Universities, and in accordance with Florida Statute 252.

For this document, the purpose of the CEMP is to provide the framework for coordination and full mobilization of internal and external resources. It clarifies strategies to mitigate, protect, and prevent against; prepare for; respond to; and recover from an emergency and/or disaster. As part of this strategy, this plan:

- Identifies authorities and assigns responsibilities for planning, response, and recovery activities;
- Identifies the scope of potential hazards that form the basis for planning;

- Establishes the emergency management organizational structure that will manage the response;
- Identifies those departments of the University of Central Florida tasked with specific responsibility for carrying out the plans and operations defined within the annexes of this plan;
- Identifies other jurisdictions and organizations with whom planning and emergency response activities should be coordinated; and
- Outlines the process of disseminating emergency information and instructions to the campus population.

The CEMP also identifies Emergency Support Functions (ESF) as the responsible parties for performing emergency responsibilities, maintaining contracts to assist in the resource requirements and logistical support (to facilitate response and recovery in an emergency), and in compliance with the Federal Emergency Management Agency's (FEMA) Public Assistance Program Guidelines should the University seek outside assistance during an emergency.

Personnel assigned to specific emergency responsibilities must have a working knowledge of functions and actions described herein.

Departments identified as being tasked with an emergency support responsibility, participate in the planning process with DEM to ensure that their assigned responsibilities support implementation of this plan.

This plan is a dynamic document that's ever-changing. A standard review process accompanied by rigorous testing and review, will ensure that this plan does not become another "manual on the shelf."

 8/29/19

Carl Metzger – Associate Vice President of Safety and Security and Chief of Police

 8/29/19

Misty Shepherd – Chief Operating Officer

FOREWORD


August 29, 2019

In order to preserve and advance the University of Central Florida's research, teaching and public service programs, a stable and secure infrastructure of services and administration is essential. For normal, day-to-day operations, the University provides these services through administrative structures in its schools, departments, and operating units. However, in times of extreme emergency, wide-spread disruption, and life-threatening crises, critical functional units of the University must work together and coordinate to protect and preserve. The highest priorities of life, safety, property, and restoration become the interim mission of the University. The University Emergency Operations Center is the key central communication function that will connect the various functional units with decision-makers and assistance.

This Comprehensive Emergency Management Plan has been founded on the priorities and operational concepts of emergency management. While it serves the University as a whole, the plan is a management guide for those with key assignments and responsibilities during emergency activations. It supports those who manage emergencies on campus and who must keep the business side of the University functional; it supports those who must restore University activities in research, academic learning and public service.

This Comprehensive Emergency Management Plan is not the end of emergency planning; it is just the beginning. School and department preparedness; connections to city, county, regional, and State emergency management partners; and continuous training and exercising are just some of the next steps. UCF Department of Emergency Management is prepared to assist and support departments and operating units in the development and execution of emergency plans, training and exercises to meet these critical goals, and activities.

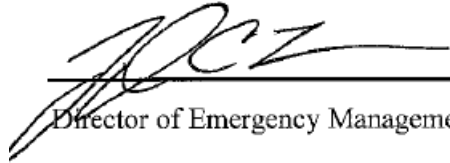
Formal changes to this plan may only be made by the Associate Vice President and Chief of Police, and the Director of Emergency Management or their designee.


Misty Shepherd
Chief Operating Officer
University of Central Florida

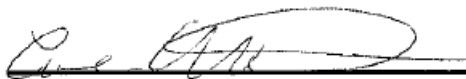
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DEPARTMENTAL ACKNOWLEDGEMENTS

All documents have been reviewed by:



Director of Emergency Management



Associate Vice President and Chief of Police



Chief Operating Officer

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RECORD OF CHANGES

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Oct 14, 2019	Throughout	M. Rall	Hardcopy	Departmental updates, Order of Succession update
Nov 21, 2022	Pages 6-7	B. Garey	Electronic	Addition of Partnership Buildings into Scope
Nov 28, 2022	23-25	B. Garey	Electronic	Expansion of Direction, Control, and Coordination section

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RECORD OF DISTRIBUTION

Department and Contact	Number of Plans (20)
Supersedes: 2020 Comprehensive Emergency Management Plan and all others before	
Office of the President	1
Office of the Provost	1
Chief Operating Officer	1
Vice President for Communications	1
Vice President for Student Development and Enrollment Services	1
Chief Finance Officer	1
Associate Vice President and Chief of Police	1
Department of Emergency Management	2
University Police Department (Deputy Chief)	1
Emergency Operations Center	3
*Health Sciences Campus	1
*Rosen College of Hospitality Management	1
*UCF Downtown Campus	1
*UCF Connect	1
*Orange County Office of Emergency Management	1
*Seminole County Emergency Management	1
*City of Orlando Office of Emergency Management	1

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This plan is maintained by the University of Central Florida Department of Emergency Management. Any concerns or questions can be forwarded to:

Department of Emergency Management
Phone: (407) 882-7111
EOC@ucf.edu

Departments Responsible for this plan:

- Department of Emergency Management

Supersedes:

- 2020 Comprehensive Emergency Management Plan and all others before

Pages:

- 78

Distribution:

- See Distribution List

Notes:

This plan is included in the Comprehensive Emergency Management Plan (CEMP), Emergency Management Edition and the General Edition.

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CHAPTER 1: PURPOSE, SCOPE, SITUATION, ASSUMPTIONS

1.1. Purpose

- 1.1.1. The Comprehensive Emergency Management Plan (CEMP) provides the necessary guidance to organize and direct the University of Central Florida's (UCF) operations in the event of a major emergency or disaster.
- 1.1.2. The goal is to provide a means to use University resources in order *protect* and *prevent* potential emergencies whenever possible, and deal efficiently with the effects of these events if they do occur; to *respond* to save lives and protect property; and to promote a means to *recover* and resume the normal mission and critical business functions. In all of these efforts, the University will continue to *mitigate* as many hazards as possible to promote a disaster resilient atmosphere.
- 1.1.3. This plan is compliant with the National Incident Management System (NIMS) and the Incident Command System (ICS), as outlined by the Department of Homeland Security (DHS).
 - 1.1.3.1. Homeland Security Presidential Directive 5 (HSPD 5) mandates that all federal, state, local, and tribal jurisdictions adopt NIMS for all emergency management functions, to ensure proper coordination and integration among agencies.

1.2. Mission

- 1.2.1. The University will respond to emergency situations in a safe, effective, and timely manner. The University will accomplish the mission in the following priority order:
 - 1.2.1.1. Protection of human life;
 - 1.2.1.2. Provision of health, safety, and basic care services;
 - 1.2.1.3. Protection of University assets and properties;
 - 1.2.1.4. Maintenance of University services;
 - 1.2.1.5. Assessment of damages; and
 - 1.2.1.6. Restoration of essential programs and general campus operations.

1.3. Scope

1.3.1. Florida Statute 252 governs emergency management for the state of Florida and provides definitions and levels of emergencies to guide response and recovery operations. It is the goal of the University to evaluate disasters and emergencies on campus based on these definitions, and to align response and recovery operations accordingly. The definitions from Statute 252 are as follows:

1.3.1.1. Disaster: Any natural, technological, or civil emergency that causes damage of sufficient severity and magnitude to result in a declaration of a state of emergency by a county, the Governor, or the President of the United States. Disasters shall be identified by the severity of resulting damage, as follows:

1.3.1.1.1. “Catastrophic disaster” means a disaster that will require massive state and federal assistance, including immediate military involvement;

1.3.1.1.2. “Major disaster” means a disaster that will likely exceed local capabilities and require a broad range of state and federal assistance; and

1.3.1.1.3. “Minor disaster” means a disaster that is likely to be within the response capabilities of local government and to result in only a minimal need for state or federal assistance.

1.3.1.2. Emergency: Any occurrence, or threat thereof, whether natural, technological, or manmade, in war or in peace, which results or may result in substantial injury or harm to the population or substantial damage to, or loss of, property. There are three different types of emergencies:

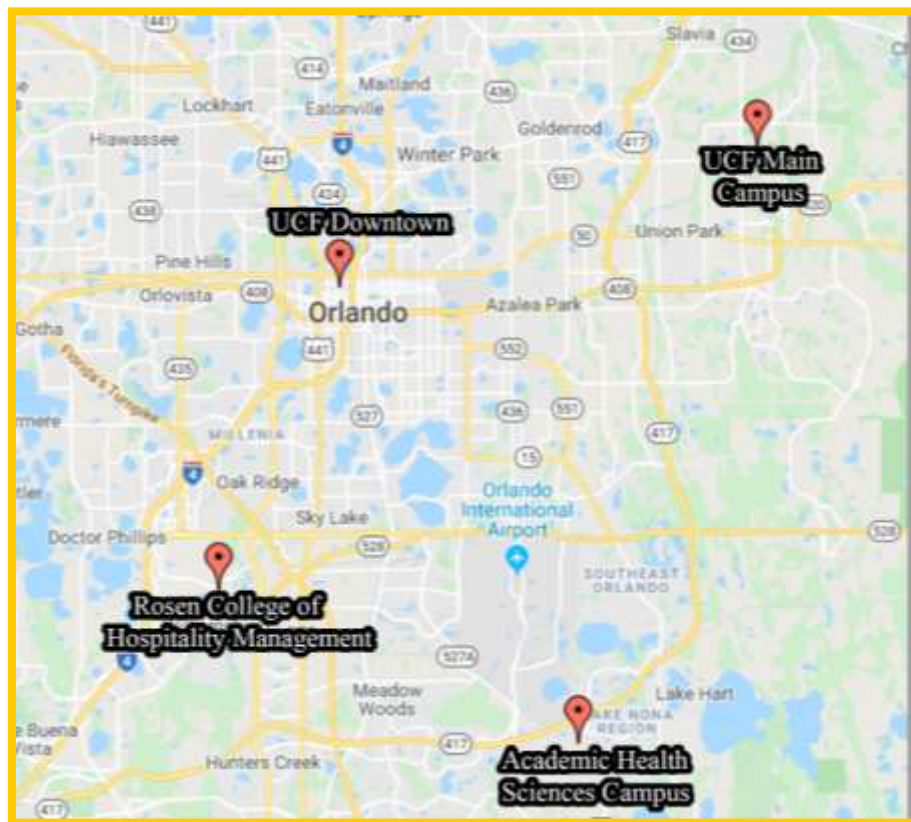
1.3.1.2.1. “Manmade emergency” means an emergency caused by an action against persons or society, including, but not limited to, enemy attack, sabotage, terrorism, civil unrest, or other action impairing the orderly administration of government;

1.3.1.2.2. “Natural emergency” means an emergency caused by a natural event, including, but not limited to, a hurricane, a storm, a flood, severe wave action, a drought, or an earthquake; and

1.3.1.2.3. “Technological emergency” means an emergency caused by a technological failure or accident, including, but not limited to, an explosion, transportation accident, radiological accident, or chemical or other hazardous material incident.

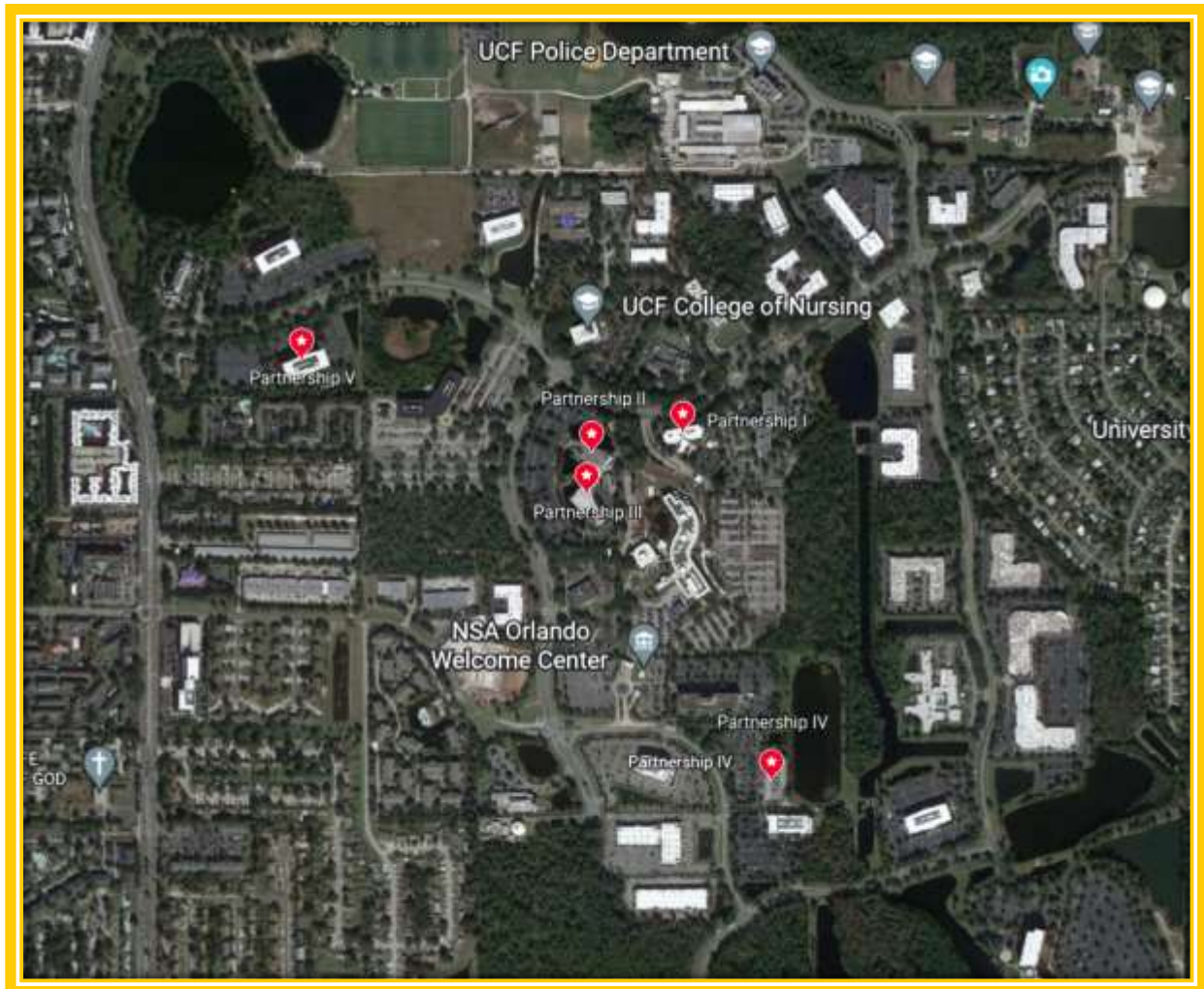
1.3.2. “Disasters” and “emergencies” may be referred to synonymously throughout this plan, and may also be termed “events”, “hazards”, or “incidents.”

- 1.3.3. The CEMP contains all documentation listed in the table of content including, but not limited to, Mitigation Plan, Recovery Plan, and all incident-based plans to support the Threat and Hazard Identification and Risk Assessment.
- 1.3.4. This plan is designed to encompass the responsibilities of all departments which have a role during any disaster or emergency on all UCF campuses. Campus properties include, but may not be limited to:
- 1.3.4.1. UCF Main Campus;
 - 1.3.4.2. Florida Solar Energy Center;
 - 1.3.4.3. Research Park properties;
 - 1.3.4.4. Rosen College of Hospitality Management (See Annex D);
 - 1.3.4.5. Health Sciences Campus at Lake Nona (See Annex D); and
 - 1.3.4.6. Ying Academic Center.
 - 1.3.4.7. UCF Downtown (See Annex D)
- 1.3.5. The following map depicts the locations of the campuses of UCF:



- 1.3.6. UCF Connect Campuses are defined as those UCF entities located on partner properties that fall under the management of the partner institution. However, UCF will make all attempts to provide any needed support during the emergency (See Annex D). These properties include:
- 1.3.6.1. UCF Altamonte Springs- In partnership with Seminole State College;
 - 1.3.6.2. UCF Cocoa – In partnership with Eastern Florida State College;
 - 1.3.6.3. UCF Daytona Beach – In partnership with Daytona State College;
 - 1.3.6.4. UCF Ocala – In partnership with Central Florida Community College;
 - 1.3.6.5. UCF Sanford/Lake Mary – In partnership with Seminole State College;
 - 1.3.6.6. UCF South Lake – In partnership with Lake-Sumter Community College;
 - 1.3.6.7. UCF Valencia East- In partnership with Valencia College;
 - 1.3.6.8. UCF Valencia Osceola – In partnership with Valencia College; and
 - 1.3.6.9. UCF Valencia West – In partnership with Valencia College.
- 1.3.7. The University will cooperate with federal, state, and local emergency management agencies and other responders in the development, implementation, and execution of its emergency response plans. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.
- 1.3.8. The University hosts partnership facilities through leased buildings located along Research Parkway, Science Drive, and Technology Parkway.
- 1.3.8.1. Partnership I, 12354 Research Pkwy, Orlando, FL 32826
 - 1.3.8.2. Partnership II, 3100 Technology Pkwy, Orlando, FL 32826
 - 1.3.8.3. Partnership III, 3039 Technology Pkwy, Orlando, FL 32826
 - 1.3.8.4. Partnership IV, 12809 Science Dr, Orlando, FL, 32826
 - 1.3.8.5. Partnership V, 12000 Research Parkway, Orlando Fl 32826

1.3.9. The following map depicts the Partnership Buildings as mentioned above.



1.4. Threat and Hazard Identification and Risk Assessment

- 1.4.1. The University's Threat and Hazard Identification and Risk Assessment (THIRA) was developed using a broad range of sources that included stakeholders, advisory committees, historical analysis, lessons learned and national trends.
- 1.4.2. The annexes contained in this document reflect UCF's procedures to prevent, protect, mitigate; respond to; and, recover from; these threats and hazards. Although the University cannot plan for every emergency, similar responses may be appropriately used for those events not identified within this document.
- 1.4.3. Any threats and hazards occurring in an area near the University could adversely affect the University population, property, environment and operations.

1.4.4. There are a number of variables which may influence the THIRA. They include, but are not limited to, rush hour, annual festivals, seasonal events, how quickly the event occurs, the time of day that the event occurs, and the day of the week that the event occurs.

1.4.5. The THIRA for the items listed in the THIRA Summary can be found in Annex A.

THIRA Summary

Hazards	Identification Method	Why Was It Identified?
Hazardous Weather	<ul style="list-style-type: none"> • Historical occurrences • Input from National Weather Service • Input from residents • Risk assessments • Geographic location and potential impact 	<ul style="list-style-type: none"> • Frequent recurrence • Causes significant damage and consequences • Poses risk to operations, property, people and the environment
Pandemic	<ul style="list-style-type: none"> • Historical occurrences • Input from UCF Health Services 	<ul style="list-style-type: none"> • Potential consequences to operations and people • Unpredictable vectors • Public concern
Wildfires	<ul style="list-style-type: none"> • Historical occurrences • Input from Landscape and Natural Resources Department • Recurrence 	<ul style="list-style-type: none"> • Campus wildland-urban interfaces • Recurrence • Poses risk to operations, property, and environment
Fire	<ul style="list-style-type: none"> • Historical occurrences • Annual Security and Fire Safety Guide 	<ul style="list-style-type: none"> • Recurrence • Potential consequences to people, operations and property
Hazardous Materials	<ul style="list-style-type: none"> • Historical occurrence • Input from Environmental Health and Safety 	<ul style="list-style-type: none"> • UCF uses and stores hazardous materials for research, academic instruction, and operations • Recurrence
Utility Failure	<ul style="list-style-type: none"> • Historical occurrence • Input from Utility and Energy Services 	<ul style="list-style-type: none"> • Potential consequences to operations and environment • Recurrence
Campus Attack	<ul style="list-style-type: none"> • Historical occurrences • Input from UCF IT • Input from Law Enforcement 	<ul style="list-style-type: none"> • Potential consequences to people, property, and operations • Recurrence

1.5. Situations and Assumptions

- 1.5.1. Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures, however, the operational conditions may be unfavorable and present challenges. These situations are incorporated into assumptions, to plan for the worst-case conditions.
- 1.5.2. Disasters may be community-wide. Therefore, the University prepares for and carries out disaster response and short-term and long-term recovery in conjunction with local resources. UCF refers to plans put forth by Orange County, Seminole County, and the City of Orlando, as well as the Regional Domestic Security Task Force (RDSTF), when creating its plans. These agencies directly support the implementation of this plan by providing additional resources.
- 1.5.3. Planning assumptions for this plan are represented by a hazardous weather situation due to the high likelihood of a weather-related event. The planning assumptions incorporated into this plan include:
 - 1.5.3.1. Critical lifeline utilities, including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones, and information systems may be interrupted;
 - 1.5.3.2. Regional and local services may not be available;
 - 1.5.3.3. Major roads, overpasses, bridges, and local streets may be damaged or flooded;
 - 1.5.3.4. Buildings and structures, including homes, may be damaged;
 - 1.5.3.5. Damage and severe weather may cause injuries, fatalities, and displacement of people;
 - 1.5.3.6. Normal suppliers may not be able to deliver materials;
 - 1.5.3.7. Contact with family and homes may be interrupted;
 - 1.5.3.8. Conditions may be unsafe to travel, affecting response operations;
 - 1.5.3.9. The University will need to conduct its own rapid damage assessment, situation analysis, deployment of on-site resources, and management of emergency operations on campus from the UCF Emergency Operations Center (EOC) while emergency conditions exist;
 - 1.5.3.10. Communication and exchange of information will be one of the highest priority operations at the UCF EOC. The campus network may be down, and it may be necessary to find an alternative means of communication;
 - 1.5.3.11. An emergency or a disaster may occur at any time, at day or night, weekend or holiday, with little or no warning;

1.5.3.12. The progression of events in an emergency or disaster is not predictable, therefore, all plans are subject to in-the-field modification; and,

1.5.3.13. An emergency or disaster may be declared if information indicates that such conditions are developing or probable.

1.6. Mitigation Overview

1.6.1. The University employs a number of mitigation activities to prevent emergencies on campus, especially in its high-risk areas that are prone to vulnerabilities, such as research centers, critical utilities and buildings with structural deficiencies. Some of these activities include: prescribed burns, campus clean-up, regulatory adherence in the laboratories, drills and testing of UCF Alert, and campus preparedness outreach programs.

1.6.1. The DEM works with UCF IT to protect its technological infrastructure. The DEM also works with Facilities and Business Operations in order to protect its other critical infrastructure items.

1.6.2. Whenever possible, DEM works with UCF Communications (University Relations) in order to make the public aware of mitigation activities on campus, and to inform interested parties of what they can do to assist in mitigation efforts.

1.6.3. The University's mitigation plans are created and edited in conjunction with the Orange County Office of Emergency Management and other State and local agencies.

1.7. The University

1.7.1. The University of Central Florida, founded in 1963, is the largest university in the nation, based on student population, with a 1,415-acre main campus. The university has over 68,000 students (both residential and commuting) and over 12,000 employees.

1.7.2. The University contains a diverse population of faculty, staff, and students from various cultural, social, and economic backgrounds. Some members of the university community may not be fluent in the English Language.

1.7.3. UCF is a Minority Serving Institution with a Hispanic Serving Institution designation. This means UCF has an enrollment of full-time equivalent undergraduate students that is at least 25% Hispanic.

1.7.4. UCF is considered an "R1 Research Institution", meaning the University is highly engaged in research activity.

1.7.5. The University operates its own police department (UCF PD) with over 80 sworn law enforcement officers. Additionally, UCF PD manages the emergency communications center, staffed 24/7 by highly trained communications personnel and dispatchers.

1.7.6. UCF does not operate its own Fire Department or Emergency Medical Services (EMS), and instead, relies on Orange and Seminole County resources. Both Orange County Fire Rescue and Seminole County Fire Rescue share Fire Station 65, which is located on UCF’s main campus property. Regional campuses receive emergency police, fire, and emergency medical assistance from the jurisdiction in which they reside. The following chart outlines the responding agency for UCF operated properties:

	Main Campus	Rosen	Health Sciences	Downtown	Research Park	Florida Solar Energy Center
Police	UCF	UCF / Orange County Sheriff’s Office	UCF	UCF / Orlando Police Department	UCF	Cocoa Police Department
Fire	Orange County Fire Rescue	Orange County Fire Rescue	Orlando Fire Department	Orlando Fire Department	Orange County Fire Rescue	Cocoa Fire Department
EMS	Seminole and Orange County Fire Rescue	Orange County Fire Rescue	Orlando Fire Department	Orlando Fire Department	Orange County Fire Rescue	Cocoa Fire Department
EM	UCF	UCF	UCF	UCF	UCF	UCF
9-1-1	UCF	Orange County	UCF	UCF / Orlando	Orange County	Cocoa

1.7.7. The DEM maintains emergency management operations, logistics and finance, plans and programs, training and exercises, and warning and communications for the University.

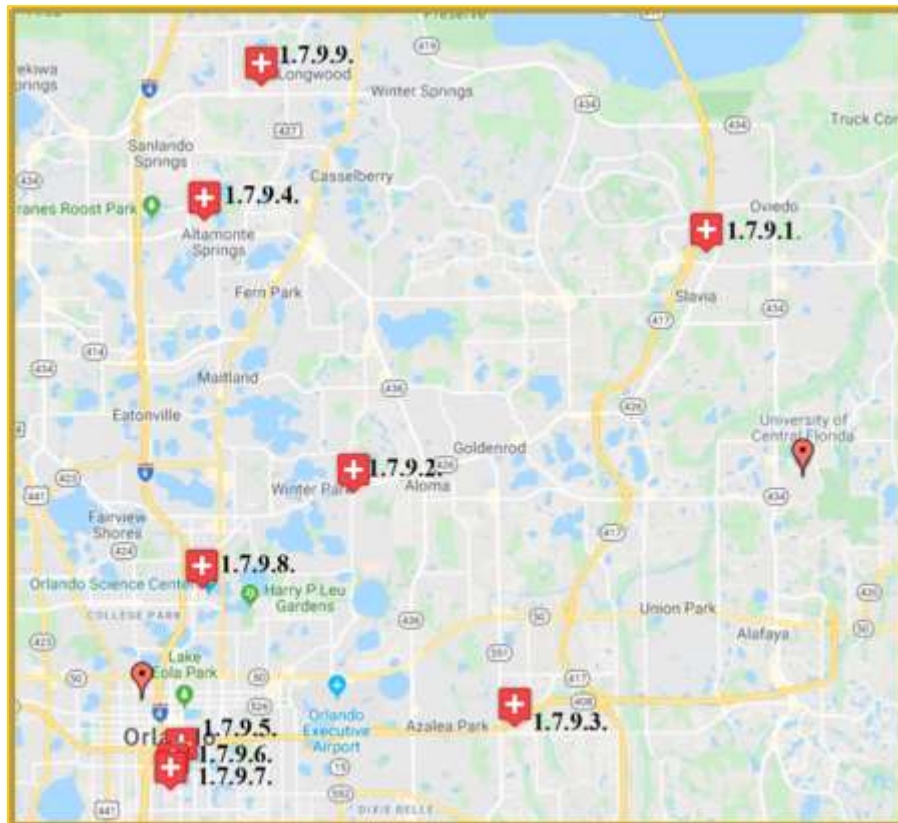
1.7.8. The university operates over 45 buses that operate on daily routes and for special events as well as having a stop for the city LYNX buses.

1.7.9. The Creative School, a daycare service located on the UCF main campus, may have as many as 100 children, ranging in ages from infant through five years of age, enrolled at any one time.

1.7.10. The university’s campuses are in close proximity of area hospitals. Below is a list of the closest hospitals to the University’s Main Campus:

- 1.7.10.1. Oviedo Medical Center 5.2 miles
- 1.7.10.2. Winter Park Memorial Hospital 8.6 miles
- 1.7.10.3. AdventHealth East Orlando 8.8 miles
- 1.7.10.4. AdventHealth Altamonte Springs 13.2 miles
- 1.7.10.5. Arnold Palmer Hospital 15.2 miles
- 1.7.10.6. Orlando Regional Medical Center 15.5 miles
- 1.7.10.7. Winnie Palmer Hospital 15.8 miles
- 1.7.10.8. AdventHealth Orlando 17.7 miles
- 1.7.10.9. Orlando Health South Seminole 18.4 miles

1.7.11. The following map depicts the locations of the above-mentioned hospitals in relation to the University’s Main Campus:



CHAPTER 2: CONCEPT OF OPERATIONS

2.1. Plan Activation

- 2.1.1. This plan is meant to be an all-hazards approach to managing emergencies and disasters at the University, and may be activated to prevent, prepare for, respond to, recover from, or mitigate against, the event.
- 2.1.2. The following University positions have been given the authority to activate the CEMP:
 - 2.1.2.1. President;
 - 2.1.2.2. Senior Vice President for Administration and Finance;
 - 2.1.2.3. Associate Vice President and Chief of Police; and,
 - 2.1.2.4. Director of Emergency Management.

2.2. Declaration of an Emergency

- 2.2.1. The UCF DEM in cooperation with its partners monitors jurisdictional threats and hazards identified in the UCF THIRA. Relevant information will be communicated through the Emergency Recall Plan, which is maintained by the DEM.
- 2.2.2. The University adheres to UCF Regulation 3.035 University Closings Due to Emergency Conditions concerning the process and coordination of a Declaration of Emergency at UCF. The content listed in Sections 2.2.2.1 – 2.2.2.2.3 is managed by the UCF General Counsel's Office, as dictated by: *Authority: BOG Regulation 1.001. History: News 3-16-06; Formerly 6C7-3.035, Amended 5-18-09.* This regulation reads:
 - 2.2.2.1. Authority
 - 2.2.2.1.1. The University President, or designee, may close all or part of the University upon the occurrence of an emergency which affects its operations.
 - 2.2.2.1.2. For the purposes of this regulation, emergency or other occurrence is defined as that which is declared as such by the Governor in an Executive Order or by the President, or designee.
 - 2.2.2.1.3. If the President is unavailable to make a decision whether to close the University, the delegation of authority outlined in the UCF Continuity of Government (COG) plan may be implemented.

- 2.2.2.1.4. Before closing all or a part of the University, the President, or designee, shall consult with the departments of Emergency Management, University Human Resources, Environmental Health and Safety, University Police, and also with appropriate university administrators.
- 2.2.2.1.5. Duration: The closing of the University will only be for the period of time necessary to restore normal working conditions.
- 2.2.2.2. Notification of closing
 - 2.2.2.2.1. If a decision is made to close the University prior to the beginning of the normal work day, every effort will be made to disseminate this information to affected employees by 6:00 a.m. through a variety of channels, including UCF Alert, the UCF website, UCF social media, and local media outlets by the Communications (University Relations) Division.
 - 2.2.2.2.2. A decision to close the University after the work day has begun will be communicated to all vice presidents who will notify each department head within the vice president's jurisdiction. The department heads will be responsible for notifying all employees in their departments. Such notifications also will be made through a variety of channels, including UCF Alert, the UCF website, UCF social media, and local media outlets.
 - 2.2.2.2.3. Unless otherwise notified, employees will be expected to report for work on the next regularly scheduled work day.
- 2.2.3. UCF will notify the following agencies of the Declaration of Emergency, should there be a need for additional resources or support. These agencies include, but are not limited to:
 - 2.2.3.1. Orange County Office of Emergency Management;
 - 2.2.3.2. City of Orlando Office of Emergency Management; and,
 - 2.2.3.3. Florida Board of Governors.

NOTE: Additional notification parameters are outlined in the Emergency Recall Plan which can be found in Annex B – Functional Plans.

2.3. Legal Issues

- 2.3.1. By preparing in advance for an emergency on campus and taking appropriate actions to mitigate against these events, the University can resolve legal questions and issues before they arise.
- 2.3.2. UCF employees are covered by the University's workers compensation and liability policies.
- 2.3.3. Non-UCF employees are covered by their agency's workers compensation and liability policies.
- 2.3.4. Volunteers who wish to help in an emergency must contact Emergency Support Function (ESF) 15 Volunteer and Donation Management. Volunteers who are registered with the University (Registered Volunteers) through approved Risk Management procedures are covered by the University's workers compensation and liability policies when acting within the course and scope of assigned volunteer duties for the University.

2.4. Special Conditions

- 2.4.1. The individual plans contained within the UCF CEMP are written in a broad enough manner that the plans should not adversely affect persons with special-needs, language capabilities, varying ages, and differing cultural backgrounds.
- 2.4.2. Additional information on emergency management procedures for individuals with special needs can be found in the Emergency Accessibility Needs Plan.

CHAPTER 3: ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

3.1. Process

3.1.1. The University trains all emergency personnel on the Incident Command System (ICS) and National Incident Management System (NIMS). These systems will be in the Emergency Operations Center and on-scene for responses to all emergencies. Additional information on NIMS and ICS can be found in Appendix I.

3.2. Organizational Components

3.2.1. The organizational components of the University's emergency management team is comprised of core staff members, the executive policy group, emergency support functions, emergency coordinating officers, in addition to critical and essential personnel. Below is a description of each functional group:

3.2.1.1. The Executive Policy Group: Evaluates information from various sources as the event progresses and advises the president on appropriate actions requiring his or her decision. Senior leaders within the University will make up this group. Internally, this group is called the Emerging Issues Crisis Response Team (EICRT).

3.2.1.2. The Department of Emergency Management: Responsible for coordinating the daily functions of the EOC during a campus emergency. The core staff members are tasked with mission-critical responsibilities, including: writing plans to establish University-wide emergency protocols; training and exercising university personnel; disseminating UCF ALERT warnings and life-safety communications; and maintaining the University's EOC.

3.2.1.3. Emergency Support Functions (ESF): Provides the structure for coordinating for emergency response effort and is comprised of critical personnel whose job directly affects university operations. Collectively, the ESFs create the framework for a comprehensive response unique to the considerations for institutions of higher education.

3.2.1.4. Emergency Coordinating Officers (ECOs): Liaisons of regional campuses and other university functions, such as athletics or external response agencies whom provide additional information, coordination and resource support in order to assist the University's response and recovery efforts.

3.2.1.5. Critical Personnel: Personnel whose job duties affect the security, safety, or physical operation of the university, and who may be required to work in conjunction with the EOC when normal campus operations have been suspended, the campus is under a state of emergency, and access to campus is being controlled by law enforcement.

3.3. Organizational Coordination

- 3.3.1. The aforementioned functions are integrated through the UCF EOC. The UCF EOC is the central point of coordination and collaboration for all internal and external agencies during an emergency situation on the main campus. The University dedicates its EOC strictly for emergency-related operations.
- 3.3.2. Primary functions of the EOC include:
 - 3.3.2.1. Collective, analyzing, and sharing information;
 - 3.3.2.2. Coordinating plans and determining current and future needs; and
 - 3.3.2.3. Under the authority of the Executive Policy Group. Providing coordination and policy direction.
- 3.3.3. Those individuals responding to the EOC have been designated as Subject Matter Experts (SME) within their fields and have been grouped into Emergency Support Functions (ESF) which are similar to the State of Florida Emergency Management Agency ESFs. Additional ESFs have been created to adapt to the needs of the University. Each ESF has a primary, secondary, and tertiary contact fully trained and capable of managing their ESF's responsibilities.
- 3.3.4. The EOC has three (3) levels of activation, depending on the scope, severity, and magnitude of the emergency:
 - 3.3.4.1. Level 3 – Monitoring (steady-state): Routine monitoring activities conducted by staff from DEM.
 - 3.3.4.2. Level 2 – Partial Activation: Designated ESFs from across the university engaged to actively monitor a risk or hazard, and/or support response to a planned event.
 - 3.3.4.3. Level 1 – Full Activation: All ESFs are engaged to support response to a significant or complex incident.

3.3.4.4. UCF uses the following ESFs within its EOC:

ESF #	Emergency Support Function	University Department/Partner Agency
1	Transportation	Parking and Transportation Services
2	Communications	UCF IT Telecommunications
3	Public Works	Facilities Operations
4	Wildland Fire/Debris	Landscape and Natural Resources
5	Information and Planning	Department of Emergency Management
6	Mass Care	Department of Housing and Residence Life
7	Resource Management	Facilities Resource Management
8	Health and Medical	Health Services
9	Fire Safety	Environmental Health & Safety
10	HazMat	Environmental Health and Safety
11	Food and Water	Business Services
12	Energy/Utilities	Utilities and Engineering Services
13	Security	Department of Security
14	Public Information	Communications (University Relations)
15	Volunteer and Donations	Office of Student Involvement
16	Law Enforcement	UCF Police Department
17	Family Assistance	Victim Services
18	Risk Management	Enterprise Risk Management
19	Damage Assessment	Facilities Planning & Construction
20	Accessibility Services	Student Accessibility Services
21	Finance and Accounting	Finance and Accounting
22	Student Affairs	Student Development and Enrollment Services
23	Human Resources	Human Resources
24	Counseling	Counseling and Psychological Services
25	Academic Affairs	Academic Affairs

3.3.3.2. ESFs will be activated within the EOC as needed. Not all ESFs will be required to respond to the EOC for every emergency, and response may expand and contract as the incident progresses.

3.3.3.3. All ESFs are staffed with a primary, secondary and tertiary personnel. Individuals tasked with these responsibilities can be found in the Emergency Recall Plan (Annex B).

3.3.3.4. Orange County will provide additional support through county-wide ESFs upon request.

3.3.3.5. Below is a crosswalk highlighting which areas of responsibilities will be handled by UCF ESF's and which areas of responsibilities will require assistance from Orange County:

Responsibility	Responsible Department/ Partner Agency	Reference to Responsibility
Administration and Finance	UCF Finance and Accounting UCF Purchasing UCF Human Resources	CEMP para 8.2.2.1 ESF Guide 22 ESF Guide 23
Agriculture and Natural Resources	UCF Landscape and Natural Resources	ESF Guide 4 Recovery Plan Wildfire Plan
Alert and Notification	UCF Emergency Management	Crisis Communications Plan
Communications	UCF IT/ Spectrum Networks	ESF Guide 2 Damage Assessment Plan Continuity of Operations Plan
Critical Infrastructure and Key Resources	UCF Utilities and Engineering Services UCF Facilities Operations UCF IT	Utility Emergency Response Plan p.7-8 ESF Guide 12/20 p.5-6 ESF Guide 3 p.5-6 Communications Systems and Protocols p.11-18
Damage Assessment	UCF Utilities and Engineering Services UCF Facilities Operations UCF Facilities Planning and Construction UCF IT UCF Environmental Health and Safety	Damage Assessment Plan CEMP ESF Chart
Debris Management	UCF Landscape and Natural Resources	Recovery Plan 3.3.3 Master Disaster Recovery Plan Debris Management Plan
Detection and Monitoring	UCF Police Department UCF IT UCF Landscape and Natural Resources UCF Health Services	THIRA matrix
Direction, Control and Coordination	UCF Emergency Management	CEMP 1.1.3
Donation Management	UCF Office of Student Involvement UCF Knights Pantry	CEMP 3.5.1.5. ESF Guide 15 ESF Checklist 15
Emergency Public Information	UCF Communications (University Relations)	ESF Guide 14 Crisis Communications Plan
Energy and Utilities Services	UCF Utilities and Engineering Services/Duke Energy	ESF Guide 12 Damage Assessment Plan
Fatality Management and Mortuary Services	Orange County Medical Examiner Orange County Department of Health	Orange County ESF Annex
Firefighting/Fire Protection	UCF Environmental Health & Safety/ Orange County Fire Rescue	Fire Plan
Hazardous Material	UCF Environmental Health & Safety	ESF Guide 10 HAZMAT Plan

Human Services	UCF Business Services UCF Student Health Services UCF Counseling and Psychological Services	ESF Guide 11 ESF Guide 8 Recovery Plan
Incident and Needs Assessment	UCF Emergency Management	ESF Guide 5 Damage Assessment Plan
Information Collection, Analysis and Dissemination	UCF Emergency Management	ESF Guide 5
Law Enforcement	UCF Police Department	ESF Guide 16 Civil Unrest Plan Campus Attack Plan
Mass Care and Sheltering	UCF Housing and Residence Life/Red Cross/Orange County Emergency Management	Recovery Plan Housing Hurricane Standard Operating Procedures
Mutual Aid	UCF Police Department UCF Emergency Management	Logistics and Resource Management 2.4.2
Population Protection	UCF Police Department	ESF Guide 16 Campus Attack Plan Civil Unrest Plan
Private Sector Coordination	UCF IT UCF Utilities and Engineering Services UCF Emergency Management UCF Business Services	Damage Assessment Recovery Plan Logistics and Resource Management Plan Utility Emergency Response Plan ESF Guide 11
Public Health and Medical	UCF Health Services UCF Counseling and Psychological Services	ESF Guide 8 ESF Guide 8 Pandemic Plan
Public Works and Engineering	UCF Utilities and Engineering Services UCF Facilities Operations UCF Facilities Planning and Construction	ESF Guide 12 ESF Guide 3 ESF Guide 19 Damage Assessment Plan
Resource Management and Logistics	UCF Resource Management UCF Emergency Management	ESF Guide 7 Logistics and Resource Management Plan
Search and Rescue	UCF Police Department	ESF Guide 16
Transportation Systems and Resources	UCF Parking and Transportation Services	ESF Guide 1
Volunteer Management	UCF Office of Student Involvement	ESF Guide 15
Warning	UCF Emergency Management	Emergency Notification and Systems

3.4. Partner Agency Coordination

3.4.1. In the event of an activation of the CEMP, external agencies may need to be contacted in order for coordination efforts to begin. Depending on the scope of the emergency, these agencies may be local, regional, or state agencies, as well as non-profit or private organizations. Contact should be made by Emergency Management, or a designee. These contacts can be found in the Emergency Recall Plan located in Annex B.

3.4.2. The University is a member of the Florida State University System which falls under the jurisdiction of the State Emergency Response Team (SERT). In the event of an emergency on campus, the Florida Board of Governors (FL BOG) will serve as the liaison between the University and Florida Division of Emergency Management (FDEM). The ICS structure for SERT can be found below.

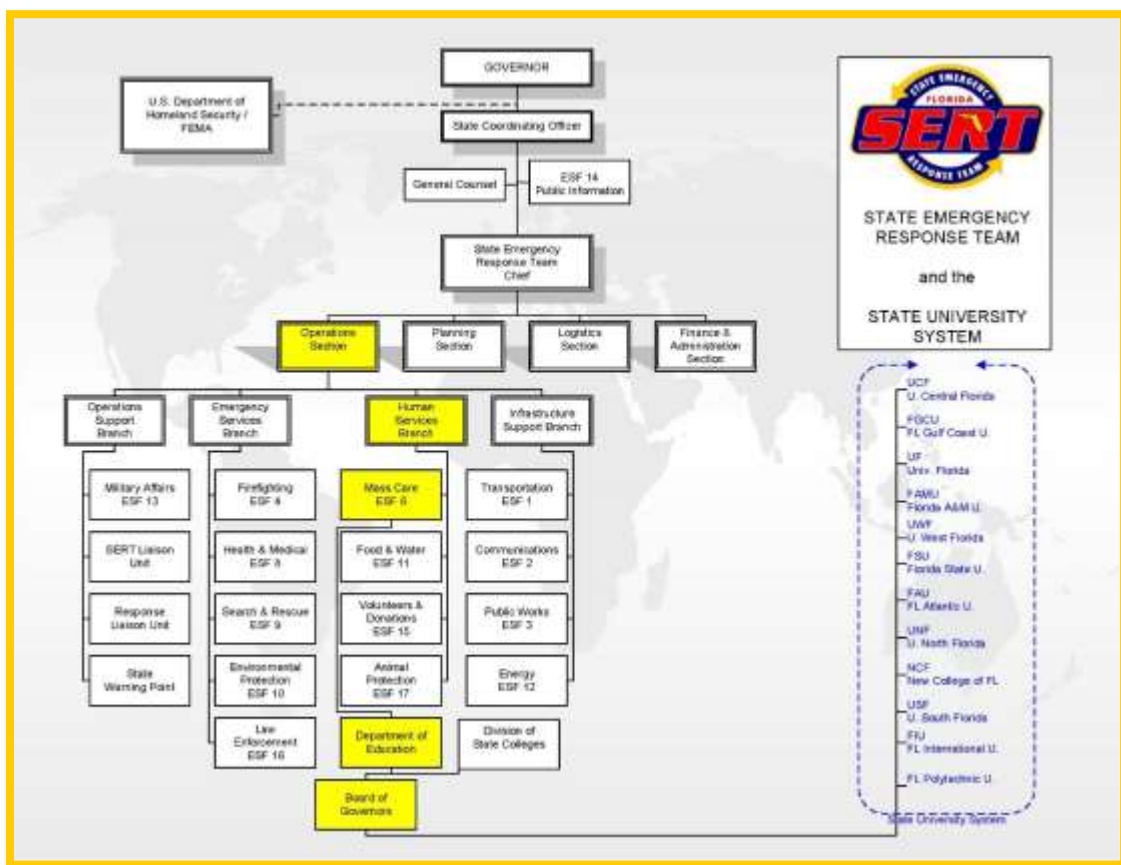


Figure1: Florida State Emergency Response Team Incident Command Structure and State University System, 2015.

3.5. University Volunteer Groups

3.5.1. The University has numerous volunteer resources on campus that can be leveraged during emergency situations, including registered and unregistered student organizations. These groups are comprised of student participants with interests in various aspects of emergency management and who are willing to volunteer their time to participate, receive training,

and expand their knowledge in emergency management. UCF DEM has a relationship with the following student organizations, which may be activated during a campus emergency or exercise:

- 3.5.1.1. The Orange County Community Emergency Response Team (CERT): The Orange County CERT Team is comprised of volunteers, some of whom may be UCF students, faculty, and staff trained in emergency services and have the capacity to assist first responders who may be overwhelmed during a disaster or emergency.
- 3.5.1.2. American Red Cross Club at UCF (ARCC): The ARCC receives training from the American Red Cross in shelter management, first aid, and CPR, and may provide basic training to the UCF community. Their skills are most likely to be needed during situations where shelters are activated on campus.
- 3.5.1.3. Emergency Management Student Association at UCF (EMSA): The Mission of EMSA is to provide a means for continuing Emergency Management education outside the classroom, supplement a student's education, cultivate relationships between peers, and continue to professionalize the academic field of Emergency Management. Many of these students work in an internship capacity with local emergency management offices and participate in regional exercises and training.
- 3.5.1.4. The Office of Student Involvement (OSI): In the event of an activation of the CEMP, UCF OSI will be responsible for arranging and managing student volunteers. External volunteer organizations may be utilized depending on the scope of the emergency and the degree of necessity.
- 3.5.1.5. Further information on the processes and procedures of volunteer and donation management can be found in the Volunteer and Donations Standard Operating Procedures (SOP). This SOP is managed and maintained by UCF DEM.

CHAPTER 4: DIRECTION, CONTROL, AND COORDINATION

4.1. Continuity of Government

- 4.1.1. The President of the UCF is responsible for ensuring the ongoing mission of the university. The President's authority has been delegated to specific individuals in the event that he or she is unavailable.
- 4.1.2. In the event of a major emergency or disaster, the President is responsible for the University's response to the emergency, maintenance of operations, and protection of the physical and academic environment.
- 4.1.3. Actions for Office of the President's alternate work facilities, vital records, continuity personnel, orders of succession, and delegations of authority are outlined in the UCF 2023 Continuity of Operations (COOP) and Continuity of Government (COG) Plan.
- 4.1.4. Contents of the COOP and COG plan align with the FDEM Continuity of Operations Compliance Checklist. This checklist is submitted annually by the University's Continuity Manager as outlined in UCF Policy 3-117.1: Continuity of Operations.

4.2. Incident Command System and Incident Command Post

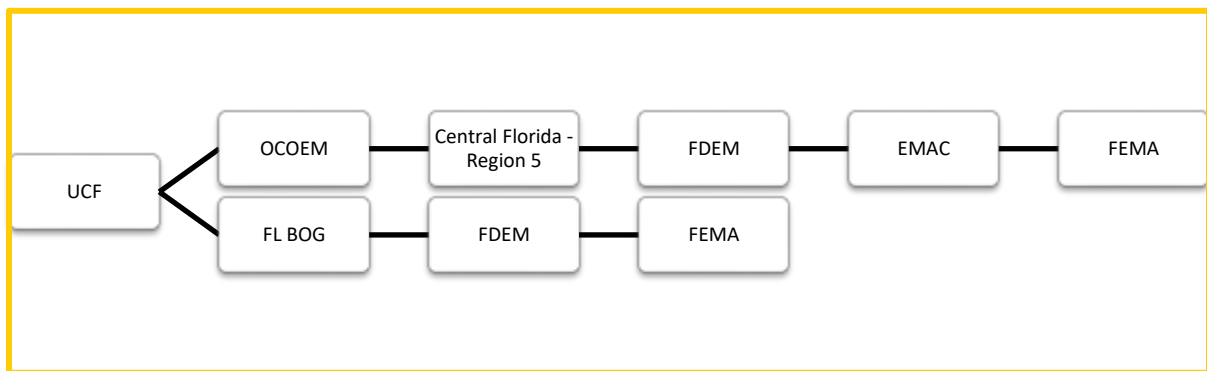
- 4.2.1. Incident Command System is the standardized approach to the command, control, and coordination of on-scene incident management. Its implementation includes the designation of a single Incident Commander (IC) or a Unified Command (UC) (multi-agency) for overall incident management responsibility.
- 4.2.2. In response to incidents or emergency situations occurring on UCF campuses, UCF Police Department personnel will generally establish incident command or jointly manage through unified command if the incident scope crosses jurisdictional boundaries or emergency response functions.
- 4.2.3. The UCF IC/UC will be responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC/UC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident. As needed, the IC/UC will designate university personnel to serve as section chiefs on the General Staff (Operations, Planning, Logistics, Finance/Administration).
- 4.2.4. The Incident Command Post (ICP) is the field location where the primary functions of incident command are performed. Typically, the ICP will be located at or near the site of an incident or special event and may be co-located with other university facilities.

4.3. ICS/EOC Interface

- 4.3.1. Routine, single-incident, single-jurisdiction incidents such as traffic accidents normally require little to no policy and coordination functions to occur in the EOC. As an incident increases in complexity and escalates to a multi-incident, multi-jurisdictional event, increased policy, legal, financial, and coordination support by the EOC will be needed.
- 4.3.2. When both the ICP and EOC are active, policy and coordination functions will generally be completed in the EOC, while on-scene tactical operations will be directed by the Incident Commander and assigned staff through the ICP.
- 4.3.3. The UCF EOC supports an established Incident Command or Incident Management Team by:
 - 4.3.3.1. Collecting, sharing, and analyzing information to include coordinating communications and advance warnings;
 - 4.3.3.2. Establishing and reviewing priorities across multiple operational periods; and
 - 4.3.3.3. Identifying and providing resources to support incident objectives.
- 4.3.4. If necessary, the IC/UC will appoint a Liaison Officer to assist in the facilitation of incident communications and coordinate
- 4.3.5. The following individuals have been given the authority to advise and inform the President and Executive Policy Group during an emergency:
 - 4.3.5.1. Associate Vice President and Chief of Police; and
 - 4.3.5.2. Director of Emergency Management, or delegate.
- 4.3.6. Specific authorities for the president or other leadership personnel are found within UCF policies, the CEMP, and in the COOP and COG Plan.

4.4. Multijurisdictional Coordination

- 4.4.1. Should a disaster or emergency exhaust the available resources at the University, the DEM may contact the Orange County Office of Emergency Management and the FL BOG to request assistance in the response to the emergency. Coordination between UCF, Orange County, and the State of Florida will take place through the UCF EOC.
- 4.4.2. Additional resources that are required beyond the county level will be requested from regional assets, followed by state assets, and federal assets. Resources will be acquired through proper Memoranda of Agreement (MOA), Memoranda of Understanding (MOU), and Emergency Management Assistant Compacts (EMAC), if necessary. Communication between UCF and partner agencies will take place in one of the following two chains:



CHAPTER 5: TRAINING AND EXERCISES

5.1. Training

- 5.1.1. The U.S. Department of Homeland Security (DHS) Preparedness Directorate's Office of Grants and Training (G&T) requires that every State and Urban Area conduct a Multiyear Training and Exercise Plan Workshop (TEPW) annually. UCF, as a partner in the Region 5 Regional Domestic Security Task Force (RDSTF), and the Orlando Urban Area Security Initiative (UASI), produces this document to share the University's training and exercise plans.
- 5.1.2. The DEM Coordinator (Training and Exercise) is responsible for ensuring that all emergency personnel on campus have completed the respective NIMS and ICS training. The Coordinator is also responsible for maintaining records of all emergency management training.
- 5.1.3. The DEM staff participate in training opportunities as often as possible to ensure that they are capable of managing all emergencies on campus requiring their assistance.

5.2. Exercises

- 5.2.1. The UCF DEM actively creates and participates in exercises to strengthen and improve emergency preparedness and response on campus.
- 5.2.2. The University abides by the Department of Homeland Security's Homeland Security Exercise and Evaluation Program (HSEEP) for all campus exercises.

5.3. After Action Reviews

- 5.3.1. An After-Action Review (AAR) is an assessment conducted after a project or major activity that allows employees and leaders to discover what happened and why. It may be thought of as a professional discussion of an event that enables individuals to understand why things occurred during the progression of the process and to learn from that experience. The AAR also outlines recommended actions, policies, and updates to plans that should be implemented as a result of the event or exercise.
- 5.3.2. After an event on campus or a training exercise, an AAR will be completed. An AAR may be in the form of a written report.

5.4. Improvement Plan

- 5.4.1. Once the AAR is finalized, an Improvement Plan (IP) is created to identify organizational strengths and opportunities for future improvement. These opportunities are characterized as recommendations to facilitate the implementation of corrective actions.
- 5.4.2. The IP is incorporated into the AAR for a comprehensive report of the incident.

CHAPTER 6: INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

6.1. Information Collection and Analysis

- 6.1.1. UCF actively works to gather and disseminate timely information regarding potential disasters and emergencies to allow for proper planning and response to the event. The University maintains multiple partnerships with local, county, state, and federal agencies to facilitate information and intelligence sharing.
- 6.1.2. UCF DEM coordinates with the National Weather Service (NWS) to obtain situational awareness about natural disasters and expected weather patterns.
- 6.1.3. UCF maintains close relationships with the Central Florida Intelligence Exchange (CFIX), a fusion center responsible for collecting, analyzing, and disseminating intelligence within the Central Florida area. Members of UCF DEM and UCF PD serve as the University's Intelligence Liaison Officers (ILO) to ensure that UCF stays current on situational awareness regarding potential emergencies and threats.
- 6.1.4. DEM may attend both Seminole County and Orange County Emergency Management team meetings to stay informed on current emergency management topics, trends, and policies, and to participate in planning meetings for external exercises.

6.2. Information Dissemination

- 6.2.1. When information is received that must be forwarded to university departments, UCF DEM facilitates this process through e-mail correspondence, and by following the proper notification procedures outlined in the Emergency Recall Plan.
- 6.2.2. Sensitive information that is For Official Use Only (FOUO) will only be sent to those with a "need to know". Should the information require response activation, all procedures outlined in the CEMP will be followed.

6.3. Legislative Action

6.3.1. Jurisdiction

- 6.3.1.1. When UCF's president, along with the guidance of the provost and board of trustees, identifies a University issue or concern, it is delegated to the Senior Vice President of Government Relations. This is an appointed position within the reporting directly to the president with delegated responsibilities to act as the university's main liaison to Federal, State and local government.

6.3.1.2. The University has three registered lobbyists within the office of Government Relations who are direct links for the University to Federal, State and local government. These individuals are responsible for managing the two-way flow of information regarding the legislative proposals and their effects on university operations. DEM and Government Relations work together to obtain the best possible results.

6.3.2. Department of Emergency Management Legislative Actions

6.3.2.1. As a division of UCF, DEM will work through the University's legislative process mentioned above. However, DEM can influence associate group outreach, and may be notified of important legislative issues through its own networks. DEM may utilize these networks and organizations as a means to introduce issues and concerns into the legislative process related to Emergency Management within higher education. The main organizations include, but are not limited to:

6.3.2.1.1. Florida Emergency Preparedness Association (FEPA);

6.3.2.1.2. International Association of Emergency Managers (IAEM);

6.3.2.1.3. Florida Division of Emergency Management, Director's Advisory Committee; and,

6.3.2.1.4. Regional Domestic Security Task Force (RDSTF)

CHAPTER 7: COMMUNICATIONS

7.1. Emergency Notification

- 7.1.1. UCF operates a mass notification system titled UCF Alert to notify faculty, staff, students, and visitors of an emergency on campus. The system incorporates 14 mediums of notification, including web-based information, e-mail, text messages, indoor sirens, outdoor sirens, radio communications, and social media. Additional information on the UCF Alert System can be found in Annex B.
- 7.1.2. The UCF Emergency Recall Plan contains emergency contact information for most University personnel holding responsibilities during a disaster or emergency. In the event of an emergency at the University, DEM will utilize the Emergency Recall Plan to ensure proper communication has been made to Critical and Essential Personnel.
- 7.1.3. Detailed information about UCF communications can be found in the UCF Communications Plan (See Annex B).

7.2. Radio Communications

- 7.2.1. UCF uses radio communications as a primary communication source during normal and emergency operations.
 - 7.2.1.1. 800MHz radios are used by the UCF PD and UCF DEM. These radios are all Project-25 compliant, indicating that they are interoperable with other first-responder agencies.
 - 7.2.1.2. UHF radios are used by other campus departments. For more information on radio communications, please reference the UCF Emergency Communications Plan found in Annex B.
 - 7.2.1.3. In some circumstances, DEM has the capability to be patched into external agencies radio networks through internet-based third-party solutions.

7.3. Satellite Phones

- 7.3.1. The University maintains satellite phones to be used in the event that all other communication systems on campus fail.
- 7.3.2. For more information on satellite phones, please reference the UCF Emergency Communications Plan found in Annex B.

CHAPTER 8: ADMINISTRATION, FINANCE AND LOGISTICS

8.1. Administration

8.1.1. Proper documentation and tracking of the incident and the resources used is imperative to ensuring a successful response and recovery to an incident.

8.1.1.1. Throughout the duration of a disaster or emergency, UCF will use an Incident Action Plan (IAP) comprised of ICS forms for tracking an operational period. The use of IAPs also allows easy integration with external agencies should the emergency span beyond the control of the University.

8.1.1.2. AARs will be developed after emergencies or disasters to document the actions taken during response, and the lessons learned. The AARs will be used to facilitate improvement planning.

8.2. Finance

8.2.1. The UCF DEM adheres to all relevant UCF financial policies and procedures.

8.2.2. The University adheres to UCF Regulation 3.035 – University Closings Due to Emergency Conditions for compensation of employees during an emergency at the University. The content listed in Sections 8.2.2.1 – 8.2.2.3.2 is managed by the UCF General Counsel’s Office, as dictated by: *Authority: BOG Regulation 1.001. History – New 1-24-19*; For a complete review of UCF Regulation 7.130, please reference Appendix II.

8.2.2.1. Hours of Work

8.2.2.1.1. When all or part of the University is closed pursuant to this regulation, where practicable the university shall assign employees to alternative work locations to perform their regular job duties, assign employees alternative work, reschedule the work week of employees, or take other action to provide employees with work for the full work week

8.2.2.1.2. Payment for overtime worked during a closing will be handled in accordance with university procedures and any applicable collective bargaining agreement

8.2.2.1.3. All hours worked must be documented.

8.2.2.2. Leave

8.2.2.2.1. Pursuant to this regulation, administrative leave may be granted according to employee classifications. According to regulation 3.035, OPS employees shall be granted leave without pay; and Faculty, A&P, and USPS employees shall be granted administrative leave for the

period of the closing. Such leave shall be documented for all affected employees.

8.2.2.2.2. Employees who were on a prior approved leave of absence or on a scheduled holiday shall not have the leave of absence or holiday changed to any other type of leave.

8.2.2.2.3. The annual and sick leave balances of employees required to be off duty as a result of the closing shall not be reduced (unless the employee is on an approved leave of absence or is absent without authorized leave).

8.2.2.2.4. If the work week is rescheduled, employees who are unable to work the rescheduled work week may be allowed to use annual or compensatory leave for that period.

8.2.2.2.5. If employees assigned to a closed facility have been provided leave as a result of the closing, USPS employees who are assigned to that facility, and who are required to report for work in order to provide essential services during the closing, shall be granted special compensatory leave in addition to pay for hours worked, to cover the hours worked in the employees' regularly scheduled work shifts during the period the facility is closed

8.2.2.3. Reports

8.2.2.3.1. Within 5 days after the closing, each vice president shall submit a report to the Chief Human Resources Officer (CHRO) or designee indicating the number of employees, by pay plan, who were granted administrative leave. The report shall also include the position numbers and titles of all employees required to work during the closing and the number of hours worked by each employee.

8.2.2.3.2. Within 15 days after a partial University closing, the CHRO or designee shall submit a report to the President documenting the dates and times of the closing, what portions of the campus were affected, the reasons for the closing, what alternatives were considered and why they were rejected in favor of closing and granting the affected employees administrative leave, and the total number of employees, by pay plan, who were granted administrative leave.

8.3. Logistics

8.3.1. Each ESF is responsible for identifying what their logistical needs are during an emergency. Should their needs span beyond the capabilities of the University, each ESF is responsible for maintaining contracts with private vendors or agencies. These contracts will be compliant with FEMA's Public Assistance Program Guidelines, should the University seek to apply for assistance during a qualifying emergency.

- 8.3.2. MOAs and MOUs are used during emergencies to share resources and provide assistance between agencies. They may be either written or oral agreements, and help in ensuring that acquisition of resources is done quickly.
- 8.3.3. UCF currently maintains relationships with the following external agencies:
- 8.3.3.1. Orange County Office of Emergency Management
 - 8.3.3.1.1. UCF DEM coordinates with the Orange County Office of Emergency Management during emergency situations to request resources and assistance, should the incident span beyond the capabilities of the University.
 - 8.3.3.2. American Red Cross
 - 8.3.3.2.1. The American Red Cross may assist with shelter operations and management during events when shelters are activated on campus.
 - 8.3.3.3. Florida Crisis Response Team
 - 8.3.3.3.1. The Florida Crisis Response Team may provide Crisis Management teams with training in crisis intervention and psychological first aid after an emergency. The Team has 24-hour response capability, as well as foreign language ability. All members are trained in NIMS and ICS and have passed a background check.
 - 8.3.3.4. UCF is a member of the Regional Domestic Security Task Force (RDSTF) and the Urban Area Security Initiative (UASI), resources managed by these agencies may be available to the University.

8.4. Campus Recovery

- 8.4.1. Campus recovery consists of both short-term and long-term measures taken to restore the University after an emergency or disaster has occurred. Recovery efforts will begin as swiftly as possible, once the University is deemed safe and able to resume normal operations. All immediate recovery actions will be coordinated through the EOC.
- 8.4.2. Damage assessments will be performed on campus facilities to determine whether they are safe for occupancy. If departments are required to relocate to an alternate facility, they will activate their Continuity of Operations Plan to continue conducting normal operations. See the UCF Continuity of Operations and Continuity of Government Plan for additional information.
- 8.4.3. Information pertaining to university updates will be communicated to the UCF community through UCF Communications.

CHAPTER 9: PLAN DEVELOPMENT AND MAINTENANCE

9.1. Plan Development

9.1.1. This plan was created in coordination with the Emergency Operations Plan for Orange County and the City of Orlando. It was also created in compliance with governing authorities and Florida statutes.

9.2. Plan Maintenance

9.2.1. This plan goes through continuous changes based on the results of actual events, post-exercise drills and activities, and input from units and departments tasked in this plan.

9.2.2. Recommended revisions to this plan may be made to the UCF DEM. The implementation of those revisions is at the discretion of the Director of Emergency Management, the Associate Vice President and Chief of Police, and the Chief Operating Officer.

9.2.3. Every two years, there will be a formal revision process for the CEMP. This process will involve Emergency Management and other key departments/stakeholders. This formal review will be led by DEM and will address the Basic Plan. Approval authority for this review process is retained by the Senior Vice President, Administration and Finance, the Associate Vice President and Chief of Police, and the Director of Emergency Management.

9.2.4. Out-of-cycle changes, modifications, and adjustments to the CEMP are made as required due to changes in conditions, resources, with the approval of the Director of Emergency Management. All contact information will be kept as up-to-date as possible.

9.2.5. The approval authority for assessments, plans, SOPs, checklists, guides, or other references, documents, or products is the Director of Emergency Management.

9.3. Authorities and References

9.3.1. Authorities

9.3.1.1. The Americans with Disabilities Act (ADA) of 1990.

9.3.1.2. BOG Regulation 1.001. History: News 3-16-06; Formerly 6C7-3.035, Amended 5-18-09.

9.3.1.3. University Closings - Page 23, items 7.1.1.1 – 7.1.1.5.2

9.3.1.4. Chapter 252, Florida Statutes (*Emergency Management*).

9.3.1.5. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288.

9.3.1.6. Executive Order 01-262 (*Emergency Management*), dated September 11, 2001.

- 9.3.1.7. Executive Order 01-300 (*Domestic Security*), dated October 11, 2001.
- 9.3.1.8. Executive Order 80-29 (*Disaster Preparedness*), dated April 14, 1980.
- 9.3.1.9. Title 20--Education; Chapter 28--Higher Education Resources and Student Assistance; Subchapter IV--Student Assistance; Section 1092

9.3.2. References

- 9.3.2.1. Federal Emergency Management Agency Comprehensive Preparedness Guide 101.
- 9.3.2.2. Florida Division of Emergency Management: Comprehensive Emergency Management Plan, dated 2010.
- 9.3.2.3. Sections 14.055 – 14.056, Florida Statutes (*Governor*).
- 9.3.2.4. Sections 22.01 – 23.127, Florida Statutes (*Emergency Continuity of Government*).
- 9.3.2.5. Sections 23.12 – 23.127, Florida Statutes (*Florida Mutual Aid Act*).
- 9.3.2.6. United States Department of Homeland Security: National Response Framework, dated January 2008.
- 9.3.2.7. United States Department of Homeland Security: National Preparedness Guidelines, dated September 2007.
- 9.3.2.8. United States Department of Education: Action Guide for Emergency Management at Institutions of Higher Education.

APPENDIX I: NATIONAL INCIDENT MANAGEMENT SYSTEM

1.1. National Incident Management System

- 1.1.1. The National Incident Management System (NIMS) is a system mandated by Homeland Security Presidential Directive 5 (HSPD-5) that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
- 1.1.2. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, NIMS includes a core set of concepts and, principles, and terminology, including preparedness, communications and information management, resource management, command and management, and ongoing management and maintenance.

1.2. NIMS Key Principles and Components

- 1.2.1. The key principles and components on NIMS include the following elements, as outlined by FEMA:
 - 1.2.1.1. Communications and Information Management
 - 1.2.1.1.1. NIMS promotes the use of flexible communications and information systems. These are built on the concepts of common operating pictures; interoperability; reliability; scalability and portability; and resiliency and redundancy.
 - 1.2.1.2. Resource Management
 - 1.2.1.2.1. NIMS describes standardized resource management practices, such as typing, inventorying, organizing, and tracking. This allows for effective sharing and integration of critical resources across jurisdictions.
 - 1.2.1.3. Command and Management
 - 1.2.1.3.1. NIMS enables effective and efficient incident management and coordination by providing a flexible, standardized incident management structure. This structure integrates three key organizational constructs: The Incident Command System, Multi-Agency Coordination System, and Public Information.

1.3. NIMS Acronyms

ALS	Advanced Life Support
DOC	Department Operations Center
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FOG	Field Operations Guide
GIS	Geographic Information System
HAZMAT	Hazardous Material
HSPD-5	Homeland Security Presidential Directive - 5
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IC/UC	Incident Command or Unified Command
IMT	Incident Management Team
JIS	Joint Information System
JIC	Joint Information Center
LNO	Liaison Officer
NDMS	National Disaster Medical System
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NRP	National Response Plan
POLREP	Pollution Report
PIO	Public Information Officer
PVO	Private Voluntary Organizations
R&D	Research & Development
RESTAT	Resources Status
ROSS	Resource Ordering and Status System
SDO	Standards Development Organizations
SITREP	Situation Report
SO	Safety Officer
SOP	Standard Operating Procedure
UC	Unified Command
US&R	Urban Search and Rescue

1.4. NIMS Glossary

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated

authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization; or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within given operational periods based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: A series of command, control, executive, or management positions in a hierarchical authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.
Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidential declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan: The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002), Also known as Emergency Responder.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, none emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Federal: Of or pertaining to the Federal Government of the United States of America.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions is performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or

village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management. **Logistics Section:** The section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations— Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-agency Coordination Entity: A multi-agency coordination entity functions within a broader multi-agency coordination system. It may establish the priorities among incidents and associated resource allocations, agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination Systems: Multi-agency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation,

communications systems integration, and information coordination. The components of multi-agency coordination systems include facilities, equipment; emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

National Disaster Medical System: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Plan (NRP): A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or

quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO). **Processes:** Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding and bed-down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private- sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is

maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/ Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States.

See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional.

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/ administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed.

APPENDIX II: UCF REGULATIONS

UCF Regulation 7.130 Administration and Finance; Purchasing.

UCF-7.130 Administration and Finance; Purchasing.

(1) The University Board of Trustees (BOT) has authority to establish a system of coordinated procurement policies, procedures, and practices to be used in acquiring commodities and contractual services required by the University. The University Purchasing Department has the duty to:

- (a) Develop purchasing procedures.
- (b) Canvass sources of supply and contracting for the purchase or lease of all commodities and contractual services for the University, in any manner, including purchase by installment- or lease-purchase contracts. Installment- or lease-purchase contracts may provide for the payment of interest on unpaid portions of the purchase price.
- (c) Recommend or advise the suspension or debarment of a contractor, in accordance with University Regulation UCF-7.124, from doing business with the University for demonstrated cause, including previous unsatisfactory performance.
- (d) Plan and coordinate purchases in volume and negotiate and execute agreements and contracts for commodities and contractual services under which the University may make purchases.
- (e) Develop an Annual Certification List to serve as a waiver of the competitive solicitation requirement for commodities/services that are frequently purchased and are available from a single source.
- (f) Evaluate and approve contracts let by the Federal Government, other states, political subdivisions, or any independent college or university or purchasing cooperative or consortium for the procurement of commodities and contractual services, when it is determined to be cost-effective and in the best interest of the University to make purchases under contracts let by such other entities.
- (g) Elect as an alternative to any provision in Board of Governor's (BOG) Regulation 18.002 to proceed with a bid solicitation or contract award process when it is set forth, in writing, that the particular facts and circumstances which demonstrate that the delay due to staying the solicitation or contract award process would be detrimental to the interests of the University. After the award of a contract resulting from a competitive solicitation in which a timely protest was received

and in which the University did not prevail, the contract may be canceled and re-awarded to the prevailing party.

- (h) Award contracts for commodities and contractual services to multiple suppliers, if it is determined to be in the best interest of the University. Such awards may be on a university, regional or multiple state university-wide basis and the contracts may be for multiple years.
- (i) Reject or cancel any or all competitive solicitations when determined to be in the best interest of the Institution.
- (j) Inspect the part of the plant or place of business to determine the capability of contract performance of a contractor or any subcontractor which is related to the performance of any contract awarded or to be awarded by the University, when specified in the agreement.

(2) Competitive Solicitations Required.

- (a) All contracts for the purchase of commodities or contractual services exceeding \$75,000 shall be awarded pursuant to a competitive solicitation, unless otherwise authorized herein.
- (b) When only one response is received to a competitive solicitation for commodities or contractual services exceeding \$75,000 the University shall review the solicitation responses to determine if a second call for a competitive solicitation is in the best interest of the University. If it is determined that a second call would not serve a useful purpose, the University shall proceed with the acquisition or cancel the acquisition.
- (c) When multiple responses that are equal in all respects are received to a competitive solicitation, the University will give preference to responses that include commodities manufactured in the state, Florida businesses, or foreign manufacturers located in the state to determine the contract award, or, if these conditions do not exist, will use toss of the coin.
- (d) The purchase of commodities and contractual services shall not be divided to avoid the requirement of competitive solicitation.
- (e) The Purchasing Department, in issuing an Invitation to Bid, Request for Proposal or Invitation to Negotiate, shall provide notice of a decision or intended decision

concerning a solicitation, or contract award by electronic posting for 72 hours, which is interpreted as three business days. (Business days do not include Saturdays, Sundays, State or University holidays, or any other days when the University is otherwise closed for business.) This notice shall contain the following statement: "Failure to file a protest in accordance with BOG regulation 18.002, or failure to post the bond or other security as required in BOG regulation 18.003, shall constitute a waiver of protest proceedings."

- (f) Advertisement. Invitations to Bid, Requests for Proposals, and Invitations to Negotiate for commodities expected to be in excess of \$150,000 and for contractual services expected to be in excess of \$75,000 shall be advertised in the Florida Administrative Weekly or the State of Florida's VBS System. The Director of Purchasing shall have the authority to waive this advertisement requirement when the number of potential bidders or proposers is limited and can otherwise be solicited, when the availability of funding so requires, or where delivery is urgent.
- (g) Bids and proposals shall remain sealed (with the exception of typical information revealed at the Bid/Proposal opening for the tabulation sheet) until notice of final contract award is given or in accordance with Florida Statute as appropriate.
- (h) In the case of extension errors, the unit price will prevail.
- (i) Withdrawal. A vendor may withdraw his or her bid or proposal in writing if done within seventy-two (72) hours of the bid or proposal opening, if the bid or proposal is clearly erroneous and it is withdrawn prior to final award or the purchase order being issued.
- (j) Bid/Proposal Evaluations – Bids/Proposals shall be evaluated based on the requirements set forth in the Invitation to Bid/ Request for Proposal, which may include criteria to determine acceptability such as inspection, testing quality, workmanship; delivery and suitability for a particular purpose. Those criteria that will affect the bid/proposal price and be considered in evaluation for award shall be objectively measured, such as all or none, discounts, transportation costs and total or life cycle costs. The Invitation to Bid or Request for Proposal shall set

forth the criteria to be used. No criteria may be used in bid/proposal evaluation that is not set forth in the Invitation to Bid or Request for Proposal.

(3) Purchase of Commodities or Contractual Services.

- (a) Purchase of Products with Recycled Content. The University encourages the purchase and use of products and materials with recycled content and post consumer recovered material.
- (b) Purchase of Private Attorney Services. Written approval from the Attorney General is not required for private attorney services acquired by the University.
- (c) Purchase of Insurance. The University has the authority to purchase insurance as deemed necessary and appropriate for the operation and educational mission of the University. Examples of insurance coverage that may be acquired by the University include (but are not limited to) insurance coverage for:
 - 1. Physical damage on vehicles and boats;
 - 2. Inland marine on property owned, leased, or loaned to or by the University;
 - 3. Building and property damage;
 - 4. Equipment losses due to theft;
 - 5. Loss of rental income;
 - 6. Excess general liability coverage;
 - 7. Professional liability;
- (d) Purchase of Printing. Printing shall be purchased in accordance with the requirements of these rules. The University may refer to the requirements of Chapter 283, F.S., and rules promulgated thereto for guidance with respect to the purchase of printing services.
- (e) Purchases from Small, Minority and Woman-Owned Business Enterprises (SMWBE). The University is an equal opportunity institution and encourages procurement contracting with SWMBE.
- (f) Purchases from Contractors Convicted of Public Entity Crimes. The University shall not accept a competitive solicitation from, or purchase commodities or contractual services from, a person or affiliate who has been convicted of a public entity crime and has been placed on the State of Florida's convicted vendor list

- for a period of 36 months from the date of being added to the convicted vendor list.
- (g) Preferences for Florida-Based Vendors when Purchasing Personal Property: For purchases of tangible personal property, the Florida Legislature enacted economic development laws establishing certain conditions and circumstances which, when applicable, require the granting of price preferences to businesses whose principal place of business is the State of Florida. Pursuant to §287.084 Florida Statute, award recommendations shall make appropriate adjustments to Resident Vendor pricing when considering solicitations from Bidders having a principal place of business outside the State of Florida. Refer to Florida Statute 287.084 [and BOG Regulation 18.001](#) for additional information regarding applicability and implementation of this section.
- h) Purchasing actions that are not subject to the competitive solicitation process include but are not limited to:
1. Emergency Purchases. When the President or his or her designee determines, in writing, that a condition exists that threatens the health or safety of person(s) or animal(s) or the preservation or protection of property or the continuance of a vital University function, the University may proceed with an emergency purchase without a competitive solicitation. The emergency purchase shall be limited to the purchase of only the type of items and quantities or for a time period sufficient to meet the immediate threat and shall not be used to meet long-term requirements.
 2. Sole Source Purchases. Commodities or contractual services available from a single source shall be exempted from the competitive solicitation process. Sole Source document shall be publicly posted by the Purchasing Department for three working days. Working days do not include Saturdays, Sundays, or State or University Holidays.
 3. Purchases from competitively bid Contracts and Negotiated Annual Price Agreements established by the State, other governmental entities, other public or private educational institutions, and any purchasing cooperative or consortium are not subject to competitive solicitation.

4. Construction Direct Purchase Program. Commodities to be incorporated into any public work (as that term is defined in Rule 12A-1.094, F.A.C.) which are procured by the University in accordance with the requirements of the University's direct purchase program are not subject to any further competitive solicitation.
- (i) Commodities and contractual services that are not subject to the competitive solicitation process include:
1. Artistic services;
 2. Academic reviews;
 3. Lectures;
 4. Accountant services, including auditor services;
 5. Legal services, including attorney, paralegal, expert witness, appraisal, lobbyist, arbitrator or mediator services;
 6. Health services, including related equipment and supplies, involving examination, diagnosis, treatment, prevention, consultation or administration of physical or mental conditions or the provision of developmental or vocational rehabilitation;
 7. Medicaid services delivered to an eligible Medicaid recipient by a health care provider who has not previously applied for and received a Medicaid provider number from the Department of Children and Family Services. This exception will be valid for a period not to exceed 90 days after the date of delivery to the Medicaid recipient and shall not be renewed;
 8. Training and education services;
 9. Advertising;
 10. Services or commodities provided by governmental agencies, another university in the State of Florida or other independent colleges and universities;
 11. Programs or continuing education events that are offered to the general public for which fees have been collected to pay all expenses associated with the program or event;

12. Purchases from firms or individuals that are prescribed by state or federal law or specified by a granting agency;
 13. Regulated utilities and government franchised services;
 14. Regulated public communications, except long distance telecommunication services or facilities;
 15. Extension of an existing contract;
 16. Renewal of an existing contract if the terms of the contract specify renewal option(s);
 17. Purchases from the Annual Certification List developed by the University;
 18. Purchases for resale;
 19. Contracts or services provided by not-for-profit support and affiliate organizations of the University, direct support organizations, health support organizations and faculty practice plans;
 20. Implementation/programming/training services available from the owner of copyrighted software or its contracted vendor;
 21. Purchases of materials, supplies, equipment, or services for instructional or sponsored research purposes when a director of sponsored research or designee certifies that, in a particular instance, it is necessary for the efficient or expeditious prosecution of a research project in accordance with sponsored research procedures or to attain the instructional objective. Sponsored research documents shall be publicly posted by the Purchasing Department for three business days.
 22. Purchases for the Florida High Tech Corridor initiative; and
 23. The acquisition of commodities or contractual services that are specifically provided for in an existing contract, grant, subcontract, letter of agreement, etc.
- (j) Participants in Contract Awards Not Subject to Competitive Solicitations.
1. No person or firm who receives a contract to perform a feasibility study for potential implementation of a subsequent contract, participates in the drafting of a competitive solicitation or specifications, or designs or

develops a program for future implementation shall be eligible to contract with the University dealing with the specific subject matter.

2. The individuals taking part in the development or selection of criteria for evaluation, the evaluation process and the contract award in any purchase shall be independent of, and have no conflict of interest in, the entities evaluated and selected and may be required to so attest in writing.

(4) Bonds.

- (a) Solicitation Security. A certified, cashier's or treasurer's check, bank draft or bid bond may be required as a condition for participating in a competitive solicitation where the University is reasonably uncertain about the contractor's ability to perform, and the expected value of the contract is in excess of \$100,000.
- (b) Payment and Performance Bonds for Commodities and Services Contracts. The Purchasing Director is authorized to require any contractor contracting with the University to provide services or commodities (including installation) to furnish a payment and performance bond, with good and sufficient securities, to the University prior to the issuance of the contract when the total contract amount is greater than \$100,000 and the University is uncertain about the contractor's ability to perform.
- (c) A bond or security required pursuant to paragraphs (a) or (b) above must be in an amount equal to 100% of the response submitted to the competitive solicitation.
- (d) Solicitation Protest Bond. Any contractor that files a formal protest pursuant to the protest procedures of BOG Regulation 18.002 and this regulation protesting a decision or intended decision pertaining to a solicitation, shall at the time of filing of the formal protest, post with the University a bond payable to the University in an amount equal to: 10% of the estimated value of the protestor's bid or proposal; 10% of the estimated expenditure during the contract term; \$10,000; or whichever is less. The bond shall be conditioned upon the payment of all costs which may be adjudged against the contractor filing the protest action. In lieu of a bond, the University may accept a cashier's check or money order in the amount of the bond.

(5) Notice and Protest Procedures for Protests Related to a University's Contract Procurement Process

- (a) The procedures set forth in BOG Regulation 18.002 shall apply exclusively to any protest that arises from any university contract procurement processes for the purchase of goods, services, leases and for construction-related competitive solicitations.
- (b) Any qualified offeror who is adversely affected by the university's decision may file a written notice of intent to protest within 72 hours after university posting of award or intent to award notice. The protesting firm must reduce its complaint to a written petition and file it with the department that issued the solicitation within ten (10) calendar days from registration of the original complaint. Failure to timely file a protest or failure to timely deliver the required bond or other security in accordance with the Board of Governors' (BOG) Regulations 18.002 and 18.003 shall constitute a waiver of protest proceedings. Additional information on protest procedures can be viewed in the above referenced BOG Regulations.

(6) Contracts.

- (a) Contracts for the purchase of commodities or contractual services or licenses shall consist of a purchase order or bilateral agreement signed by the President of the University or designee prior to or within thirty (30) days of the goods or services being rendered by the contractor.
- (b) Any contract for the purchase of services or tangible personal property for a period in excess of one fiscal year shall include the following or an equivalent statement: "The State of Florida's and University's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature."
- (c) Extension of a contract shall be for a period not to exceed 12 months, shall be in writing, shall be signed by both parties, and shall be subject to the same terms and conditions set forth in the initial contract. There shall be only one extension of a contract.
- (d) A contract may contain provisions for renewal. If the commodity or contractual service is purchased as a result of a competitive solicitation, the cost of any

contemplated renewal must be included in the competitive solicitation. All contract renewals are subject to sufficient annual appropriations.

- (e) When any commodity contract requires deferred payments and the payment of interest, such contract may be submitted to the State of Florida Comptroller for the purpose of pre-audit review and approval prior to acceptance by the University. The President shall have the authority to enter into deferred payment agreements utilizing the State of Florida Comptroller's Consolidated Equipment Financing Program. No agreement shall establish a debt of the state or shall be a pledge of the faith and credit of the state; nor shall any agreement be a liability or obligation of the state except from appropriated funds.
- (f) In order to promote cost-effective procurement of commodities and contractual services, the University may enter into contracts that limit the liability of a vendor consistent with Section 672.719, F.S.
- (g) The total value of the contract is, for purposes of this regulation and university procedures, the purchase price for the initial term plus all renewal costs.
- (h) If a contractor does not furnish proof of payment to subcontractors, suppliers, or laborers within 60 days after the project is certified to be finally complete by the University, the University will pay any retainage, on a pro-rata basis, directly to the subcontractors, suppliers or laborers. In order to obtain payment, subcontractors, suppliers, or laborers who have not been paid after the 60 days have passed have an additional 30 days to submit documentation satisfactory to the University showing that they have performed work on the project, the amount due, and certifying that they have not been paid. If a contractor does not complete a project, the University will use any retainage to complete the work and then pay any balance of the retainage, on a pro-rata basis, to subcontractors, suppliers, or laborers who provide the above required documentation within 30 days after the completion of the project.

(7) Standard of Conduct. It shall be a breach of ethical standards: (a) for any employee of the University to accept, solicit, or agree to accept a gratuity of any kind, form or type in connection with any contract for commodities or services; (b) for any potential contractor to offer an employee of the University a gratuity of any kind, form or type to influence the development of a

contract or potential contract for commodities or services; or (c) for any University or University direct support organization employee participating on a procurement selection committee to solicit donations from responding vendors during the selection process, except for donations or benefits expressly stated in the procurement document.

(8) Purchase of Motor Vehicles.

- (a) The term "motor vehicle" includes any automobile, truck, watercraft or other vehicle designed primarily for transporting persons, and construction vehicles or farm equipment.
- (b) The University has authority to:
 - 1. Establish standard classes of motor vehicles to be leased, purchased or used by University personnel;
 - 2. Obtain the most cost effective and efficient motor vehicles for state purposes;
 - 3. Establish and operate facilities for the acquisition, disposal, operation, maintenance, repair, storage, control and regulation of University-owned motor vehicles. Acquisition may be by purchase, lease, installment-purchase, loan or by any other legal means and may include a trade-in. All motor vehicles purchased or leased shall be of a class that will safely transport University personnel and adequately meet the minimum requirements of the University.
 - 4. Contract for specialized maintenance services.

(c) Motor vehicles owned, leased or operated by the University shall be available for official University business only.

(9) Public Records.

- (a) Agreements may be canceled unilaterally by the University for refusal by the vendor/contractor to allow public access to all papers, documents, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the vendor/contractor in conjunction with the Agreement.
- (b) The University is subject to the Florida Public Records laws.
- (c) Contract for Services. To the extent that Payee meets the definition of "contractor" under Section 119.0701, Florida Statutes, in addition to other

contract or potential contract for commodities or services; or (c) for any University or University direct support organization employee participating on a procurement selection committee to solicit donations from responding vendors during the selection process, except for donations or benefits expressly stated in the procurement document.

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- (c) Contract for Services. To the extent that Payee meets the definition of "contractor" under Section 119.0701, Florida Statutes, in addition to other

contract requirements provided by law, Payee must comply with public records laws, including the requirements of Section 119.0701, Florida Statutes.

(10) Vendors Excluded from Competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, Invitations to Bid, Request for Proposals and/or Invitations to Negotiate shall be excluded from competing for such procurements.

Authority: BOG Regulations 1.001, 18.001, 18.002 and 18.003. History–New 4-23-03, Amended 4-17-06, 8-6-07, 10-19-07, Formerly 6C7-7.130, Amended 7-6-09, 8-8-14.

UCF regulation 3.035 University Closings Due to Emergency Conditions

UCF-3.035 University Closures

(1) Authority

- (a) The University President or designee may close all or part of the University upon the occurrence of an emergency or other occurrence which affects its operations.
- (b) For the purposes of this regulation, emergency or other occurrence is defined as that which is declared as such by the Governor in an Executive Order or by the President or designee.
- (c) If the President is unavailable to make a decision whether to close all of the University, or if only part of the University is to be closed, the following persons, in the specified order of availability, are appointed as the President's designees for the purpose of exercising such authority:
 - 1. Provost and Executive Vice President;
 - 2. Vice President for Administration and Finance and Chief Financial Officer.
- (d) Before closing all or a part of the University, the President or designee may consult with the departments of University Human Resources, Environmental Health and Safety, University Police, and also with appropriate university administrators.
- (e) Duration. The closing will only be for the period of time necessary to restore normal working conditions.

(2) Notification of closing

- (a) If a decision is made to close the University prior to the beginning of the normal work day, every effort will be made to disseminate this information to affected employees by 6:00 a.m. through a variety of channels, including UCF Alert, the UCF website, UCF social media, and local media outlets by the Communications and Marketing division.
- (b) A decision to close the University after the work day has begun will be communicated to all vice presidents who will notify each department head within the vice president's jurisdiction. The department heads will be responsible for notifying all employees in their departments. Such notifications also will be made

through a variety of channels, including UCF Alert, the UCF website, UCF social media, and local media outlets.

- (c) Unless otherwise notified, employees will be expected to report for work on the next regularly scheduled work day.

(3) Hours of Work

- (a) When all or part of the University is closed pursuant to this regulation, where practicable the university shall assign employees to alternative work locations to perform their regular job duties, assign employees alternative work, reschedule the work week of employees, or take other action to provide employees with work for the full work week.
- (b) Payment for overtime worked during a closing will be handled in accordance with university procedures and any applicable collective bargaining agreement.
- (c) If the work hours are rescheduled, employees who are unable to work the revised schedule may be allowed to use annual leave for the period (or compensatory leave prior to July 1, 2018) unless otherwise stated in an applicable collective bargaining agreement.
- (d) All hours worked must be documented.

(4) Leave

- (a) If the University cannot provide affected employees with work in accordance with paragraph (3) above, then: Faculty, A&P, and USPS employees shall be granted administrative leave for the period (normal work schedule) of the closing and the leave will be documented for all affected employees; OPS contract employees shall be paid in accordance with the terms of their agreement; OPS non-exempt employees will not receive administrative leave.
- (b) The accrued leave balances of employees regularly scheduled to work during the period of closure shall not be reduced.
- (c) Employees who were on an approved leave of absence beginning prior to and including the closure, shall not have the leave of absence changed. Administrative leave for closures shall not apply during a leave of absence.
- (d) USPS Non-Exempt and A&P Non-Exempt employees who are designated as essential personnel and/or directed to provide essential services during a

university closure shall be paid for all hours worked plus compensation for their regularly scheduled work period unless otherwise stated in a collective bargaining agreement.

Authority: BOG Regulation 1.001. History: New 3-16-06; Formerly 6C7-3.035, Amended 5-18-09, 7-20-17, 3-22-18.