

University of Florida Natural Disaster/Hurricane Preparedness Plan

Department/Division Psychology

**Building(s) covered by this plan: Psychology Building (# 0749), Psychology Annex (# 0294),
McCarty C (# 087; only the 5th Floor), A Surge Area Building # 742**

**Prepared By: David A. Fowler
Building Emergency Coordinator**

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Revision Date: June 14, 2005

OBJECTIVE

The object of this plan is to establish procedures to minimize storm related damage to departmental property and protect the lives of personnel. The plan identifies individuals responsible for fulfilling actions listed in the plan. The plan gives primary consideration to those actions necessary to protect departmental property and staff.

WEATHER CONDITIONS AND REQUIRED ACTIONS

Although Gainesville is inland from the Atlantic and Gulf coasts the risk of damage from high winds and flooding from rainwater exists. In the event a hurricane threatens University of Florida facilities; the U.S. Weather Bureau will issue warning information through public releases. Two very important terms used in hurricane advisories are:

Hurricane Watch/High Wind Watch

This condition is declared for an area when there is a threat of hurricane conditions within 24-36 hours.

When a hurricane watch is declared the BEC should review the plan and ensure that all persons affected are briefed.

Hurricane Warning/High Wind Warning

This condition is declared when hurricane conditions are expected within 24 hours. Hurricane conditions include winds of 74 miles per hour (64 knots) or greater.

When this condition is declared for the Gainesville area, the UF President or his designee will declare the University closed. All persons within the department will be instructed to leave the campus except those assigned duties in this plan. Following completion of those protective duties, all persons should leave campus.

IMPLEMENTATION

Assignment of Responsibility:

A Building Emergency Coordinator (BEC) and Alternate is designated for each departmental building/area.

Building/Area(s)	BEC	Phone Number
Psychology Building (# 0749)	David A. Fowler	392-0601, ext. 204 W
Psychology Annex (# 0294)		(352) 378-4552 H
McCarty C (# 087; only portions of the 4th Floor and all of 5th Floor)		(352) 328-7374 C
A Surge Area Building # 742		(H & C emergency only)

The emergency plan instructions and responsibilities will be reviewed with staff each June.

A copy of the plan is provided in the following location(s):

On the bulletin board across from 114 Psychology Building, in the main foyer of the Psychology Building

If a hurricane watch is in effect on a Friday, David A. Fowler, BEC or his/her designate may activate portions or the entire plan in consideration of the weekend.

The form found in Appendix IV is posted in conspicuous locations to alert building occupants of the identity of the BEC's and the location of the plan.

Protection of property and equipment: Hurricane Watch

Vehicles: Vehicles should be fully fueled following announcement of a hurricane watch/high wind watch for the Gainesville area. Each primary user or user group is responsible for accomplishing this task. See Appendix I

Area Surrounding Buildings: A general survey should be conducted around each building following announcement of a hurricane watch for Gainesville. Loose items should be brought inside or secured to prevent loss or damage by wind. **Cheryl Phillips (392-0601, ext. 202)** is responsible for securing the area around Building(s)

Computer and Data Systems: A full backup of the computer system should be conducted in the event a Hurricane Watch is issued. Backed up information should be stored in two separate locations. Other computer related defensive actions deemed appropriate by **Jim Yousse (392-0601, ext. 207)** will be implemented.

Laboratory and General Office Areas: The guidance found in Appendix II should be made available/distributed to affected parties as appropriate. Principal investigators will be responsible for preparation of their spaces.

Protection of property and equipment: Hurricane Warning

Vehicles: In the event a hurricane warning is issued all vehicles covered by this plan shall be parked in a secure location. The interior sections of parking garages or in lots away from trees are appropriate. Each primary user or user group is responsible for accomplishing this task. See Appendix I. Our vehicles are parked in the Orange Decal lot on the southwest corner of Museum Drive and Center Drive. Vehicle keys should be labeled and kept in **Kimberly Robertson's office, 4th floor Psychology.**

General Office Preparation: When a hurricane warning is issued individual offices and work areas should be checked and "storm readied" by the owner in accordance with the guidance in Appendix II. Close and lock all windows. Turn off and unplug all electrical equipment. Computers and other electrical equipment should be moved away from windows. Disconnect computers from data lines. After completion if there are known absences in a group, other group members should storm ready the work area for those absent. Following completion of this duty those not assigned other tasks should leave campus.

Note: In general, staff will be expected to leave campus once the university is closed. It is understood that specific operations must be maintained (e.g. animal care operations, certain utilities workers, shelter staff support, etc) throughout the event. Plans should be developed to address the needs of these operations and support staff. UPD should be contacted via fax and given the names of personnel, their function, phone number and their location. See Appendix III

Critical/Essential Operations: If staff must remain on-site to maintain critical/essential operations additional planning beyond the scope of this template is required for that portion of the activity.

Post Hurricane

As soon as it is safe to do so, the Primary (**David A. Fowler**) and Alternate (**Neil Rowland**) Building Emergency Coordinators and **Kimberly Robertson** should return to campus. BEC's should check in make a damage survey and report the conditions of their buildings to the Emergency Operations Center.

Appendix II
General Laboratory and Administrative Area Preparation
For
Natural Disasters/Hurricanes

Laboratory Preparations for Hurricanes

Hurricanes are dangerous storms and can threaten the safety and operation of research laboratories. Plans should be developed well in advance to insure the protection of valuable research equipment, samples and data. Once a hurricane watch is issued, these plans should be implemented in your research areas in preparation for the hurricane. Here are some tips to help prepare for hurricanes:

When a **hurricane watch** is issued, make necessary preparations to suspend ongoing experiments involving biological materials, radioactive agents and hazardous chemicals. Secure equipment and materials. When a **hurricane warning** is issued, implement activities to suspend operations in the laboratory. Plan to **shut operations down within three hours of initial hurricane warning**. Don't count on the availability of power or water after onset of event and for several days following.

Always keep chemical/radioactive materials in your inventory to a minimum. Dispose of hazardous wastes and old materials routinely to minimize chemical loading in your facility.

Consider turning down refrigerators and freezers to the lowest practical settings. Fill dewars and cryogen reservoirs for sample storage and critical equipment.

Due to the possibility of power outages, volatile toxic materials should not be stored in fume hoods or the open room but in tightly sealed break-resistant containers.

Remove any equipment or supplies stored or mounted in outdoor or rooftop locations once a watch or warning is announced (based on ease of removal and set-up).

Laboratories with outside windows should develop a secure area for the storage of water reactive chemicals, radioactive materials and biohazardous agents. Ideally materials with significant potential hazard should be moved to interior rooms. (e.g. solvent stills containing reactive metals, glove boxes containing air reactives, etc.)

Collect notebooks and secure samples/data as practical for colleagues in travel status or unable to reach the lab.

Check emergency phone numbers. Update emergency notification lists on lab doors. You may consider temporarily posting an expanded list with all lab personnel phone, pager, and cellular phone numbers if the University is to be closed.

Maintain a supply of plastic waterproof containers to store reactive chemicals, lab notes, research documentation, computer disks, and any other materials that you cannot afford to have damaged.

Let UPD know if essential persons will need to remain in your building, be prepared to provide names, location and contact numbers so they can be checked on periodically throughout the event.

Remember, you must take responsibility to protect your own laboratory. Plan ahead and implement your plan as soon as a hurricane watch is issued.

Administrative Area Preparations for Hurricanes

Hurricanes are dangerous storms and can threaten the safety and operation of administrative and support areas and therefore the overall functioning of the university. Plans should be developed well in advance of a hurricane to insure the protection of valuable equipment, records and data. Once a hurricane watch is issued, these plans should be implemented in your areas in preparation for the hurricane. Here are some tips to help prepare for hurricanes:

Plan ahead, plan what you will need to do at work and at home to prepare for the storm.

Stay calm, listen to weather and emergency radios.

Back up computer hard drives and software, shut down computers and protect.

Store software and data disks in a dry place at shoulder level like the top drawer of a filing cabinet.

Valuable items in your office should be moved and secured away from windows.

Lock windows and close blinds.

Make sure vehicles have adequate fuel. Fill up those with 3/4 tank or less.

Park vehicles in a safe location away from trees and in areas not prone to flooding.

Unplug electrical equipment such as computers, printers, clocks, radios, etc...

Cover large valuables with plastic for protection.

If caught in a building, stay inside, away from windows and near the center of the building.

Leave for your home or designated safety area well before the hurricane hits.

Use battery operated flashlights and lanterns. Don't use any open flames for lighting.

If you have laboratory spaces prepare those as well.

DON'T

Don't panic!

Don't call 911 or other emergency numbers for general or non-emergency information.

Don't go outside during the storm.

Don't work with electrical equipment during the storm.

Appendix III

Contact Information for Critical/Essential Operations

Building # / Name	Contact Name	Phone Number(s) during event	Required Activity
0749/Psychology	David A. Fowler Neil Rowland (back up)	392-0601, ext 204 W (352) 378-4552 H (352) 328-7374 C (H & C emergency only) 392-0601, ext 287	All emergency coordination, except animal care
0749/Psychology	Kimberly Robertson Neil Rowland (back up)	392-0601, ext 295 (352) 367-1589 H (emergency only) 392-0601, ext 287	All emergency animal care coordination
0294/Psychology Annex	David A. Fowler Neil Rowland (back up)	392-0601, ext 204 (352) 378-4552 H (352) 328-7374 C (H & C emergency only) 392-0601, ext 287	All emergency coordination
087/McCarty C portions of the 5 th fl. Only	David A. Fowler Neil Rowland (back up)	392-0601, ext 204 (352) 378-4552 H (352) 328-7374 C (H & C emergency only) 392-0601, ext 287	All emergency coordination
0742/Surge Area Building	David A. Fowler Neil Rowland (back up)	392-0601, ext 204 (352) 378-4552 H (352) 328-7374 C (H & C emergency only) 392-0601, ext 287	All emergency coordination

Fax to UPD only after hurricane/high wind warning is issued to ensure correct information is provided.

Appendix IV

Animal Care Natural Disaster/Hurricane Emergency Plan Department of Psychology

Animal Care Building Emergency Coordinator (BEC):

Kimberly Robertson

Rm. 485, Fourth Floor, Psychology—Ph.# 392-0601, ext. 295

Home # (352) 367-1589

Alternate Animal Care BEC:

Dr. Neil Rowland

Rm. 359, Third Floor, Psychology – Ph.# 392-0601, ext. 287

Home # 378-9282

Emergency procedures to follow regarding Psychology Department Animals:

1. Animal technicians must make sure all animals have food and water enough to last for a week. Investigators who want their animals to get distilled water are responsible for making the water available.
2. Refill water bottles will be in rm. 416, and food in animal rooms. If there's a power outage, the doors to the food coolers should be left open to prevent excessive condensation on stored food bags.
3. Each principal investigator should secure their own laboratory area, including valuable and delicate equipment at this time.
4. If power is out,, flashlights will be in rm. 408 (main lab), fourth floor for checking animals.
5. Each investigator and his or her technician will get a copy of this plan.

In the event of an emergency, The Animal BEC or Alternate Animal BEC or their designee will stay in the building until the emergency has passed.

2000 UF Natural Disaster/Hurricane Plan Information

The Building Emergency Coordinator (BEC) for this facility is:

David A. Fowler

Office Location 114 Psychology Building
Campus Phone 392-0601, ext. 204

The Alternate Emergency Coordinator (BEC) for this facility is:

Neil Rowland

Office Location 339 Psychology Building
Campus Phone 392-0601, ext. 287

The Building Emergency Plan is available for review in the following location: on the bulletin board across from 114 Psychology and in the Psychology Building (# 0749) Foyer