

# College of Pharmacy

Emergency Plan

January 2021



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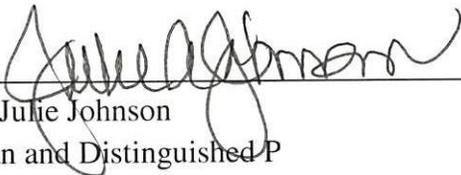
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## Approval and Implementation

This College of Pharmacy Emergency Plan describes the procedures and organizational structure by which the unit will respond to an actual or potential emergency, which occurs at the University of Florida (UF) and affects the unit. This document has been developed in support of the UF Comprehensive Emergency Management Plan (CEMP), and specifically addresses the operations, functions, and roles and responsibilities that College of Pharmacy will have in the response to and recovery from an emergency. This signature acknowledges the acceptance of this plan as the primary emergency plan for the college, superseding previous emergency plans. Upon signing this letter, the designated authorities agree to:

- Support the identified preparedness efforts taken by the University of Florida and College of Pharmacy.
- Follow the outlined concept of operations for the unit during an emergency.
- Provide support and authority as needed to the college before, during or after an emergency.
- Promote on-going development, exercising, training, and enhancement of this plan.

  
\_\_\_\_\_ (signature)  
Dr. Julie Johnson  
Dean and Distinguished P

Date: 2/19/21

**Record of Changes**

<b>Description of Change</b>	<b>Page # of Change</b>	<b>Date of Change</b>
Record of future changes for reference		

## **I. Introduction**

### **A. Purpose**

This Emergency Plan is congruent with the University of Florida (UF) Comprehensive Emergency Management Plan (CEMP), which details the University's approach to coordinating emergencies. College of Pharmacy has a key role in supporting activities in preparation for, response to and recovery from an emergency that affects UF and the department. This document establishes actions in support of University-wide operations described in the CEMP as well as internal actions.

UF is at risk from various hazards and this Plan supports the University's overall goal to protect life, property, and the environment. Due to the varying nature of emergencies that may affect the University and its units, this Plan is intended to serve as a flexible guide to meet the unit's needs as dictated by the emergency.

### **B. Scope**

This Plan provides an overview of the emergency management system and organizational structure for the College of Pharmacy concept of operations within the unit and includes additional emergency management-related documents as well as references to policies and procedures. This Plan applies to all students, faculty, staff and external partners working within the unit.

This Plan may be activated in conjunction with the University CEMP or in response to an emergency affecting the department. The document supports activities described in the CEMP but does not supersede it.

### **C. Planning Assumptions**

The following planning assumptions are made regarding emergencies, which may affect the University:

#### **1. University Assumptions**

- An emergency can occur at any time of the day or night with little or no notice.
- UF will respond to a large-scale emergency from the institutional level using the University CEMP as guidance.
- The succession of events in an emergency is not always predictable; therefore, plans and procedures serve as a guide, and may require flexibility in order to meet the specifics of the emergency.
- When an emergency involves multiple departments, operations might be coordinated through the UF Emergency Operations Team (EOT).
- An emergency, which affects UF, may also affect the surrounding community and region, limiting access to and availability of external resources.
- Extended emergencies may require 24-hour operations, and staffing should be planned accordingly.

## **2. College of Pharmacy Assumptions**

- UF units are expected to respond to an emergency by employing department-level emergency plans.
- Each UF unit should be familiar with the University CEMP, its department Emergency Plan, and specific responsibilities assigned to it within these documents.
- Life safety is the first priority at UF. If life safety is at risk, faculty, staff and students might not be able to access University facilities including buildings, offices, classrooms or laboratories during or after an emergency.
- Departmental personnel will be available for UF officials in an emergency to provide information specific to their unit including details regarding operations and facilities affected by the emergency.

## **II. Concept of Operations**

This Plan is congruent with the University CEMP and supports emergency response and recovery processes of UF. The department will take appropriate actions to safeguard students, faculty, staff and visitors based upon the following priority:

1. Life safety and health issues
2. Protection of property
3. Protection of the environment

### **A. Employee Accountability**

The College of Pharmacy will account for employees at each department/unit level following an emergency.

It is the responsibility of each department/unit to maintain a contact list of their faculty, staff, visiting scholars, students. The list is to be updated at least annually to maintain accurate information.

- Each department/unit supervisor will account for personnel at the direction of the university, Pharmacy's Deans Office and/or Pharmacy's HR unit.

### **B. Building Emergency Coordinators**

The department is responsible for appointing a primary and alternate Building Emergency Coordinator (BEC) for each building in which the department occupies space. The Department of Emergency Management facilitates a list of University BECs, updated annually by their respective departmental BEC administrator.

BEC listing for COP:

#### **Main campus:**

Primary- COP Assistant Director of Operations

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Alternate-COP Operations Manager

**East Campus:**

Primary- COP Assistant Director of Operations

Alternate- COP Operations Manager

**Lake Nona:**

Primary- Angela Babcock

Alternate- Mike Begonia

**Jacksonville:**

Primary: Deborah Hoffman

Alternate: Carol Motycka

**C. Essential Employees**

Essential unit employees are designated by the dean, director, department chair, or unit supervisors and identified to COP SSC UF Human Resource office. Designated employees should take preparatory arrangements to facilitate their ability to report to work as needed during emergency operations. These personal preparedness measures include planning for family, pets and other responsibilities.

**D. Department/Building Closure and Evacuation**

Depending on the type of emergency, the department may have advanced notice of a need to close such as impending tropical weather. (reference *Tropical Weather Plan*) to plan accordingly.

During an urgent need to evacuate a building, such as a fire alarm activation, all building occupants should leave immediately and wait for the appropriate “all clear” notification from University or public safety officials before re-entering the building.

If life safety is not threatened, and the Department receives notice of an unplanned building evacuation, employees may choose to take the following steps to shut down:

- Inform and instruct students, employees and visitors on response to the emergency.
- Shut down and turn off non-essential electrical equipment.
- Place closure notice on building entrances.
- Secure building as appropriate, in coordination with University Police and ACS, EHS, PPD, etc.

**Research Areas:**

- Close fume hood sashes.

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- Secure hazardous materials.
- Turn off all non-essential electrical devices. Leave refrigerators and freezers on and make sure doors are closed. Check the disconnects of large LASERs, radio frequency generators, etc. It may be necessary to check to ensure that essential equipment is plugged in to the power outlets supplied by the emergency generator.
- Turn off all gas cylinders at the tank valves. Note: If a low flow of an inert gas is being used to "blanket" a reactive compound or mixture, then the lab worker may want to leave the flow of gas on. This should be part of a pre-approved, written, posted standard operating procedure for this material or process. Cylinders should be labeled for status (ex-open, closed valves).
- Check all cryogenic vacuum traps (Nitrogen, Carbon dioxide, and solvent). The evaporation of trapped materials may cause dangerous conditions. Check all containers of cryogenic liquids to ensure that they are vented to prevent the buildup of internal pressure.
- Check all pressure, temperature, air, or moisture sensitive materials and equipment. This includes vacuum work, distillations, glove boxes used for airless/moisture-less reactions, and all reactions in progress. Terminate all reactions that are in progress, based on the known scope of the emergency.
- If experimental animals are in use, special precautions may need to be taken to secure those areas such as emergency power, alternative ventilation, etc.
- It is important to remember that some equipment does not shut down automatically, such as large cryogenic magnets, sources of radioactivity, and other pieces of equipment.
- [insert other steps as appropriate]

#### **Public Venues:**

- Announce the emergency and instructions to respond over the public address system, if available.
- Once facility has been evacuated, account for staff and guests as appropriate and direct guests to safe assembly locations.
- Secure building as appropriate, in coordination with University Police and work management center.
- [insert other steps as appropriate]

#### **Clinical Areas:**

- Secure hazardous materials.
- Secure drugs in locked refrigerators; arm alarms on critical refrigerators to notify staff if power is lost.
- Turn off non-essential electrical devices. Leave refrigerators and freezers on and make sure doors are closed. It may be necessary to check to ensure that essential equipment is plugged in to the power outlets supplied by emergency generators (if available for the clinic).

In certain cases, patients may have to be evacuated. Follow evacuation procedures for specific types of patients according to the clinic.

#### **Damage Assessment and Reimbursement**

When deemed safe by a public safety authority, conduct a preliminary damage assessment of department buildings and contact COP Logistics ([logistics@cop.ufl.edu](mailto:logistics@cop.ufl.edu)) with the assessment review. For no-notice incidents, notify UF Police Department of the damage and coordinate with Environmental Health & Safety on insurance claims and FEMA Public Assistance process, if eligible.

Do not go into buildings with suspected damaged or determined to be unsafe. Report any dangerous conditions or issues requiring urgent response immediately by calling UF Police Department (352-932-1111). Call 911 for life-threatening situations.

*UF Damage Assessment Website*

<https://emergency.ufl.edu/programs/damage-assessment-program>

(Login using GatorLink ID and password when prompted)

It is important to document damage, including photographs, in order to recover potential insurance or FEMA reimbursement. A notation of the location, including building and room number, should be included in each photograph. (This can be accomplished by including a hand-written sign in the picture or later electronic editing.)

Take safe, protective actions that mitigate or reduce hazards in their buildings and areas. (Example: Placing barricade tape around a dangerous area in a building to prevent people from entering the area.) Employees should not take any actions which place themselves or others in danger.

### **E. Continuity of Operations**

If the emergency causes disruptions in utilities, damage to facilities or impacts to employee staffing, the Continuity of Operations (COOP) plan may need be implemented. To the best ability of employees, and in cooperation with University efforts, essential functions should be maintained. Resumption of Normal Business Operations

The department will strive to resume normal business and academic operations in a timely manner. In some cases, this might take several days, weeks, or even months and may require the relocation of effected operations depending on the impact and severity of the emergency. The Dean or designee will coordinate with the University Emergency Operations Team (EOT), University administration as well as with department personnel, on the return to normal operations.

### **III. Organization and Assignment of Responsibilities**

The College of Pharmacy will support University operations as needed while addressing specific response actions at the department level. The priority of operations to be completed will be determined by the Dean or designee, in coordination with the University priorities.

The University is responsible for overall management of institutional or campus-wide emergencies, and will coordinate actions and information through the University Emergency Operations Team (EOT), if needed, and by partnering with external responders, as appropriate. The department's response to the emergency will

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depend on impacts from the emergency, University-wide actions and the unit's mission critical functions. The actions described below provide guidance related to emergency preparedness, response and recovery efforts based on the needs of the unit.

#### **A. Preparedness**

- The Assistant Director of Operations provides ongoing support for the COP's emergency management program.
- Inform faculty and staff of emergency plans and procedures through department/office training and provided emergency guidance. COP Logistics will meet with department staff annually.
- Encourage faculty and staff to update contact information on myUFL in order to receive emergency notifications.
- Maintain a resource list/contact list with important numbers and employee contact information.

#### **Academic Areas:**

- Faculty members should discuss emergency procedures with their classroom students at the beginning of each semester.
- Consider employing e-Learning for contacting students with department-specific emergency information such as cancelling or modifying class schedules due to an emergency.

#### **Research Areas:**

- Promote hazardous material and laboratory safety and comply with UF policy within departmental laboratories including EH&S Laboratory Safety Manual and Chemical Hygiene Plan. (Refer to Resources List in Appendix E).
- Maintain a resource list/contact list with important numbers and employee contact information, including lab groups for each Principal Investigator (PI).
- Complete and update annual laboratory chemical inventories in accordance with the instructions and schedule provided by Environmental Health & Safety, and maintains access to a current copy of a Material Safety Data Sheet (MSDS) for all hazardous chemicals in the laboratory.
  - Labs that use animals should abide by UF Animal Care Services guidelines and keep the animals in their facilities whenever possible.
  - Labs that conduct human subject research should abide by UF IRB's guidelines and if the research is within a clinic, the researcher should be familiar with the emergency plan of the clinic.

#### **Clinical Areas:**

- Promote hazardous materials safety, including biohazard safety, and laboratory safety. Comply with UF policies such as the Laboratory Safety Manual and Chemical Hygiene Plan. (Refer to Resources List in Appendix E).
- Plan for appropriate evacuation procedures for the specific clinic circumstances. Special procedures may need to be put into place for sedated patients or other patients with special mobility needs. Coordinate with other clinics as necessary in case patients need to be transferred.
- Consider tropical weather impacts on clinical operations, schedule and patient care. (Refer to Appendix B – Tropical Weather Plan).
- If clinic will be used as part of Shands emergency response efforts, review and coordinate roles and responsibilities with Shands Safety and Security Office along with applicable Shands emergency plans.
- Provide for back-up of critical records such as appointment and medical records.
- Train staff on specific clinic notification procedures.

## **B. Response**

- Dean or designee will provide information regarding changes to operating schedule. These alternations may be made on an individual basis by building, or in accordance with University-wide decisions. Individual buildings closures should be denoted by a sign on entrance doors to inform of closure, as well as through regular communication and notification methods.
- Notify appropriate UF department(s) and officials of an emergency.
- Throughout and following the emergency as practical, regularly update students, faculty and staff regarding departmental impacts from and response to an emergency.
- Coordinate with the University Police Department and COP Operations Manager on building damage and securing buildings if needed, including electronic door access systems.
- Account for employees following the emergency.
- Document damage and fiscal impacts caused by the emergency.

### **Research Areas:**

- For research involving animals, coordinate with the UF Animal Care Services and Institutional Animal Care and Use Committee (IACUC) to ensure care for animal welfare in the event of an emergency.
- For research involving human trials, coordinate with the appropriate UF Institutional Review Board (IRB) in an emergency to sustain research efforts, provide for alternate facilities, and/or communicate with participants.
- Document damage and fiscal impacts caused by the emergency.

### **Clinical Areas:**

- Update phone lines and other resources for patients and employees with a message giving emergency information and information about appointment cancellations and schedules.

### **C. Recovery**

- Work to restore normal operations and schedules in a timely manner.
- Follow recovery guidance from University officials.
- Conduct internal and external damage assessment of buildings and enter information into UF Damage Assessment Website.
- Coordinate with Environmental Health & Safety and COP Operations Manager on insurance claims and FEMA Public Assistance process, if eligible.
- Enact Continuity of Operations (COOP) Plan in order to maintain essential functions, if appropriate.

## **IV. Direction, Control and Coordination**

### **A. University Emergency Operations Center**

If an emergency affecting UF requires coordination at the University level, UF may activate its Emergency Operations Center (EOC), which serves as the University's central point of coordination for emergency operations. Departments may need to communicate with the University EOC in order to:

- Assist in supporting the University's overall emergency response and recovery,
- Receive updates on the status of emergency operations,
- Coordinate and/or obtain assistance managing the emergency on the unit level, and
- Request additional resources to minimize damage and impact caused by the emergency.

If the University EOC has been activated, a unit may call the UF Police Department main number at 352-392-1111 to contact to the University EOC.

### **B. College of Pharmacy**

The Dean or designee and Assistant Director of Operations will lead emergency response and recovery efforts, activating portions or all of the Department Emergency Plan to the extent necessary to coordinate operations. If all or part of the Plan is activated, appropriate personnel within the unit required to implement actions should be notified.

### **A. Monitoring Threats and Emergencies**

The UF Police Department, Environmental Health & Safety and the Department of Emergency Management have primary responsibility for monitoring threats and emergencies and will disseminate appropriate information regarding actual or potential emergencies and associated actions as necessary.

## **B. Reporting Emergencies**

All UF students, faculty and staff have a responsibility to report emergencies that may poses an immediate threat to life safety by calling 911. Once 911 or other appropriate authorities have been notified, follow the procedures for specific hazards (listed in Appendix A), as appropriate.

Emergencies and potential emergencies should be reported internally to COP Operations Manager. If a student, faculty or staff in a unit reports an emergency that might reduce or impede unit functions, the unit supervisor, department chair or director, along with the other appropriate emergency contacts as described below, should be notified through the appropriate channels (personnel reporting to their direct supervisor).

If the emergency affects the units' facilities, UF Facilities Service and COP Assistant Director of Operations should additionally be notified. If a building has been significantly damaged or impacted, UF Police Department and/or Environmental Health & Safety will determine if the structure is safe to occupy.

If the incident involves hazardous materials, but does not pose an immediate threat to life safety, the UF Police Department should be called at 352-392-1111. The Police dispatcher will contact the appropriate University departments, including Environmental Health & Safety and local emergency responders as necessary. The College of Pharmacy will support Environmental Health & Safety in providing information regarding materials involved.

If the emergency incident renders academic or classroom space unusable, contact the Office of the University Registrar at 352-392-1374.

## **V. Communications**

### **A. Emergency Notification**

#### **1. University Notification**

The University employs a multi-modal approach to emergency notifications, termed *UF Alert*, to notify the University community of emergencies. The system employs SMS/text messaging, email, VoIP telephones/speakers, social media, web postings, GatorSafe app and other methods. All University students, faculty, and staff are responsible for maintaining their current emergency contact information in myUFL in order to receive timely emergency notifications.

#### **2. Department Notification**

The College of Pharmacy maintains an internal notification system(s) including email distribution list(s) and a contact list of essential employees

Departmental notifications may include specific details and instructions for the unit including impacted facilities, altered work locations and appropriate employee actions.

If information needs to be communicated beyond the unit to the University community and public, University Relations should be contacted for coordination and assistance.

## **B. Emergency Communications**

### **1. University Communications**

University Relations serves as the primary point for University communications during an emergency. All public information and communication should be coordinated through University Relations with support provided by COP Communications Director, Dean or designee.

## **VI. Administration, Finance and Logistics**

### **A. Emergency Supplies**

Emergencies may require the need for specific and specialized emergency resources and equipment. In addition, gathering certain emergency supplies prior to an emergency for the College of Pharmacy can allow department staff to be more prepared for the emergency.

COP maintains, at a minimum, the following supplies:

- First Aid Kit within each department office, Deans Office, Student Affairs office, Finance Affairs office.
- Unit Emergency Plan- In addition to the college plan, each department will maintain their own emergency plan which maintains meet up locations during the evacuation of the building, contact list information, location of AED's, exits, etc.
- Plastic sheeting to cover equipment and furniture. The plastic sheeting will be made available to each academic and administration offices by COP IT and/or COP Logistics.
- Research labs are required to provide their own plastic sheeting to cover equipment in labs.

### **B. Emergency Resource Requests**

If University resources are needed for emergency response or recovery and the University EOC has not been activated, the Assistant Director of Operations or designee will contact the appropriate UF department for assistance, such as UF Police Department, UF Department of Emergency Management and Environmental Health & Safety, based on the nature of the need. If the University EOC has been activated, contact the EOC with requests for resources by calling the UF Police Department main number at 352-392-1111.

### **C. Building Systems**

#### **1. Emergency Power (in dedicated research labs of the MSB)**

#### **2. Fire Systems**

## **D. Special Collections**

## **VII. Plan Maintenance**

### **A. Plan Development and Updates**

Maintenance of this document is essential to ensure procedures, contacts are current, and corrective actions have been incorporated into the Plan. This document should be reviewed annually and updated as necessary by the Assistant Director of Operations following an update with significant changes, the plan should be reapproved by the Dean and distributed to the appropriate faculty and staff within the unit.

### **B. Training and Exercises**

Training and exercises are conducted to familiarize Department personnel with procedures described in the Plan, to test procedures described in the Plan, and to determine needed revisions based upon lessons learned.

## **VIII. Authorities and References**

### **A. Authorities**

The Dean has approved this Emergency Plan, establishing the College of Pharmacy for emergency operations. Additional authority for emergency management at UF is derived from the University CEMP and associated annexes.

### **B. References**

- University of Florida Comprehensive Emergency Management Plan (CEMP)
- Chemical Hygiene Plan
- Lab Safety Manual
- Radiation Control Guide