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<td>Annual Review / Update</td>
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Plan Development and Maintenance

Medical UHealth & MSOM Department of Public Safety – Division of Emergency Management are responsible for coordinating preparation and regular updates of the University of Miami Health System and Miller School of Medicine outlined in these Hurricane Guidelines. The document will be reviewed on an annual basis and updated no later than June 1st of each calendar year.

Introduction & Overview

The UHealth & MSOM Hurricane Guidelines provide guidance on preparation for, response to, and recovery from the impact(s) of a tropical cyclone. Each unit at the UHealth/MSOM is responsible for reviewing and updating its hurricane guidelines and procedures no later than June 1st of each year. The 2022 Hurricane Season offers the additional complication of COVID-19. Planning considerations must include demobilizing temporary shelters, tents, AC’s assemble in response to the pandemic, physical distancing while sheltered, Supply Chain shortages of critical resources and appropriate Personal Protective Equipment to name a few.

To ensure UHealth & MSOM are able to effectively respond to and recover from a tropical cyclone all units must:

- Develop standard operating procedures to carry out the actions and responsibilities identified in the Hurricane Guidelines.
- Identify personnel responsible for performing assigned tasks and responsibilities identified in the Hurricane Guidelines.
- Ensure personnel responsible for response and/or recovery tasks receive proper training, including but not limited to National Incident Management System (NIMS) / Incident Command System (ICS) classes.
- Ensure essential services needed to respond to an emergency situation have been identified as critical functions in the Unit/Sub-Unit Continuity of Operations Plan (COOP) in the UReady system.
- Incorporate COVID-19 considerations into planning considerations.

Hurricane Season Planning Checklists

Every unit head should ensure the following preparatory actions have been completed before June 1st.

A. Preparations for All Units

☐ Update Unit response plan, if applicable
☐ Update UReady Continuity of Operations Plan (COOP)
☐ Review and update the personnel needed to perform the unit’s critical functions and designate them as Emergency Workforce (Tier 1, Tier 2) in Workday.
☐ Have all employees update contact and evacuation information in Workday.
☐ Update phone contact/notification list, print copies, and distributed them to all unit employees. Consider maintaining extra copies in a central, easily accessible location.
☐ Download a copy of your unit UM Emergency Contact List from Workday
☐ Have employees enter important unit, UHealth, and University phone numbers into mobile phone.
☐ Backup all computer files on University network drive or approved cloud-based storage program. http://www.miami.edu/it/index.php/about_it/aas/ps/documentation/box/
Remove and/or surplus any unnecessary items from your office, workspace, hallways, or exterior storage.

Ensure that required emergency/disaster supplies are on hand.

Verify that all emergency or back-up equipment is operational and create/update list of all emergency items and include in UReady COOP.

Review specific roles and responsibilities with all employees and students.

For insurance claims and FEMA reimbursement, photograph all workspaces and capital (high value) equipment. [http://publicsafety.med.miami.edu/documents/Photo_Documentation.pdf](http://publicsafety.med.miami.edu/documents/Photo_Documentation.pdf)

Determine number and location of temporary structures assembled in response to COVID-19 that may be demobilized.

**B. Preparations for Research Units**

- Review research emergency preparedness information.
  - Discovery Research: [http://research.med.miami.edu/discovery-research/discovery-preparedness](http://research.med.miami.edu/discovery-research/discovery-preparedness)
  - Clinical Research: [http://research.med.miami.edu/clinical-research/clinical-preparedness](http://research.med.miami.edu/clinical-research/clinical-preparedness)

- Develop/update plans for relocation and/or safe storage of sensitive and valuable equipment.

- Inventory contents of all freezers and ensure they are labeled with contact information and registered with the Department of Public Safety.

- Be cautious about starting long term experiments which might be impacted by power loss.

- Ensure non-essential equipment is not plugged into emergency power outlets in order to reduce the strain on electrical circuits.

- Do not use fume hoods for chemical storage.

- Develop or update plans for relocation of critical samples and specimens through arrangements with bio-repositories and/or non-local collaborators/colleagues.
C. Preparations for Students

- Complete/update the evacuation information in CaneLink to notify the University of your plan during a storm and how you can be reached.
- Designate an out-of-state relative or friend to serve as a family contact. Be prepared to communicate your pre-storm plan and to confirm that you are okay after the storm.
- Build or purchase an emergency kit with supplies to last 5-7 days. Ensure this includes cash and prescription medication. Go to www.miami.edu/hurricane-prepare for more information.
- Keep your vehicle filled with gas and check all fluids and tire pressures (including the spare). Know how you will evacuate and the route options available if an evacuation order is issued.
- Back up computer data and consider using a University approved cloud based storage solution. http://www.miami.edu/it/index.php/about_it/aas/ps/documentation/box/
- Purchase rental insurance for and take pictures/inventory of your personal possessions.
Pre-Storm Preparations

A. Emergency Workforce & Disaster Pay Guidelines

Employees may be designated as “emergency tier” by their supervisor or based on their disaster role. A designated employee is required to perform duties as directed by their supervisor or specified in a relevant response plan or procedure before, during, and after an emergency/disaster. These duties may not be consistent with day-to-day roles and responsibilities. As designated employees, employees are exempted from any general policy for campus closure and work release. All emergency tier employees must be designated as such in Workday. The Designating Emergency Tier Employees Tip Sheet provides step-by-step instructions on how to update an employee’s emergency tier designation.

All employees should receive written notification of their tier assignment and provide written acknowledgement of it. Tier One Employees shall refer to exempt and non-exempt employees identified by their supervisor as being required and necessary to support critical functions that cannot be paused, or University/Campus wide response and recovery functions. Tier Two Employees shall refer to exempt and non-exempt employees identified by their supervisor as being necessary to support critical functions of the individual department/unit, which must continue if possible. Tier Three employees are neither considered Tier One nor Tier Two employees.

Exempt employees are those who qualify for an exemption under the FLSA, and in turn, are paid on a salary basis irrespective of the number of hours worked. Exempt employees who work during an emergency receive their regular salary for work performed. Depending on the length of time the exempt employee has worked during the University declared emergency, the Executive Vice Presidents may provide exempt employees with Emergency Flex Time. Emergency Flex Time, or time off that may be provided to exempt employees required to work during an emergency, must be used within the same fiscal year earned. Non-exempt employees are those who do not qualify for an exemption under the FLSA and, in turn, are paid on an hourly basis for their work. If a non-exempt employee is required to work during an emergency, they will be compensated Emergency Worked pay (two times the hourly rate) for all hours worked during the University declared emergency. More information about employee responsibility and compensation can be found here.

B. Addressing Unmet Personnel Needs

All University employees may be required to undertake a disaster specific role to ensure continued operation or resumption of critical functions. Impacts from disasters often do not fall under the day-to-day responsibility of a single unit and create an un-met need the University must address. Identifying an appropriate group of employees to fill these unmet needs presents an on-going challenge. The best practice based on extensive research and lessons learned from previous incidents, is to identify a group of employees from a single unit with no disaster assignment and with regular jobs that generally align with the disaster role. These employees will be assigned responsibility for addressing the unmet need. Addressing unmet needs by creating a piecemeal team from different units produces significant operational, logistical, administrative, and managerial challenges and is not a functional approach.
C. Medical Crisis Decision Team

The Medical Crisis Decision Team (CDT) is responsible for evaluating and determining protective actions in response to any threat from a tropical storm or hurricane. Additional information on the Medical CDT can be found in the Medical/UHealth EOP.

D. Declaring a Campus State of Emergency

The University President or Senior Vice President for Health Affairs / UHealth CEO, or designee, will determine if a state of emergency will be declared for the University of Miami Medical Campus and UHealth system. Once a Campus State of Emergency has been declared, the Medical Campus Emergency Operations Plan (EOP) and the University’s Comprehensive Emergency Management Plan (CEMP) will be implemented. As a result of the incident, employees and resources may be utilized for tasks outside of their normal scope of operations. All units will be required to implement their unit emergency procedures as well as take whatever prudent actions are necessary to protect the health, safety, and welfare of the University of Miami Medical Campus community and prevent damage to university property.

E. Medical Coordination Center (MCC)

The Medical Coordination Center (MCC) is the healthcare-focused version of an Emergency Operations Center (EOC) under the Hospital Incident Command System (HICS). The MCC coordinates response between the three Hospital Command Centers: University of Miami Hospital and Clinics – UHealth Tower, UMHC – Sylvester Comprehensive Cancer Center, and UMHC– Bascom Palmer Eye Institute, University of Miami Emergency Operations Center (EOC), City of Miami EOC, UMHC-Lennar, Miller School of Medicine and UHealth Satellites. MCC also establishes response and recovery priorities, acquires, and allocate resources, resolves emerging policy issues and provides overall strategic coordination before, during and after a storm. The following locations have been pre-identified to serve as the Medical Coordination Center or components thereof. All sites will require University Information Technology and Telecommunications to setup computers, telephones, and supporting equipment commensurate with the scope of operations. Note Clinical Command Centers may be opened prior to and immediately following a storm to facilitate coordination efforts but no Clinical Command Centers will be open to ride out the storm.
Medical Coordination Center (MCC) Location Options:

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<tr>
<th>PRIMARY</th>
<th>SECONDARY</th>
<th>TERTIARY</th>
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<tr>
<td>REDACTED: The information contained in this section has been deemed sensitive and redacted. Contact the UHealth &amp; MSOM Emergency Manager for more information.</td>
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Hospital Command Centers (HCC) Locations:

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<thead>
<tr>
<th>UHealth Tower HCC</th>
<th>Sylvester HCC</th>
<th>Bascom HCC / CET-SSEC</th>
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Other

REDACTED: The information contained in this section has been deemed sensitive and redacted. Contact the UHealth & MSOM Emergency Manager for more information.

F. Information Coordination

UHealth Emergency Management will continue to monitor the storm / weather impacting UHealth facilities before, during and after impacts. Response and recovery planning is coordinated with the University Emergency Operations Center (EOC) on the Coral Gables Campus, where UHealth Emergency Management has a dedicated seat. The seat will be filled by a member of the University of Miami Hospital and Clinics – Lennar Medical Center management team who will represent the Medical Coordination Center (MCC).

The UHealth also has a dedicated seat at the City of Miami Emergency Operations Center. The UM representative at the City of Miami EOC will support on-campus operations by assisting with information coordination with governmental and non-governmental partners and facilitating requests for additional resources, if needed. Such as coordination of Medical Management Facility Patients (MFF) or patient surge.
G. Communication

The Medical CDT will issue directives on pre and post landfall operational changes and protective actions. Updated information on the current campus status and operations will be made available via:

- Storm Alert Emails (University-Wide)
- Email (“All Medical Listserv”) - REDACTED: The information contained in this section has been deemed sensitive and redacted. Contact the UHealth & MSOM Emergency Manager for more information.
- UHealth & MSOM Website - www.med.miami.edu
- Medical Emergency Information Hotline – (800) 227-0354
- University of Miami Emergency Management Social Media
  - https://www.facebook.com/UMiamiENN
  - https://twitter.com/umiamienn / @UMiamiENN

All supervisors are responsible for providing their employees with relevant information on actions being taken by their unit. Specific procedures including development of an emergency phone tree should be implemented by each unit and included in the UReady Business Continuity Plan.

H. XXXXX Industrial Supply – Hurricane Cache

University of Miami Emergency Management has developed a no-cost, stand-by agreement with XXXX to maintain a comprehensive dedicated cache of hurricane supplies available upon request by the University. Supplies are included for all hospitals, Facilities Operations & Planning, and research units to ensure the unique needs of each entity are accounted for. Facilities and Operations makes initial contact with XXXX between 120-96 hours before the arrival of tropical storm force winds to ensure Cache availability. Between 96-72 hours prior to the arrival of tropical storm force winds and upon approval by the Medical CDT, F&O will coordinate with XXXX to obtain necessary supplies identified in the Cache. REDACTED: The information contained in this section has been deemed sensitive and redacted. Contact the UHealth & MSOM Emergency Manager for more information.
I. Hurricane Monitoring

Emergency Management constantly monitors all Atlantic Ocean tropical storm and hurricane activity. The Medical CDT will be notified anytime the Medical Campus or an UHealth facility may be threatened by a storm. Situation reports will be emailed to the Medical CDT twice a day (generally after the 8am and 5pm NHC Advisories) when a tropical storm/hurricane enters or develops west of Longitude 55°W and south of Latitude 30°N (see figure below) and has the potential to impact South Florida. For systems which show no signs of threatening South Florida, only one advisory will be sent.

![Map showing the area monitored by Emergency Management](image)

Situation reports may include the following information.

**University of Miami Specific Information:**
- Potential impact to University of Miami facilities throughout South Florida
- Tropical Storm Force Wind probabilities throughout South Florida for the next 5 days
- Current University of Miami and Medical Campus actions

**Storm Specific Information:**
- Name
- Current Location
- Maximum Sustained Wind Speed (Storm Category)
- Forward Speed
- Forward Direction
- Potential for Development or Weakening
- Current Related Watches and Warnings for South Florida

J. WeatherSTEM

The Medical Campus Weather Station (WeatherSTEM) provides highly accurate, hyper local weather information via a web, mobile, and social media friendly interface that includes a sky-view webcam. Access the weather station at [www.miamidade.weatherstem.com/uhealth](http://www.miamidade.weatherstem.com/uhealth).
Pre-Storm Action Steps

Pre-Storm Actions Steps are guidelines used during a potential impact from a hurricane or tropical storm. Based on the predicted impact, some action steps may require completion at varying times or may not be required at all.

A. 120-96 Hours Before Arrival of Tropical Storm Force Winds

1. University of Miami Emergency Management monitors the progress of the storm.
2. University of Miami Emergency Management participates in partner conference calls held by South Florida National Weather Service (NWS) and appropriate county emergency management offices.
3. University of Miami Emergency Management sends preliminary advisories to the Medical CDT.
4. Medical CDT meets as needed to discuss:
   a. Review University CDT call information
   b. Forecasts and potential for initiating protective actions.
   c. Critical Employee Temporary Staging, Sheltering and Evacuation Center (CET-SSEC) in BPEI
   d. Communications Plan
5. UHealth Emergency Management / EOC Safety Officer notifies UMHC – UHealth Tower Dietary Department if M-002 – Hurricane Food Services for Emergency Workforce is being activated.
6. Hospital Incident Command teams meet as necessary to review operational plans.
7. Hospitals review staffing needs and requirements to ensure appropriate coverage of clinical and non-clinical positions to sustain hospital operations for pre, during and post impact periods.
8. Hospitals verify they have sufficient medical supply inventory.
9. All units head review list of Emergency Workforce and make updates in Workday, as needed.
10. Units conduct a review of existing plans with employees and students and ensure they are able to accomplish assigned roles and responsibilities.
11. UHealth Emergency Management determines whether it is necessary to purchase additional non-perishable foods for consumption by Emergency Workforce.
12. Facilities & Operations (F&O) checks generators and emergency systems to ensure they are operational across UMHC & UMMG.
13. F&O conducts planning conference call with Emergency Protective Measures FEMA Category B and Debris Removal Vendors Category A. REDACTED: The information contained in this section has been deemed sensitive and redacted. Contact the UHealth & MSOM Emergency Manager for more information.
14. F&O and Planning Medical Construction contacts on-campus construction contractors/vendors and information is requested on their pre-storm preparatory action timeline.
15. Facilities & Operations Business Operations checks emergency equipment/materials inventory and procures resources, as needed.
16. F&O Business Operations contacts XXXX to ascertain when the University must notify them of a decision to purchase and deliver the pre-identified cache of disaster supplies.
17. F&O conducts a visual check of shutters and floodgates to ensure they are operational. Relocate satellite shutters from Deerfield Building C to appropriate satellites.
18. F&O or EOC will begin coordination with elevator vendors.
19. F&O coordinates with vendor to remove large banners from 14th street and 15th street garages.
20. Practice Managers / Real Estate in leased spaced will communicate with property managers to determine timeline for closures of buildings they occupy.
22. UHealth Connect (Call Center) contacts UChart to ensure patient appointment data file is ready to transfer to UHealth Connect if rescheduling becomes necessary.
B. 96-72 Hours Before Arrival of Tropical Storm Force Winds

1. University of Miami Emergency Management monitors the progress of the storm.
2. University of Miami Emergency Management participates in partner conference calls held by South Florida National Weather Service (NWS) and appropriate county emergency management offices.
3. University of Miami Emergency Management sends preliminary advisories to the Medical CDT.
4. Medical CDT meets as needed to discuss:
   a. Decision to declare a university or Campus State of Emergency
   b. Decision making timeline for cancelling classes and ceasing non-essential functions
   c. Determine timeline to Initiate Decompression, Shelter-in-Place and or Evacuation of Patients
   d. Set timeline for activation of Medical Coordination Center and Hospital Command Center
   e. Forecasts and potential for initiating protective actions
   f. Set timeline for activation of Critical Employee Temporary Staging, Sheltering and Evacuation Center (CET-SSEC)
   g. Review Communications Plan
   h. Timeline for initiating shutting, sandbagging, flood mitigation and lockdown
   i. Cancellation of all major events occurring over the potential impact period.
   j. Official communications to be issued to the University community.
5. All units represented on the Medical CDT provide situation status update to UHealth Emergency Management (XXXXX) no later than 8:00 AM and 4:00 PM.
6. UHealth Emergency Management / EOC Safety Officer notifies UMHC – UHealth Tower Dietary Department if Memorandum of Understanding M-002 – Hurricane Food Services for Emergency Workforce is being activated.
7. Facilities & Operations (F&O) Business Operations activates the XXXX supply cash.
8. UHealth Public Safety coordinate with City of Miami Police number of Police Officers staged on campus and location (Tower, SCCC and BPEI).
9. All units review response and recovery staffing plans.
10. All units ensure photo-documentation of all offices, laboratories, and capital equipment has been updated and properly saved in a cloud-based storage solution (See EOP-002 Photo Documentation).
11. F&O coordinates with vendor to remove large banners from 14th Street and 15th Street garages.
12. UHealth Emergency Management and F&O determine need for rental of 4X4 trucks and SUVs
13. UHealth Emergency Management coordinate with EH&S to ensure fume hoods will be clear prior to the arrival of tropical storm force winds.
14. UHealth Emergency Management coordinate petty cash with the Emergency Operations Center.
15. UHealth Emergency Management to coordinate hotel accommodations with REDACTED: The information contained in this section has been deemed sensitive and redacted. Contact the UHealth & MSOM Emergency Manager for more information.
16. UHealth Emergency Management to coordinate with mobile clinic managers (SCCC, Mailman Pediatrics, BPEI).
18. Hospital Incident Command Team discuss plans to reschedule elective admissions, elective inpatient and ambulatory surgery/outpatient procedures, and other routine appointments.
C. 72-48 Hours Before Arrival of Tropical Storm Force Winds

2. University Crisis Decision Team (CDT) meets as needed and monitors the forecast track (meetings may be conducted by telephone).

3. Emergency Management and Medical CDT establish a set point for discontinuation of all non-essential operations.

4. Medical CDT meets to discuss:
   a. Activation of Medical Coordination Center and Hospital Command Centers
   b. Campus and satellite operational changes/closure timeline
   c. Determines if/when classes will be cancelled and non-essential operations suspended
   d. Initiate Decompression, Shelter-in-Place and or Evacuation of Patients
   e. Shuttering of buildings
   f. Official communication to UHealth employees and Medical students.
   g. Ceasing construction activity, as applicable
   h. Determine activation of pre-identified disaster supplies purchase from XXXX
   i. Determine need to activate National Intercollegiate Mutual Aid Agreement (NIMAA)
   j. Review opening of Critical Employee Temporary Staging, Sheltering and Evacuation Center (CET-SSEC) in XXXX
   k. Communications Plan
   l. Request lifting restrictions on Emergency Management, Facilities & Operations, and Public Safety Purchasing & Travel cards
   m. Determine timeline for postponing all elective procedures / procedures which may require a patient's recovery through a post storm conditions in hospital or at home.

5. All units represented on the Medical CDT provide situation status update to UHealth Emergency Management (XXXXXXXX) no later than 8:00 AM and 4:00 PM.

6. Facilities & Operations (F&O) coordinate pick up of rental of 4X4 trucks and SUVs

7. F&O ensures all generators are topped off

8. UHealth Public Safety ensure fuel farm and all University vehicles fuel tanks are topped off

9. UHealth Tower Medical Gas order / deliver schedule.

10. All unit heads ensure photo-documentation of all offices, laboratories, and equipment has been completed and properly saved in multiple locations (See section in Medical/UHealth EOP).

11. Hospitals review protective measure plans and timelines to implement.


14. UHealth Emergency Management and Hospital Safety Officers coordinate with Information Technology and Telecommunications to support activation of Medical Coordination Center and Hospital Command Centers (Tower, SCCC, BPEI).

15. F&O determines whether to request XXXX (Debris Removal Vendor) to activate a Medical Campus Site Supervisor.

16. F&O ensures Disaster Debris Management Site is available for activation.

17. F&O contacts construction contractors and provides information on current preparatory actions.

18. Public Safety reviews Alpha/Bravo staffing plan and provides officers with notification to prepare for possible activation of the plan.

19. F&O or University EOC will begin coordination with elevator vendors.

20. F&O activate emergency fuel contract XXXX fuel tank wagon and operator. REDACTED: The information contained in this section has been deemed sensitive and redacted. Contact the UHealth & MSOM Emergency Manager for more information.
21. Emergency Management may activate XXXX emergency water agreement with XXXX. REDACTED: The information contained in this section has been deemed sensitive and redacted. Contact the UHealth & MSOM Emergency Manager for more information.

22. F&O coordinates with tow truck company to pick up and transport XXXX fuel tankers to XXXX and XXXX. REDACTED: The information contained in this section has been deemed sensitive and redacted. Contact the UHealth & MSOM Emergency Manager for more information.

23. F&O ensure vendor to have removed large banners from 14th street and 15th street garages.

24. UChart provides UHealth Connect with appointment data file for patient notifications if the Medical CDT determines it is necessary to reschedule appointments.

25. Practice Managers / Real Estate in leased spaced will communicate with property managers to determine timeline for closures of buildings they occupy.


27. UHealth Emergency Management to coordinate with mobile clinic managers (SCCC, Mailman, BPEI).

28. UHealth Pharmacy to prioritize high value medications and vaccines in satellites for relocation to sites with generator back up power and away from primary impact area if possible.

29. SCCC to coordinate rescheduling of Cancer Treatment Unite (CTU) patients.
D. 48-24 Hours Before Arrival of Tropical Storm Force Winds

1. University Crisis Decision Team meets to discuss University wide protective measures and communications.
2. Medical CDT meets to discuss:
   a. Review’s hospital recommendations for preparatory action
   b. Status report on building preparatory actions (shutters, flood mitigation, etc.)
   c. Develops timeline for final preparatory actions.
   d. Reviews all previous decisions.
   e. Reschedule all elective procedures.
3. All units represented on the Medical CDT provide situation status update to UHealth Emergency Management (XXXXXXX) no later than 8:00 AM and 4:00 PM.
4. Unit heads provide employees with post-storm instructions.
5. UMHC – BPEI relocates Emergency Dept. operations to UHealth Tower ED.
6. UMHC – SCCC relocates inpatients to UMHC – UHealth Tower, if needed.
7. UHealth Emergency Management activates Medical Emergency Information Hotline in partnership with UHealth Human Resources & Communications
8. UHealth Emergency Management activates and distributes satellite telephones.
10. Human Resources pulls all faculty, staff, and student contact information from Workday / CaneLink.
11. UHealth Emergency Management in coordination with Research, Research Education and Innovative Medicine (RIM) provides recommendation to researchers on implementation of specific protective measures for their research labs.
12. UHealth Emergency Management in coordination with Facilities & Operations conducts post-storm recovery planning conference call with vendors responsible for emergency protective measures, debris removal, and debris monitoring.
13. UHealth Emergency Management notifies XXXX of intention to utilize facility as Temporary Staging and Evacuation Center for Emergency Workforce and their families. REDACTED: The information contained in this section has been deemed sensitive and redacted. Contact the UHealth & MSOM Emergency Manager for more information.
14. Division of Veterinary Resources provides Public Safety with updated list of staff that will be remaining on-campus during the storm.
15. UChart provides UHealth Connect with updated appointment data file for patient notifications if the Medical CDT determines it is necessary to cancel appointments.
16. Practice Managers / Real Estate in leased spaced will communicate with property managers to determine timeline for closure / opening of buildings, they occupy.
17. Medical Coordination Center Planning Section Documentation Unit will set up Box for photo documentation to be stored.
18. UHealth Emergency Management to ensure mobile clinic are secured managers (SCCC, Mailman, BPEI).
19. F&O ensure all exterior COVID-19 screening, testing and alternate treatment areas are broken down.
20. County Medical Management Facility (MMF) patients will start to arrive at UHealth Tower.
E. 24-0 Hours Before Arrival of Tropical Storm Force Winds

1. University Crisis Decision Team conducts final meeting to discuss University-wide protective measures and communications.

2. Medical CDT meets to:
   a. Conduct a final review of all preparatory actions.
   b. Medical Communications updates Medical Emergency Information Hotline.

3. All units represented on the Medical CDT provide situation status update to UHealth Emergency Management (XXXXXXX) no later than 8:00 AM and 4:00 PM.

4. UHealth Emergency Management meets with Facilities & Operations and vendors (emergency protective measures, debris removal, and debris monitoring) to review post-storm recovery plan.

5. Facilities Operations starts main generators and transfers to emergency power.

6. UHealth Emergency Management Medical Coordination Center Liaison(s) deploy to City of Miami Emergency Operations Center (EOC).

7. UHealth Emergency Management coordinate with EH&S to visually inspect all fume hoods to verify all fume hoods are clear prior to the arrival of tropical storm force winds.

8. UHealth Public Safety coordinate and stage City of Miami Police Officers in Tower, SCCC, BPEI if able.

9. Supervisors provide employees with preliminary post-storm instructions.

10. Temporary Staging / Evacuation Center at BPEI is opened.

11. Facilities Operations & Planning EOC Compliance will ensure elevator vendors are on site.

12. Public Safety to conduct clearance check and lockdown of all pre-identified non-hospital and select hospital buildings after preparatory actions are complete.

13. Practice Managers / Real Estate in leased spaced will communicate with property managers to determine timeline for closure / opening of buildings, they occupy.

14. Emergency Manager will submit request to City of Miami through the MCC Liaison in the City of Miami EOC Liaison seat to clear city roads if determined necessary.

15. Ensure Division of Comparative Pathology in Mailman is evacuated before building is shuttered.

16. Ensure COVID-19 screening of all entering Tower, SCCC and BPEI via single points of entry before facilities go into lockdown prior to the arrival of tropical storm force winds.

17. Facilities Operations & Planning to coordinate with Sysco pick up from Tower and delivery for storm ride out team.
Critical Employee Temporary Staging, Sheltering & Evacuation Center (CET-SSEC)

The University of Miami Medical Campus is NOT a designated public hurricane evacuation center or shelter. However, XXXX will be used as a Critical Employee Temporary Staging, Sheltering & Evacuation Center for all Emergency (CET-SSEC) Workforce who are mandated to be on-campus and awaiting deployment. Additionally, XXXX will house family members of Emergency Workforce Medical Campus employees who have no alternate place of safe shelter. REDACTED: The information contained in this section has been deemed sensitive and redacted. Contact the UHealth & MSOM Emergency Manager for more information.

All employees who are not critical Tier One or Two and are not needed on campus immediately before, during or immediately after are directed to develop a family plan that does not involve the University.

XXXX has a threshold breach of envelop of a moderate XXXX. REDACTED: The information contained in this section has been deemed sensitive and redacted. Contact the UHealth & MSOM Emergency Manager for more information.

Due to COVID-19, Additional medical screening, masks, physical distancing as well as capacity limitation to mitigate risks due to COVID-19 will be enforced regardless of vaccination status. See “Critical Employee Temporary Staging, Sheltering and Evacuation Center (CET-SSEC) Procedures” for additional details.

During Impact

A. General

Prior to the arrival of sustained tropical storm force winds, entrances to all pre-identified non-clinical buildings will be secured and card access systems will be deactivated. When non-clinical activities have been suspended only those Emergency Workforce pre-identified by the Medical CDT will be allowed to remain on-campus. The Senior Vice President for Health Affairs, in coordination with the CDT, will determine when the campus will suspend operations not related to life safety or patient care. Rapidly changing conditions may require non-essential operations to be suspended prior to a previously set time.
B. Buildings Occupied

The hurricane category will be taken into consideration by the Medical CDT when determining which buildings on campus can remain occupied during impact. The nature of the operations (i.e. patient care, animal care, and staging of Emergency Workforce) in the following buildings require special consideration regarding occupancy during impacts:

**REDACTED**: The information contained in this section has been deemed sensitive and redacted. Contact the UHealth & MSOM Emergency Manager for more information.

See [Appendix I](#) for information on breach of envelope ratings for each building.
C. Staged Staff Accommodations

Occupied buildings have predesignated locations for accommodations. Not included in the below list are Tower, Sylvester and BPEI CET-SSEC.

REDACTED: The information contained in this section has been deemed sensitive and redacted. Contact the UHealth & MSOM Emergency Manager for more information.

Post-Storm

A. Post-Storm Action Steps

2. Faculty & Staff are notified of campus status and timeline for Emergency Workforce to return to facilities.
3. Public Safety establishes campus perimeter control and closely monitors campus access control.
4. Hospitals determine timeline for re-opening (UMHC – BPEI & UMHC – SCCC) and/or resuming non-emergency services (UMHC – UHealth Tower).
5. Debris Removal vendors begin debris removal from University roads and property.
7. Units utilize UReady plans to restore & sustain critical operations.
8. Emergency Management, Facilities & Operations, and IT coordinate to establish alternate workspaces, as necessary.
9. Students & Employees are notified of campus status and timeline for progressive resumption of operations.
10. Patients are contacts for scheduling appointments.
B. Damage Evaluation Task Force

The Damage Evaluation Task Force is responsible for conducting a preliminary damage and safety evaluation of the campus after impact from a tropical storm or hurricane. The Task Force will not initiate operations until sustained winds have dropped below 39 mph and it is daylight hours. The Task Force will initially focus on providing a broad snapshot of impacts sustained at a campus level. Each Hospital has a damage evaluation process integrated into their existing hurricane standard operating procedures. Support will be provided to each hospital based on resources available and recovery priorities as identified by the Medical CDT. The team will meet at the Central Energy Plant.

1. Take general photos of all buildings and building systems (including undamaged areas).
2. Take detailed photos of all building areas and systems which have sustained impacts.
3. Obtain preliminary building status information.
4. Determine whether it is safe for additional employees to return to Campus.

Damage Evaluation Task Force Members
1. Medical Public Safety / Emergency Management
2. Facilities Operations & Planning
3. Office of Environmental Health & Safety
4. Debris Removal (FEMA Category A) Vendor – XXXX
5. Emergency Protective Measures (FEMA Category B) – XXXX
   Off campus facilities will include and may be led by members of clinical / facility (Medley UHealth Connect, Medley Pharmacy) leadership and Public Safety (for those clinics with a Public Safety presence).

Key Safety Precautions
1. Task Force members will always operate in teams of two or more.
2. Task Force Teams must maintain radio contact with the Public Safety Communications Center.
3. All Task Force members will wear closed toe shoes and long pants.
4. Additional personal protective equipment will be utilized based on the hazards present as a result of the incident.

1. Action Steps
   a. The Damage Evaluation Task Force will meet prior to leaving the on-campus temporary staging center. Damage Evaluation Task Force members not pre-staged on the Medical Campus will contact the Public Safety Communications Center or Medical Coordination Center for information on when to report.
   b. The Damage Evaluation Task Force will utilize the Damage Evaluation Form (see Appendix II) to document all impacts observed during their survey.
   c. Each Damage Evaluation Task Force Team will be assigned a specific geographic area and buildings to survey.
   d. Task Force Teams will conduct an initial exterior evaluation of all buildings in the assigned area and, if deemed safe to do so, will enter buildings and conduct an interior evaluation.
   e. The Task Force will gather information on all facilities and then develop a recommendation for the Medical CDT on whether additional Emergency Workforce can be allowed to return or if there are safety hazards which would prevent re-entry.
   f. The Task Force will provide an initial damage evaluation report and preliminary recovery objectives to the Medical CDT. The Medical CDT will develop the initial response and recovery plan and will forward information to the University EOC (if activated).
2. Specific Systems / Areas to be Evaluated
   At a minimum, the following systems, areas, and functionalities will be initially surveyed:
   a. Building Impacts
      • Roof
      • Windows
      • Walls
      • Interior Support Structures
      • Hardscaping (i.e. walkways, fences, sidewalks, etc.)
      • Building Amenities (i.e. fountains, art, plazas, etc.)
      • Drainage (i.e. storm water, gray water, black water, etc.)
   
   b. Systems Impacts
      • Electrical Systems
      • Emergency Generator(s)
      • HVAC Systems*
      • Water/Sewer Systems
      • Fuel Systems
      • Fire Alarm Systems
      • Fire Suppression Systems
      • Elevators
      • IT & Communications
      • Security Systems
      • Medical Gas System

*HVAC systems servicing Negative Pressure COVID-19 Isolation spaces (UHealth PH North, PH South and ERs 1, 12, 27, 28 and 29 to get special attention
C. Procedure

- **Phase I – Initial Exterior Campus Assessment**
  Phase I will be initiated by Facilities & Operations staff and contractors that remain on-campus during impacts from the storm. The following steps will be included in Phase I:
  - Driving assessment of all campus roadways to obtain an initial amount of debris impacting roadways and pathways
  - 540-degree visual inspection of all campus building exteriors (broken down by zone) and critical infrastructure for visible damage
  - First push of debris from campus roadways to make accessible at least one travel lane on all roads for use by first responders starting with Ambulance access to UMHC – UHealth Tower Emergency Dept.
  - Pictures of damage to building exteriors and critical infrastructure
  - Make pathways that access to all occupied buildings with priority to UMHC – UHealth Tower, UMHC – Sylvester, UMHC – BPEI
  - Inspect all pathways of hanging tree limbs and overhangs are stable.

  The Medical Campus CDT will receive a briefing upon completion of Phase I, which will include an initial overview of the level of impact to the Medical Campus.

- **Phase II – Initial Interior Assessment of Buildings**
  An initial assessment of building interiors will be conducted based on the Building Assessment Priority List. Phase II will seek to identify significant impacts and safety hazards. The following steps will be included in Phase II:
  - A visual inspection of open interior areas and hallways of all buildings based on the Building Assessment Priority List
  - Assessment of critical systems in each building
  - Pictures of damage to areas assessed and building systems
    - Note: Initial interior assessment may be conducted throughout impacts in UMHC – UHealth Tower, UMHC – Sylvester, and UMHC – Bascom

  The Medical Campus CDT will be provided with updates at least once per day with information obtained from the assessment. Recommendations will be provided, when available, regarding prioritizing response to impacts identified during this phase.

- **Phase III – Stabilize Major Impacts**
  During this phase teams will attempt to stabilize impacts that would result in further loss if left unaddressed. Additionally, emergency restoration contractors, managed by UM employees, will be brought in to provide support with these issues.

- **Phase IV – Detailed Assessment of All Rooms in All Buildings**
  A complete and detailed assessment of all rooms in all buildings will be conducted as part of Phase IV. This phase may be conducted by Damage Evaluation Task Force Teams or by Tier 2 employees in each unit. This will be determined based on whether the campus is deemed safe for Tier 2 employees to re-enter. The following steps will be included in Phase IV:
    - Detailed visual assessment of all rooms in all buildings
    - Pictures of damage observed
    - Walking tour of individual colleges and schools with Deans
• **Phase V – Stabilization of All Impacts**
  During this phase, intermediate measures will be completed to stabilize all impacts and allow for the resumption of university operations. This work will be prioritized based on the extent, areas that are impacted, and Building Assessment Priority List.

**Communications**
Damage Evaluation Task Force teams will provide regular updates on their progress to Facilities Work Control or the Medical Coordination Center via one, or more, of the following methods:
- Microsoft Teams
- Facilities & Operations Management Radio
- Cell Phone
- Damage Evaluation Forms physically brought to Facilities Work Control or the University EOC

Specific Systems / Areas to be evaluated:
- Exterior building structure conditions
- Stability of interior walls
- Roof conditions
- Water intrusion
- Generator Operations (where applicable)
- Exposed electrical wires / malfunctions
- Hot water and steam production
- Municipal water service
- Information technology (IT) and telecommunication infrastructure
- Natural gas leaks
- Fire alarms
- Broken windows
- Landscape damage

**D. Employee and Student Status**
Immediately following the storm, all employees should evaluate their personnel status and then follow their unit contact procedures. Employees should monitor the UM website, UMiami Social Media (Facebook, Twitter, Instagram), Contact the Medical Emergency Information Hotline, local media and other information sources for updates on when to return to work.

**E. Utilizing UReady Plans**
UReady plans are designed to support a unit’s ability to restore or sustain critical operations following an emergency or disaster impacting their space, employees, equipment, and information. Well-developed UReady Plans include:
- Employees who may work from home
- Minimum requirements for continued operations
- Emergency contact information for employees
- IT systems required to support critical operations
- An overview of critical equipment and supplies
- Methods for coping when lacking key resources
- Photo documentation of all workspaces and equipment
F. Access Control

Only Emergency Workforce will be allowed on campus until the Medical CDT has determined limited or normal campus operations can resume. Any Medical employee working on-campus during the recovery phase must have their ID Badge on display at all times. Contractors working on-campus during the recovery phase must be properly uniformed and/or displaying company issued ID. All personnel entering and leaving campus will be required to sign in/out with their respective supervisors.

G. Perimeter Control

As a result, of increased vulnerability to looting the enhanced perimeter access control procedure (displayed below) may also be implemented. The procedure focuses on securing buildings and areas which are either temporarily closed or have minimal staffing. The eastern and southern borders of the campus have been identified as areas with the greatest likelihood of penetration. Increased patrols and added perimeter security posts will be implemented to mitigate the potential threat of looters and trespassers attempting to enter the campus post-storm.

MAP: REDACTED: The information contained in this section has been deemed sensitive and redacted. Contact the UHealth & MSOM Emergency Manager for more information.

H. Campus Re-Entry

After the Damage Evaluation Task Force has determined the campus is safe for re-entry, designated Emergency Workforce faculty and staff within Workday will be allowed to return. Emergency Workforce must be pre-designated by their supervisors within Workday prior to re-entry. Extreme caution will be exercised when initially entering all facilities and safety hazards must be immediately reported to the Public Safety Communications Center (305-243-6000). Photos should be taken of all workspaces prior to initiating cleanup or recovery operations. Non-Emergency Workforce personnel will not be allowed on campus until it has been determined safe and the campus is declared open by the Medical CDT.

I. Emergency Fuel for Employees

Fuel for Emergency Workforce vehicles are highly discouraged by risk management and may be provided in an extreme situation post impact with the approval of risk management and in accordance with the Department of Public Safety Standard Operating Procedure E-028 – Employee Emergency Fuel Plan.

J. Alternate Workspace

Immediately following an incident, units/sub-units will coordinate with Space Management to identify appropriate temporary work locations for displaced departments / employees. Once an appropriate location has been identified, Facilities & Operations, Information Technology, and other support departments will facilitate the set-up of temporary workspace. See Appendix III for a list of alternate work spaces.
Recovery

A. Debris Removal (FEMA Category A)

The following vendors have been contracted to provide debris removal and monitoring services for the Medical Campus:

- Debris Removal: XXXX.
- Debris Monitoring: XXXX
- XXXX will stage a team on the Medical Campus to ride out the storm and initiate first push to clear critical roadways and pathways depicted in the road clearance priority diagram.
  - XXXX ride out team will consist of XXXXX
    - REDACTED: The information contained in this section has been deemed sensitive and redacted. Contact the UHealth & MSOM Emergency Manager for more information.
    - Depending on level of threat one (1) Cut Team consisting of four (4) laborers.
- Staged equipment will be staged on East side of 15th street garage.
- XXXX empty flatbed trailer staged in 15th Street.
- XXXX to provide eleven (11) staff for minor tree cutting services for life safety / property clean up
- XXXX Teams staged on campus must be fully self-sufficient with their own food, water and other necessary supplies. UHealth will provide shelter from the storm.
- Apparatus to be placed at the east side of XXXX.
- Immediately following the storm, XXXX predesignated XXXX crews to start initial clean up. Each crew is expected to include XXXX.
- Below is the diagram for priority clearing of debris campus property.
- XXXX will clear all UM roads and designated areas in accordance to priority, unless otherwise directed. City roadways may be cleared during the initial push if approved by the City of Miami.
- XXXX will received approval to clear city roadways through the Medical Coordination Center.
- Upon completion of work at UHealth / MSOM Facilities XXXX crews may be reallocated to other University facilities.
- Debris Removal Operations Staffing:
  - F&O 1 Coordinator
  - XXXX total employees assigned to Medical Campus (Ride out + response team)
  - XXXXX total employees assigned to Medical Campus (Ride out + response team)

B. Temporary Stage

1. Pre-Approved Locations:
   a. Primary: XXXX
   b. Secondary: XXXX
2. Activation Procedure:
   a. Written notice of intent to activate the site, including name and contact information for the individual at UM coordinating the activities, will be sent to the following:
      i. City of Miami EOC
   b. Securing the debris site is required. If existing fence was damaged a temporary fence will be installed before site is activated. Fencing will not be removed until site if cleared.
   c. Install protection barriers around trees located on site.
3. Site Operations
   a. Hours of Operation:
      i. Monday – Friday: 7:30 AM – 7:00 PM
      ii. Saturday: 8:30 AM – 7:00 PM
      iii. Sunday: Separate approval is required
      iv. The University will restore the Property to its original condition within 45 days of the closing of the Temporary Staging Site.
   b. The debris pile will be watered daily to maximize dust control.
   c. On-site security will be provided for the site 24-hour a day.
   d. Overnight storage of vehicles and equipment within the fenced debris area is permissible.
4. Debris Staging Equipment Sites & Road Clearance Priority Diagram:
   REDACTED: The information contained in this section has been deemed sensitive and redacted. Contact the UHealth & MSOM Emergency Manager for more information.

C. Emergency Protective Measures (FEMA Category B)

Emergency protective measures are taken before, during, and after a disaster to eliminate/reduce an immediate threat to life, public health, or safety. Protective measures also serve to eliminate/reduce an immediate threat of significant damage to public and private property through cost-effective measures. Agreements are in place with the following emergency protective measures vendors: REDACTED: The information contained in this section has been deemed sensitive and redacted. Contact the UHealth & MSOM Emergency Manager for more information.

These vendors are responsible for the implementation of emergency protective measures at Medical Campus and UHealth facilities and procuring approved response and recovery resources.

Emergency Purchase Orders are also in place to procure resources and services that cannot be provided by these vendors. All requests for resources from an emergency protective measures vendor or via an emergency purchase order must be routed through the Medical Coordination Center. For a comprehensive list of Emergency Purchase Orders contact the UHealth / MSOM Emergency Management or Purchasing.

Permanent repair, demolition, and reconstruction of facilities and infrastructure are the responsibility of Facilities Operations & Planning in coordination with the University Real Estate.

Reference and Support Documents

- University of Miami Comprehensive Emergency Management Plan
- University of Miami Health System and Miller School of Medicine Emergency Operations Plan
- UHealth Tower, SCCC, BPEI and Clinical Emergency Operations Plans
  - REDACTED: The information contained in this section has been deemed sensitive and redacted. Contact the UHealth & MSOM Emergency Manager for more information.
Additional Resources

- **Medical/UHealth Emergency Operations Plan**

- **UHealth Public Safety –Preparedness & Disaster Resiliency**
  http://www.publicsafety.med.miami.edu/preparedness-disaster-resiliency

- **Research, Research Education and Innovative Medicine – Emergency Preparedness**
  http://research.med.miami.edu/discovery-research/discovery-preparedness
  http://research.med.miami.edu/clinical-research/clinical-preparedness

- **University of Miami Preparedness**
  http://www.prepare.miami.edu

- **City of Miami Office of Emergency Management**
  http://www.miamigov.com/EmergencyManagement/

- **Miami-Dade County Office of Emergency Management**
  http://www.miamidade.gov/fire/emergency-management.asp

- **Miami-Dade County ArcGIS Platform**
  http://gisweb.miamidade.gov/flipper/

- **Ready South Florida**
  http://readysouthflorida.org/

- **Florida Power and Light**
  http://www.fpl.com/powertracker
  http://www.fpl.com/outage or 800-468-8243

- **Florida Division of Emergency Management**
  http://www.floridadisaster.org/

- **Federal Emergency Management Agency – Ready Campaign**
  http://www.ready.gov

- **National Hurricane Center**
  http://www.nhc.noaa.gov/
Appendix I – Threshold Breach of Envelope

REDACTED: The information contained in this section has been deemed sensitive and redacted. Contact the UHealth & MSOM Emergency Manager for more information.

Return to section in document.
# Appendix II – Damage Evaluation Form

## Damage Evaluation Form

**Building Name**: 

- [ ] Full Operations  
- [ ] Essential Operations  
- [ ] Closed

**Inspector Name**: 

**Affiliation and/or Department**: 

**Phone Number**: 

**Building Address**: 

**Date**: 

**Time**: 

**AM/PM**: 

### TAKE PICTURES OF ALL BUILDING AREAS AND SYSTEMS

<table>
<thead>
<tr>
<th>Building Impacts</th>
<th>None</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
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<td>Roof</td>
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<td>Hardscaping (i.e. walkways, fences, sidewalks)</td>
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<tr>
<td>Building Amenities (i.e. fountains, art, plazas)</td>
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<td>Drainage (i.e. storm water, graywater, blackwater)</td>
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<td>Interior Support Structures</td>
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<td>Water Intrusion</td>
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<td>Debris</td>
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<td>Other</td>
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<th>Non-Operational</th>
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<th>Backup In Use</th>
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### Estimated Level of Building Damage

- [ ] None
- [ ] Minor
- [ ] Moderate
- [ ] Major

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**CONFIDENTIAL – NOT FOR PUBLIC RELEASE**
### Impacts by Area:

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<th>Room # / Floor</th>
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<th>Description of Damage / Comments</th>
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### Comments & Recommendations:

**Minor:**
- All utilities in operation
- Localized rooms with damage or water intrusion
- Localized or supplemental systems may be out of service (e.g., fan coil unit in room, network switch inoperable, AHU may need belt replaced, etc.)
- Minor issues with electricity, A/C, automatic temperature control and water/ sewer may exist.

**Moderate:**
- Some utilities have been restored; work underway on others.
- Structural or roof issues that will require repairs, but do not create a safety issue.
- > 30% of rooms with damage or water intrusion.
- Major building systems may be out of service (e.g., AHUs, chilled water pumps, failed breakers, network service, etc.)
- Minor issues with electricity, A/C, automatic temperature control and water/ sewer may exist.

**Major:**
- > 60% of rooms/spaces with damage or water intrusion.
- Structural or roof issues that will require major repairs and make the building unsafe to occupy.
- Major building systems may be out of service (e.g., AHUs, chilled water pumps, failed breakers, network service, etc.)
- Major issues with electricity, A/C, automatic temperature control and water/ sewer will exist.

[Return to section in document]
Appendix III – Alternate Work Spaces – Edit 05/29/2022

REDACTED: The information contained in this section has been deemed sensitive and redacted. Contact the UHealth & MSOM Emergency Manager for more information.

Return to location in document.
Please direct any questions, comments, or feedback to the Medical Emergency Management.