



Volume 2 - APPENDIX 8 (FACILITIES MANAGEMENT) TO ANNEX E (PLANNED RESPONSE ACTIVITIES-UA OPERATIONAL SUPPORT)

OBJECTIVES

To provide a coordinated means for emergency facilities response to the both the Main University Campus and the Arizona Health Sciences Center to minimize disruptions in the conduct of the teaching, research and outreach mission of the University of Arizona in the event of a disaster.

As a proactive measure Facilities Management develops and institutes best practices and support procedures into its operations. The centerpiece of this activity is the preclusion of accidents through the inclusion in the facilities design phase of such innovations in equipment and procedures that could result in accidents that may lead to disasters.

EMERGENCY OPERATION CENTER (EOC)

Primary: UA Service Annex Building-1st Floor Room A104
Alternate: Regents Conference Room-7th Floor Administration Building

The Facilities Management Director and/or designee will report to the primary Emergency Operation Center (EOC) and be part of the “logistics” operation team that will consist of the section chief who receives all requests for support from the Incident Command System (ICS). From this location all communication for Facilities Management support will be disseminated back to the FM Command Center.

Upon activation of the BCDR plan, all Facilities Management Executive Staff personnel will be available support and communication to their respective departments and trade shops as requested from the EOC.

RESPONSE (Threat Levels 4 and 5)

Normal Business Hours Procedure

Facilities Management Work Control normal business hour operations is considered **7:00 AM to 3:00 PM, Monday through Friday.**

Threat Level 4 and 5 situations that are received by the FM Work Control Center shall make the initial communication contact to the FM Director or designee to advise of the situation. Work Control personnel will then announce over the radio system “**CODE 911**” to advise FM personnel of the event and its location. Radio users are to switch over to **CHANNEL 3**. Supervisors/Managers will be responsible to contact all members of their staff to assure the understanding of the situation and to obtain their location.

The FM Director or designee will then activate the FM Emergency Response Plan by utilizing the communication flow sheet and contacting the respective department managers listed to contact those areas of responsibility for required personnel and support.

After Hours Procedure

Facilities Management after hour operates is considered from **3:30 PM to 7:00 AM, Monday through Friday and weekends and holidays.**

The Facilities Management answering service firm receives all calls for after normal business operation hours. The first call is made to the **General Maintenance Mechanic (GMM) at XXX-XXXX (cell)**. The GMM upon receiving a call that outlines a **Threat level 4 or 5 emergency** shall immediately contact the Facilities Management Director or designee who then activate the FM emergency communication response plan.

In the event the Facilities Management Director or designee receives the call directly from UAPD (bypassing the answering service), the Director or designee immediately activate the communication response plan based on the flow chart.

Departments/Trade Shops

Supervisors receiving calls from Executive Staff Management per the communication flow chart will immediately contact their respective staff and direct them to report to their primary location (shop) unless otherwise designated.

SHOP/DEPARTMENT RESPONSIBILITIES

Upon the activation of CODE 911, the supervisors will be responsible for communicating with their respective staff. Support staff are to report to the respective shop/department locations to await further instructions from the FM Command Center.

In the event staff cannot make it back to their respective department locations, they are to attempt to get to either nearest university building away from the event or FM department.

Business Services: (621-3218/621-7322)

- Material control warehouse.
- Procurement.
- MIS

Carpenter (621-7311)

- Structural support.
- Windows, doors.
- Roofing systems.

Custodial (621-1577)

- Clean up and trash removal.
- Provide flood control service, equipment and clean up.

Electrical (621-5134)

- Monitor and operation of Emergency Generators.
- Shutdown and lock out of main building electrical feed service.
- Provide portable lighting systems.
- Provide temporary electrical fee service.
- Emergency Lighting and Exit light units.
- Street and Parking Lot Lighting.

Elevator (621-7506)

- Monitor campus and AHSC elevator system operations.
- Shut down and lock out elevator equipment.

Fire Response (626-6657)

- Monitor, respond and repair to Main Campus and AHSC alarm systems.
- Monitor, respond and repair to Sprinkler and Fire Pump systems.

Garage (621-1203/621-3530)

- Open garage working bays to allow for the repair of state vehicles.
- Provide fuel for vehicles.
- Provide towing services for disabled vehicles.

HVAC (621-9211)

- Turn off air handling and exhaust system via the EMS computer system.
- Turn off non-computerized air distribution systems via mechanical means.

- Provide communication with vendors that supply rental chiller units.

Human Resources (621-3849/621-9260)

- Provide list of employees and home telephone numbers to FM Command Center.
- Provide list of employees with specialized training skills.
- Contact family members of injured employees.
- Counseling.
- Provide rides home for employees.
- Coordinate with Motor Pool for vehicle availability.
- Deliver goods and services, supplies and material to and from various sites.
- Provide employee emergency contact information to FM Command Center.

Lockshop/Key Desk (621-7300)

- Provide building keys.
- Removal of locksets.
- Fabricate and deliver keys.
- Provide panic exit hardware removal/repair.

Mechanical (626-6846)

- Removal of HVAC refrigerant.
- Repair/replacement of pumps and motors.

Motor Pool (621-5124/621-7316-Dispatch)

- Provide vehicles as requested by FM Command Center.
- Provide pick up service for disabled vehicles.

Movers (621-4701/621-3610)

- Provide material handling equipment to move furnishings and/or equipment.
- Provide communication with Inter Space Movers for additional support and equipment to assist in movement of equipment.

Operation/Ground Services (621-7959)

- Heavy equipment supply and operation.
- Provide communication with heavy equipment rental vendors for additional equipment that may be required.
- Irrigation systems.
- Trash dumpsters and recycling collection.

- Masonry support.
- Barricades.
- Blue Staking.

Plumbing (360-8534/419-3038)

- Shutdown of main gas and water supply valves and lines.

Sheet Metal (626-6880)

- Metal shearing, bending and forming.
- Equipment rigging.
- Medical and laboratory equipment repairs.
- Biological safety cabinet and fume hood service and repair.
- Machining operations to include lathe and mill work, grinding.
- Custom metal fabrication.
- Duct fabrication.

Utilities (621-1399/360-5329/465-5869)

- Electrical distribution systems.
- Solar Turbines (gas units).
- Steam Turbines.
- Natural Gas delivery (Southwest Gas).
- Tucson Electric Power transmission.
- Water, boiler and cooling towers.
- Water supply from University wells and City of Tucson.
- Monitor boiler and chiller equipment.
- Blue staking.

Welding (626-6880)

- Arc, heli-arc and mig welding.
- Oxy-acetylene and abrasive metal cutting.
- ADA Handrail repair, fabrication and installation.
- Metal re-enforcement.
- Steam, chilled water, hot water piping and repairs.
- Custom metal fabrication.
- Plumbing support.

Paint/Sign (621-7310)

- Signage.

Work Control (621-3000)

- Provide immediate communication with FM Director and shops upon announcement of **CODE 911** situation.
- Switch two way radio over to **CHANNEL 3**.
- Provide communication support to FM Command Center.

COMMUNICATION EQUIPMENT

Cellular telephones, land line telephones, pagers and two way radios are the means of immediate communication between the FM Director located at the Emergency Operation Center and the respective departments and trade shops.

If the emergency event is during normal business hours, the Work Control **(621-3000)** area located in Room B123A has additional telephone capabilities to provide necessary communication support.

BUILDING/INFRASTRUCTURE PLANS (621-5244)

Main Campus and Arizona Health Sciences Center (AHSC) building and infrastructure plans are located in the University Services Annex Building B121. The information on these plans provide the following:

- Water, hydrant, fire sprinklers, valves and lines.
- Gas valves and lines.
- Electrical service, cutoffs, and substations.
- Fire alarms and extinguishers.
- Storm drains, sewer lines, well locations.

COMMUNICATION LISTS

It is the responsibility of each department manager/supervisor to maintain a current list of telephone numbers of staff to include cellular and home numbers. Review of the contact numbers is to be conducted periodically by the manager/supervisor for accurate verification.

The weekly FM Emergency contact list is to be maintained and revised as needed by the FM Shops Administrative Assistant **(621-9009)**. A copy of this list is to be provided to the FM command center upon emergency activation.

PLAN REVIEW

The Facilities Management Business Continuity and Emergency Response Plan is a working document. Annual review for this process shall start on July 1 and be completed by August 1. The maintenance and annual update of this plan is the responsibility of the Facilities Management Safety Committee.

LOCATION OF PLANS

Due to the confidential nature of telephone contact listings and equipment operations the following is the distribution and locations of where this plan shall be maintained.

- Administration – 6th Floor
- Facilities Management Director Office-USA Building 300B

Department managers and supervisors will be issued and shall maintain a copy of the plan. It is the responsibility of each department to maintain their respective personnel and equipment listings information.

STAFF TRAINING

Department Managers and supervisors will conduct a review of this plan with the staff on an annual basis. The review is to be held every August prior to the start of the school year.