

Emergency Procedures
Robert Stempel College of
Public Health & Social Work

1. Routine

- a. Ensure unit call trees are updated (beginning and end of Hurricane Season, and as needed).
- b. Ensure your COOP is reviewed and updated annually **by June 1st**.

2. Weather Event Threat

- a. When a serious weather event threatens South Florida and External Relations has begun issuing emails about the event (even before watches or warnings are posted):
 - i. Information Technology lead (Angel) will send out the email to all faculty/staff in the college.
 - ii. Iliana will contact COOP leads in the units for any updates to their phone trees, and ask them to email, print and distribute the phone trees to their faculty/staff.
 - iii. Dean's Office will send out note to Chairs in.
- b. Lab directors will ensure emergency plans are being followed.

3. Weather Event Confirmed - University closure (or all classes cancelled) notice from External Relations.

- a. Unit leads will ensure that the COOP plan is followed.
- b. Information Technology lead (Angel) will send out the email to all faculty/staff in the college, with respect to powering down IT equipment.
 - i. Unit leads/designees will ensure that all computers are unplugged from walls and power backup units are turned off.
- c. If deemed necessary by IT lead, units will cover monitors and computers with plastic bags.
- d. OSAA will send out the message to students.
- e. Lab directors will ensure their labs are secure according to their emergency protocols.