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SECTION 1- INTRODUCTION

PLAN OBJECTIVES

This University of Nevada, Reno Facility Response Plan (FRP) provides a method for responding to incidents affecting University physical assets and property. The objectives of the FRP are to:

- Provide specific procedures for notification and response to incidents, and
- Provide steps to restore the campus to a normal operating condition.

ASSUMPTIONS

This FRP is written using the following assumptions:

- The University of Nevada, Reno campus is experiencing an emergency incident (normal operating conditions are disrupted or are threatened); and
- The Emergency Operations Center (EOC) and/or the Facilities Control Center (FCC) are or may be activating.

DEFINITIONS

EMERGENCY OPERATIONS CENTER

The Emergency Operations Center (EOC) is the location in which overall coordination of information and resources to support incident management activities takes place.

At the University of Nevada, Reno, the EOC is housed at Police Services located in the Fitzgerald Student Services Building (Bldg. #082).

FACILITIES CONTROL CENTER

The Facilities Control Center (FCC) is the Facilities Services Department’s command center that coordinates Facilities Services Department (FSD) information and resources to support incident response and recovery.

FACILITIES RECOVERY TEAM

The Facilities Recovery (FR) Team is a general term referring to all teams that are established for Facility Services Recovery Operations (FSRO).
INCIDENT

An incident is defined, for the purposes of this FRP, as an occurrence or event, natural or human-caused, which requires an immediate emergency response to protect life and/or property.

Incidents may include: major disasters, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, riots or public discord, public health and medical emergencies, and other occurrences that require an emergency response.

SENIOR FACILITIES LEADERSHIP TEAM

The Senior Facilities Services Leadership Team (SFSLT), for the purposes of this FRP, includes: the Associate Vice President for Facilities Services, the Senior Director for Planning and Construction, and the Senior Director for Facilities Maintenance Services.

CONCEPT OF OPERATIONS

TIERED RESPONSE

This FRP is designed in alignment with Incident Command System (ICS) principles of tiered, or scaled response, based on Type 1-5 incidents (see Appendix A – Incident Complexity). The ICS is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. (Federal Emergency Management Agency (FEMA)) (Click here for more information on Incident Command System Resources) (See description of incident types in Appendix A.)

Type 5 incidents may result in partial implementation of this plan, while more complex disasters may result in progressively more elaborate implementation resulting in coordination and collaboration with local, state and/or federal entities.

The SFSLT directs the level of implementation based on the situation or instructions received from the EOC.
FACILITIES RESPONSE TEAM

To ensure rapid response and recovery, Facilities Recovery Teams (FRT) are identified and established in advance. Additional teams deemed necessary are established as the situation demands.

BUILDING AND INFRASTRUCTURE RESPONSE TEAM

The Building and Infrastructure Response (BIR) Team consists of trade-specific teams assembled for the purpose of making temporary or permanent repairs to facilities or infrastructure according to priorities established by the FCC.

DAMAGE ASSESSMENT TEAM

Following a large scale event, the Damage Assessment (DA) Team conducts an in-depth survey of campus facilities and infrastructure for damage. The DA Team will report its findings on gas, water, waste water, electrical distribution and high-temperature hot water lines to the FCC.

DEBRIS REMOVAL TEAM

The Debris Removal (DR) Team clears debris to ensure emergency vehicle access and safe routes for the DA Team. The DR Team is also responsible to remove debris from the campus.

FACILITIES CONTROL CENTER TEAM

The Facilities Control Center Team (FCCT) coordinates the recovery effort and directs activities of the other teams. The FCC provides executive management with status reports either through the EOC or through SFSLT leadership.

FLOOD TEAM

The Flood Team (FT) erects flood walls and places sandbags when directed by the FCC or the SFSLT Team.
IMMEDIATE RESPONSE TEAM

The Immediate Response (IR) Team is the initial team that reacts during, or immediately following, an incident. The Immediate Response Team Chief (IRTC) assumes the role as the Standby Supervisor.

The IR Team members serve as the current Standby Personnel from the following shops:

- Controls
- Electrical
- Fire & Life Safety
- HVAC
- Plumbing
- Utility Plant

The IR Team is responsible for executing an entire Facilities Services response to an incident in a small scale event, or may perform emergency actions until a more robust response is organized following a large scale event.

WEATHER ESSENTIAL TEAM

The Assistant Director for Grounds Services will manage all weather-related events through the use of the assigned Essential Weather Staff (EWS) Team.

RESPONSE AND TYPES OF INCIDENTS

This FRP is designed to allow rapid response to an incident. Depending on the situation, initiation of the plan may happen in a number of ways:

SMALL SCALE INCIDENT

For small scale incidents with limited impact to the campus, actions may require a minimal response confined to the IR Team, or could expand to include other FRT.

After Normal Business Hours

During incidents that occur after normal business hours, the IRTC is most likely the first person within Facilities Services to be notified. The IRTC will assess the situation, take action, and make notifications as appropriate. The SFSL Team determines whether any increased levels of response are required.

During Normal Business Hours

During business hours, notification that an incident is in progress could occur in numerous ways. In these cases, the senior Facilities Maintenance Services staff member on duty will assess the situation and initiate the appropriate response.
LARGE SCALE INCIDENT

For large scale incidents, whether occurring before or after business hours, Facilities Services will likely not be the first organization notified. Once informed, however, the SFSLT will direct the level of response which may include activation of the FCC.

PERSONNEL ACCOUNTABILITY

Accountability of all FSD personnel occurs when directed by Senior Facilities Services Leadership. Upon initiation, FSD personnel will conduct a radio roll call for each shop. The nature of the incident determines the type of response required.

SECTION 2- FACILITY CONTROL CENTER

SUMMARY

The Facilities Control Center (FCC) oversees damage assessment, initiates the appropriate level of response, monitors progress, documents recovery efforts, and informs higher leadership of status.

PRIMARY AND ALTERNATE LOCATIONS

The designated primary and alternate locations for the FCC are:

<table>
<thead>
<tr>
<th>Location</th>
<th>Buildings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Facilities Maintenance Services - Bldg. #076</td>
</tr>
<tr>
<td>Alternate #1</td>
<td>Utility Plant – Bldg. #064</td>
</tr>
</tbody>
</table>
ORGANIZATION

FCC MANAGER

– Senior Director, Facilities Maintenance Services

DAMAGE ASSESSMENT TEAM CHIEF

– Supervisor, Carpenter Shop

DEBRIS REMOVAL TEAM CHIEF

– Assistant Director, Grounds Services

FINANCE/ADMINISTRATION SECTION

– Assistant Director, Parking and Transportation
  • Accounting: Assistant Director, Accounting Services
  • Personnel: Manager, Safety and Human Resources

FLOOD TEAM CHIEF

– Assistant Director, Building Services

LOGISTICS SECTION

– Assistant Director, Maintenance Support Services
  • Communications: Work Control Coordinator
  • Supplies: Logistics Administrator

OPERATIONS SECTION

– Assistant Director, Structural Services, Facilities Maintenance Services
PLANNING SECTION

– Director, Construction Management
– (Alternate: Assistant Director, Structural Services)
  • Carpenter Shop
  • Electrical Shop
  • Fire & Life Safety Shop
  • Grounds Services
  • HVAC/PM/Controls
  • Plumbing Shop
  • Project Managers, Planning & Construction

SAFETY MANAGER

– Campus Safety Manager, Facilities Services Department

STRUCTURAL SERVICES SUPERVISOR

– Supervisor, Plumbing Shop

UTILITIES SERVICES SUPERVISOR

– Director, Utilities Services

WEATHER ESSENTIAL TEAM CHIEF

– Assistant Director, Grounds Services

Note: The Supervisor, Utilities Services and Supervisor, Structural Services are also Standby Supervisors and could serve in a dual-hatted capacity as an Immediate Response Team Chief. A Lead from either Utilities Services or Structural Services may be required to fill the position.
ORGANIZATIONAL CHART – MEMBERS

- FCC Manager
- Safety Manager
  - Finance/Administration Section
  - Logistics Section
  - Operations Section
  - Planning Section
FCC MEMBER RESPONSIBILITIES

**FCC MANAGER**

The FCC Manager oversees all FCC operations, communicates damage assessment and repair status to EOC, and implements EOC direction through appropriate FCC sections.

**FINANCE/ADMINISTRATION SECTION**

The Finance/Administration Section tracks costs and labor associated with the response and recovery effort. This team also assists the FCC Manager with personnel accountability.

**LOGISTICS SECTION**

The Logistics Section provides necessary materials, equipment, communications, food, water, and facilities required for the response and recovery effort.

**OPERATIONS SECTION**

The Operations Section directs Facilities Services’ tactical operations at the incident, including directing immediate response actions, damage assessment, flood wall construction, debris removal, and utility/facility repair teams.

**PLANNING SECTION**

The Planning Section directs the facility response and recovery planning activities to recover from an incident. By utilizing damage assessment information, the Planning Section is able to prioritize recovery efforts and determines materials and manpower requirements for in-house recovery operations. This team also determines whether the recovery method is to be made either in-house or contracted to a third party.

**SAFETY MANAGER**

The Safety Manager assesses the response and recovery operations and ensures safe practices and procedures.
SECTION 3 - BUILDING & INFRASTRUCTURE RESPONSE TEAMS

SUMMARY

Building and Infrastructure Response (BIR) Teams restore operation of campus-wide facilities and infrastructure, prevent damage of building systems from adverse conditions, and ensure the safety of building occupants during or following emergency situations.

ORGANIZATION

TEAM CHIEF

Shop Supervisor or Lead

MEMBERS

Shop Personnel

- Electrical Response Team
- Fire and Life Safety Response Team
- HVAC/PM/Control Response Team
- Plumbing Response Team
- Structural Services Response Team (carpenter, locksmith, roofer, and welder trades)
- Utility Plant Response Team

RESPONSIBILITIES

Team Chief

1. Reports to designated location upon notification of an incident;
2. Conducts accountability of shop personnel; and
3. Dispatches shop personnel as directed by the FCC.
**Team Members**

1. Report to designated location upon notification of an emergency or disaster; and
2. Respond as directed by the FCC.
   a. Electrical:
      i. Connect portable generators to buildings requiring emergency power that do not have permanent emergency generators;
      ii. Check all buildings running on emergency power to ensure elevators are empty and the generator is functioning properly; and
      iii. Ensure fuel tanks for generators are kept full.
   b. HVAC/PM/Controls:
      i. Ensure proper operation of HVAC equipment;
      ii. Ensure proper operation of exhaust and make up fans; and
      iii. Terminate operations as necessary to contain or mitigate airflow contamination.
   c. Plumbing:
      i. Isolate damaged areas (gas and/or water) as directed by the FCC.
Responsibility: Damage Assessment Team Chief

The Damage Assessment Tracking Form is to be completed by the Damage Assessment Team Chief. The data collected on this form pertains to buildings, systems, and equipment, the description of the damage, and whether or not entry is considered safe.

Table 1 Example of the Damage Assessment Tracking Form

<table>
<thead>
<tr>
<th>Building/System/Equipment (Electrical, Water/Waste Water, Gas, HTHW, LTHW)</th>
<th>Description of Damage</th>
<th>Safe (Y/N)</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
ICS FORM 201—INCIDENT BRIEFING

The Incident Command System (ICS) Form 201 can be accessed at the following link FEMA ICS Form 201 - Incident Briefing.

PURPOSE

The Incident Briefing (ICS Form 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS Form 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

PREPARATION

The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

DISTRIBUTION

Ideally, the ICS Form 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The “Map/Sketch” and “Current and Planned Actions, Strategies, and Tactics” sections (pages 1–2) of the briefing form are given to the Situation Unit, while the “Current Organization” and “Resource Summary” sections (pages 3–4) are given to the Resources Unit.

The ICS Form 201 is a 4-page fillable form that collects the following data:

1. Incident Name
2. Incident Number
3. Date/Time Initiated
4. Map/Sketch
5. Situation/Summary and Health and Safety Briefing
6. Preparer’s Information
7. Current and Planned Objectives
8. Current and Planned Actions, Strategies, and Tactics
9. Current Organizational Structure
   a. Incident Commanders
   b. Liaison Officer
   c. Safety Officer
   d. Public Information Officer
   e. Planning Section Chief
   f. Operations Section Chief
   g. Finance/Administration Section Chief
   h. Logistics Section Chief

10. Resource Summary

**ICS FORM 213—GENERAL MESSAGE**

The Incident Command System (ICS) Form 213 can be accessed at the following link [FEMA ICS Form 213 - General Message](https://www.fema.gov/ics-form-213-general-message).

**PURPOSE**

The General Message (ICS Form 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS Form 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

**PREPARATION**

The ICS Form 213 may be initiated by incident dispatchers and any other personnel on an incident.
DISTRIBUTION

Upon completion, the ICS Form 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

The ICS Form 213 is a 1-page fillable form that collects the following data:

1. Incident Name
2. To:
3. From:
4. Subject
5. Date
6. Time
7. Message
8. Approved by
9. Reply
10. Replied by

ICS FORM 214—ACTIVITY LOG

The Incident Command System (ICS) Form 214 can be accessed at the following link FEMA ICS Form 214 - Activity Log.

PURPOSE

The Activity Log (ICS Form 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

PREPARATION

An ICS Form 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.
DISTRIBUTION

Completed ICS Form 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS Form 214s. It is recommended that individuals retain a copy for their own records.

The ICS Form 214 is a 2-page fillable form that collects the following data:

1. Incident Name
2. Operational Period
3. Name
4. ICS Position
5. Home Agency
6. Resources Assigned
7. Activity Log
8. Prepared By

ICS FORM 214-CG – UNIT LOG

The Incident Command System (ICS) Form 214-CG can be accessed at the following link USCG ICS Form 214 - Unit Log.

PURPOSE

The Unit Log (ICS Form 214-CG) records details of unit activity, including strike team activity or individual activity. These logs provide the basic reference from which to extract information for inclusion in any after-action report.

PREPARATION

The ICS Form 214-CG is initiated and maintained by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are submitted to supervisors who forward them to the Documentation Unit.

DISTRIBUTION

The Documentation Unit maintains a file of all ICS Form 214-CG. All completed original forms must be given to the Documentation Unit.

The Preparer should provide the log to immediate supervisor at the end of each operational period.
APPENDIX A — INCIDENT COMPLEXITY

Incident and/or event complexity determines incident response personnel responsibilities as well as recommended audience for National Incident Management System (NIMS) curriculum coursework delivery. The NIMS Training Program training recommendations reflect the following five (5) levels of complexity:

**TYPE 1**

- This type of incident is the most complex, requiring national resources for safe and effective management and operation.
- All command and general staff positions are filled.
- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
- Branches need to be established.
- A written incident action plan (IAP) is required for each operational period.
- The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated.
- Use of resource advisors at the incident base is recommended.
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

**TYPE 2**

- This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing.
- Most or all of the command and general staff positions are filled.
- A written IAP is required for each operational period.
- Many of the functional units are needed and staffed.
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).
- The agency administrator is responsible for the incident complexity analysis, agency administration briefings, and the written delegation of authority.
**TYPE 3**

- When incident needs exceed capabilities, the appropriate ICS positions should be added to match the complexity of the incident.
- Some or all of the command and general staff positions may be activated, as well as division/group supervisor and/or unit leader level positions.
- A Type 3 IMT or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 IMT.
- The incident may extend into multiple operational periods.
- A written IAP may be required for each operational period.

**TYPE 4**

- Command staff and general staff functions are activated only if needed.
- Several resources are required to mitigate the incident, including a task force or strike team.
- The incident is usually limited to one operational period in the control phase.
- The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority is updated.
- No written IAP is required, but a documented operational briefing will be completed for all incoming resources.
- The role of the agency administrator includes operational plans including objectives and priorities.
TYPE 5

- The incident can be handled with one or two single resources with up to six personnel.
- Command and general staff positions (other than the incident commander) are not activated.
- No written IAP is required.
- The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.
- Examples include a vehicle fire, an injured person, or a police traffic stop.

APPENDIX B — FCC SUPPLIES

The FCC maintains supplies and equipment to assist the Facilities Recovery Teams with response and recovery efforts.

APPENDIX C — FLOOD WALL TEAMS

Listed below are campus buildings that may require sandbags and flood wall installations. A team is assigned to specific buildings that are prone to flooding.

ANSARI BUSINESS BUILDING

(1) Captain
(2) Members
(1) Alternate

APPLIED RESEARCH FACILITY

Grounds Team North
2nd Shift Flood Wall Set Up
  – Custodial 2nd Shift Supervisors coordinate their staff for response purposes

FLEISCHMANN AGRICULTURE

(1) Captain
(2) Members
(1) Alternate
LAWLOR EVENTS CENTER AND E. L. WIEGAND FITNESS CENTER

(1) Captain
(4) Members
(1) Alternate

MATHEWSON-IGT KNOWLEDGE CENTER

(1) Captain
(2) Members
(1) Alternate

SANDBAG CREW SUPERVISORS

(2) 1st Shift Custodial Supervisors
(1) Movers Crew Supervisor
(1) Grounds Team South Supervisor
All Custodial Personnel
All Grounds Personnel
All Paint Shop Personnel

APPENDIX D — POST EARTHQUAKE DAMAGE ASSESSMENT TEAMS

Six (6) teams of FEMA-trained Facilities Services Department personnel are assigned to the Post Earthquake Damage Assessment Team. Each team includes a minimum of two (2) people. Three (3) additional people sit in reserve should additional personnel resources become necessary.
APPENDIX F — ICS INCIDENT COMMAND CENTER LINKS

National Incident Management (NIMS) Incident Command System (ICS) Forms Booklet
National Incident Management System Function Guidance and Field Operations Guide

APPENDIX G — ACRONYMS

BIR ............................................................... Building and Infrastructure Response (team)
CG ................................................................. Coast Guard (ICS Form 214-CG)
DA ................................................................. Damage Assessment (team)
DR ................................................................. Debris Removal (team)
EOC ............................................................. Emergency Operations Center
EWS .............................................................. Essential Weather Staff
FCC .............................................................. Facilities Control Center
FCCT ............................................................ Facilities Control Center Team
FEMA ........................................................... Federal Emergency Management Agency
FR ................................................................. Facilities Recovery
FRP .............................................................. Facilities Response Plan
FRT .............................................................. Facilities Recovery Team
FSD .............................................................. Facilities Services Department
FSRO ............................................................ Facilities Services Response Operation
FT ................................................................. Flood Team
IAP ............................................................... Incident Action Plan
ICS ............................................................... Incident Command System
IR ................................................................. Immediate Response
IRTC ........................................................... Immediate Response Team Chief
NIMS ........................................................... National Incident Management System
SFSL ............................................................ Senior Facilities Services Leadership (team)