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.