Annex I- Facilities Operation/ Utilities Restoration- Administration

Purpose

This annex provides an overview of how Facilities Management (FM) will respond to emergencies relating to building operations or utilities interruption.

Types of Services
- Building service and system restoration
- Building floor plans and utility maps
- Utility service restoration
- Utility shut off
- Temporary repairs – damaged doors, windows, structures, etc.
- Clearing of debris
- Clean up – flood, fire, vandalism, etc.

Scope

Facilities Management (FM) will play a supporting role in most campus emergency conditions and in particular to the following:

Emergency Incidents of Concern
- Physical damage to facilities
- Weather related – tornadoes, damaging wind, floods, blizzards
- Fire
- Hazardous materials
- Utility outages – electricity, heat, steam, water, communications
- Structure collapse
- Act of terrorism
- HVAC failure or compromise
- Card or key access failure
- Other conditions that pose a threat to life, property, or environment

Responsibilities

a. Primary

Responding to emergency situations is viewed as a critical function in Facilities Management’s (FM) mission of serving the University.

FM will not be the primary responder for emergency events that involve:
- criminal activity,
• terrorism,
• fire,
• loss of life or personal injury.
In these events we would contribute as a secondary or support responder.

FM will be the primary responder for emergency events that involve:
• non criminal building damage (e.g. weather related),
• utility outages,
• building system failures,
• facility conditions that pose a threat to facility, property or environment

To support this function FM’s Building System Automation Center (BSAC) is staffed 24 hours a day, 365 days a year. BSAC is the primary point for monitoring fire alarms, utility systems, and building heating and cooling status. BSAC personnel are trained in immediate recognition of emergency conditions and the escalation procedure to dispatch a call. If the emergency is deemed one where FM will not play the role of primary responder BSAC will relay the information to U of M PD Dispatch (911). [See FM BSAC document: “FM Emergency Procedures And Contact Escalation”]

b. Secondary or supporting

FM will support the on-scene Incident Commander (IC) at any emergency incident they are called upon to respond to under the Minnesota Incident Management System (MIMS).

If the situation is strictly a law enforcement issue, UMPD will retain Incident Command (IC). If the incident results in a multi-discipline situation, the Senior police officer may relinquish Incident Command to another University department (e.g. DEHS) or outside agency and assume the role of Operations Officer. In most cases, however, we anticipate that a unified command structure involving multiple departments will be employed.

One of the first steps the incident commander will take is to assess the need for additional administrative resources. If the incident appears to require the attention of the administration, the IC will require the dispatcher to contact the Officer of the Day. The roles of the officer of the Day are established in the Basic Plan. The Vice President for University Services is the primary Officer of the Day for the University.
Rarely will Facilities Management personnel assume immediate Incident Command (command during the life-safety response phase of the emergency). In general, UMPD or DEHS will assume Incident Command until the initial threat has been removed. In most cases, Facilities Management will provide the Logistics function for the incident and may well serve in the Operations section as well.

However, as the life-safety portion of the response winds down, Facilities Management personnel may be assigned to the IC role. The Associate Vice President for Facilities Management is a member of the University’s Emergency Coordination Team and has significant input into the overall institutional response to the incident.
Annex I- Facilities Operation/ Utilities Restoration- Operations

Response

Facilities Management will respond to emergencies by providing the following services, equipment, and personnel. A prioritized list is on file with BSAC.

1. Communication
2. Evacuation Assistance and Mass Care
3. Utilities Restoration
4. Material, Supplies and Equipment
5. Damage Assessment
6. Debris Management
7. Pipeline Safety and Location Information
8. Labor Pool/Chain of Command

1. Communication

First contact of emergency: Often emergencies occurring during regular work hours are reported directly to the Facilities Management Call Center (although Facilities Management’s BSAC is in operation 24 hours a day and may also be contacted). The FM Call Center representative will contact UMPD (911) or the appropriate Zone operations supervisor or other Facilities Management department supervisor/manager responsible for the services required in response to the emergency call.

After hours emergency calls will be directed to BSAC who will initiate the Facilities Management emergency response plan and operational continuity plan by contacting the appropriate Management Team Member. For smaller scale emergencies, the BSAC operator will follow the appropriate on-call procedure for the services required and contact the designated ‘on-call’ supervisor.

The supervisor contacted will arrange to deliver requested services by deploying staff, coordinating services from another Facilities Management unit, coordinating services with other University departments, and/or contracting services outside of the University.

Facilities Management utilizes voice telephone, pagers, two-way radio, and cellular telephones for communications.
Notification and warning: BSAC and each Zone, maintain contact information for on-call and other staff members for use in an emergency.

In the event of a hazardous materials release or other incident that results or may result in a situation that overwhelms the resources of Facilities Management or the University’s response personnel, MIMS will be implemented and the Department of Emergency Management will be notified by pager, radio or telephone (see UMPD Emergency Procedures Manual).

Emergency Public Information: University News Service will assign the Public Information Officer (PIO) for the University of Minnesota. We anticipate that in many situations, a spokesperson from Facilities Management will be desirable. In that case, the spokesperson will be selected by the Vice President of Facilities Management and will coordinate with the PIO and the University Services Associate Director of Communications.

2. Evacuation Assistance and Mass Care
   Facilities Management will be involved in pre-planning and developing procedures for the evacuation of individual facilities. Whenever possible, Facilities Management personnel familiar with a given facility should be utilized to assist in activating evacuation plans.

   Facilities Management personnel will also be consulted as to the need to evacuate a given facility(s) or to shelter in place during emergency operations. This consultation will take place under the Minnesota Incident Management System model. The Incident Commander will report the final decision reached in this regard to The Officer of the Day.

   Facilities Management is responsible for opening and setting up shelters. Their staff will be used to maintain any shelters in a habitable condition.

3. Utilities Restoration
   Interruption of electrical supply, water, and/or steam, as specific hazards for the University, would be considered emergencies. Thus, Facilities Management maintains staff and plans for responding to these situations. In general, Facilities Management will:
• Report major utilities outages to the University Police Department, which will result in notifications of emergency staff via the Emergency Procedures Manual.
• Report major outages to FM personnel.
• Provide response/repair teams including notification of affected zones.
• Communicate and coordinate with the provider of the utility (electric, gas, water, etc.) and/or steam plant operations personnel.
• Initiate repairs as possible if the situation is campus based.
• Provide technical details of the situation to the PIO and to the Department of Emergency Management.
• Contact other University departments affected by the outage so they may initiate appropriate continuity plans.

Facilities Management maintains on-call lists of key personnel at BSAC and at each Zone office. In addition, Facilities Management maintains a tiered equipment shutdown list for each zone, detailing the priority in which buildings and operating equipment will be brought off line if a prolonged utility outage occurs and utility rationing is required.

FM routinely coordinates the distribution of electricity and steam. Load shedding and conservation processes are in place and used on a day-to-day basis.

4. Material, Supplies and Equipment
Facilities Management maintains quantities of equipment that will be of use for many emergency response situations. This includes vehicles of various types, construction equipment, power and hand tools, generators and other specified equipment. Facilities Management maintains a list of available resources. List of available equipment attached.

5. Damage Assessment
Facilities Management will work with the University’s Building Codes Official to assess damage to University property.

6. Debris Management
Facilities Management is responsible for coordinating, conducting or arranging for outside assistance regarding the removal of debris generated by any emergency or disaster.
Because of the urban nature of the campus, we anticipate that off-campus sites will be used for the disposal of such debris; however every effort will be made to utilize on-campus spaces as staging areas for debris removal.

Facilities Management and the Department of Environmental Health and Safety will work collectively to develop a debris separation plan to ensure proper disposal.

The primary location for temporary debris storage will be the public parking lots East of Mariucci Arena. Routes will be determined at the time of the event based on the amount and nature of the debris. However, the U of M Transit way can be utilized as the primary access in and out of the debris area.

Map of temporary Debris Management Locations and transportation routes.

7. Pipeline Safety
Facilities Management maintains maps of locations of all pipelines on our property and will work with providers to respond to any pipeline emergencies. Additional pipeline safety information is in the Pipeline Safety Emergency Response Manual produced by the Minnesota Pipeline CAER. A copy of this document is maintained at the EOC.

8. Labor Pool/Chain of Command
Facilities Management can respond to an emergency with the following resources and headcount:

- Mechanics \(\approx 78\)
- Carpenters \(\approx 20\)
- Plumbers \(\approx 23\)
- Electricians \(\approx 46\)
- High Voltage Electricians \(\approx 21\)
- Pipefitters \(\approx 58\)
- Custodians \(\approx 457\)
- Engineers \(\approx 5\)
UNIVERSITY OF MINNESOTA Twin Cities
Facilities Operation/Utilities Restoration

EMERGENCY OPERATIONS PLAN
Revision 4.0

Chain of Command

University of Minnesota - University Services
Facilities Management

[Diagram showing the chain of command structure with various roles and positions]
Annex I- Facilities Operation/ Utilities Restoration - Resources

U of M, Building Systems Automation Control (BSAC) - (612) 625-0011

Utility Providers
Facilities Management maintains contact with all local utility providers. Among these are:

Utility Providers for the University of Minnesota Twin Cities Campus:

### Minneapolis Campus:

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<th>Utility</th>
<th>Contact</th>
<th>24X7 Phone Number</th>
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<tbody>
<tr>
<td>Heat / Steam The S.E. Steam Plant</td>
<td>Foster Wheeler Control Room</td>
<td>Office:</td>
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<td></td>
<td>Bob Bastian, Plant Manager</td>
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<tr>
<td></td>
<td>Ken Mingo, General Foreman</td>
<td>Cell:</td>
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<tr>
<td></td>
<td>Steam Utilities / U of MN</td>
<td>Home:</td>
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<tr>
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<td></td>
<td>Dave Weigel, General Foreman</td>
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<td></td>
<td>Craig Allison, Supervisor</td>
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<td></td>
<td>Minneapolis Water Works</td>
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### St. Paul Campus:

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<tr>
<td>Water</td>
<td>University owned / FM operated</td>
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<tr>
<td>Sanitary / Storm Sewer</td>
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University of Minnesota Back-up Generators - U of MN - Standby Generators.xls