Two-Year Program Plan
Facilities Management
Physical Recovery Emergency Planning (PREP) Program
July 20, 2015
# Two-Year Program Plan
Physical Recovery Emergency Planning (PREP) Program

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I. Program Mission Statement

Program Mission Statement
Support university emergency planning with a coordinated physical infrastructure response and recovery effort in partnership with the university and community to effectively and efficiently prepare for, prevent, respond to, and recover from any and all emergency situations impacting the campus.

Facilities Management Vision Statement
Ensure a quality environment for students, faculty, staff and visitors in support of the University’s mission of teaching, research and community service.

Facilities Management Mission Statement
Provide responsible and quality stewardship for the long term preservation and growth of the university’s physical assets through the unified delivery of planned work, while remaining cost effective and competitive.

CORE VALUES
Professionalism
Respect
Integrity
Teamwork
Accountability
Service

II. Program Executive Summary

The purpose of this initial Program Plan is to provide a baseline plan as well as a two year future outlook. We will utilize this plan as a means to support, partner with and educate our customers of the planning and implementation of any proposed strategic initiatives.

Unfortunately, emergencies occur from time to time, most often when they are least expected. Planning for emergencies is a necessary component of a sound and responsible business strategy and ensures a continued quality environment for students, faculty, staff and visitors. As stewards of the university’s physical built environment, Facilities Management
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consistently utilizes preparation and planning in order to proactively respond to emergency situations.

Facilities Management supports university emergency planning through the coordination of PREP – the Physical Recovery Emergency Planning subcommittee. PREP, which is a subcommittee of the university’s emergency operation committee, utilizes an aligned and integrated physical response model in the coordination of university emergency situations.

The PREP membership team consists of representation from across the university. This diverse team is charged with the coordination of physical infrastructure response and recovery efforts in support of university emergency response. The PREP team’s charge and goal is to develop strategies that will ensure full recovery, safe occupancy, and coordination of communications through a collective and unified approach.

Under the leadership of Facilities Management, the PREP team includes representation from:

- Facilities Planning and Construction
- Information Technology
- Academic Affairs
- Research
- Student Affairs
- Student Housing and Residential Life
- Environmental Health and Safety
- Public Safety
- Transportation and Parking
- University Services
- Administration and Finance
- Communications
- Human Resources

III. Primary Customers/Stakeholders

<table>
<thead>
<tr>
<th>Stakeholder</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students, staff, faculty and visitors</td>
<td>Campus-wide</td>
</tr>
<tr>
<td>Community members</td>
<td>Local area</td>
</tr>
</tbody>
</table>
IV. Year One Plan Goals – FY 13

1) Develop and roll out PREP website to serve as a host site for meeting information, team membership, pre- and post-event checklists, zone map and building list. (http://www.uh.edu/plantops/about-us/committees/PREP/index.php).
2) Develop SharePoint site to serve PREP team as a central reporting and event tracking hub, both pre- and post-event, single event reporting process, and emergency binder logon.
3) Coordinate EDRE drill to test the PRE-event physical recovery emergency planning process including pre-event checklists.
4) Finalize Building Coordinator tertiary trees and emergency contact process.

V. Year Two Plan Goals – FY14

1) Work with Public Safety to implement Building Coordinator safety warden and PIER component/task team to review and make recommendation for implementation.
2) Post first-year goal accomplishment, review event data forms for trends and assessment of PREP program as a whole.
3) Work to communicate and advertise what PREP team does and how PREP and building coordinators interact

VI. Recurring Goals

1) Continue to populate and develop SharePoint work site and reporting processes.
2) Utilize report form and SharePoint data to review and assess the PREP processes and gauge the level of university partnership and support provided.

VII. Communications & Marketing Plan

1) Utilize PREP internet site to provide updates and centralized communications (http://www.uh.edu/plantops/about-us/committees/PREP/index.php)
2) News Releases and other communications pertaining to PREP distributed campus-wide
3) Fully integrate PREP with SharePoint site and utilize the SharePoint site consistently and effectively
4) Seek opportunities to present about PREP and the PREP team
VIII. FY13 & FY14 Budget (as applicable) n/a

IX. 2013 Meeting Schedule & Implementation
Visit PREP website for meeting schedule and agendas
(http://www.uh.edu/plantops/about-us/committees/PREP/meetings/index.php)

X. Metrics Reporting

<table>
<thead>
<tr>
<th>University Category</th>
<th>Strategic Indicators/Metrics</th>
<th>Frequency Reported</th>
<th>Mandated or Performance</th>
<th>Quantitative Metric</th>
<th>FY13</th>
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<tbody>
<tr>
<td>Nationally Competitive Research University</td>
<td>PREP process utilization</td>
<td>Quarterly</td>
<td>Performance</td>
<td>Number of events tracked</td>
<td>75%</td>
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