



**Two-Year Program**  
Facilities Management  
Physical Recovery Emergency Program (PREP)

**May 10, 2013**

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## I. Program Mission Statement

<http://www.uh.edu/plantops/about-us/committees/PREP/index.php>

## II. Program Executive Summary

The purpose of this initial Program document is to provide a baseline as well as a two year future outlook for physical recovery and emergency preparedness which will be done in a collaborative and responsible manner. We will utilize this committee to develop supporting procedures as a means to support, partner with and educate our customers of the scheduling and implementation of any proposed strategic initiatives.

Unfortunately, emergencies occur from time to time, most often when they are least expected. Preparation 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 consistently utilizes preparation in order to proactively respond to emergency situations.

Facilities Management supports university emergency preparedness through the coordination of PREP – the Physical Recovery Emergency Program subcommittee. PREP, which is a subcommittee of the university's emergency operations 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

Stakeholder	Department
Students, staff, faculty and visitors	Campus-wide
Community members	Local area

### IV. Year One 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) Solicit for a new emergency restoration contractor, work with purchasing and office of contract administration on contract, RFP, selection and ultimate selection/contract. This contract MUST be in place by May 31, 2013. No Exceptions.
- 4) Coordinate EDRE (emergency deployment readiness exercise) drill to test the PRE-event physical recovery emergency preparedness process including pre-event checklists.
- 5) Finalize Building Coordinator tertiary trees and emergency contact process.
- 6) Gain approval of work to date and begin to roll out the PREP procedures to ensure application of zone response model
- 7) Update and distribute red book (physical emergency response binder) & ensure hurricane readiness for the campus
- 8) Participate in quarterly building coordinator meetings and ensure PREP has an update at each session in collaboration with emergency preparedness
- 9) Publish quarterly and annual progress report for committee activities
- 10) Complete pre-hurricane drill for the campus (May 2013)
- 11) Certify FM Staff in Emergency Response (SLT minimum) ELT Desired

## **V. Year Two Goals – FY14 & Ongoing Goals**

- 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
- 4) Manage and monitor emergency restoration response coordinator contract, utilization and ongoing reporting, performance and utilization. Repeat applicable FY13 goals related to emergency drills, documentation and preparedness
- 5) Continue to populate and develop SharePoint work site and reporting processes.
- 6) Utilize report form and SharePoint data to review and assess the PREP processes and gauge the level of university partnership and support provided.
- 7) Continuously update red book / emergency binder information.

## **VI. Communications & Marketing**

- 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
- 5) Update and distribute red book & ensure hurricane readiness for the campus
- 6) Participate in quarterly building coordinator meetings and ensure PREP has an update at each session in collaboration with emergency preparedness
- 7) Publish quarterly and annual progress report for committee activities
- 8) Utilize FM Quarterly Newsletter

## **VII. FY13 & FY14 Budget**

Facilities Management will budget \$5000 annually for activity fees and website/documentation management; all other costs will be absorbed by participating departments as applicable to support operations and university business continuity.

## VIII. 2013 Meeting Schedule & Implementation

Visit PREP website for up to date meeting schedule and agendas  
(<http://www.uh.edu/plantops/about-us/committees/PREP/meetings/index.php>)

## IX. Metrics Reporting

<b>University Category</b>	<b>Strategic Indicators/Metrics</b>	<b>Frequency Reported</b>	<b>Mandated or Performance</b>	<b>Quantitative Metric</b>	<b>FY13</b>
Nationally Competitive Research University	PREP process utilization	Quarterly	Performance	Number of events tracked	75%
Nationally Competitive Research University	PREP quarterly and annual progress report for committee activities	Quarterly / annual	Performance	Number of progress reports	100%
Nationally Competitive Research University	News releases and campus-wide communications	Quarterly	Performance	Number of news releases and related communications	Once per quarter
Nationally Competitive Research University	Updates to Red Book	Annual	Performance	Review information contained on SharePoint	Due by May 15 of each year