

Welcoming New Additions...

Alejandro Alfredo Rivera, Groundskeeper
Facilities Management

Dorian Javier Crews, Groundskeeper
Facilities Management

Antonio Morales, Operations Manager
Facilities Management

Jamey Lee Yanarella, Maintenance Technician
Facilities Management

Randal Guite, Parking Enforcement Specialist
Parking & Transportation

Retirement

Mericile Joanem, Custodial Worker
Facilities Management (8 years)

Hi Hi Birdie

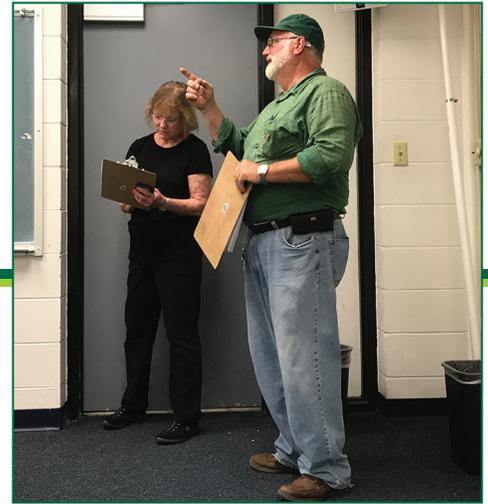
USF Administrative Services now has a Twitter!

Get in the know with the latest happenings by following the handle down below!

@USF_AdminSvcs



Follow the Administrative Services Twitter to get important notifications and information! Tweet and follow at @USF_AdminSvcs



On the Job: Barbara Donerly and Roy Clark perform a damage assessment in an FAH classroom immediately following Hurricane Irma.

Reminders

▶ Oct. 11 @ 12:30 - LIVE side-by-side burn demonstration in Lot #1 (in front of LIB) - part of Fire Safety Month

▶ Town Hall - Monday, October 16

▶ Oct. 17, 9am - 4pm - Employee Benefits Fair & Wellness Expo, MSC Ballroom

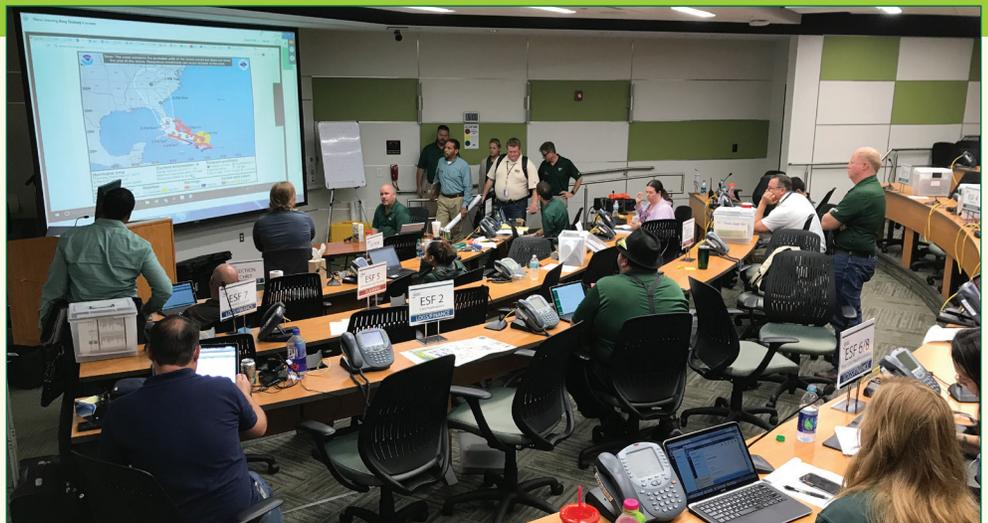
▶ USF Safety Day, October 26
10 am - 2 pm, east of Cooper Hall

"Hurricane Irma"

Preplanning and preparedness pays off...

On September 5, Florida had declared a state of emergency. The entire state had the potential to be impacted by an unprecedented hurricane, a storm that had reached Category 5 wind speeds. Since the storm's inception, USF's Department of Emergency Management (part of Facilities Management) had been monitoring what was to become Major Hurricane Irma. As the potential for Irma to impact the USF System increased, on Wednesday, September 6, the USF System Emergency Operations Center (EOC) was stood up under a partial activation.

That afternoon the decision was made by USF senior leadership to close all System



USF System Emergency Operations Center, staffed by numerous Emergency Support Functions or "ESF"s.

campuses and cancel classes beginning the following day, September 7, through September 10 to allow time for faculty, staff, and students to prepare for the hurricane and ensure the safety of our 50,000 students and 15,000 employees. Because of the projected path of the hurricane at that time, USF Sarasota-Manatee and USF St. Petersburg were also closed Monday, September 11.

On the evening of September 6, USF Emergency Management began transitioning the EOC to a larger alternate location, a tiered lecture hall in the USF Health Morsani College of Medicine complex, to allow space for a full activation with all applicable Emergency Support Functions (ESFs) called in. This level 1, full activation, would begin the following morning.

On Thursday and Friday, USF System employees classified as “essential personnel” reported to work. These employees began preparing the USF System for the impending impact of a major hurricane. The residence halls and dining facilities at USF Tampa remained open. The Library, Campus Recreation Center, Student Health Services, and the Counseling Center at USF Tampa also made the decision to remain open through Friday evening to serve the residents remaining on campus.

Points of contact were established for students, faculty, and staff who needed assistance or had questions. Messaging to the USF community included links to the official USF Hurricane Guide and hurricane preparedness information on the USF Emergency Management website. As Hurricane Irma approached, the USF Emergency Management website jumped from an average of 68 visitors per day to over 17,200 visitors per day. The Dean of Students’ office became an information

center for USF students, receiving and responding to over 200 calls and nearly 600 emails.

On Saturday, September 9, as the magnitude of Hurricane Irma was becoming clearer, the decision was made to keep the USF System institutions closed through September 12. The degree of damage following the storm would determine if campuses needed to remain closed longer.

On Saturday afternoon, all but those employees who would be riding out the hurricane on campus were sent home. The ride-out teams included over 100 Housing & Residential Education and Dining personnel to support the 2,000 students who remained on campus. These students included USF Tampa residents, USF students from the surrounding area who felt safer on campus, a group of international students, as well as students from USF St. Petersburg and USF Sarasota-Manatee. The USF St. Petersburg students were picked up on a USF Bull Runner bus and brought to USF Tampa.

The ride-out teams included about 30 University Police and 40 personnel representing Facilities Management, Emergency Management, and Information Technology. There were also over 40 Hillsborough County Sheriff’s Department officers staying on campus to ride out the hurricane.

In addition to the students and ride-out teams on campus, Hillsborough County activated Pizzo Elementary as a general population shelter and the Sun Dome as a special needs shelter.

After causing devastating damage in the Caribbean as a Category 5 hurricane, Irma made landfall in the Florida Keys as a Category 4 hurricane on Sunday morning, September 10, with sustained winds of 130 mph. The Tampa Bay area began to feel the initial effects of Hurricane Irma



Hurricane Irma made landfall in the Keys as a Category 4 hurricane on the morning of September 10 with sustained winds of 130 mph.

Anniversaries

Facilities Management

Marvin Grier	26
Dulce Valdes	14
Maria Pino	13
Theresa Patterson	10
Jean Antoine	9
Harry Ward	4
Adeline Zephinois Delicieux	3
Robert Okros	3
Ann-Marie Gorman-Vasquez	3
Frank Rome	3
Princess Coleman	2
Cynthia McCurdy	2
Antoin Roberts	2
Derrell Drew	2
Monique Clark	2
Marie Pierre	2
Stephen Lafferty	6
Brian Laverty	1
Jennifer Fleischman	3
Wilson Martinez	2
Derrick Coleman	25
Louis Frazier	22
David Whetsell	29
Mark Fussell	1
William Martinez	1
James Neighbours	24
Elizabeth Clifford	6
Shuang Hao	1
Timothy Budzban	25
Joseph Balloon	6
Lonnie Austin	4
Ronnie Hunter	1

Business Center

Corey Kelly	7
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Human Resources

Donna Pepper	14
Muktha Ravi	2
Stacey Heyes	2

Administrative Services

Gabriel Montalvo	1
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by early afternoon after the storm made a second Florida landfall as a Category 3 hurricane near Marco Island. By Sunday night Irma, moving over land along the west coast, had dropped to a Category 2 and by early Monday morning the hurricane had weakened to a Category 1 as it passed just to the east of the Tampa Bay area.

Monday morning, as soon as it was safe to do so, a team of USF Tampa Facilities Management personnel completed a “windshield” assessment of the campus and noted very little impact. 98% of the campus had power (only three buildings were without power), there were a few downed trees, and many small limbs on the ground. By late Monday morning nearly 30 damage assessment teams from Facilities Management, in coordination with Building Supervisors, were out inspecting buildings across the USF Tampa campus. Luckily, short of minor water intrusion, a broken window, damaged and/or missing lettering on some buildings, and damage to a portion of fence, the campus was in very good shape with no structural damage. Reports back from USF St. Petersburg and USF Sarasota-Manatee were similar. The System campuses were all spared any significant damage. USF Sarasota-Manatee, however, was totally without power, having lost it during the storm. The campus was operating on emergency generator power to provide for minimum life safety and IT needs. The normal fuel vendor for the campus

was unable to deliver, so a plan was put in place for USF Tampa to deliver fuel to them. A three-person team from USF Tampa began making regular deliveries using a 2,500-gallon fuel truck. Ultimately, this team provided emergency fuel to not only the USF Sarasota-Manatee campus, but also to New College and Florida State University’s Ringling Cultural Campus, which needed generator power to maintain environmental control systems that protect their art collection.

On Monday evening, USF System administration made the decision to resume classes at the Tampa and St. Petersburg campuses on Thursday, September 14, with faculty and staff returning to work on Wednesday, September 13.

A reported 3.3 million people throughout Florida lost power due to Hurricane Irma. Severe flooding was occurring in some areas, especially along many rivers in the state. While not widespread, a number of homes were significantly damaged.

The Provost’s office took the lead in establishing information hotlines for students and employees and an FAQ page was added to the information made available on USF’s main website. The hotline numbers received almost 200 calls. It was made clear that if students and employees were unable to return to campus due to impacts of the hurricane,

Anniversaries (cont.)

Parking & Transportation Services

Alvinia Young	14
Yassen Abdel-Baki	4
Pamela McHayle	4
Terri Smith	3
Carol Sheppard	2
Ozie Jackson	2
Frank Bermudez	1
Yonni Lopez	1

accommodations would be made. For students, no assignments would be due and no quizzes, tests, or examinations would be administered until the following week. Employees unable to return to work through Friday, September 15 were asked to notify their supervisors and would not be charged annual leave during this time. Faculty and supervisors were asked to be understanding of the challenges confronting some students and employees. Counseling services were made available to all students and employees.

Based on early projections, Major Hurricane Irma had the potential for a more severe impact on the USF System campuses than it did. The hurricane did put our emergency plans to the test and demonstrated that our preparedness training and preplanning paid off. People understood their individual responsibilities and knew where to turn for needed support. Personnel from across the Tampa campus as well as those at USF St. Petersburg and USF Sarasota-Manatee, came together and functioned as a cohesive team focused on preparation for, and recovery from, the hurricane.

While, as always, there are plenty of improvements that can be made based on lessons learned, overall those involved in this event did an excellent job for the USF System and should be proud! Go Bulls!



USF Facilities Management, Services personnel were on the job shortly after Irma passed, getting the campus cleaned up and looking great!



USF EMPLOYEE Benefits Fair & Wellness Expo

Event

Tuesday, October 17, 2017
9 AM - 4 PM
MSC Ballroom

Open Enrollment

October 16, 2017
to
November 3, 2017

Open Enrollment and the Benefits Fair & Wellness Expo

Please be sure to join Human Resources at the Benefits Fair & Wellness Expo to learn more about important Plan changes and the many benefits available to USF employees.

Additionally, some of our Employee Perks Vendors will be on hand with information and discounts on their products and services!

For more information or if you have questions regarding Open Enrollment, please come by the Benefit Fairs or contact your Human Resources Service Center Benefits Representative.

Open Enrollment starts at 8 AM on Monday, Oct. 16, and ends Friday, Nov. 3, 2017, at 6 PM EST.

To achieve excellence, you must be competent in your job and perform at a level that will make people say **"Wow!"**

National Campus Safety Month and Safety Day Event

Throughout October, a variety of free safety related classes are being offered to the campus community. Due to Hurricane Irma, some classes had to be rescheduled. A complete listing of classes with updated dates and times is included with this month's newsletter. You can also visit usf.edu/em for more information and to register for classes.

National Campus Safety Day has been rescheduled to October 26, from 10 AM to 2 PM. The event will be located just east of Cooper Hall. The event provides an opportunity for the campus community to become more informed about safety, disaster preparedness, and crime prevention.

Many activities are planned for the day such as impaired driving simulations, motor vehicle crash rollover simulations, fire extinguisher demonstrations, and K-9 demonstrations. Specialized equipment like SWAT Team gear and bomb detection technology, along with fire department and law enforcement vehicles will be on display. Law enforcement, fire rescue, and emergency management personnel will be on-hand to answer questions and talk about their work.

October is Fire Safety Month

As part of Fire Safety Month, USF EH&S will be doing a LIVE side-by-side burn demonstration in Lot #1 across from the Library on **Wednesday, October 11** from 12:30 AM - 2:00 PM.

Two rooms of same size, built with similar materials will be constructed and placed side by side. One of the rooms will have protection provided by a fire sprinkler system and the other will not. First, the room not protected by the fire sprinkler system will have a small fire started within to show the speed of fire and its destructiveness.

Next, the room equipped with the fire sprinkler system will have a small fire started within and will demonstrate the effectiveness of fire sprinkler systems in saving lives and property. The demonstration will show the importance and effectiveness of fire sprinklers in buildings and homes.

A "Fire Safety Tips" sheet is included with this newsletter. The focus is on the importance of always planning two ways out of any building you are in. Please take a few moments and read the tips, it could help save your life or the lives of others.

Hillsborough Area Regional Transit (HART) route changes serving the University of South Florida (USF) Tampa campus

Beginning Sunday, October 8, HART routes 5, 6, and 18, will no longer provide direct service to destinations on the USF Tampa campus.

HART Routes 5 and 6 will be re-routed along the perimeter of campus on East Fletcher and East Fowler Avenues. Route 18 will be eliminated.

Employees and students will have the option to connect between HART and USF Bull Runner buses using a valid USFCard. On campus destinations with previous direct service provided by HART may require more than one transfer with Bull Runner. Please plan accordingly.

USF Parking and Transportation Services will monitor Bull Runner routes and adjust resources to accommodate increases in ridership due to this change.

Additional Resources:

HART
gohart.org
(813) 254 – 4278
Redesigned routes

USF Parking & Transportation Services
usf.edu/bullrunner
(813) 974 – 6902
Routes
Track our buses

Submit an Idea Proposal!

Idea Proposal forms are available at all Excellence Box locations or you can submit an idea online. Just look for the “Idea Proposal Form” link on the Administrative Services “About Us” page found at: (usf.edu/administrative-services/about-us)

John Crosby Celebrates 40 Years of Service at USF!



John Crosby, center, with university leadership celebrating 40 years at USF!

John Crosby has been a USF employee for 40 years and was recently recognized at the Length of Service Awards. Before coming to USF in 1977, he worked as an architect with Watson and Company Architects/Engineers after graduating from the University of Florida in 1969.

At USF, Mr. Crosby has served as a University Planning Consultant, Assistant Director/Acting Director of Facilities Planning and Construction, and Director of Design and Construction for Facilities Management. In these roles he has contributed to the planning, development, and construction of the university's building and infrastructure projects, further progressing the USF Tampa Campus, the USF St. Petersburg Campus, and the USF Sarasota/Manatee Campus in addition to the previous USF Fort Myers and USF Lakeland Campuses. Mr. Crosby has seen the transformation of USF for the past 40 years and has contributed to the changes made. He has witnessed the growth of the University of South Florida's system, from its Board of Regents to the now standing Board of Governors with the USF Board of Trustees.

Upon reflection of his tenure, Mr. Crosby recognizes the dedicated students, staff, and administration that makes the university a special place to work, live, and learn in, and contribute to what makes USF a leader in higher education, research, and community service. He has dedicated his time here and done much in his power at USF to improving every part of it. He has a deep appreciation and affection for the opportunity and privilege to serve the university for so long. Mr. Crosby especially appreciates the current leadership at USF and Administrative Services that is continuing to make the University the best place to work and serve in Tampa, the State of Florida, and the Nation!

Thank you, John, for all your efforts and enthusiasm for USF! Congratulations on 40 years at USF!



The new Bull Runner Garage (above) is a major improvement over the old workspace (right).



New Bull Runner Garage

Parking & Transportation Services has a new and improved garage for Bull Runner maintenance and service. Many upgrades came in new 2,000 square foot facility, including:

- Two 12' W x 12' H automatic coiling overhead doors.
- Automated fluid delivery system for motor oil, transmission fluid, antifreeze coolant, grease and shop air. All on retractable reel assemblies.
- Retractable electrical cord reels strategically placed for convenience.
- Vehicle exhaust system to prevent unwanted fumes entering the work space/shop.
- Reinforced concrete floor slab to support the new bus lift system.
- Energy efficient LED lighting throughout the facility both interior and exterior.
- Covered canopy for additional storage.
- 40 foot concrete apron in the front of the facility to help prevent dirt and debris from entering the work bays.

The new garage is a larger and much better lit than the old workspace. Congratulations on the new facility!



(Above) **Raymond Mensah**, Director PATS, **Vice President Williams**, and **Marie Bowen** Assist. Dir. PATS, officially open the new bus garage with a ribbon cutting.

(Right) From left to right: **Kael Stead**, Vehicle & Equipment Mechanic; **Glenn Dutton**, Maintenance Supervisor; and **Tom Ehl**, Vehicle & Equipment Mechanic



Fire Safety Tips

EVERY SECOND COUNTS... PLAN 2 WAYS OUT!

Unlike the fires you see in movies and TV shows, a real structure fire burns fast. In a fire every second counts because seconds can mean the difference between escaping safely or having your life end in tragedy. With that in mind, everyone needs an escape plan. You should always know two ways out of any building you're in. Follow these fire safety tips for your own safety and the safety of others:

- Draw a map of your bedroom and mark two exits from the room and a path to the outside from each exit.
- On the USF campus, participate in the fire and emergency evacuation drills which occur 2 – 3 times a year. Each drill, practice using different ways out.
- If there are children in your home, teach them how to escape on their own in case you can't help them.
- Remember **R.A.C.E.**
 - (R) Rescue** - assist others in getting away from the danger of fire or smoke, if you can do so without putting yourself in danger
 - (A) Alert/Alarm** - activate the fire alarm via manual pull station and notify everyone in the immediate area
 - (C) Confine/Contain** - close doors behind you as you leave – this may slow the spread of smoke, heat, and fire
 - (E) Extinguish/Evacuate** - use the P-A-S-S technique (see below) to extinguish the fire with a fire extinguisher or get outside and stay outside - never go back inside a burning building
- When using a fire extinguisher always follow the “**PASS**” method. **P**ull the pin - **A**im at the base of the fire - **S**queeze the handle - use a **S**weep motion.

For more fire safety information, visit usf.edu/ehs or contact Environmental Health and Safety at 974-4036.

“Every Second Counts... Plan 2 Ways Out!” is a registered trademark of the National Fire Protection Association.

Free training and classes

covering personal safety and
emergency preparedness topics

Register for any of the training and classes below at usf.edu/em

Campus Connect

September 25 (Monday) | 2:00 pm - 4:00 pm | MSC 3705, Manatee Room

Campus Connect is a suicide gatekeeper program that trains students, faculty, and staff on how to recognize warning signs of suicide, how to talk to someone about suicide, and how to refer people for professional assistance.

S.A.F.E. (Self-defense Awareness & Familiarization Exchange)

September 26 (Tuesday) | 10:00 am - 12:00 pm | MSC 3705, Manatee Room

Crime-victim prevention program encompassing strategies, techniques, options, and prevention that provides women with information that may reduce their risk of exposure to violence and introduces them to the physical aspects of self-defense.

Current Drug Trends

September 27 (Wednesday) | 2:00 pm - 3:00 pm | MSC 3711, Egret Room

Learn about drugs frequently encountered in the USF area, emerging drug trends, and the dangers and side effects of using these substances.

"After the Fire"

October 2 (Monday) | 6:00 pm - 8:00 pm | MSC Oval Theatre

"After the Fire" is a documentary film viewing and dialogue session with two students who survived a tragic fire in a dormitory at Seton Hall University. They will share their experience and re-enforce the importance of fire safety.

Prevention, Protection, and Response Actions for Active Threat Incidents

October 5 (Thursday) | 12:00 pm - 1:30 pm | MSC 3711, Egret Room

Interactive presentation providing information to prepare you for and guide your response to an active threat situation. Lunch will be provided.

Side by Side Burn - Live Demonstration

October 11 (Wednesday) | 12:30 pm - 2:00 pm | Parking Lot #1 (north of LIB)

Comparison to demonstrate the importance and effectiveness of fire sprinklers in buildings and homes.

Citizen CPR

October 16 (Monday) | 5:30 pm - 6:30 pm | MSC 2707, Spirit Room

Hands-on CPR training to provide life-saving care until professional responders arrive.

Disaster Preparedness

October 17 (Tuesday) | 12:00 pm - 1:00 pm | MSC 2709, Hillsborough Room

How to prepare for disasters and an overview of careers in emergency management. Lunch will be provided.

SKYWARN Severe Weather Spotter

October 18 (Wednesday) | 1:00 pm - 2:30 pm | MSC 3711, Egret Room

National Weather Service program. Learn the basics of severe weather development, structure, identification, and reporting.

Emergency Protective Actions

October 19 (Thursday) | 12:00 pm - 1:00 pm | MSC 3709, Heron Room

Interactive training that provides an all-hazards overview of protective actions that students, faculty, and staff may take when faced with potentially hazardous situations. Lunch will be provided.

Pedestrian & Bike Safety

October 23 (Monday) | 12:00 pm - 1:00 pm | MSC 3711, Egret Room

Presented by the University Police. Learn how to stay safe while biking or walking around campus. Lunch will be provided.

National Campus Safety Day

at the University of South Florida

October 26 | 10 am - 2 pm
East of Cooper Hall (CPR)

visit usf.edu/em for more information



As part of National Campus Safety Awareness Month, USF will be holding our second annual Campus Safety Day on Thursday, October 26th from 10 a.m. until 2 p.m. in the area east of Cooper Hall (CPR) and north of the Business Administration building (BSN). Stop by and learn about personal safety, disaster preparedness, and crime prevention!

- live demonstrations
- food trucks
- personal safety tips
- emergency vehicles
- giveaways & more!

Sponsored by:

