

**MEMORADUM OF UNDERSTANDING**  
**BETWEEN**  
**THE UNIVERSITY OF CENTRAL FLORIDA OFFICE OF EMERGENCY MANAGEMENT**  
**AND**  
**THE CITY OF ORLANDO EMERGENCY OPERATIONS CENTER**  
**CONCERNING**  
**THE USE OF THE ORLANDO EMERGENCY OPERATIONS CENTER IN THE EVENT OF**  
**AN EMERGENCY**

**1. THE PARTIES**

The parties to this Continuity of Operations Plan (COOP) Memorandum of Understanding (MOU) are the University of Central Florida (UCF) Office of Emergency Management (herein referred to as UCF OEM) located 3504 Perseus Loop, Orlando, FL 32816 and the City of Orlando and the Emergency Manager for the City of Orlando Office of Emergency Management (herein referred to as COO OEM) located at 110 North Andes Avenue, Orlando, FL 32807.

**2. AUTHORITY**

This agreement is authorized under the provisions pursuant to UCF policy 3-117 pertaining to the development and implementation of *Continuity of Operations*.

**3. PURPOSE**

The purpose of this agreement is set forth with the understanding by which the COO OEM will extend the City of Orlando Emergency Operations Center (herein referred to as COO EOC) to the UCF OEM in the event of an emergency that requires COOP activation and relocation for up to fifteen (15) days, unless mutually agreed upon. The timeframe may be extended for additional fifteen (15) day periods, by mutual agreement of the parties.

**4. RESPONSIBILITIES**

The roles and responsibilities for each party are understood as follows:

**A. UCF OEM**

- i. In the event of an emergency or natural disaster which prevents UCF OEM from using its facilities, UCF OEM will immediately inform COO EOC that it wishes to invoke this MOU. UCF OEM will immediately notify the COO EOC Emergency Manager.
- ii. Will train necessary personnel about acceptable use of the COO EOC facilities and appropriate rules. A list of trained personnel expected to serve at the COOP site will be

attached in **Appendix A- COOP Go List**. UCF OEM will keep this list up to date and provide the COO EOC of any changes through written notification.

- iii. Will conduct and coordinate appropriate COOP drills and exercises with the COO EOC in order to prepare for the possibility of COOP activation.
- iiii. If UCF OEM stays beyond 30 days, mutual consent must be obtained.

#### **B. Orlando OEM**

- i. Once UCF OEM has provided COO OEM with the notice that the UCF OEM facilities are inoperable as described above, COO OEM will endeavor to provide UCF OEM with access to establish operations. Notwithstanding the foregoing, in the event of an activated or declared state of emergency, or at the discretion of the City, the COO OEM may notify the UCF OEM of the need to vacate the premises immediately.
- ii. Upon notification of the UCF OEM of the need for COO facilities, the COO OEM will seek final approval by the Mayor or CAO as set forth in the City's Policy and Procedure Section 500.3 and 500.4
- iii. Operations permitting, the COO OEM will allow UCF OEM to use electrical outlets, internet access, sanitary facilities, and additional resources such as phones and printers, as needed.
- iv. The COO EOC is aware that operations may involve at least 38 personnel who will require access to the building 24 hours a day, 7 days a week during EOC activation. Orlando OEM will allow access to the building provided UCF OEM trains all personnel on the permissible usage of the facility so as to avoid interference with Orlando OEM operations.
- v. The COO OEM will maintain a copy of Appendix A and will allow access during an emergency or for training sessions to identified personnel specified on COOP Go- List.

#### **5. POINTS OF CONTACT**

##### **UCF OEM Primary and Alternate:**

**Jeff Morgan**- Director, Office of Emergency Management  
407-823-6301     [Jeff.Morgan@ucf.edu](mailto:Jeff.Morgan@ucf.edu)  
**Tracy Watson** - Plans and Programs Coordinator  
407-823-0678     [Tracy.Watson@ucf.edu](mailto:Tracy.Watson@ucf.edu)

##### **COO EOC Primary and Alternate:**

**Manuel Soto**- Emergency Manager  
321-436-3985     [Manuel.Soto@cityoforlando.net](mailto:Manuel.Soto@cityoforlando.net)  
**April Taylor**- Planning and Grants Manager  
407- 234-9061     [April.Taylor@cityoforlando.net](mailto:April.Taylor@cityoforlando.net)

**6. OTHER PROVISIONS**

Nothing in this COOP MOU is intended to conflict with current laws or the regulations and directives of the University of Central Florida or the City of Orlando. If a term of this COOP MOU is inconsistent with such a term, then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect.

**7. EFFECTIVE DATE**

The terms of this MOU will become effective upon the date and signatures of both parties' representatives, as indicated at the end of this document. If UCF OEM relocates to the COO EOC, UCF OEM occupancy will not last for more than 30 calendar days, unless mutually agreed upon.

**8. MODIFICATION**

This COOP MOU may be amended or modified by prior written agreement to both parties. Each party shall review this MOU annually to evaluate its effectiveness and determine the need for modification or continuation.

**9. TERMINATION**

Unless terminated by the parties as specified below, this COOP MOU will continue in effect for as long as the COO EOC deems there is sufficient space and available facilities available for UCF OEM to establish operations at that location. Either party may, upon 45 days written notice to the other party, terminate this agreement.

**APPROVED BY:**

\_\_\_\_\_  
William F. Merck II  
Vice President and CFO  
University of Central Florida

Approved as to Terms and Conditions  
VFC 4/20/15

Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor / Pro Tem  
City of Orlando, Florida

Date: \_\_\_\_\_

\_\_\_\_\_  
Jeff Morgan  
Director of Emergency Management  
University of Central Florida

Date: \_\_\_\_\_

APPENDIX A  
COOP GO LIST

Title/Name	Office Phone	Cell Phone	Email
OEM Director/ Jeff Morgan	(407) 823-6301	(407) 592-7051	Jeff.Morgan@ucf.edu
Training and Exercise Coordinator/ Ari Schein	(407) 823-0714	(407) 408-6913	Ari.Schein@ucf.edu
Logistics and Administration Specialist/ Tracy Watson	(407) 882-7110	(321) 684-9117	Tracy.Watson@ucf.edu
Warning and Communications Coordinator/ Joe Thalheimer	(407) 882-7117	(321) 356-0892	Joseph.Thalheimer@ucf.edu
Assistant Director of Security/ Joseph Souza	(407) 882-7121	(617) 851-6873	Joseph.Souza@ucf.edu
Office Manager/ Shana Arias	(407) 882-7111	(804) 601-0305	Shana.Arias@ucf.edu
Assistant Planner/Hayley Markman	(407) 882-7114	(727) 254-1198	Hayley.Markman@ucf.edu