Florida Institute of Technology

Facilities Management

Departmental Disaster Plan

Revised
August 2010
The Director of Facilities Operations is designated as the primary point of contact for Facilities Management. The secondary point of contact is the Assistant Director. The Director will man a Command Post Position for Facilities Management, located in the Security Office, and will respond to all incoming calls regarding problems and needs for assistance. He will be assisted by the Assistant Director, who will be responsible for dispatching instructions to the appropriate personnel.

The Disaster Organization Structure will be implemented by Facilities Management upon receipt of Hurricane Warning Alert, or when notice is received of a major fire, explosion, tornado, or campus disorder, and shall remain in effect until canceled by the Director of Facilities Operations.

Responsibility for Crew Supervision is as follows:

- **Grounds**: Barry Bartolino
- **Custodial**: Julio Sanchez
- **Trash**: Barry Bartolino
- **Utility Systems**: John Siraco
- **Electrical**: James Hayes
- **Transportation**: Richard Mackenzie
- **Carpentry**: Reuben Wooten
- **Building Maintenance**: Reuben Wooten
Objectives

The objective of the Facilities Management disaster organization is to take all steps that can be reasonably and safely taken to prepare the campus facilities in anticipation of a Hurricane or other disasters, provide assistance to the campus community, and to return damaged facilities to service as soon as possible.

All Facilities Management personnel are cautioned that extra care must be taken to ensure that work is done in a safe manner and that no undue risks are taken.
Upon notification that a Hurricane Warning has been Issued:

1. Notify all key supervisors that a Hurricane Warning has been issued and that they should notify their employees that a Hurricane Warning has been issued.

2. Provide Security with the names of all employees on duty. Employees having radios should retain the radio unit itself so as to be in communication.

3. Call meeting of Facilities Management Disaster Organization to determine if there has been any change in state of readiness or new problems have arisen. Advise Disaster Coordinator of state of readiness and any problems anticipated.

4. Take necessary steps to protect office records from damage by moving away from walls as needed and covering files, desks, tables and all equipment with plastic properly secured.

5. Send non-essential personnel home.

6. Secure and lock all office and building doors.

7. Director Facilities Operations and Assistant Director relocate to Facilities Command Post Position at the Security Office located in Shaw Hall.

8. Director Facilities Operations sees that status reports are made to Security and the Disaster Coordinator as required.

9. Remind all employees who need to leave the campus they must check out with Security when they are no longer on site.

10. Confirm with Housing a head count of students who will be on campus through the storm, include the room number, facility, and name of the student. Remind the students to check in and out at the Security office.

11. Coordinate protective action with General Contractors on new construction projects.

Post Hurricane Actions:

1. Listen to designated radio and/or TV stations for announcement on when to report back to work.

2. All Facilities management office staff report back to work as promptly as possible after hearing announcement.

3. Take necessary steps to get office operational.
Action to be Taken
Responsible Supervisor - Greg Tsark (GT) - University Architect
Scott Weber (SW) –Assistant Director

Annual Preparation - May 1 each year:

1. (GT) Identify requirements for backing up the CADD/CAFM database software, and determine safe location for storage of software and hardware.
2. (GT) Identify requirements for protecting and/or relocating drawings, specifications, and other critical documents. Make arrangements as required.

Upon Notification that a Hurricane Watch has been Issued:

1. (GT) Review requirements described in the annual preparation section above. Obtain materials, supplies, and equipment as required to protect documents and CADD/CAFM hardware and software.

Upon Notification that a Hurricane Warning has been Issued:

1. (GT) Cover drawings and other document files with plastic and seal weather tight.
2. (GT) Back up all software related to the CADD/CAFM system and remove to safe location. Remove or protect computer hardware components.

Post Hurricane Actions.

1. (SW) Listen to designated radio and/or TV stations for announcement when to report back to work.
2. (GT) Inspect building documents for water or other damage. Dry out as required.
3. (SW) Assist with inspecting campus for damage.
4. (SW) Retrieve and restore CADD/CAFM systems back into service, provided building is secure.
5. (SW) Photograph and document damage.

Notification of other types of Emergencies:

Fire, Flood, Campus Unrest, Explosion, Bomb Threat -

1. Stand by for instructions from Security.
Building Maintenance
Action to be Taken

Responsible Supervisor – Reuben Wooten

Annual Preparation - May 1st of each year:

1. Identify needs and establish inventory of materials required to protect windows and doors during hurricane, and securing openings likely to be damaged or destroyed during a hurricane.

   Quantities required:
   - Pre-cut plywood
   - Loose plywood (4x8x1/2 CDX) - 30 sheets
   - Anchors - 250
   - 6 mil plastic sheeting - 10 rolls.

2. Pre-cut and pre-drill plywood coverings for windows on critical buildings. Critical buildings include the command center in Shaw, Academic Computing facility in building one, Administrative Computing facility in Crawford, Financial Affair’s office, President’s office.

3. Ensure all number of two-way radios are available, and that all are operational.

4. Obtain generator and sufficient extension cords.

5. Ensure Distribution has hurricane supplies on hand as noted in hurricane list.

Upon Notification that a Hurricane Watch has been issued:

1. Review requirements described in the annual preparation section above. Obtain materials, supplies, and equipment as required.

2. Identify personnel who will be required to report upon issuance of warning. Advise personnel of when and where to report.

Upon Notification that a Hurricane Warning has been issued:

1. Provide Security with the names of all employees on duty. Employees having radios should retain the radio unit itself so as to be in communication.

2. Board up critical areas and additional large window areas as time permits. Priority areas of concentration for boarding up are: Shaw Hall, Administrative Computing facility in Crawford, Financial Affairs office, President’s office.

3. Secure all loose items which may blow around during the storm.
Building Maintenance

Action to be Taken

Responsible Supervisor – Reuben Wooten

(Continued)

Upon Notification that a Hurricane Warning has been issued:
(Continued)

4. Remind all employees who need to leave the campus they must check out with Security when they are no longer on site.

5. Secure and protect computer hardware and software.

6. Send non-essential personnel home.

Post Hurricane Actions:

1. Listen to designated radio and/or TV stations for announcement on when to report back to work.

2. Inspect entire campus for damage.

3. Secure all first floor doors and board up broken windows as needed to secure against unauthorized entry.

4. Install plastic on any missing upper floor windows for temporary weather protection.

5. Inspect roofs for damage and repair to the extent possible.

6. Procure replacement supplies and materials as required.

Notification of other types of Emergencies:

Fire, Flood, Campus Unrest, Explosion, Bomb Threat -

1. Stand by for instructions from Security.
Action to be Taken

Responsible Supervisor for Utility Systems – John Siraco
Responsible Supervisor for Electrical – James Hayes
Responsible Automated Building Systems – Jeff Sherman
Responsible Plumbing/HARV Building Systems – Doug Givens

Annual Preparation - May 1st of each year:
1. Determine the needs for portable emergency generators. Inspect and test for proper operation immediately prior to hurricane season.
2. Ensure all number of two-way radios are available and that all are operational.
3. Test and inspect emergency generators, emergency lighting and other safety systems.
4. Identify requirements for backing up Niagara EMS database software, and determine safe location for storage of software and hardware.
5. Identify requirements for protecting and/or relocating drawings, specifications, and other critical documents pertaining to Niagara EMS. Make arrangements as required.
6. Inspect first aid kits and restock as required.
7. Prepare for dewatering as per Director’s instructions.

Upon Notification that a Hurricane Watch has been issued:
1. Review requirements described in the annual preparation section above. Obtain materials, supplies, and equipment as required.
2. Identify personnel who will be required to report upon issuance of warning. Advise personnel of when and where to report.
3. Obtain materials, supplies, and equipment as required to protect documents and EMS hardware and software. Back-up software and relocate copies to predetermined safe location.
4. Check all exterior electrical panels. Close and secure doors as required.
5. Secure generator, 3 portable sump pumps.

Upon Notification that a Hurricane Warning has been Issued:
1. Employees having radios should retain the radio unit itself as to be in communication.
2. Provide listing of all personnel remaining on campus.
3. Secure all loose items which may blow around during the storm.
4. Relocate Niagara EMS hardware and software to predetermined safe location.
5. Provide generator for 2-way radio repeater on 7th floor Crawford.
6. Send non-essential personnel home.

Building Systems
Action to be Taken

Responsible Supervisor for Utility Systems – John Siraco
Responsible Supervisor for Electrical – James Hayes
Responsible Automated Building Systems – Jeff Sherman
Responsible Plumbing/HARV Building Systems – Doug Givens

(Continued)

7. Remind all employees who need to leave the campus they must check out with Security when they are no longer on site.

8. Secure and protect computer hardware and software.

9. Monitor radio and/or TV reports for notification as to when and where to report to work.

Post Hurricane Actions:

1. Listen to designated radio and/or TV stations for announcement on when to report back to work.

2. Inspect entire campus for damage.

3. Repair or render safe any exposed or down power lines, lighting distribution systems, or other electrical hazards.

4. Coordinate with FP&L for re-establishing electrical service and start-up of building equipment.

5. Inspect gas systems for damage and repair as required. Reactivate gas service on restoration of City service.

6. Reactivate EMS and test for proper operation.

7. Arrange for inspection of elevators and place in service.

8. Check all functions and operations of building back-up systems.

Notification of other types of Emergencies:

Fire, Flood, Campus Unrest, Explosion, Bomb Threat -

1. Stand by for instructions from Security.
Building Systems
Action to be Taken for Versailles Condo

Responsible Supervisor for Utility Systems – John Siraco

(Continued)

Upon Notification that a Hurricane Watch has been Issued:

1. Close hurricane shutters
2. Turn off circuit breakers to unit
3. Turn off water to unit

Post Hurricane Actions.

1. Listen to designated radio and/or TV stations for announcement when to report back to work.
2. Inspect condo for water or other damage. Dry out as required.
3. Photograph and document damage.

Notification of other types of Emergencies:

Fire, Flood, Campus Unrest, Explosion, Bomb Threat -

1. Stand by for instructions from Security.
Transportation Services

Action to be Taken

Responsible Supervisor - Richard Mackenzie

Upon Notification that a Hurricane Watch has been Issued:

1. Fuel all service vehicles.
2. Verify operation all Florida Tech diesel generators.
3. Order Fuel Delivery.

Upon Notification that a Hurricane Warning has been Issued:

1. Provide Security with the names of all employees on duty.
2. Ensure all number of two-way radios are available, and that all are operational.
3. Top off fuel in all vehicles.
4. Deliver three vehicles to Security and park adjacent to the Security office. Deliver keys to the Security office. Pickup truck will be carrying five 5 gallon cans of gasoline for portable generators to be disbursed as needed by Security. Truck # 035 and Truck# 036 will be used to deliver diesel for stationary generators. Three vehicles will be used as service truck.
5. Park all Grounds vehicles at the Grounds area on the asphalt. Park all vehicles assigned to the ARL building in a group. New vehicles shall be located so as to be protected by older vehicles.
6. Take necessary steps to protect office records from damage by moving away from walls and off of floors. Cover all desks and equipment with plastic and properly secure.
7. Move any remaining loose objects outside the building into the building.
8. Send non-essential personnel home.
9. Secure and lock all doors to the building.

Post Hurricane Actions:

1. Listen to designated radio and/or TV stations for announcement on when to report back to work.
2. Access damage to vehicle fleet and report to Director of Facilities Operations.
3. Access damage to shop equipment and records and report to Director of Facilities Operations.
5. Return to shop to service at earliest possible time.
Transportation Services
Action to be Taken

Responsible Supervisor - Richard Mackenzie
(continued)

6. Repair those vehicles that can be handled in Transportation Services, and contract out repairs of other repairable vehicles. Locate non-repairable vehicles in central location.

7. Resume duties of refueling all generators following the storm.

Notification of other types of Emergencies:

Fire, Flood, Campus Unrest, Explosion, Bomb Threat -

1. Stand by for instructions from Security.
Ground Maintenance

Action to be Taken

Responsible Supervisor – Barry Bartolino

Upon Notification that a Hurricane Watch has been Issued:

1. Review disaster inventory against list of materials and supplies required and order and pick up any items not available.
2. Service back hoe, dump truck, and flat bed truck so that they are ready for immediate use when needed.
3. Ensure that the sprinkler systems are off.
4. Service oil and gas backhoes, chainsaws, etc.
5. Order sand for sandbags and barricades if needed.
6. 6” and 8” trash pumps on standby with discharge hose for flooding
7. Secure local contractors for storm cleanup (loader, dump truck, rollouts, etc.)
8. Check infalls/outfalls of all drainage systems and clear off storm top basins throughout campus to include off campus sites.

Upon Notification that a Hurricane Warning has been issued:

1. Ensure all number of two-way radios are available, and that all are operational.
2. Assist with and ensure all windscreens are removed.
3. Provide Security with the names of all employees on duty. Employees having radios should retain the radio unit itself as to be in communication.
4. Check the entire campus for items that might be blown around by the wind and either secure or pick up and remove to a secured area. This includes trash containers and any equipment located outdoors that is not bolted down.
5. Secure and lock all doors to Grounds Maintenance Facilities.
6. Remind all employees who need to leave the campus they must, prior to leaving the campus, check in at Security and check out so that Security know they are no longer on site.
7. Send non-essential personnel home.

Post Hurricane Actions:

1. Listen to designated radio and/or TV stations for announcement on when to report back to work.
2. Assess damage to Grounds Maintenance equipment and report to the Director of Facilities Operations.
Ground Maintenance
Action to be Taken

Responsible Supervisor – Barry Bartolino
(continued)

3. Clear campus roads, walks, drainage systems (grates, culverts, swales, etc), and parking areas of debris.

4. Clear grounds around the campus buildings of debris paying particular attention to avoid any downed electric lines.

Notification of Other Types of Emergencies:

Fire, Flood, Campus Unrest, Explosion, Bomb Threat -

1. Stand by for instructions from Security.
Building Services
Actions to be Taken

Responsible Supervisor – Julio Sanchez

Upon Notification that a Hurricane Watch has been Issued:

1. Review disaster inventory against list of materials and supplies on hand and order up any items not available in inventory.
2. Check condition of all clean-up equipment - wet vacs, etc. to make sure they are in operable condition. Service if needed.
3. Secure 2 pair of boots and 12 flashlights.

Upon Notification that a Hurricane Warning has been Issued:

1. Employees having radios should retain the radio unit itself so as to be in communication.
2. Secure and lock doors to all custodial closets.
3. Advise all employees to turn in building keys at the key cage.
4. Send non-essential personnel home.
5. Assist Grounds crew on campus collecting items that might be blown around in a wind and either secure or pick up and remove to a secured area.
6. Remind all employees who need to leave the campus they must check out with Security when they are no longer on site.

Post Hurricane Actions:

1. Listen to designated radio and/or TV stations for announcement on when to report back to work.
2. Assess damage to building interiors and report to Director Facilities Operations.
3. Take all possible custodial steps to clean up buildings and return them to service.

Notification of Other Types of Emergencies:

Fire, Flood, Campus Unrest, Explosion, Bomb Threat -

1. Stand by for instructions from Security.