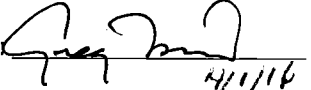


Approved  4/1/16

Florida Institute of Technology
Facilities Operations
Departmental Disaster Plan

Revised
March 30, 2016

Florida Institute of Technology
Facilities Operations

Disaster Organization Structure

The Director of Facilities Operations is designated as the primary point of contact for Facilities Operations. The secondary point of contact is the Associate Director of Facilities Operations. 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 Associate Director, who will be responsible for dispatching instructions to the appropriate personnel.

The Disaster Organization Structure will be implemented by Facilities Operations 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	Horticulturist/ Manager of Grounds
Custodial	National Management Resources
Trash/Yard Debris	Horticulturist/ Manager of Grounds
Utility Systems	Associate Director, Facilities Operations
Electrical	Supervisor, Electrical
HVAC & Plumbing	Supervisor, HVAC & Plumbing
Transportation	Supervisor, Transportation
Carpentry/Bldg Trades	Supervisor, General Maintenance
Building Maintenance	Supervisor, General Maintenance

Responsibility for New Construction/Renovation contract work:

Project Manager: Chase Brown
Director Facilities Operations

Objectives

The objective of the Facilities Operations 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 Operations 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.

Administration
Actions to be taken

Responsible - Director Facilities Operations

*****All supervisors are to call in to Security following each event*****

Annual Preparation - May 1 each year:

1. Update disaster plan
2. Ensure all divisions complying with their plans.
3. Ensure annual preparations are made May 1 as scheduled.
4. Confirm contracts for restoration services are in place.

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 Operations 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 Associate 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.

Administration
Actions to be taken

Responsible - Director Facilities Operations
(Continued)

Post Hurricane Actions:

1. Listen to designated radio and/or TV stations for announcement on when to report back to work.
2. All Facilities Operations 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 Personnel - Architectural Designer

Annual Preparation - May 1 each year:

1. Identify requirements for backing up the CADD/CAFM database software, and determine safe location for storage of software and hardware.
2. 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. 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. Cover drawings and other document files with plastic and seal weather tight.
2. 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. Listen to designated radio and/or TV stations for announcement when to report back to work.
2. Inspect building documents for water or other damage. Dry out as required.
3. Assist with inspecting campus for damage.
4. Retrieve and restore CADD/CAFM systems back into service, provide the building is secure.
5. 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 –Supervisor, General Maintenance
Utility Systems – Associate Director
HVAC/Plumbing – Supervisor, HVAC/Plumbing

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. Items will be stored at ARL/carpenter shop.

Quantities required:

Pre-cut plywood-

Loose plywood (4x8x1/2 CDX)- 30 sheets Will be purchased at Hurricane Watch

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 Affairs 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.
6. First Aid kits.

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 Personnel –General Maintenance – Supervisor, General Maintenance
Utility Systems – Associate Director
HVAC/Plumbing – Supervisor, HVAC/Plumbing

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.

Building Systems
Action to be taken

Responsible Personnel - Utility Systems – Associate Director
Electrical – Supervisor, Electrical
Automated Building Systems – Automated Building System Engineer
Plumbing/HVAC – Supervisor, HVAC/Plumbing

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.
7. Inspect first aid kits and restock as required.
8. 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. Send non-essential personnel home.

Building Systems
Action to be taken

Responsible Supervisor - Utility Systems – Associate Director
Electrical – Supervisor, Electrical
Automated Building Systems – Automated Building System Engineer
Plumbing/HVAC – Supervisor, HVAC/Plumbing

(Continued)

6. Remind all employees who need to leave the campus they must check out with Security when they are no longer on site.
7. Secure and protect computer hardware and software.
8. 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 Personnel – Supervisor, General Maintenance

(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 Personnel – Supervisor, Transportation
Utility Systems – Associate Director

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.
4. Service back hoe, dump truck, and flatbed truck, so that they are ready for immediate use when needed.
5. Secure and lock all doors to Fleet Management Facilities.

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 and all generators.
4. Fleet vehicles are to be parking in the parking garage, utilizing spaces in the center core and away from the exterior. Vans that cannot clear the low ceiling are to be parking on the lower level. All carts that are not in the golf cart barn are to be brought into the parking garage.
5. 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.
6. Move any remaining loose objects outside the building into the building.
7. Send non-essential personnel home.
8. Secure and lock all doors to the building.
9. In the event of impending natural disaster such as hurricane, transportation personnel will be on hand to provide service to an approved Red Cross Shelter. Evacuation to these shelters will be provided when the shelters open and return to campus from shelters when the emergency is lifted and campus reopens. Vehicles used for this purpose will be #TY20, TY21, TY23, #522, #552, #553, #555, and #556.

The following locations are approved Red Cross Shelters:

- Palm Bay High School – 101 Pirate Lane, Melbourne (Panther Bay & Mary Star of the Sea Newman Hall)**
- Melbourne High School – 74 Bulldog Blvd, Melbourne (Campus Students)**
- Central Middle School – 2600 Windgate Blvd., Melbourne (Campus Students)**

Meadlowlane Intermediate Elementary School – 2700 Wingate Blvd., West Melbourne, FL (Campus Students)

Eau Gallie High School – 1400 Commodore Boulevard, Melbourne, FL

Heritage High School -2351 Malabar Road SW Palm Bay

Bayside High School -1901 DeGroot Road Palm Bay

Central pickup location on campus, students leaving campus will need to check out/in with security (#TY20, TY21, #522)

Pick-up location at **Panther Bay at the clubhouse** (#TY23, #512, #513)

Pick-up location at **Mary Star of the Sea Newman Hall** (#555, #556)

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.
4. Clear debris.
5. Return to shop to service at earliest possible time.
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 – Horticulturist/Manager of Grounds

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. Ensure that the sprinkler systems are off.
3. Service oil and gas backhoes, chainsaws, etc.
4. Order sand for sandbags and barricades if needed.
5. 6" and 8" trash pumps on standby with discharge hose for flooding
6. Secure local contractors for storm cleanup (loader, dump truck, rollouts, etc.)
7. Check in falls/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.
3. 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.
4. Secure and lock all doors to Grounds Maintenance Facilities.
5. 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.
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. Assess damage to Grounds Maintenance equipment and report to the Director of Facilities Operations.

Ground Maintenance
Action to be taken

Responsible Supervisor – Horticulturist/Manager of Grounds

(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 – National Management

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.
4. Check condition of all clean-up equipment - wet vacs, etc. to make sure they are in operable condition. Service if needed.
5. 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.

Construction Projects
Actions to be taken

Responsible Supervisor – Project Manager

Contacts:

Chase Brown
James Aulicino

In the event of a hurricane or any other type of disaster, protocol will remain the same.

Chase Brown will coordinate necessary activities with onsite vendors to ensure jobsites are left in a safe manor.

This includes:

- Storage of any materials into a safe/designated area
- Dry-In with ¾" plywood any openings in the building
- All storm drains will be protected to remain free of construction debris
- Jobsite fence will remain open in case the need to enter the jobsite during the disaster

Communication will also be made with security to ensure all specific needs are addressed.

Any questions or concerns, contact Chase Brown. If unavailable, contact James Aulicino.

Below you will find a list of primary contacts for other university facilities as noted.

Aviations	Mr. Ismael Cremer
Center for Aeronautics and Innovation	Mr. Ismael Cremer
Dean of Students	Mr. Rodney Bowers
Dining Services	Mr. Tom Stewart
Evinrude Marine Operations Center (Anchorage)	Mr. Tim Fletcher
Facilities Operations Applied Research Lab Intersil	Mr. Greg Tsark
FIT Aviation	Mr. Ismael Cremer
Foosaner Art Museum	Ms. Carla Funk
Ruth Funk Center for Textile Arts	Ms. Carla Funk
Housing and Residence Life	Mr. Greg Graham
Marketing and Communications	Mr. Wes Sumner
River's Edge	Ms. Julie Shankle
Vero Beach Marine Laboratory	Ms. Nancy Pham Ho