

Florida Institute of Technology Emergency Preparedness Plan



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Students, Parents, Faculty and Staff,

Florida Institute of Technology's location on the East Coast exposes us to the possibility of hurricanes and tropical storms during the period June 1 through November 30. These events may lead to property damage and personal injury. In past years, Florida Institute of Technology experienced several hurricanes that caused damage to the campus. Hurricanes are a very real threat, and the university has maintained a comprehensive plan to deal with these storms. Our primary concern and responsibility is the protection and safety of our students, faculty and staff. The enclosed information is designed to make you aware of what we will do to assure the safety of the Florida Institute of Technology community.

Everyone's cooperation will help insure the safety of all concerned.

Anthony J. Catanese, President

EMERGENCY PREPAREDNESS COMMITTEE

Mr. Jack Armul	Vice President Financial Affairs and Emergency Planning Coordinator
Mr. Kevin Graham	Chief of Security and Command Center Coordinator
Dr. Anthony Catanese	President
Dr. T Dwayne McCay	Executive Vice President and Provost
Dr. Ken Stackpoole	Sr. Vice President for Advancement
Mr. Gary Hamme	Vice Provost for Enrollment Management
Mr. John Milbourne	Director, Facilities Management
Mr. Rodney Bowers	Dean of Students, Associate Provost for Student Affairs
Mr. Greg Graham	Director, Auxiliary Enterprises
Mr. Tom Stewart	Food Service Director
Mr. Jay Wilson	Sr. Director, University Communications
Ms. Stephanie Hopper	Director of Laboratories, College of Engineering
Dr. John Cain	Acting Dean, College of Aeronautics
Mr. Jason Ball	Assistant Vice President & Director of Information Technology
Mr. H. Greg Peebles	University Safety Officer

Advisory

Dr. Tom Utley	College of Aeronautics
Dr. Michael Splitt	Hurricane Research

EMERGENCY NAMES AND PHONE NUMBERS

Brevard County Emergency Management and Communications Division (321) 637-6670

The EVACUATION CENTER intended for use by Florida Institute of Technology's residential students is located at the Riviera Elementary School, 351 Riviera Drive, NE, Palm Bay (south on Babcock Street to Palm Bay Road west to Riviera Drive then south to Riviera Elementary School). This center will be used unless capacity is reached, and at that time, a secondary facility will be opened and people seeking shelter will be redirected to the alternate facility. See map page 31.

Note: When calling office extensions from an off campus location or from a cell phone, remember to first dial the 674 exchange and then extension number. Also, unless otherwise indicated area codes are (321).

Name	Title	Office Extension
Armul, Jack	Vice President Financial Affairs, Emergency Planning Coordinator	7297
Ball, Jason	Assistant Vice President & Director of Information Technology	7999
Bowers, Rodney	Dean of Students, Associate Provost for Student Affairs	8080
Cain, John	Acting Dean, College of Aeronautics	8971
Catanese, Anthony	President	7232, 8099
Erdell, Frank	Customer Service Manager, Telecommunications	7514
Graham, Greg	Director, Auxiliary Enterprises	7721
Graham, Kevin	Chief of Security and Command Center Coordinator	8111, 8112, 8113
Tim Fletcher	Captain, Evinrude Marine Operations Ctr.	7930
Hopper, Stephanie	Director of Laboratories, College of Engineering	7349
Kinney, Frank	Vice Provost for Research	8960
McCay, Dwayne	Executive Vice President and Provost	8889
Milbourne, John	Director, Facilities Management	8038, 7160
Peebles, Greg	University Safety Officer	7715
Porche, Pete	Facility Security Officer	8952
Stackpoole, Ken	Senior Vice President for Advancement	6400
Stewart, Tom	Food Service Director	7458, 8040
Thomas, Al	Director, FIT Aviation, LLC.	6514
Williams, Oscar	Associate Director of Technology Support Services	7284
Wilson, Jay	Sr. Director, University Communications	6218

COMMUNICATIONS

To facilitate communications and to insure that the President is kept aware of all ongoing actions, a Command Center will be set up at the security Office when a "Hurricane Warning" status has been declared. The Command Center telephone numbers are University extensions 8111, 8112, or 8113, or in the event of telephone line failure, the Center can also be reached by dialing 537-7411 or 537-7412. The Center will be manned by the Chief of Security, or his designee, and will have all University radio equipment available for issuance to staff involved in the preparatory stages. All personnel involved in the preparation stage, and those that will remain on campus during the actual storm, will check in at the Command Center and pick up radio equipment to insure no communication lapses.

The Command Center will communicate directly with the departments/operations listed below regarding preparations and/or special problems being experienced. These communications are to be established immediately upon issuance of a Hurricane Warning. The Command Center will obtain reports indicating that (1) preparations are under way, (2) that preparations have been completed, and (3) special problems have (have not) been encountered that required the attention of the Coordinator or some other authority.

Food Service	Mr. Tom Stewart
Aeronautics	Dr. John Cain
Evinrude Marine Operations Center	Mr. Tim Fletcher
FIT Aviation	Mr. Al Thomas
Facilities Management and Applied Research Lab building	Mr. John Milbourne
Residence Life	Mr. Rodney Bowers
Vero Beach Research Facility	Dr. Lee Harris and Dr. Junda Lin

The University Communications Director will maintain communications with the Command Center to remain apprised of the status of all departments. University Communications will coordinate all information to be released to the local media with the Emergency Planning Coordinator and the President and will make releases as decisions are made or the campus status changes.

NOTIFICATION SYSTEM

The most important aspect of this plan is to insure that all affected parties present on campus are notified that an emergency situation exists or is imminent. To facilitate this process, the following steps will be implemented: When the determination has been made that a disaster or other disruptive situation has occurred or is imminent, the Vice Presidents will insure that the appropriate personnel in their departments are notified. If any statements are to be made to the general public, or announcements made using public communications facilities, including WFIT, the University Communications Department will release such announcements.

Code Red Emergency Notification System

Notification regarding cancellations and evacuations will be sent to each person on the campus e-mail system.

888 number for employee and students

To obtain information regarding dates and times to return to work.
1-888-820-4636.

Departmental Phone Trees

If used by departments - should be implemented following either notification to evacuate or for return to work information. Please insure that someone in each department is assigned to notify off-campus employees and/or adjunct faculty.

Notification to Students

Student Life will distribute flyers to Residence Halls for Resident Assistant distribution. Registrar will post flyers on classrooms.

Full-time and adjunct faculty

Notification is the responsibility of the academic departments.

Voicemail Message Change

Prior to leaving campus because of closure due to hurricane preparedness, all employees/departments except security should change their telephone voicemail messages to the following message:

"Hello, you have reached the (department name) at Florida Institute of Technology. The University closed on (day and date) for hurricane preparedness. We expect to open again in two to three days. We are sorry for the inconvenience and ask that you call back at that time. Thank you."

University Web Site
<http://www.fit.edu>

The main university web site www.fit.edu will remain operational during emergencies. Students, faculty and staff can use this site to obtain information about cancellation, evacuations and information regarding dates and times the University will re-open.

On-campus or local students and staff should be directed to tune in to one of the following radio/TV stations for the most up-to-date information regarding the emergency and how it impacts Florida Institute of Technology. University College Extended Studies students should be directed to appropriate stations in their areas.

Information regarding operational status of the University's main campus will be released to all of the following stations:

AM Radio	
WMMB	1240 KHZ
WAOA	1560 KHZ
FM Radio	
WFIT	89.5 MHZ
WLRQ	99.3 MHZ
WGGD	102.3 MHZ
WHKR	102.7 MHZ
WAIA	107.1 MHZ
Television	
WESH	Channel 2
WKMG	Channel 6
WFTV	Channel 9

Additionally, more information about hurricanes and procedures can be found on the following Web sites:

- www.redcross.org/disaster/safety/hurricane.html (preparation/safety tips)
- <http://www.nhc.noaa.gov/> (storm information)
- www.fema.gov/library/hurricane.htm (relief information)

SECTION 1: NATURAL DISASTERS

Tornadoes and hurricanes can inflict heavy casualties and damage. It is very difficult to make anything other than routine preparation for tornadoes because of their unpredictability and the lack of reliable warning information. Hurricanes, however, generally allow for sufficient lead-time to take actions that minimize losses and contribute to timely recovery.

TORNADO PROCEDURES

Before the storm, develop a plan for you and your family at home, work, school and when outdoors. Keep a map of approaching storm movements by listening to weather bulletins. Have a NOAA weather radio to receive warnings. If planning to be outdoors, listen to latest forecasts and plan accordingly.

Occasionally, tornadoes develop so rapidly that advance warning is not possible. Remain alert for signs of an approaching tornado. Flying debris from tornadoes causes most deaths and injuries. If you see a dark, often greenish sky, a wall cloud, large hail, or hear a loud roar similar to a freight train, take shelter immediately.

Scale	Wind Estimate (MPH)	Typical Damage
F0	<73	<u>Light Damage:</u> Some damage to chimneys; branches broken off trees; shallow-rooted trees pushed over; street signs damaged.
F1	73-112	<u>Moderate Damage:</u> Peeled surfaces off roofs; mobile homes pushed off foundations or overturned; moving cars blown off roads.
F2	113-157	<u>Considerable Damage:</u> Roofs torn off frame houses; mobile homes demolished; boxcars overturned; large trees snapped or uprooted; light-object missiles generated; cars lifted off ground.
F3	158-206	<u>Severe Damage:</u> Roofs and some walls torn off well-constructed houses; trains overturned; most trees in forest uprooted; heavy cars lifted off ground and thrown.
F4	207-260	<u>Devastating Damage:</u> Well-constructed houses leveled; structures with weak foundations blown away some distance; cars thrown and large missiles generated.
F5	>261	<u>Incredible Damage:</u> Strong frame houses leveled off foundations and swept away; automobile-sized missiles fly through the air in excess of 100 meters (109 yds); trees debarked; incredibly severe damage will occur.

*Fujita Scale information from www.spc.noaa.gov

WATCH VS. WARNING

TORNADO WATCH issued for your part of the state when tornadoes and severe thunderstorms are possible.

TORNADO WARNING issued for your part of the state when a tornado has actually been sighted somewhere in the warning area and more tornadoes are possible.

DURING A TORNADO WATCH

- Report any revolving funnel-shaped clouds to authorities, including:
 - Florida Tech Security: 8111
 - National Weather Service, Melbourne: 1-800-683-4468, ext. 241 or <http://www.srn.noaa.gov/mlb/>
- Stay tuned to local media and the Florida Tech web page for weather alerts and emergency instructions.

IF A TORNADO IS SIGHTED APPROACHING THE CAMPUS (TORNADO WARNING)

- If time permits, move to a basement, interior room or hallway on the lowest floor.
- If time does not permit, go to the safest area of your classroom or office (an inside wall) furthest away from the doors and windows.
- Avoid windows, auditoriums, gymnasiums, or other structures with wide, free-span roofs. If you are in a building with a wide, free-span roof (Clemente Center), evacuate the room with a wide, free-span roof immediately and go to the closest safe location, i.e. lowest floor of the building, and/or locker rooms.
- Take shelter underneath a desk or any heavy furniture available.
- Assume a curled position to protect your head and eyes.
- All qualified personnel will render first aid as necessary.
- Get out of automobiles. Do not try to outrun a tornado in your car; instead, leave it immediately. If caught outside or in a vehicle, lie flat in a nearby ditch or depression.

AFTER A TORNADO

- Continue to pay attention to National Weather Service warnings and watches. Severe weather may continue.
- Use caution when traveling on campus and avoid debris.
- Report any severe damages to Florida Tech Security.

HURRICANE PROCEDURES

NO UNIVERSITY BUILDING IS DESIGNATED AS AN OFFICIAL HURRICANE SHELTER!

Non-essential employees are prohibited from seeking shelter in University facilities. They should remain at home, stay with friends, or go to a public shelter. Essential employees (Physical Plant, Student Health Services, Housing, Food Services, Telecommunications, and others so designated) are likely to be expected to stay in a University facility. Arrangements for housing these essential employees will be made by the Command Center.

Hurricane Information – from the National Hurricane Center website
<http://www.nhc.noaa.gov>

Hurricane Season – June 1 through November 30

Tropical Depression

An organized system of clouds and thunderstorms with a defined surface circulation and maximum sustained winds* of 38 mph (33 kt**) or less

Tropical Storm

An organized system of strong thunderstorms with a defined surface circulation and maximum sustained winds* of 39-73 mph (34-63 kt)

Hurricane

An intense tropical weather system of strong thunderstorms with a well-defined surface circulation and maximum sustained winds* of 74 mph (64 kt) or higher

Sustained winds

*A 1-minute average wind measured at about 33 ft (10 meters) above the surface.

** 1 knot = 1 nautical mile per hour or 1.15 statute miles per hour. Abbreviated as "kt".

WATCH vs. WARNING - KNOW THE DIFFERENCE

HURRICANE WATCH issued for your part of the state indicates the possibility that you could experience hurricane conditions within 36 hours.

A HURRICANE WARNING issued for your part of the state indicates that sustained winds of at least 74 mph are expected within 24 hours or less.

Preparation:

Each year, in the latter part of April or in early May, the Emergency Planning Coordinator will convene a meeting with all principal participants and review policy and procedure to insure understanding and compliance. The University Communications Office will provide local media with the contact numbers for the Director of University Communications and the Assistant Director to be used during and after a natural disaster.

In order to provide for adequate preparation, the University will conduct hurricane planning during the month of May each year. The specifics will be chosen during the coordination meeting referred to above. The intent of the planning is to insure that (1) all departments are refreshed as to procedures called for in the University plan and departmental plans, (2) all personnel understand their assignment(s) with respect to preparations for a hurricane, (3) notification and communication systems are operating as intended, and (4) all mechanical/logistical back-up measures are in place and operating properly.

Coordination of Instructions:

In order to assure maximum coordination during the time leading up to the arrival of the hurricane, all instructions will be given by the President of the University or his designee. During the actual on-going hurricane, the Emergency Planning Coordinator will act as the on-campus authority in overall control.

HURRICANE WATCH - 36-48 hours prior to storm arrival

Upon announcement by the National Weather Service that a Hurricane Watch status for the Space Coast has been declared, the President will convene a meeting with all vice presidents to address procedures to be accomplished during the potential emergency. The President will inform the University Communications Director of the status on campus. The University Communications office will inform all local media outlets regarding the campus status.

Upon notification from the National Hurricane Center or the President, the Vice President for Financial Affairs will:

- Activate the Florida Institute of Technology Emergency Preparedness Plan.
- Meet with the Emergency Preparedness Committee and brief members on the emergency condition based on the information received. After this has been completed, decisions will be made on when and if Florida Institute of Technology will close.
- Determine a time to establish the Command Center based on campus readiness, weather conditions and forecast.
- Notify University Communications to update the "888" Hurricane Hotline.
- Notify university departments to begin hurricane checklists.
- Issue a mailing/emailing of hurricane safety information and current "emergency condition" information to Florida Institute of Technology faculty, staff, students and parents. This email will instruct the university community to begin making necessary preparations for the hurricane and will ask that everyone stay tuned to the hurricane hotline and Florida Institute of Technology website for more information.
- Notify University Communications and off campus locations of the need to cancel meetings and events scheduled during the time of the hurricane emergency.
- Issue a briefing/announcement on the campus status.
- The Information Technology Department will post a schedule for the availability of systems and services (<http://www.it.fit.edu/support>) that will include deadlines to have data included in backups.

HURRICANE WARNING - 24 hours prior to storm arrival

When a Hurricane Warning is issued for the Space Coast area the following Department heads and/or their principal assistants are expected to remain on campus:

1. Emergency Planning Coordinator
2. Director of Facilities Management
3. Chief of Security
4. Director of Industrial Security
5. Dean of Students
6. Assistant Dean for Student Life
7. Director of Food Service

Also, the above officials will cause to be present on campus such members of their respective departments that they consider necessary in order to:

- Insure proper set up of the Command Center.
- Pick up Petty Cash and Purchasing cards.
- Insure Residence Halls have been evacuated.
- Notify the Director of Food Services to begin to set up provisions for emergency personnel in the Command Center.
- Direct shut down of the campus switchboard at the appropriate time.
- Direct shut down of the IT systems at the appropriate time.
- Insure all department hurricane check lists have been completed.

Individual Department Actions

Unless otherwise directed, the following actions will be taken when a hurricane warning has been issued:

1. All windows in buildings to be occupied by employees or students will be closed; desktops will be cleared of all paper and other articles; all interior doors closed; all electrical equipment in office spaces turned off and unplugged. (Responsibility of the respective Department Staff)
2. All buildings not in use will be closed and locked. (Responsibility of Departments and Security)
3. Areas under construction or renovation – (responsibility of Facilities Management)
4. Loose objects on campus, which may be missile hazards in high winds, will be removed or secured. (Responsibility of Facilities Management)
5. All University vehicle fuel tanks will be topped off with fuel. Three vehicles will be parked adjacent to the Security Office and the keys delivered to the Security Department. The Grounds vehicles will be parked on the south side of Clemente Center on the asphalt. All vehicles assigned to the ARL building will be parked in a group. New vehicles shall be located so as to be protected by older vehicles. (Responsibility of Facilities Management)
6. All non-essential personnel will be sent home, subject to completion of preparations. (Responsibility of the respective departments)
7. University Communications will notify all local media as to the status of the campus via phone calls, faxes and a pre-recorded message at 984-2974.
8. All departments to provide notification to the Provost and Vice Presidents that preparations are complete and all areas properly secured should utilize “Chain of Command” communication. For example, Academic Department Heads shall communicate this information to the appropriate Dean, and the Deans to the Office of the Executive Vice President and Provost.

Departmental Requirements:

All departments are directed to promulgate their own specific disaster plan, which identifies essential personnel and actions to be taken to protect University property and records. Departmental plans should include provisions for calling in essential personnel when a Hurricane Warning occurs outside of normal working hours. Forward a copy of this plan to the Security Department for on-file inclusion with the University “Master Plan”.

NO UNIVERSITY BUILDING IS DESIGNATED AS AN OFFICIAL HURRICANE SHELTER.

➤ INDUSTRIAL SECURITY

The Director of Industrial Security for Classified Programs and Operations will be responsible for securing all classified material and equipment used for processing or accessing classified material to include all controlled cryptographic (CCI) equipment.

➤ INFORMATION TECHNOLOGY

The IT Director will be responsible for communications with the University Command Center and insuring all provisions of the disaster preparedness plan are complied with and coordinated with on-campus authorities.

Emergency Contact Information

Please contact Information Technology Dept. at ext.7999

Hurricane Preparation Procedures

See Specific Departmental Instructions prepared as appendices to this document for Detailed Information

1. Upon the announcement of a hurricane watch the following actions will be taken
 - a. The IT Support page at <http://www.it.fit.edu/support> will be updated to reflect the tentative schedule for the availability of services and systems that will include deadlines to have data included in the backups that will leave campus.
 - b. The Enterprise group will commence backups of the less critical systems.
2. Official Announcement of University Closure
 - a. Notification to Campus Community of what services will become unavailable and when (Banner will be unavailable in 1 hour, all other services at time of closure except those listed in procedure below).
 - b. Technology Support Center will begin calling departments to remind them of proper procedures to protect their assets.
 - c. Administrative computing will contact Facilities Management for the storm shutters for their area.
 - d. Telecom notifies alarm company to discontinue monitoring.
 - e. Telecom will forward 800# management instructions to University Communications.
3. 1 Hour after closure announcement
 - a. Run necessary Banner production items.
 - b. Run Banner Backups.
 - c. Instructional Technologies begins to secure rooms not in use.
 - d. Lab Support begins to secure rooms not in use.
 - e. Technology Support begins to secure rooms not in use.
 - f. Telecom and Networks begin process of covering and protecting network/telecom equipment.

- g. All Backups should be commenced.
 - h. Lab Support Coordinates for Electronic Lock lock-down and reminds to turn off ALL automatic open schedules.
4. At closure
- a. Prepare for offsite hosting of email and web services.
 - b. At completion of backups, all non-essential systems will be turned off.
 - c. Nonessential network gear in Crawford should be turned off.
 - d. Nonessential network gear in Olin com rooms should be turned off for heat load.
 - e. Network team and Enterprise Systems team should test connectivity to systems prior to departure.
 - f. Remaining classrooms, labs, and facilities should be protected by Technology Support, Lab Support, and Instructional Technologies.
 - g. Make arrangements with courier for final tape pick up.

Post Incident Recovery

After an incident occurs, the IT Management team will provide an initial assessment based on severity as outlined in the individual departmental plans. The IT Director or his representative will coordinate with the University's Command Center for the recovery effort.

➤ FACILITIES MANAGEMENT

1. Upon notification of a “Hurricane Warning” for the Space Coast, the Director of Facilities Management will assure that appropriate personnel are on campus and available to carry out duties as designated in the Facilities Emergency Preparedness Plan. The Facilities Department has one of the most responsible and visible functions during an emergency. To facilitate their operation, the Director of Facilities Management and the Chief of Security will work in close cooperation to assure all operational aspects are accomplished.
2. Facilities personnel will assure that operational vehicles and necessary emergency and communications (radio) equipment assigned to their department are operational. Vehicles will be topped with gasoline to be readily available for the relocation of equipment on or off campus when necessary. Facilities Management will insure that sufficient and appropriate supplies are on hand to secure damaged facilities as soon as possible after a hurricane.
3. Facilities Management will be responsible for maintaining quantities of flashlights, batteries, duct and masking tape, plastic sheeting, rope, mops, on-site for use by personnel before, during and after the emergency. These items will be kept in a separate area and maintained for use during an emergency only.

➤ FOOD SERVICES

When directed by the University President or his designee, the Food Service Director will set in motion the following plans to prepare for adverse weather conditions.

1. The Food Service management staff will meet to determine the exact course of action to be taken; given the contingencies of severity of the storm, expected landfall location and time, expected duration of storm, and number of people on campus requiring services from this department.
2. The Food Service Director will facilitate emergency preparations, food orders, food preparation, points of service, personnel requirements, facilities preparations and security at the food service locations. Food services will participate in an emergency communication system to coordinate departmental efforts with Security, Residence Life, Facilities management, Conference and Events and all other affected campus departments.
3. The SUB Café, Center court and the Rathskeller operations will be closed as non-essential.
4. All catering and conference/special event functions will be cancelled.
5. Evans Dining will be the center for all food service activity during the emergency period. The last meal served at Evans should end a minimum of 12 hours before the expected landfall of the storm. Depending on the severity of the storm (category 1 or higher), “survival bags” of snack food and water will be issued during the last meal service. Food service must have a least 48 hours to secure adequate supplies for “survival bags”.

6. When picking up their food and water supplies at Evans, students and staff remaining in the area will be identified and will be asked to state where they intend to stay during the storm. That information will be forwarded to Campus Security.

Post Storm Action

1. Available management staff and designated hourly employees will return to work as soon as possible after the storm has passed to assess damage at all food service locations. A list of storm damages and losses by operating unit will be made and reported to the appropriate campus authority.
2. Food services will, at the direction of the Campus Emergency Planning Coordinator, initiate procedures to reopen Evans Dining or other facility to provide basic service to resident students and staff. The extent of service provided will be dependant on - condition of facilities, available utilities, number of students and staff on campus and available food service staff.
3. All other food service staff will wait until they are notified to return to work either by official announcement on designated radio stations or by personal contact from management staff.
4. All necessary repairs will be made to facilities before reopening to insure the safety of employees and student/staff patrons.

➤ STUDENT LIFE

1. Student Life will assure that emergency lighting is available to residence life staff.
2. Prior to the issuance of a "Hurricane Warning" for the Space Coast, the Residence Life staff will insure that individuals residing on campus are familiar with the appropriate procedures for a hurricane emergency.
3. When a "Hurricane Warning" is issued for the Space Coast area, the Dean of Students or his designee will be present on campus and, unless otherwise directed, all Resident Directors and all Assistants will report to the Student Life office.
4. Upon notification of a "Warning", Student Life Personnel will make every effort to have residence hall occupants that live within the local area leave the campus and proceed to their homes for the duration of the emergency.
5. Residence Assistants will be directed to obtain the names of all students that will remain on campus in residence halls, during the hurricane. A list containing these names will be given to the Security Department for inclusion with other information maintained at the Command Center.
6. EVACUATION - Evacuation of the campus may be ordered by the County Emergency Management Division or by the University President. The President (or his designee) is the only person authorized to close the University. In such an event, the University will not provide shelter to anyone. The evacuation center for students living on the Florida

Institute of Technology campus is the Riviera Elementary School, 351 Riviera Drive NE, Palm Bay.

➤ SECURITY DEPARTMENT

1. Upon Declaration of a “Hurricane Watch” by the national Weather Service, the Security Department will be placed on alert status and all members will be notified and placed on standby status.
2. When a “Hurricane Warning” is declared for the Space Coast area, officers will take whatever steps are necessary to insure that they are able to get to work for their assigned shift. If this means that they must leave home at an earlier time – this is what must be done. Once the actual storm hits the area, officers that are on duty will be required to remain on campus until the storm has passed.
3. When the storm has passed, all personnel that are scheduled to be at work, but were unable to get in due to the storm, will report to campus to assume their duties.
4. If it appears that the emergency situation will be of a long duration, arrangements for food and sleeping accommodations will be made for all Security Personnel. Those officers that wish to remain on campus during their off-duty time will be allowed to do so.
5. When the National Weather Service declares a Hurricane Warning status for Brevard County, a command Center will be set up at the Security Office. The Command Center University extensions are 8111, 8112, or 8113. In the event of telephone line failure the Center also has two cell phone numbers, which are 537-7411 and 537-7412. The center will be manned 24 hours until the emergency has terminated. The Chief of Security, or his designee, will be present at the Command Center.
6. Security personnel will collect the available cellular telephones from Telecommunications for distribution to personnel having special communication needs during an emergency. They will also insure the pick-up of a portable generator for use during the emergency to insure that hand-held radio units remain charged.
7. Specific details of Security Department policy and standards during an emergency are outlined in the department’s “Standard Operating Procedures” manual.

➤ RALPH S. EVINRUDE MARINE OPERATIONS CENTER

Standard procedure for Storm/Hurricane events as notified by NOAA "Warning" status is as follows:

1. Return the RN Delphinus from Port Canaveral and secure to hurricane moorings and erect tidal fenders.
2. Trailer Dixies, Skimmers, and McKee to high ground at the Evinrude Marine Operations Center, block wheels, and fill with water.
3. Keep one (small boat) Skimmer in water for "Near Event" emergencies.
4. The Captain and the Mate will remain on 24-hour call and insure status reports are made to the Command Center every four hours.

➤ F.I.T. AVIATION, LLC / FLIGHT TRAINING DIVISION

Purpose

The Flight Training Division Emergency Preparedness Plan is designed to provide safety for students, faculty and staff and to provide for minimum loss of University property.

Responsibilities

1. The Dean of the College of Aeronautics is responsible for all personnel, student records and F.I.T. Aviation, LLC aircraft.
2. The Director of F.I.T. Aviation, is delegated the responsibility of facilities, company aircraft and company records.
3. Each of these positions shall further delegate responsibilities, as necessary.
4. The discontinuance of flight training for safety of flight and removal of aircraft to safe locations shall be the responsibility of the Director of F.I.T. Aviation, LLC as delegated to subordinate staff directors.

Notification and General Guidelines

Radio and Television stations, as published on pages 8 and 23 of this manual will provide hurricane warning information.

When a hurricane warning has been issued for the Space Coast area, the head of the Flight Training Department, the Director of F.I.T. Aviation, LLC, and principal assistants and department members, as necessary, will be present at the flight training facility and begin the following actions:

Communications:

Personnel telephone contact sheets have been distributed. Responsible persons shall make or cause to be made the required notifications. Action reports will be made to the Command Center via the Security Department, extensions 8111, 8112, 8113 or in the event of telephone line failure, the Security Department also has two cell phone numbers, which are 537-7411 and 537-7412. An initial call shall be made to the Command Center when a warning is in effect, to advise that preparations have begun and to advise of any problems that are being encountered. Another call shall be made to notify the Command Center when all preparations are complete.

Actions:

1. All aircraft will be evacuated or secured, as required, in accordance with FIT Aviation, LLC. Emergency Action Plan.
2. All current computer records shall be backed up on magnetic media by the computer specialist and placed in the company safe.
3. File cabinets will be turned with drawers facing wall.
4. All desktops will be cleared and electronic equipment and valuables will be moved off the floor, wherever possible.
5. All electrical equipment, particularly computers, will be turned off, unplugged and moved to an interior office, off of the floor.
6. All buildings and rooms not in use will be closed and locked.
7. All non-essential personnel will be sent home.
8. The facility will be inspected to assure that all of the above has been accomplished and a report will be made to the head of the Director of F.I.T. Aviation, LLC.

After Action Reconstruction:

1. An on site inspection will be made by the head of the Director of F.I.T. Aviation, LLC.
2. Immediate damage and casualty estimates will be communicated to the University's Command Center.
3. All personnel who normally work in uninhabitable buildings will be relocated to other suitable locations.
4. Aircraft that have been evacuated will be recovered as soon as conditions permit.
5. An "after action report" will be completed and forwarded to the president of the University.

➤ RESIDENCE HALLS

Hurricane instructions for students residing on campus:

“Hurricane Parties” are only for the movies. Do not drink alcohol; everyone needs to think clearly during a hurricane.

All students will be alerted by the Residence Life Staff to make preparations for a hurricane. Students are requested to keep their radio or television tuned to one of the following stations for up-to-date information on the hurricane:

AM Radio	
WMMB	1240 KHZ
WAOA	1560 KHZ
FM Radio	
WFIT	89.5 MHZ
WLRQ	99.3 MHZ
WGGD	102.3 MHZ
WHKR	102.7 MHZ
WAIA	107.1 MHZ
Television	
WESH	Channel 2
WKMG	Channel 6
WFTV	Channel 9

The following procedures are recommended to provide the maximum amount of safety and protection for those students residing on campus. **The University is not, under any circumstances responsible for damages to, or for loss of, personal property, including automobiles.** Local residents should go to their homes after notifying the Resident Director and taking care of the following procedures. All students are required to complete a Hurricane Evacuation Plan Form with their Resident Assistant or Resident Director and asked also to contact their parents/legal guardians regarding their evacuation plans.

1. All electrical equipment (stereos, computers, radios, etc.) should be placed off the floor and unplugged.
2. All loose objects should be placed in drawers or lockers. Paper, books, etc. should not be left on top of desks, perhaps even stored in a waterproof container.
3. All windows should be closed tightly and locked. Curtains should be closed and bed mattresses and bed frames should be braced against windows.

4. Valuables should be placed in lockable drawers or lockers and these items should remain locked throughout the hurricane. All doors should be locked when the occupants are not in the room.
5. Students who own cars should set the emergency brake and put the car in reverse gear or park. All windows should be closed and the car locked.
6. Students should provide their own flashlights in case of power failure. Candles or other flame-type lighting should not be used under any circumstance; FIRE is uncontrollable during a hurricane. Use battery powered lighting only!
7. Residents should provide their own snack items such as crackers, cookies, peanuts, etc. The Food Service personnel will provide food within the residence halls when it is impossible for the students to come to the dining facilities. If food must be brought to the Halls, the Residence Life staff will advise all students of the schedule and place of serving.

➤ **COLUMBIA VILLAGE, SOUTH VILLAGE AND SOUTHGATE APARTMENTS:**

In addition to the procedures previously outlined, the residents of Columbia Village, South Village and Southgate Apartments are alerted to the following procedures:

1. Fill containers with water for drinking purposes and store them in your refrigerator.
2. Fill the bathtub $\frac{1}{2}$ full of water for washing, flushing the toilet, etc. in case the water supply is shut down.
3. Have enough canned food and other non-perishables on hand to last at least 3 days. Note: Do not rely on the use of electric can openers.
4. The stairwell doors in South Village need to be closed during Hurricane Warnings and Hurricanes.

Procedures during the Hurricane:

1. It is essential that all residents remain indoors throughout the entire hurricane. A 24 hour campus curfew will be in effect until notified by campus Security. Residents must not leave their living units until directed to do so by the Residence Life Staff. During the peak of the storm, for maximum safety, it is suggested that residents close room doors and remain in the hallways. If you are not familiar with a hurricane, there is always a lull in the storm when the eye passes through the area. Once the eye passes through, the storm begins again, but with winds coming from the opposite direction.
2. Remain away from danger areas such as glass windows. Do not attempt to open windows or doors to see what is happening.

3. Report all accidents, injuries, broken windows, or excessive water to the Resident Assistants.
4. Telephone calls should be made only in the case of an emergency.
5. No motor vehicles of any type may be stored inside of the apartments. This is a violation of local fire codes and endangers the lives of residents of neighboring apartments. Any vehicles found inside apartments will be removed at owners' expense.
6. **EVACUATION:** Evacuation of the campus may be ordered by the County Emergency Management Division or by the University. In such an event, the University does not provide shelter to anyone. The evacuation center for students living on the Florida Institute of Technology campus is the Riviera Elementary School, 351 Riviera Drive, NE, Palm Bay. If evacuation of the campus is directed by the County, those who own and operate motor vehicles should transport themselves to the evacuation site and should offer transportation to others. (See map page 31)

➤ VERO BEACH FACILITY

Upon notification of a "Hurricane Warning" for the Space Coast area, the Lab Director will:

1. Evacuate all electronic and other research equipment to the main campus to insure minimal loss in the case of potential water damage.
2. Have all resident and university personnel evacuate when instructed by local authority.
3. The on-site security person shall install storm shutters in preparation for the hurricane.

University Post-Disaster Actions

When a natural disaster has stabilized, the following actions will be taken by the designated departments/authorities.

1. An on-site inspection of all university facilities will be accomplished. All major damage will be videotaped for insurance claim purposes. (Responsibility of the Vice President for Financial Affairs, the Director of Facilities management, the chief of Security, and the appropriate Department Managers.)
 - a. Immediately following the disaster, the President will consult with the Command Center and the University Communications Director regarding the earliest possible time employees and students will be expected to return to campus.
 - b. The University Communications Director will prepare and convey the appropriate return to work message to broadcast media. The Command Center is responsible for conveying return to work information to Security and to telecommunication personnel.
 - c. Immediate damage and casualty estimates will be communicated to the University Communications Director. The University Communications Director will not release this information unless specifically requested by the media.
 - d. The University Communications Director will coordinate all media coverage for the University and provide all official commentary to the media regarding the status of the campus, unless circumstances do not allow. In such a case, the Emergency Planning Coordinator will provide the media with official information.
2. Buildings that are uninhabitable will be secured and a security guard posted. (responsibility of the Director of Facilities Management and the Chief of Security.)
3. All personnel who normally reside or work in uninhabitable buildings will be relocated to other, suitable locations. (responsibility of Department Managers, Director of Facilities Management, Director of Human Resources, Chief of Security.)
4. After action reports will be completed and forwarded to the President. (responsibility of Director of Facilities Management, Dean of Students, appropriate department Managers, Chief of Security)
5. The University Communications Director will meet with the President to prepare all information that will be released to the media regarding the campus status after a disaster.

Appendix I

HURRICANE CHECKLIST - Dean of Students

PRIOR TO HURRICANE SEASON

- Review the Florida Institute of Technology Emergency Preparedness Plan. Make sure all current employees are familiar with these plans and procedures and insure all new employees are properly trained in disaster procedures.
- Update staffing changes and emergency contact information for Dean of Students.
- Office emergency personnel check emergency supply inventory. Order any needed items and make emergency personnel aware of these supplies.
- Recruit local host families to take in evacuated students in need of housing. Keep a listing of the host families up to date and insure all families understand their responsibilities for hosting a student.
- Work with the Office of International Students and Scholars Services to secure sponsored housing for international students to reside if an evacuation is necessary.
- Keep copies of hurricane documents on hand, including student Hurricane Evacuation Plan and Housing and Residence Life flyers and forms.
- Keep hurricane information easily available to students throughout the year.

HURRICANE WATCH - 36 to 48 hours prior to storm arrival

- Notify Housing and Residence Life, the Director of Food Services, and other appropriate Division of Student Affairs staff that a hurricane watch has been issued.
- Verify that mandatory meetings in each residential area have been scheduled to request all students to prepare travel plans and provide their RA with their plans and contact numbers.
- Insure that the sending of information to off-campus student populations has been initiated.
- Initiate the coordination of placement services for students who have no alternative housing during the emergency.
- Coordinate the distribution of emergency information cards at strategic areas of campus by student affairs staff particularly in the following areas: Columbia Village, South Village, Roberts Hall, Southgate, Brownlie, Grissom, Evans, Shaw, Campbell, and Wood Hall
- Attend Emergency Preparedness Committee meetings as necessary.

HURRICANE WARNING - 24 hours prior to storm arrival –
Evacuation imminent

- Verify that the evacuation fliers have been posted on:
 - Florida Institute of Technology's Channel 98
 - Residence floor bulletin boards
 - Residence staff room and office doors
 - All outside apartment doors
 - Residence hall outside doors and elevators
 - Evans Dining Hall
 - Clemente Center
 - Denius Student Center
- Verify that all students have finalized travel plans and any individual in need of shelter has been identified.
- Verify that travel sheet check out forms are being collected and will be delivered to the Command Center upon completion.
- Complete placement of all students in need of emergency housing.
- Monitor on-and-off-campus student reaction to the news of the hurricane evacuation.
- Verify that Security and Housing and Residence Life have completely evacuated all student housing units and have changed the locks where appropriate.
- Update the Vice President for Financial Affairs as necessary.

DURING HURRICANE

No representatives from the Office of the Dean of Students should remain on campus during the hurricane unless, in the opinion of the Dean of Students and the Command Center Coordinator, such representation is deemed necessary.

RECOVERY

- The Dean of Students will consult with the President, Vice President for Financial Affairs and Command Center for Florida Institute of Technology's status and opening/closing information.
- Notify University Publications and division staff of updates and relevant information regarding university status and recovery procedures.
- Participate in detailed damage assessment of student housing units and request resources and personnel for repairs as needed.
- When directed, insure that preparation is complete for student housing units to accept student's arrival back on campus.

HURRICANE CHECKLIST - Housing and Residence Life

PRIOR TO HURRICANE SEASON

- Review emergency plans, including the Florida Institute of Technology Emergency Preparedness Plan.
- Make sure all current employees are familiar with these plans and procedures and insure all new employees and properly trained in disaster procedures.
- Update staffing changes and emergency contact information for Housing and Residence Life emergency personnel.
- Check emergency supply inventory. Order any needed items. Make emergency personnel aware of these supplies.
- Conduct Resident Assistant hurricane training at least once a year.
- Provide hurricane training to students through Resident Assistants. Insure students are especially familiar with evacuation procedures. Maintain current hurricane literature and make readily available to students housed on campus.
- Communicate with the Dean of Students on a regular basis about hurricane information and training.

HURRICANE WATCH - 36 to 48 hours prior to storm arrival

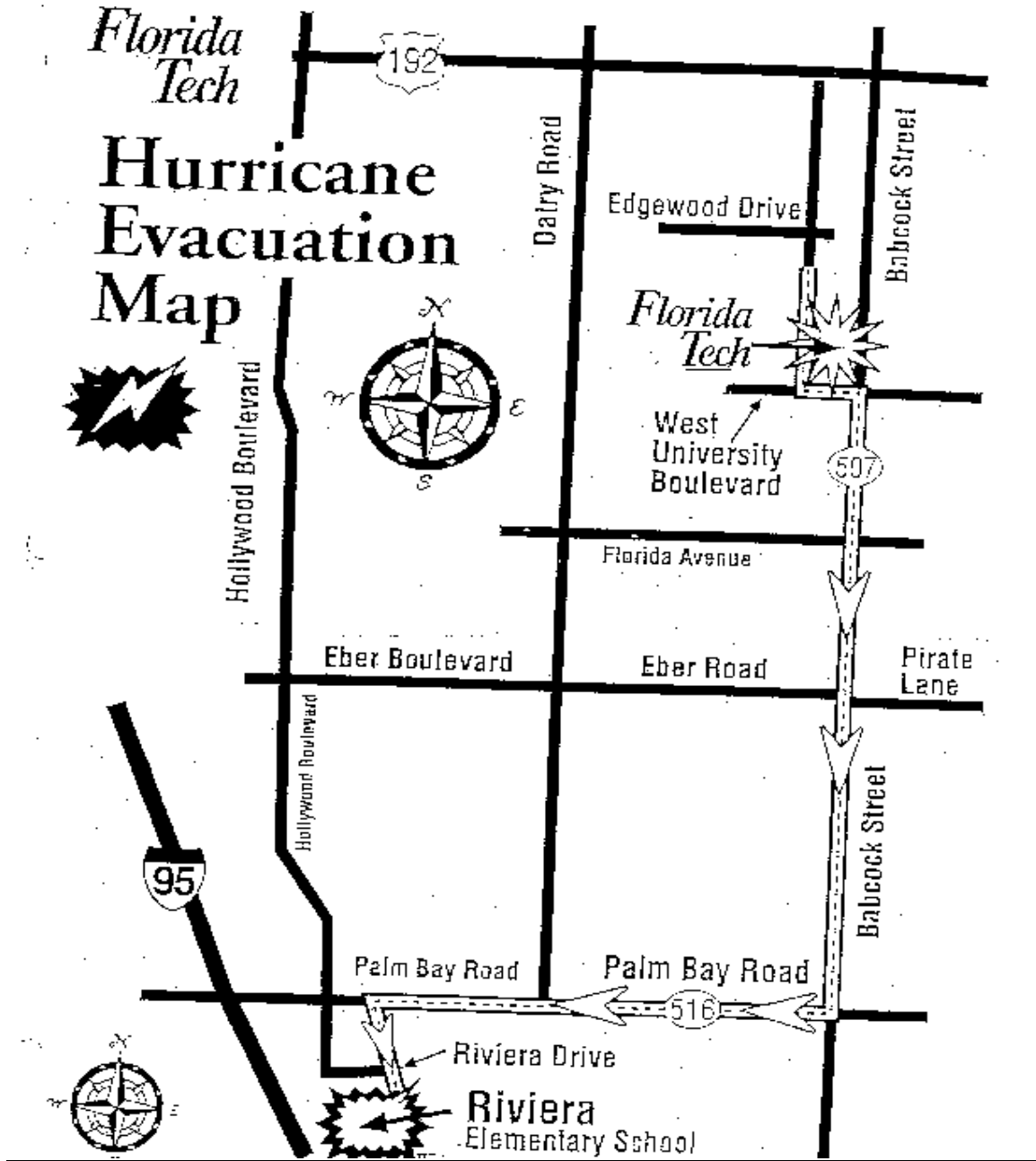
- The Assistant Dean for Residence Life will brief staff of the Hurricane Watch Status and remind staff of responsibilities for storm preparations.
- Resident Assistants will prepare and distribute Warning posters educating resident students about the potential of hurricane landfall and its implications.
- Resident Assistants will plan a mandatory hurricane meeting for the resident students to update them of the status of the storm and remind them of the evacuation procedures.
- Residence Directors will make Hurricane Evacuation Plan Forms available to Resident Assistants.

HURRICANE WARNING - 24 hours prior to storm arrival

Warning flyers will be immediately posted by Resident Assistants on all outside apartments and suite doors, on all residence halls outside doors and elevator doors.

- Maintenance tasks will be assigned as needed and in conjunction with the Facilities Management.
- Resident Assistants will hold a mandatory Hurricane Warning Floor Meeting. At this meeting students will:
 1. Complete the Hurricane Evacuation Form.
 2. Write a phone number.
 3. Provide a destination for contact during the storm.
 4. **Students are urged to notify parents of their destinations.**

- In the event of an evacuation, Resident Assistants will remind students that they should leave the Melbourne area if possible.
- Following the Hurricane Warning Floor Meeting, Resident Assistants will return the Hurricane Evacuation Plan Forms to the Resident Director who will follow-up with any student that did not complete it.



SECTION II: FIRE OR EXPLOSION

Should a fire or explosion occur on campus, it would be the responsibility of the University Security Department to respond and assure notification of appropriate personnel, departments, and agencies. In the event of such a situation, designated departments shall accomplish the following steps:

1. Security personnel will respond and initiate evacuation and rescue operations. (The affected department will assist in evacuation efforts)
2. Melbourne Fire Department, Rescue Squad, University Health Services, and University Relations will be notified and requested to respond. (Responsibility of the Campus Security Department.)
3. Upon their arrival at the scene, the Melbourne Fire Department will assume command of fire operations and university personnel will perform support functions as directed. (Responsibility of Security Department)
4. Injured personnel will be treated at the scene and/or transported to appropriate medical facilities by the Rescue Squad.
5. All electrical services to the affected location will be terminated. (Responsibility of Facilities Management Department as notified by Security.)
6. All information provided to news media will be coordinated through the University Communications department. The University Communication Director or a designee will make all official commentary.

After Action Reconstruction

When the fire or explosion has been contained, and after the Fire Department and University Security have conducted their investigation, the following reconstruction steps will be taken.

1. An on-site inspection of the building will be conducted and a decision concerning further use of the building will be made. (Responsibility of Vice president for Financial Affairs, the appropriate Department Manager, the Director of Facilities Management, and the Chief of Security.)
 - a. The Vice President for Financial Affairs will coordinate with the University Communications Director all information that is to be provided to the media. The Director of University Communications or a designee will make all official commentary.
2. Any building determined to be uninhabitable will be secured to preclude entry, and patrolled closely by Security Staff. (Responsibility of the Security Department)

3. Relocation of personnel from any uninhabitable building. (Responsibility of the affected department's manager, the Director of Human Resources, and the Director of Facilities Management)
4. An After Action Report will be completed and forwarded through the Vice President for Financial Affairs to the University President. (Responsibility of the Chief of Security.)
5. The University Communications Director will meet with the President to prepare all information that will be released to the media regarding the status of the campus after the disaster.

SECTION III: CAMPUS DISORDER

Campus disorder may or may not be predictable. Should a campus disorder occur, it would be the responsibility of the University Security Department to respond and assure notification of appropriate personnel, departments, and agencies. Efforts to minimize consequences are necessary and are the direct responsibility of the University Security Department operating under standard procedures of the Department. In the event of disorder, the Security Department will notify the University Communications Office as soon as possible and keep the Director of University Communications apprised of the status of the situation. Other departments will make themselves available as needed in accordance with instructions issued by the President during the emergency.

1. The individuals responsible for the disorder will be contained to the smallest area possible. (Responsibility of the Security Department)
2. Policy decisions concerning demands of the individuals and disbursement operations will be implemented at the time of the situation. (Responsibility of the University President and/or his designee.)
3. If the situation requires, assistance of outside law enforcement agencies will be requested. (Responsibility of the Chief of Security)
4. When the situation involves students or employees of the University, the Vice President responsible for that group as well as the Director of Human Resources will be contacted by Security to assist in negotiations and appropriate response decisions.
5. The President, Chief of Security, and the University Communications Director will determine what and how information will be released to the media.

After Action Reconstruction:

Upon termination of a campus disorder, the Chief of Security shall complete a detailed After Action Report. This report will be completed within 48 hours of the incident and forwarded to the University President through the Vice President for Financial Affairs. The report shall include:

1. Number of arrests, names of individuals arrested, the affiliation with the University, and specific criminal charges filed.
2. Estimates and descriptions of any property damage incurred
3. Involvement of any outside agencies.

The University Communications Director will meet with the President to prepare all information that will be released to the media regarding the status of the campus after the disorder.

SECTION IV: AVIAN INFLUENZA RESPONSE

1. Pre-planning up to and including confirmed cases of human-to-human transmission of avian flu
2. Suspected/confirmed case(s) in Florida
3. Confirmed case(s) in Brevard County and/or on campus [Only essential personnel required to report to campus if confirmed on campus.]

	LEVEL 1	LEVEL 2 (In addition to Level 1 actions)	LEVEL 3 (In addition to Level 2 actions)
Advisory Group (Dean of Students, Vice Provost for Academic Affairs, University Safety Officer, CAPS, Health Center and Chief of Security)	<ol style="list-style-type: none"> 1. Advisory Group meets as needed. 2. Monitor situation 3. Contact Media Relations 4. Bring in Housing/Dining for quarantine planning upon confirmed human-to-human transmission. 5. Essential personnel receive fit test & training on respiratory protection from University Safety Officer. 	<ol style="list-style-type: none"> 1. Advisory Group meets with Crisis Management Team assigns Incident Commander. 2. Essential personnel receive N95 respirators from Campus Security. 	Maintain contact among Crisis Management Team
Incident Commander	<ol style="list-style-type: none"> 1. Communicate with Brevard County Health Department regarding planning and surveillance. 2. Communicate and benchmark other college Health Services. 3. Alert Crisis Mgmt Team (CMT) Chair 4. Update CMT as situation evolves. 5. In conjunction with the CMT Chair, and Media Relations, issue communication(s) to campus community regarding status of disease spread, self protection and university response. (Email, website, etc.) 	<ol style="list-style-type: none"> 1. Contact Brevard County Health Dept. regarding designation as Point of Distribution. 2. Notify Dean of Students Office and Counseling and Psychological Services (CAPS). 3. Notify Housing/Res. Life Staff. Projected number of potential contacts that may require isolation. 	<ol style="list-style-type: none"> 1. Advise CMT Chair/Director of Security to activate Emergency Operations Center (EOC). 2. Recommend temporary closure of building(s) and suspension of student and academic activities to CMT Chair. 3. Confirm Brevard County Health Dept. regarding designation as a Point of Distribution for university community. Obtain appropriate supplies.

	LEVEL 1	LEVEL 2 (In addition to LEVEL 1 actions)	LEVEL 3 (In addition to LEVEL 2 actions)
Campus Safety	<ol style="list-style-type: none"> 1. Health Center trains personnel on avian flu. 2. Alert Student Health Center if encountering individual(s) with flu-like symptoms. 3. Essential personnel receive fit test and training on respiratory protection from University Safety Officer. 4. Obtain emergency supplies/safety equipment. 	<ol style="list-style-type: none"> 1. Implement Departmental Pandemic Plan. 2. Essential personnel receive N95 respirators from Security. 	<ol style="list-style-type: none"> 1. Secure buildings & post signage. 2. Assist Health Center and Residence Life Staff as needed.
Facilities Management	<ol style="list-style-type: none"> 1. Identify building ventilations systems and shut down procedures. 2. Review options with Facilities and University Safety Officer for negative pressure room. 3. Essential personnel trained and fit tested on respirators by University Safety Officer. 	<ol style="list-style-type: none"> 1. Essential personnel receive N95 respirators from Security 	<ol style="list-style-type: none"> 1. Stand by to shut off utilities as directed by Incident Commander, if necessary.
University Safety Officer	<ol style="list-style-type: none"> 1. Assess respiratory protection plan and resources. 2. Contract with hazardous material company for professional cleanup. 3. Train/fit essential personnel for respirators. 4. Arrange for additional medical waste pickups. 5. Review options with Facilities and University Safety Officer for negative pressure room. 	<ol style="list-style-type: none"> 1. Assist with Distribution of N95 to essential personnel. 	<ol style="list-style-type: none"> 1. Assist w/notification of County Emergency Coordinators and university personnel as needed. 2. Assist Health Center and Security Office as needed.
Provost's Office	<ol style="list-style-type: none"> 1. Formulate plan for continuity of educational services (web-based classrooms, online courses, etc.) 2. Ensure Academic Units have appropriate pandemic plans in place. 3. Receive information from Incident Commander. 4. Essential personnel trained and fit tested on respirators by University Safety Officer. 	<ol style="list-style-type: none"> 1. Advise Executive Council and Board of Trustees on response options. 2. Receive N95 respirators from Security. 3. Consider restricting on and off campus student activities, athletic and community events. 	<ol style="list-style-type: none"> 1. Activate EOC 2. Provide oversight for student, staff, & faculty and family notifications if appropriate.

	LEVEL 1	LEVEL 2 (In addition to Level 1 actions)	LEVEL 3 (In addition to Level 2 actions)
President's Office and Executive Council	<ol style="list-style-type: none"> 1. Based on U.S. State Department recommendations, University recommends campus community not to travel to affected countries. 2. Review content of internal and external public information bulletins and announcements. Work with University Communications to select appropriate university spokesperson(s) for media reporting. 3. Receive fit test and training on respiratory protection from University Safety Officer 	<ol style="list-style-type: none"> 1. Evaluate information on institutional effects of the incident and set response priorities as appropriate. 2. Essential personnel receive N95 respirators from Security. 	<ol style="list-style-type: none"> 1. Authorize temporary suspension of classes or closure. 2. Restrict movement on and off campus for student activities, athletic and community events.
University Communications	Draft internal and external bulletins and announcements with Crisis Management Team and Director of the Health Center	<ol style="list-style-type: none"> 1. Appoint liaison to interface with CMT. 2. Write and record bulletins and updates on the University's Emergency Information Hotline and Website. 3. Write scripts for phone tree with approval from CMT. 4. Request to campus that faculty, staff and their families report all flu cases to Incident Commander. 	<ol style="list-style-type: none"> 1. Organize phone banks, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control) 2. Establish a Media Relations Center: coordinate press releases, manage new teams and interviews, etc.

	LEVEL 1	LEVEL 2 (In addition to level 1 actions)	LEVEL 3 (In addition to level 2 actions)
Housing and Food Services	<p>Enact planning for quarantine of students:</p> <ol style="list-style-type: none"> 1. Health Center trains essential personnel on risks and response. 2. Identify potential rooms and/or buildings to be used for quarantined students. Update by semester based on current occupancy. 3. Notify current occupants in spaces that will be needed of the potential or need for them to move (if applicable). 4. Ensure emergency response supplies are planned for various degrees of need. 5. Stockpile additional food stuffs and water. 6. Ensure food delivery process is planned and delivery supplies are on hand. 7. Essential personnel receive fit test and training on respiratory protection from University Safety Officer. 	<ol style="list-style-type: none"> 1. Enact Departmental Pandemic Plan. 2. Identify roles of essential staff: leadership, communications, food production, food delivery, maintenance and housekeeping 3. Essential personnel receive N95 masks from Security. 	<ol style="list-style-type: none"> 1. Set up Housing and Dining command center and recall essential personnel. 4. Identify meal delivery need and method for quarantined students. 5. Activate plan to quarantine students in conjunction with the guidance from the County Health Department and Health Center.
Risk Mgmt.	<ol style="list-style-type: none"> 1. Maintain copies of all departmental/academic unit pandemic plans. 2. Identify risk exposures for which insurance can and cannot be obtained including associated financial impact. 3. Identify steps that must be taken to monitor and protect insurance coverage. 4. Benchmark risk management response and insurance coverage options with peer universities. 	<ol style="list-style-type: none"> 1. Communicate with insurance carriers on evolving campus issues. 	<ol style="list-style-type: none"> 1. Assess actual risk/insurance claim issues.

	LEVEL 1	LEVEL 2 (In addition to level 1 actions)	LEVEL 3 (In addition to level 2 actions)
Health Center and CAPS	<ol style="list-style-type: none"> 1. Prepare signage notifying patients with influenza profile and who have traveled to (or have been visited by persons from) effected countries to call the Health Center. 2. Prepare for appropriate Isolation exam room. 3. Review options with Facilities and University Safety Officer for negative pressure room. 4. Arrange for negative pressure machines. 5. Ensure standard precautions are in place. 6. Ensure respiratory protection equipment is in place. 7. Provide in-service training for university staff on avian flu. Train additional university personnel (train the trainer program) to assist with overall training). 8. Monitor Health Care workers. 9. Initiate poster, email campaign on self-protection. (In conjunction with Dean of Students Office). 10. Essential personnel receive fit test and training on respiratory protection from University Safety Officer. 11. Prepare policy on transporting individuals to hospitals. 12. Upon confirmation of human-to-human transmission, Health Center Director, Dean of Students and International Students/Scholar Services Director, identify groups at risk and determines need for isolation. 	<ol style="list-style-type: none"> 1. Isolate and monitor suspected cases. 2. Identify contacts of suspected case. 3. Communicate with parents of suspected cases and explain procedure. 4. Initiate prophylaxis of contacts based on strength of patient presentations. 5. Update CMT 6. Establish phone triage lines for Student Health Services and CAPS 7. Essential personnel receive respirators from Security. 	<ol style="list-style-type: none"> 1. Implement Health Center Pandemic Plan. 2. Enact isolation room in Health Center (negative pressure) 3. Locate people contacted by patient. 4. Arrange for screening of people who have had contact with patient. 5. Arrange for counseling services. 6. Contact Coroner's office if necessary

	LEVEL 1	LEVEL 2 (In addition to Level 1 actions)	LEVEL 3 (In addition to Level 2 actions)
Information Technology & Telecommunications	<ol style="list-style-type: none"> 1. Assess supplemental telecom./computing hardware/software needs: <ul style="list-style-type: none"> ✦ Student Affairs ✦ Health Center ✦ Public Relations ✦ Human Resources ✦ Telecommunications 2. Assess needs for webpage support. 3. Develop plan for distributing telephone calls to homes or phone banks. 	<ol style="list-style-type: none"> 1. Purchase/contract for supplemental telecommunications/computing hardware/software needs (if necessary). 2. Add additional phone lines to EOC, quarantine areas and functional groups. (if necessary) 	<ol style="list-style-type: none"> 1. Publish messages from Media Relations/CMT on a periodic basis on Florida Tech web's front page. 2. Provide guidance for forwarding phones and setting up "bounce messages".
Dean of Students Office (Residence Life/Fraternity and Sorority Life)	<ol style="list-style-type: none"> 1. Prepare educational information on avian flu and pandemic for students. 2. Prepare "pre-event" letter for DOSO website. 3. Health Center trains: Resident Assistants on avian flu and pandemic concerns. 4. Formulate plan to address needs/support for students living on campus. 5. Resident Assistants rehearse plan to address needs/ support for students living on campus. 6. Formulate and rehearse plan to address needs/support for Fraternity/Sorority organizations. 7. Identify personnel available for telephone support work. 8. Receive fit test and training on respiratory protection from University Safety Officer. 9. Works with ISSS and Health Center to monitor student travelers entering from affected regions and assists with communication to international students and their families. 	<ol style="list-style-type: none"> 1. Disseminate educational materials to students (posters, flyers, Crimson, TV98, WCRR and FITV). 2. Assist with telephone consultation and support. 3. Obtain volunteers from Residence Life Staff to assist with providing services as needed. 4. Essential personnel receive respirators from Security. 	<ol style="list-style-type: none"> 1. Assist Health Center with communication, monitoring and delivery of medications, other goods and services to isolated cases. 2. Assist with relocation of students for quarantine. 3. Identify student events where confirmed patients have attended.

	LEVEL 1	LEVEL 2 (In addition to Level 1 actions)	LEVEL 3 (In addition to Level 2 actions)
Human Resources	<ol style="list-style-type: none"> 1. Identify and review essential personnel. 2. Monitor faculty and staff travelers entering from effected regions. 3. Prepare call-off policy. 4. Identify personnel available for telephone support. 	Same as Level 1	Activate call-off policy

NOTE: Items identified in **RED TYPE** are pre-planning steps that need to be begun immediately and completed prior to confirmed human-to-human transmission.