

Code of Safe Practices – General Policy

All employees of this university will follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to their supervisor;

Supervisors will see that employees observe and obey every rule, regulation and order necessary to the safe conduct of the work and will take necessary action to obtain compliance;

Anyone under the influence of alcohol and/or drugs will not be allowed on the job while in that condition. Reporting for duty under the influence of alcohol and/or illegal drugs is grounds for dismissal; no one will be permitted or required to work while his or her ability or alertness is impaired by fatigue, illness or other causes that might expose the individual or others to injury;

Employees should be alert to see that all guards and all other protective devices are in proper places and adjusted, and will report deficiencies. Approved protective equipment will be worn in specified work areas;

Horseplay, scuffling and other acts that tend to endanger the safety or well being of employees are prohibited;

Work will be well planned and supervised to prevent injuries when working with equipment and handling heavy materials. When lifting heavy objects, employees should bend their knees and use the large muscles of the leg instead of the small muscles of the back. Back injuries are the most frequent and often the most persistent and painful type of work place injury;

Workers will not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor;

All injuries will be reported promptly to the supervisor so that arrangements can be made for medical and/or first aid treatment. Emergency, fire, ambulance, rescue squad and police numbers are 9-911;

If injury occurs, a Notice of Injury form must be completed within 24 hours. This form is available in the Office of Financial Affairs.

Crisis Management Policy

A crisis is defined as: A) An accident involving a member of Florida Tech community (Faculty, Staff, Administration or Student) that has the potential to create adverse publicity for the university; or B) An incident in which the safety of the members of the Florida Tech community is in jeopardy.

Examples of incidents that may cause adverse publicity for the university are:

- **An accidental death on campus**
- **A suicide**
- **An arrest on or off campus of one or more members of the Florida Tech community**
- **An rape or an aggravated assault on a campus person or persons**
- **An accident involving a Florida Tech airplane or vehicle**
- **A mob incident (protest etc.)**

Examples of incidents in which the safety or security of Florida Tech community are at risk are:

- **A hurricane or major storm**
- **A fire or explosion in a campus facility**
- **An act of terrorism**
- **A bomb threat**
- **A chemical or toxic waste accident**

Although there is no one person, other than the president, designated as the crisis manager, there is one principal spokesperson for the university. That person is the Director of University Communications.

In crisis situations and before any statements or press releases are issued, the Director of University Communications and the executive, with concurrence of the president, will determine who shall act as the university's spokesperson on the issue at hand. If a crisis is of an on-going nature, the person designated at the outset as the university's spokesperson shall continue to act in that capacity.

When an incident requires the university spokesperson to have a particular expertise, e.g. medical or legal, the spokesperson will be designated by the president.

If contacted by the media, an individual within the Florida Tech community has the right to make comments but only in the capacity of a private citizen and not as an official spokesperson of the university.