Florida Institute of Technology
Emergency Preparedness Plan

Prepared by:
Kevin W. Graham
Director of Security
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This edition supersedes and rescinds all previous versions of this document.
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Florida Tech Community:

Florida Institute of Technology’s location on the East Coast exposes us to the possibility of hurricanes and tropical storms during the period of 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 ensure the safety of the Florida Institute of Technology community.

Everyone’s cooperation will help ensure the safety of all concerned.

Anthony J. Catanese, Ph.D., FAICP
President and CEO
Emergency Preparedness Committee

Dr. Anthony J. Catanese  President and Chief Executive Officer
Mr. Kevin Graham  Director of Security
Dr. T. Dwayne McCay  Executive Vice President and Chief Operating Officer
Dr. Ismael Cremer  College of Aeronautics
Mr. Greg Graham  Assistant Vice President for Business and Retail Operations
Mr. Eric Kledzik  Vice President for Information Technology and Chief Information Officer
Mr. Gregory Tsark  Vice President for Facilities Operations and University Architect
Mr. Wes Sumner  Vice President for Marketing and Communications

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

Staff
Mrs. Suzee Louché  Executive Assistant to the President, CEO and Ombudsman
Dr. Donn Miller-Kermani  Deputy Chief Operation Officer

*EPC must be available during an emergency event.*
## Emergency Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Red Cross</td>
<td>321-890-1002</td>
</tr>
<tr>
<td><a href="www.redcross.org">www.redcross.org</a></td>
<td></td>
</tr>
<tr>
<td>Brevard County Emergency Management</td>
<td>321-637-6670</td>
</tr>
<tr>
<td>&amp; Communications Division</td>
<td></td>
</tr>
<tr>
<td><strong>FIT Emergency Information Hotline</strong></td>
<td><strong>1-888-820-4636</strong></td>
</tr>
<tr>
<td><strong>Melbourne Police Department</strong></td>
<td><strong>9-911</strong>*</td>
</tr>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>Non-Emergency</td>
<td>321-608-6731</td>
</tr>
<tr>
<td><strong>Florida Tech Security</strong></td>
<td><strong>8111</strong>*</td>
</tr>
<tr>
<td>Secondary Security Lines</td>
<td>321-674-8111</td>
</tr>
<tr>
<td></td>
<td>8111*, 8112* or 8113*</td>
</tr>
<tr>
<td></td>
<td>321-537-7411 or 7412*</td>
</tr>
<tr>
<td>Poison Control</td>
<td>321-676-7199 or 800-222-1222</td>
</tr>
<tr>
<td>National Weather Service, Melbourne</td>
<td>1-800-683-4468</td>
</tr>
</tbody>
</table>

*When calling any local number from a University line, you must dial 9 then the number. EXAMPLE: (911) when dialing from a campus phone dial 9-911.
### Other Important Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brevard County Health Department</td>
<td>321-726-2920</td>
</tr>
<tr>
<td>Brevard County Sheriff’s Department-Dispatch</td>
<td>321-264-5100</td>
</tr>
<tr>
<td>Melbourne Airport</td>
<td>321-723-6227</td>
</tr>
<tr>
<td>FBI-Jacksonville</td>
<td>904-248-7000</td>
</tr>
<tr>
<td>US Secret Service-Orlando</td>
<td>407-648-6333</td>
</tr>
<tr>
<td>Poison control center</td>
<td>800-222-1222</td>
</tr>
<tr>
<td>Salvation Army</td>
<td>321-724-0494</td>
</tr>
</tbody>
</table>

### Hospitals

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holmes Regional Medical Center</td>
<td>321-434-7000</td>
</tr>
<tr>
<td>Health First Viera Hospital</td>
<td>321-434-9000</td>
</tr>
<tr>
<td>Palm Bay Hospital</td>
<td>321-434-8000</td>
</tr>
<tr>
<td>Wuesthoff Rockledge</td>
<td>321-636-2211</td>
</tr>
<tr>
<td>Wuesthoff Melbourne</td>
<td>321-752-1200</td>
</tr>
<tr>
<td>Kindred</td>
<td>321-733-5725</td>
</tr>
</tbody>
</table>

### Where to Find Emergency Information

**Radio, AM**
- WMMB 1240 KHZ
- WAOA 1560 KHZ

**Radio, FM**
- 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

**University Website**
- [www.fit.edu](http://www.fit.edu)

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*When calling any local number from a University line, you must dial 9 then the number. EXAMPLE: (911) when dialing from a campus phone dial 9-911.*
Glossary of Terms

**Assembly Point** - A pre-designated building or outdoor location to which all persons evacuating a campus building during an emergency (fire, explosion, hazmat release, etc.) will immediately report, and where they should remain until a department head, office manager, or supervisor completes an accounting of all students, faculty, staff, and visitors who were inside the evacuated building at the outset of the emergency; should be at least 300 feet away from the evacuated building or site where the emergency originated.

**DOS** - Director of Security

**Emergency Alert System** - The Emergency Alert system consists of warnings issued when a potentially significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees has been confirmed.

**EMS** - Emergency Medical Services

**EOC** - Emergency Operations Center: The physical location at which the coordination of information and resources to support an emergency response takes place.

**EOP** - Emergency Operations Plan: Describes the structure and process for a coordinated University approach to an emergency.

**EPC** - Emergency Preparedness Committee

**ERT** - Emergency Response Team: Comprised of the University staff and senior administrators responsible for specific emergency support functions.

**FCP** - Field Command Post: A physical location or Department of Public Safety or other University vehicle near the scene of the emergency.

**GPAC** - Gleason Performing Arts Center

**Hazardous Material (Hazmat)** - A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence.

**Hostile Intruder Incident** - A hostile intruder incident is declared when there is a serious risk of danger to the faculty, staff, and students of the University from an armed or dangerous person(s) on campus.

**IC** - Incident Commander: The police or fire official responsible for all emergency activities; has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations on the scene of an emergency.
Glossary of Terms

ICS - Incident Command System: A formal structure for emergency management used by all local, state and federal response agencies during an emergency response.

IHE - Institutes of Higher Learning, Universities, Colleges, and trade schools.

Immediate Notification - In cases where the notification is mandated to any University official, the Vice President for Marketing and Communications shall also be notified. All interaction with the media will be handled through the Marketing and Communications Department to ensure unity of communication.

ISEP - Incident Specific Emergency Plan: Detailed actions to follow in the event of a specific emergency, and/or addresses a specialized, incident specific application of the University’s Emergency Operations Plan.

ITR - Information Technology Resources

Lockdown - A protocol that involves confining people in a secure place, or securing students, faculty and staff in classrooms or other buildings during an emergency or other event that may cause loss of life. During a lockdown, no one may be admitted into the locked down building until an “all clear” has been issued by the appropriate administration and/or authorities. All individuals attempting to enter a locked down building shall be directed to the SANCTUARY.

Push Site - Most leading Web browsers will be set to support what are known as push notifications. Sites using the technology will be able to ask visitors if they wish to opt in to receive notifications. The site can then deliver them, even if that site is not open in the browser at the time. A news site might use Web notifications to alert users to a breaking story, for example. The technology should become available on both PCs and mobile devices.

Sanctuary - A place of refuge, safety and protection. At Florida Tech, the authorized sanctuary is the Gleason Performing Arts Center (GPAC) Location 27 on the Florida Tech Map.

Secure/Shelter in Place - The term shelter in place means to seek immediate shelter and remain there during an emergency rather than evacuate the area. This does not include securing the building.
Further Information

Florida Tech’s response to an emergency or disaster will generally involve the following phases:

- **Planning and Mitigation** – The process of developing or refining response plans that will ensure an orderly and effective response to an emergency, and for identifying and mitigating areas of vulnerability. After each activation of the Emergency Operations Plan, an after-action review will be performed to determine if the response was effective or if the plan should be modified or improved.

- **Response** – The reaction(s) to an incident or emergency in order to assess the level of containment and control activities that may be necessary. During this phase, University priorities will be to ensure the public welfare, protect critical infrastructure, and provide support to emergency response organizations/operations.

- **Business Continuity** – The process of planning for and/or implementing the resumption of business operations immediately following an interruption or disaster. During this phase, more in-depth forecasts of the incident will be available and campus-wide priorities for program resumption will be determined. All response activities indicated above will continue as necessary.

- **Recovery/Restoration** – The process of planning for and/or implementing recovery of non-critical business processes and functions after critical business process functions have been resumed and for implementing projects/operations that will allow the University to return to a normal service level.

Emergency response efforts shall be conducted in conformity with the mission, core values, and policies of The Florida Institute of Technology under the authority of its President.

Due to the unpredictable nature of emergencies, this Emergency Operations Plan will be organized according to general detection, notification, and response guidelines, followed by sections containing specific response strategies – or Incident Specific Emergency Plans (ISEP) – pertinent to different kinds of emergencies where appropriate.

It is recognized that no plan can cover all contingencies, and that the Director of Security and authorized staff members of the University possess authority commensurate with their responsibility to protect life and property, and to employ strategies not specified in the Emergency Operations Plan.
Introduction

The Florida Institute of Technology Emergency Operations Plan (EOP) is designed to serve as a guideline for University personnel when responding to any disaster or emergency situation that could or does affect the University. The EOP is applicable to any man-made and natural disaster, including, but not limited to floods, hurricanes, earthquakes, power failures, hazardous material releases and civil disturbances.

The EOP sets forth an operational structure and outlines basic operational procedures that shall direct those individuals and departments that may be called upon to assist in an emergency response. Because every scenario cannot be predicted, the EOP is designed to allow policymakers and incident managers the flexibility to adapt to events as they unfold. By establishing a framework of defined responsibilities and communication links, the EOP will help to ensure that Florida Tech’s response to an emergency is prompt, professional, and well-coordinated.

A. Definition of an Emergency

For purposes of planning, an emergency is defined as any situation:

- That creates an imminent danger to the lives of students, faculty, staff or visitors at the University;
- That creates an imminent risk to University property and personal property located on University property;
- That may prevent the University from fulfilling its responsibilities to the students, faculty, staff or visitors;
- That could cause serious harm to the reputation of the University; or
- Where the University’s resources are called upon to assist the local community, state or federal agencies in time of regional or national crisis.

B. Purpose

a. The primary purpose of the EOP is to preserve and protect the lives of Florida Tech’s students, faculty and staff by initiating, coordinating and sustaining an effective University response to any emergency situation in order to maintain the continuity of mission-essential functions. The EOP is designed to:

b. Identify planning assumptions and develop policies.

c. Establish a concept of operations built on interdepartmental coordination in order to facilitate a timely and effective University response.
d. Assign specific functional responsibilities to the appropriate offices and departments.

e. Coordinate actions necessary to respond to an emergency and coordinate the links between the University’s local, state and federal government agencies; and other supporting institutions or organizations.

C. Scope

The scope of the EOP is as follows:

a. All offices, departments, personnel, buildings, and grounds owned by the Florida Institute of Technology located in the city of Melbourne, Florida. Particular departments are charged with the responsibility to provide response and recovery actions in an emergency or disaster situation.

b. Response activities include those actions that support the efforts of University, local, state and federal agencies in their efforts to save lives, protect public health and safety, protect property and mitigate damage. The actions and activities described in the EOP are carried out under the authority of the President of the Florida Institute of Technology.

D. Levels of Emergencies

All emergencies and events that affect the University, large or small, are included in the framework of this plan. The level of the emergency will determine the extent to which the plan is utilized and resources are mobilized.

a. LEVEL 1: A minor incident, potential or actual, involving a department or building that can be handled by the affected department, existing University resources, or limited outside assistance; is usually a single event of limited time and impact.

b. LEVEL 2: A critical event, potential or actual, affecting an entire building or buildings, or which disrupts the overall operation of the campus; could be a single or multi-hazard situation. Outside emergency services will probably be required, as well as a major response from University support services.

c. LEVEL 3: A major event of significant or catastrophic proportions involving the entire University or a significant portion of the University campus and potentially the surrounding community. Immediate resolution is not probable and is well beyond the response capabilities of the University alone.
Resources

In the event of an emergency, the University will need to take immediate and appropriate actions to evaluate, direct, mobilize and coordinate its response. Depending on the level of the emergency and the need for resources, the University will activate this plan to direct its resources to best protect lives and property and to ensure the continuity of operations.

Emergencies and disasters could affect residents in the region, not just the campus. Therefore, county, state and federal emergency services may not be available immediately. The University must be prepared to respond appropriately with or without the immediate involvement of outside agencies.

Emergencies or disasters can occur at any time of the day or night, and can occur when senior administrators and other members are unavailable to respond. The EOP, therefore, must be based upon roles to be filled, not individuals, and must be flexible.

A. Role of Melbourne Emergency Services

Under Florida law, the local governments have the responsibility for the direction and control of emergency management within their jurisdictions. The city and county emergency management directors are responsible for the development and implementation of the emergency management program designed to provide for an effective response to an emergency.

The local fire chief or police chief (depending upon the type of emergency) is responsible, per Florida law, for the command of the response and control of the incident. They serve in the role of Incident Commander. If the incident is law enforcement related on University property, the Melbourne and/or Palm Bay Police Chief or their designee is the Incident Commander. The Incident Commander is also responsible for the limiting or closure of access to a building or area to anyone, even senior University officials, if the situation warrants.

The University will work with local authorities to support their efforts, as requested, and will act to resolve consequences to the University from the incident.

B. Plan Awareness

All Florida Institute of Technology departments and offices are to be familiar with this plan.

C. Hazard Analysis and Assessment

It is the responsibility of each department, or office, at Florida Tech to conduct its own hazard analysis and assessment concerning the area for which it is responsible. Departments may seek assistance for any hazard analysis from the Facilities Department or the Security Department.
General

It is the responsibility of the University to ensure that it is prepared to meet the needs of the people and the institution that might be affected by an emergency incident. The President of Florida Tech is ultimately responsible for the University’s response in such an incident. The authority to declare a campus state of emergency rests with the President of Florida Tech or appointee. During the period immediately following an emergency requiring activation of the EOP, when directed by the President or his/her designee, primary and support offices and departments will take action to identify requirements and resources needed to respond appropriately.

The EOP will be activated whenever the President, or his/her appointee, declares a state of emergency. This declaration may be made at the recommendation of the Chief Operating Officer, the Director of Security, the Vice President for Facilities Operations, the Director of Environmental Compliance and other university employees as selected by the President of the University.

The President is supported in this responsibility by the Board of Trustees, or for the purposes of this plan, in making final decisions and issuing directives for the management of the emergency.

EOC

When an emergency occurs or is imminent, it shall be the responsibility of the Director of Security (DOS) to set up and staff an appropriate Emergency Operations Center (or command post), as directed.

Location

Generally, the location will be in the Department of Security office. If the duration or severity of the emergency warrants setting up an EOC, it will be set up in a location best fitting the situation. The key element in selecting the EOC is that it be a safe location that is unlikely to be affected by any subsequent events related to an initial disaster/emergency episode.

- The location should be centrally located, have sufficient room for 6-8 people, and be convenient to all utilities if possible.
- Other factors that would determine which locations to be used include type of emergency, location of the emergency, availability of backup power, and phone and data communications.
- In a large scale emergency, the EOC must be in a location where the emergency staff and those selected by the University President can conduct their respective roles in separate rooms but in close proximity to each other.
- Director of Security in conjunction with the Vice President of Facilities Operations will determine the appropriate location.
Resources

It is understood that due to the nature of an emergency, it may be appropriate for administrators to remain in their pre-emergency locations and conduct the emergency operations via conference call, radio or other means.

Potential Sites

The DOS shall periodically verify the proper functioning of utilities, communication equipment, and connections at each of the suggested sites. Potential EOC locations include, but are not limited to, the following sites:

- Security Office - Shaw Hall
- Facilities Offices - Building 540
- President’s Office
- Off Campus Locations designated as possible EOC Sites
- Student Life Offices - Evans Hall

The EOC, regardless of location, shall have easy access to:

- Multiple phone lines
- Multiple network connections (or wireless connectivity capabilities)
- Television with cable access
- Large campus map
- Hand-held portable radios, cell phones and/or pager communication for team members (as needed)
- White boards
- Radio access via portable scanning radios for all of campus (receives & transmits)
- Designated FAX machine
University Department Responsibilities

All University departments and offices shall by 30 March of every calendar year:

1. Maintain and routinely update emergency procedures that prescribe the responsibilities of department/office staff during and after an emergency. All such procedures shall ensure the safety of all students, faculty, and staff within the department or office during any emergency.

2. Identify a space, area, landmark, or other readily identifiable alternate location on campus as an “assembly point” where students, faculty, and staff are to gather immediately following a building evacuation; ensure that the assembly point is at least 300 feet away from the building.

3. Develop a procedure to account for all department/office faculty and staff, students, and/or visitors who are present at the outset of the emergency, and initiate that accounting process immediately following a building evacuation.

4. Ensure orderly succession of personnel for all key positions to maintain operations during unforeseen circumstances.

5. Ensure the maintenance and safeguarding of key records and documents and the availability of those documents in an emergency.

6. Maintain a system for internal status reporting on manpower and other resources.

Specific Department Responsibilities

Certain University departments and offices may need to develop more detailed emergency operating procedures to supplement the University’s EOP because of the unique features of the facilities for which they are responsible and/or the communities they serve. Examples of such procedures include but are not limited to the following:

- The Athletics Department maintains an annual Operational Reference Guide for the Clemente Center because this facility is regularly used by members of the University and external communities.
- The Office of Residence Life provides an emergency response guide to Area Coordinators and Residence Advisors that addresses a wide variety of life safety, fire prevention, and security issues that impact their departmental operations in residence halls and houses.
- The Director of Environmental and Regulatory Compliance is responsible for the implementation of the University’s Spill Prevention Control and Countermeasures Plan at University owned sites where any hazardous substance is stored, processed,
Resources

distributed, or consumed and could reasonably be expected to discharge in harmful quantities.

- The Science Department is responsible for implementing the University’s Chemical plan.

All such guides and action plans shall:

1. Be consistent with the general guidelines for emergency preparedness, response, and recovery contained in the EOP; and

2. Comply with the development and maintenance requirements contained in this Introduction.

Administrations and Logistics

Certain administrative procedures and logistics should be intact prior to, and during an emergency situation. Hence, the following applies:

1. During an emergency, some administrative procedures should be suspended, relaxed, or made optional. An example would be bypassing the process set forth for the procurement of needed equipment. Departures from normal procedures should be clearly addressed by the ERT during the planning process.

2. All offices and departments shall develop provisions for the proper documentation of all emergency expenditures. Documentation methods should follow current accounting procedures. Such accounting documentation will support the University’s requests for supplemental assistance from state and federal agencies.

3. All departments and offices shall implement established resource controls and determine the availability and accessibility of those resources. Any additional required resources needed to respond to or support an emergency operation should be identified.

Notice of Emergency

Although it will likely be initially identified or received by the Security Department Dispatcher or responding Security Officer, notification of an impending or existing emergency may come from any number of sources. Information received by any person connected with the University that an emergency has occurred, or is likely to occur, shall be forwarded immediately to a member of the Security Department.

The President or designee will be responsible for any notification to the University’s legal counsel and the Board of Trustees.
The Chief Financial Officer is responsible for any notifications to insurance carriers.

In the event of a potential emergency not requiring the initial involvement of local emergency services, the identifying individual, office or department shall contact the Security Department who will ensure all affected departments are notified.

Key Secondary Factors

In addition to those obvious responses to emergencies such as aiding the injured, summoning police/fire/ambulance services, or enlisting the aid of other outside agencies, the ERT shall implement additional operations. These shall include but not be limited to:

1. Processing of calls from family and friends of students, faculty, and staff.
2. Establishing a centralized liaison function to deal with outside agencies (hospitals, other governmental agencies), providing them with necessary information and other assistance, such as next-of-kin notifications.
3. Ensuring that the public information officer is available to handle all media inquiries and to document emergency response activities.
4. Providing for the protection of essential business records and computer equipment. Timely notifications of computer operations (ITR) administrators are essential.
5. Establishing a mechanism to provide for extraordinary financial demands, and seek assistance of insurance carriers.
6. Setting an emergency procurement operation to address extraordinary material needs.
7. Ensuring the continuation of food service operations.
Declaration of an Emergency Condition

The University President/CEO is responsible for the actual declaration of an emergency. He/she shall declare a state of emergency for level 2 or 3 incidents when, upon recommendation of the selected University department heads or members it is deemed necessary to do so. A declaration of an emergency will result in the immediate implementation of emergency procedures as outlined in the EOP and/or the closure of all or part of the University.

The President shall also be responsible for declaring an end to any state of emergency when appropriate.

Restricting Access to Campus

When an emergency declaration is made, only registered students, faculty, staff, and affiliates (i.e., persons required by employment; e.g., National, ELS) are authorized to be present on campus.

Those who cannot present proper identification (e.g., employee identification card, or other photo ID) verifying they have legitimate business on campus will be asked to leave.

In addition, only those faculty and staff members who have been requested to come to campus or issued an emergency pass by the Security Department will be allowed to enter the immediate disaster site, and only once the site has been deemed safe to enter by local authorities, the Director of Security, or the Facilities Department.

Immediate Actions

It is likely that the resources needed for immediate assistance to deal with various kinds of emergencies will be obvious. A list of common assistance requests and contact numbers are found in the Emergency Phone Numbers List (Page 6-7).

Police, Fire, and Medical Emergencies

These services will always be summoned in the event of fire, flood, earthquake, confirmed bomb threat, environmental hazard, serious multiple injury accidents, civil disorder or mass demonstrations, chemical spill, hostile intruder/active shooter, and the like. Police and fire departments and other government related agencies are required to have emergency response strategies in place and are usually well equipped to provide immediate assistance as well as knowledge of appropriate resources for secondary assistance.

Large Scale Health or Injury Problems

The area is well-served by three hospitals within a 30-minute drive. A list of the facilities is maintained in the Emergency Resources Directory (Pages 6-7). Triage is usually the function of
first responder EMS personnel. Follow up coordination of medical care shall be the responsibility of the Student Health Services Department.

Utility and Mechanical Service Loss

The handling of utility and mechanical service losses shall be coordinated by the Vice President of Facilities Operations or designee. The Facilities Department maintains an up-to-date list of private contractors to correct those problems that are beyond the ability of University personnel.

Public Information

An emergency or disaster is likely to present a need for the organized and sensitive dissemination of information for public consumption, as well as maintaining control of the media who might disrupt emergency response activities. This function shall be the responsibility of the Vice President for Marketing and Communications and staff.

Ongoing Emergency Management

While the emergency/crisis is ongoing, the Vice President for Marketing and Communication shall continue to coordinate communication to the University with the affected departments.

Assessing a Threat or Emergency

During a state of emergency, the Security Department with authorization from the President or his designee, shall take the necessary steps to assess the emergency and to safeguard persons and property. The Director of Security or designee shall immediately consult with the President regarding assessing the emergency and level of the crisis and the possible need for a declaration of a campus state of emergency.

In the event of a major crisis, emergency or potential threat occurring on or near the campus or one that involves campus property, Security officers and appropriate Facilities personnel will be dispatched to determine the extent of any damage to campus property. If necessary, the Vice President for Facilities Operations will utilize other campus staff to assist with the assessment.

Evacuation of Buildings

Fire, flood, earthquake, suspected explosives, environmental accidents, active shooter, hostage/barricaded subject, and utility failures are among the reasons that a building should be evacuated. Regardless of the reason for the emergency, any condition in or near a building that threatens the health, safety, or welfare of any member of the University community shall be cause to direct an evacuation. (Appendix A)
Whenever a campus building is evacuated, occupants shall immediately report to the assembly point designated by their department/office. Assembly points may include but are not limited to the following:

**Shelter-In-Place/Campus Lockdown**

In emergencies such as explosions, HAZMAT spills and environmental accidents, active shooter/hostile intruder, or hostage/barricaded subject incidents, it may not be safe for people who are inside the building, where such an emergency is occurring or has just occurred, to evacuate. In such instances, the University Emergency Lockdown Procedure may be implemented and announced using the University’s Emergency Notification System. When the University Emergency Lockdown Procedure is implemented, all persons on campus should immediately seek shelter indoors or take shelter-in-place in their current indoor location. Refer to the University Emergency Lockdown Procedure (Page 30-32).

**Continuity of Operations**

The primary purpose of an emergency operations plan is to protect the lives of the students, faculty and staff and preserve the properties of the University in a disaster and then return the situation to normal. Disasters can interrupt, paralyze, and/ or destroy the ability of the University to carry out its mission. Therefore, it is imperative that an emergency operation is able to provide mitigation, preparedness, response and recovery functions to the fullest extent possible.
Establishing Alternate Facilities

Student Resident Halls

Establishing alternate residences for resident students due to the temporary loss of a residence hall shall be the responsibility of the Residence Life staff.

Resident students shall be temporarily housed with other resident students, in the lounges in unaffected buildings, until such time as repairs to damaged housing facilities are completed.

Should a residence hall facility remain off-line for an extended period of time, alternate arrangements for temporary off-campus housing shall be made at the discretion of the Director of Residence Life. A list of local hotels and other rental facilities, as well as other local institutions, shall be maintained in the Office of Residence Life. Consideration may also be given to housing some students in the private homes of faculty and staff on a volunteer basis, and/or encouraging students whose residences are within a 50-mile radius of campus to reside at home until their residence hall is reopened.

Classrooms

Large common areas in buildings on campus may be considered for use as classrooms on a temporary basis, including meeting rooms and lounges, if they exceed 500 square feet in usable area and do not unduly disrupt other necessary operations. Very large areas may be considered for multiple use by segmenting with portable partitions.

Food Service

Should the SUB Cafe or Panther Dining Hall be rendered unusable, the alternate locations on campus may be used for food service on a temporary basis i.e., the Rathskeller, Clemente Center or Center Court. An off campus food service contractor may also be contracted to provide meals to the campus community in the alternate location(s). Alternate use of the Clemente Center may require suspension of some athletic activities.

Administrative Operations

Where possible, when an administrative function cannot be performed at its usual location, available alternate space on campus shall be utilized.

Deactivation of Emergency Operations

Deactivation of an emergency operation is dependent upon a wide range of variables that must be satisfied before such an event may occur. Some basic principles that should be followed before deactivation are:
Resources

1. Ensure that all health and safety issues are resolved prior to full deactivation.
2. Ensure that all vital services and facilities are re-established and operational.
3. Partial deactivation of the EOP may occur only when all issues within the ISEP are resolved or completed.
4. Recovery operations may be initiated during response operations.
5. Deactivation of the response operation may be followed by the recovery operation.
6. Final deactivation of all operational activities will only occur with authority from the University President in coordination with the ERT.

Resuming Operations – Restoration and Recovery

In situations involving structural damage or building emergencies as a result of an explosion or similar incident, hazmat incident, tornado, utility failure, structural collapse or similar incident, the ERT should be focused on the planning for and/or implementing resumption of campus operations immediately following an interruption or disaster while the response activities, (mainly conducted by the Security Department and the Facilities Department ) continue. In attempting to return the University to normal business operation (critical functions first, then non-critical) and service level, the ERT may/should:

- Hire additional temporary workers.
- Utilize the County Sheriff’s work parties.
- Establish a recovery team, if necessary.
- Establish priorities for resuming campus operations.
- Continue to ensure the safety of personnel on the property.
- Assess remaining hazards.
- Maintain security at the incident scene.
- Follow emergency notification procedures.
- Notify families of University employees and students about the status of University personnel and students on the property; off-duty University personnel about work status; insurance carriers and appropriate government agencies.
- Conduct campus briefings.
- Keep detailed records.
- Take photographs of or videotape the damage.
- Account for all damage-related costs.
- Establish special work order numbers and charge codes for purchases and repair work.
- Protect undamaged property.
- Close up building openings.
Resources

- Remove smoke, water and debris.
- Protect equipment against moisture.
- Restore sprinkler systems.
- Physically secure the property.
- Restore power.

After Emergency Assessment

- Conduct an investigation, and coordinate all investigative actions with appropriate government and local agencies.
- Conduct salvage operations. Segregate damaged from undamaged property. Keep damaged goods on hand until an insurance adjuster has visited the premises, but move material outside if it is seriously in the way and exposure to the elements will not make matters worse.
- Take inventory of damaged goods. [This is usually done with the adjuster or the adjuster’s salvo if there is any appreciable amount of goods or value.] If goods are released to the salvo, obtain a signed inventory stating the quantity and type of goods being removed.
- Restore equipment and property. For major repair work, review restoration plans with the insurance adjuster and appropriate government agencies.
- Assess the value of damaged property. Assess the impact of University business interruption.

Incident Specific Emergency Plans

The following Incident Specific Emergency Plans (ISEP) are designed as guides to give members of the Florida Institute of Technology community a ready reference on how to respond in case of an emergency situation on or near the campus. Campus safety is a responsibility we all share. All of us play a critical role in keeping students, faculty, and staff safe on campus. Here’s how you can do your part:

- Complete the Emergency Notification Information form located at www.fit.edu/security which is the best and quickest way to get information to you in an emergency. Emergency situations develop and change very quickly. The Emergency Notification System keeps you informed as things change.

- Plan ahead. The time to think about what you would do in an emergency is now. Read through these procedures and consider how you would respond.

- “If you see something, say something!” Reporting crimes, suspicious behavior, and safety concerns to the Security Department helps to keep us all safe. Program (321) 674-8111 into your cell phone and don’t hesitate to make a report.
Resources

- Always carry your Florida Tech ID card. In an emergency, you may find yourself locked out of your building or area as some doors may lock to keep intruders out. Carrying your ID card will ensure you can move about if necessary should doors be locked.

Preparing for an Emergency

1. Get a kit of emergency supplies. Be prepared to improvise and use what you have on hand to make it on your own for at least three days, maybe longer. While there are many things that might make you more comfortable, think first about fresh water and food. Always have a ready supply of water along with some non-perishable food. If there is enough time fill up your vehicle(s) gas tank(s). When an emergency happens, gas stations are also affected and replenishing your gas tanks may be impossible.

2. Make a plan for what you will do in an emergency. Be prepared to assess the situation. Use common sense and whatever you have on hand to take care of yourself. Work out a communication plan with your family in the event that cell, phone and/or internet service is not available. Consider how far you would have to travel to get home and where you might go if you were unable to initially go home. Do you have friends or relatives within driving distance of Florida Tech? Communicate in advance with your family in the event you lose communication with them and share with them where you plan to be in the event of an emergency. During an emergency, Security personnel may not be able to search for individuals.

3. Be informed about what might happen. Some of the things you can do to prepare for the unexpected are the same for both natural and man-made emergencies. However, there are significant differences among potential terrorist threats, such as biological, chemical, explosive, nuclear and radiological, which will impact the decisions you make and the actions you take.
ISEP 1:
Potential Emergency Situations

The following is a list of potential emergency situations and emergencies according to type of risk and threat level.

A. Natural Risks
   1. **LEVEL II**
      - Lightning
      - Hail
      - Snow/Ice
      - Cold Weather
      - Sinkhole
      - Drought
   2. **LEVEL III**
      - Hurricane
      - Tornado
      - Earthquake
      - River Flood
      - Mudslide
      - Fire (wildfire)

B. Human-made Risks
   1. **LEVEL I/II**
      - Internal Accident
      - Computer Viruses
      - Transportation Disruption/Road Closing
      - Theft/Fraud
      - Disabled Persons
      - Death/Suicide of Member of Campus Community
   2. **LEVEL II**
      - Workplace Violence/Weapon on Campus
      - Hazardous Materials Spill
      - Bomb Threat/Explosion
      - Sabotage/Vandalism
   3. **LEVEL III**
      - Basic Services Interruption
      - Government State of Emergency/Natural Disasters
      - External Accidents (plane crash, train derailment)
      - Nuclear Accident/Radiation Exposure
      - Terrorism/War
      - Civil Disturbance
      - Active Shooter/Armed Subject on Campus
      - Barricaded Subject/Hostage Situation
      - Serious Fire

C. Other Risks/Concerns
   1. **LEVEL III**
      - Disease/Epidemic/Public Health Emergency
      - Campus Evacuation
ISEP 2:  
Timely Warning

Purpose & Scope

Florida Tech will issue “timely warnings” to students and employees about certain crimes occurring on or proximate to the campus, when those crimes are determined to represent a potential threat to their safety and self-protective actions should be taken, regardless of whether or not the alleged victims and/or perpetrators are members of the Florida Tech community. Such warnings are issued to comply with federal law as contained in the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Timing & Distribution

Timely warnings will be issued as quickly as pertinent information is available to enable students and staff to take self-protective measures. They will be disseminated via one or more of the following methods used individually or in combination:

- Text, email
- Verbal instructions or information issued by University personnel
- Notices posted throughout campus buildings and in the student newspaper

Timely warnings using these methods may be issued simultaneously or staggered as required to provide relevant information and achieve the intent of promoting safety.

Content

All timely warnings issued via the University’s Emergency Notification System will report that an incident has occurred, issue brief instructions about self-protective measures to be taken immediately, and reference where additional information will be posted as it becomes available. When verbal notifications are made by Security and/or Residence Life staff, the same information disseminated via the Emergency Notification System will be issued. Generally, the Emergency Notification System text and email messages, and any verbal notifications, will direct recipients to the University’s website for additional information and/or updates. If necessary, timely warnings disseminated through the Emergency Notification System and/or posted to the website will describe the nature of the event, the location where it occurred, the approximate time it took place, and steps that should be taken for self-protection.

Decision Process

Decisions to issue timely warnings will be made by the Director of Security in conjunction with University staff. Consideration will be given to the nature of the crime, the presence of a continued threat to the safety of students and staff, and the requirements of local law enforcement agencies for protecting the integrity of their investigations.
Pre-Crisis Considerations

The University will make every attempt to communicate to the campus community before, during, and after emergencies. This includes providing detailed instructions to the campus about the emergency and what actions are necessary to ensure the safety of all students, faculty, staff and the general public.

In an emergency, the University will speak with one voice. All informational communications to students, faculty, staff, the public and the media regarding emergencies, will be made by the Office of Marketing & Communications, or a designated representative.

In all instances where emergency personnel are involved, the assisting agency is ultimately responsible for providing updates. The Office of Marketing and Communications will work with emergency responders through a pre-defined process to ensure all pertinent information reported is timely, factual and informative.

Immediate decisions and orders requiring evacuations will be made by on-scene emergency personnel. They will rely on the Office of Marketing and Communications to forward information through all available means.

The content and timeliness of a message during an emergency can have catastrophic consequences if done incorrectly. It is imperative that only assigned staff working with the Office of Marketing and Communications provide this information.

Florida Tech has many communication tools that can be utilized to inform the campus community during an emergency. Not every tool listed here should or will be used in every situation. Each has limitations and risks and is not appropriate for every emergency situation.

- Florida Tech Emergency Notification System/via phone,text
- fit.edu website
- Social media sites (Facebook, Twitter)
- Local TV and radio stations

Emergency Notification System

The University’s Emergency Notification System serves as both an emergency communication method and a way of communicating specific situations to the campus community in a timely manner. Except for the specific instances noted below, the system should be considered an emergency communications tool, and as such is only utilized for active threats, that is, when the safety of the entire campus, or a large portion of it, are threatened.

The system can also be used for events or occurrences that, although not rising to the level of an emergency, could still impact the campus in a negative way. Examples of such use include:
ISEP 3:  
Emergency Notification Methods  

informing students, faculty, and staff of campus-wide threats to life and property, campus closures and University-wide class cancellations, and incidents such as prolonged power or system outages that could severely impact normal University operations.

Florida Tech uses an emergency notification system that employs text messaging and email to alert students, faculty and staff to potentially dangerous situations on campus. In the event of such an emergency, the University will issue such emergency notifications or, if appropriate, “timely warnings” to students, faculty and staff about emergency situations or crimes occurring on or proximate to the campus, when those crimes are determined to represent a potential threat to their safety and if self-protective actions should be taken, regardless of whether or not the alleged victim and/or perpetrators are members of the Florida Tech community.
ISEP 4:
Shelter-in-Place/Lockdown Procedure

SHELTER IN PLACE PROCEDURE

In the event of a critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere, or other life threatening incident occurs, shelter in place may be the preferred method.

Upon receiving notification to Shelter in Place:

• Stay in your room, office or classroom
• Move to a room with no windows that can open or are open
• Rooms that have little or no ventilation are preferred
• Close any open windows and doors
• Lock the doors; cover the door or window
• Pull down the blinds
• Turn off the lights
• Stay calm
• Keep quiet
• If a TV is available, turn it on with the volume off
• Report any suspicious activity, sounds or smells to University Security
• Only come out when you are told that it is safe by University Security or other emergency personnel
• Notify those around you, and encourage others to remain in your room/office rather than try to leave the building
• Stay away from the windows. Check your email and visit the university website

LOCKDOWN PROCEDURE

A crisis on campus may require the University to implement an emergency lockdown of specific areas or the entire campus, depending on the type of emergency. Lockdown is a process during which individuals on campus receive instructions to immediately enter or remain inside a structure in an effort to protect themselves from possible danger. This action might be necessary when evacuation would not be appropriate.

The types of events that could require lockdown include situations such as the following:

• Active Shooter
ISEP 4:
Shelter-in-Place/Lockdown Procedure

- Mass Shooting
- Hostage Situation
- Riot
- Large Uprising
- Other emergency situation where evacuation may pose a greater risk

If an Active Shooter is identified:

Immediately leave the area, or the campus, if it is possible to do so safely. When running use a zigzag pattern instead of running in a straight line. If unable to leave, proceed to an area that can be secured. Call 911 if able to do so safely. Do not assume others have called or will call. If you are near an emergency callbox, use it.

Do not pull a fire alarm. Call 911. Lock all doors into the area. If it is not possible to lock the doors, place furniture and equipment in front of them as a barricade.

Some doors open out into the corridor. In this situation, use whatever means possible to try to restrict entry to the room, including placing furniture and equipment in front of the door, or using a belt or other item to tie the door handles to something stable.

Move to the point in the room that is most distant from a door entering the room from the outside or from a corridor/hallway. Do not huddle, but spread out. Close blinds and drapes for concealment.

Turn off lights. Put cell phones on vibrate, and if communication is needed, use text messaging only.

 Remain under lockdown until advised by the notification system, University Security personnel, senior administration, or law enforcement personnel that the crisis has been resolved.

SANCTUARY

If you become aware of or receive a Security Alert that the campus is on lockdown and you are on campus outside of a secure location, you have several options:

1. Immediately leave campus and go to an off campus location like a store or other location you know is safe for the duration of the lockdown.

*When calling any local number from a University line, you must dial 9 then the number.

   EXAMPLE: (911) when dialing from a campus phone dial 9-911.
ISEP 4:

Shelter-in-Place/Lockdown Procedure

2. If you reside in a residence hall where there is no swipe card access, return there immediately and lock yourself inside.

3. Immediately go to the location that the university has created as a sanctuary for the duration of the lockdown. The university has created a sanctuary at the Gleason Performing Arts Center. Armed officers will man the doors and allow you to enter this location for the duration of the event. Be advised that for the protection of the sanctuary, all persons entering there will be searched for weapons. Failure to cooperate will be grounds to deny entrance to the sanctuary.

TROLLEY

If you are on the trolley when the lockdown occurs, you will be driven to a location off campus for the duration of the emergency event. If you are at a trolley stop the trolley will stop for you to get on and it will proceed to the specified off campus location. It will not stop until it reaches the off campus location designated as a safe location. If you arrive at a trolley stop and the trolley is not in sight, do not wait for it as it may have already left for the off campus location.

RESTRICTIONS WHEN INSIDE A LOCKDOWN STATUS

1. Leaving the location – If you are in a building that is in lockdown status and you opt to leave the building for whatever reason, you will not be re-admitted.

2. If you are in a SANCTUARY and you opt to leave, you MAY be re-admitted but will be subject to a search.

PROHIBITED ACTIONS

When the University is in a lockdown status, faculty, staff and students are PROHIBITED from being anywhere but a safe location. Pedestrians will be directed to a safe location. Failure to comply will be a violation of University policy and will subject the violators to University sanctions.
ISEP 5:

Building Evacuation

Building Evacuation

- Except in the case of an Active Shooter incident, buildings shall be evacuated by activating the fire alarm or, in the event that the alarm is not functioning, by word-of-mouth among the occupants or by use of a portable loudspeaker.
- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized University official such as a Florida Tech Security officer/LEO/Police or Fire Department Representative.
- Members of the Security Department will key into rooms to ensure that everyone has left the building.
- If time permits before leaving, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit and proceed down a stairwell marked “EXIT” in a safe and orderly manner.
- **Do NOT use elevators!**
- After evacuating the building, report to your designated assembly point at least 300 feet away from the affected building. Stay there until an accurate headcount has been taken. Your department head, manager, supervisor or person in charge of each office/area will take attendance and assist in accounting for all building occupants.
- Notify emergency responders of anyone trapped, especially anyone with a physical disability who cannot evacuate.
- Do not go back in the building for any reason until an authorized University official or other emergency responder (police, fire, EMS) deems it safe to re-enter.
- If safe re-entry is unlikely within a reasonable time, nonessential faculty and staff and non-resident students shall be directed to leave the campus if it is safe to do so. Temporary housing of resident students shall be managed by Residence Life.

Large-Scale Evacuation

- If evacuation of part or all of the campus is necessary, monitor the Florida Tech Emergency Notification System and the University website for additional information.
- Those in need of transportation will be directed to areas to await transport to an off-campus site. Florida Tech will provide transportation via trolleys, vans and other University vehicles.

Evacuating the Disabled

If you may need assistance evacuating in an emergency, you should pre-plan and contact Housing Services at x-7707 or contact security at x-8111.
ISEP 6:

**Armed Intruder / Active Shooter**

Active shooter incidents are unique in that the behavior of the perpetrators is very different from that typically associated with other violent behaviors. Suspect(s) generally begin to shoot at numbers of people without warning. The motives for these behaviors are diverse and can range from rage and vengeance to mental dysfunction.

The incidents experienced across the country suggest that the traditional police response involving containment, isolation, and negotiation may be inadequate. Unlike most criminals, active shooters are likely to continue to use deadly physical force until intervention occurs or until the shooter decides to stop. The active shooter concept represents a shift in police response tactics, equipment needs, and command protocol. These situations require the initial police responders arriving on the scene to have the authority and the capability to take action without waiting for command staff or for the arrival of specialty units such as SWAT or crisis negotiators.

If an armed or threatening intruder comes on to University property it is very important that faculty, staff and or students report it immediately and take protective actions. The Florida Institute of Technology maintains an open campus in the middle of a residential area covering over 125 acres, creating unique challenges when dealing with this type of situation.

If you become aware that an active shooter incident is occurring near you, either because you hear actual gunfire or have been told about such an occurrence by another person or through the University’s Emergency Notification System, your main focus should be on quickly determining the best way to protect your life.

The following procedures are recommended:

- Remain in the classroom or office and immediately lock all doors, if possible.
- If you can safely do so without revealing your location to the shooter, call 911 and provide information that can assist responding police officers; e.g., the last known location of the shooter, the number and physical descriptions of the shooters, the number and types of weapons being used (if you can determine), the number and location of any victims, and your exact location.
- Try and remain calm so you can give an accurate description of the person or person(s). Note type of dress, height, weight, sex, and any other characteristics/physical items that are particular to the individual(s).
- Report the type of weapon (if known) and direction of travel or building entered.
- Call FIT Security at x-8111 or 321-674-8111 and report the above information.
- Lock the windows and close blinds or curtains.
- Turn off lights and all audio equipment.
- Stay out of the open areas and be as quiet as possible.
- Try to remain as calm as possible.
- Keep classroom or offices secure until police or Security personnel arrive and give directions.
ISEP 6:
Armed Intruder / Active Shooter

Security Response

The purpose of this policy is to set forth standards for Florida Tech Department of Security’s response to active shooters. Careful and systematic response to such incidents is critical to containing offenders and reducing casualties. There are scenarios that require immediate action and rapid deployment of armed police personnel prior to the arrival of any police tactical team. In these cases delayed deployment could have catastrophic consequences. These scenarios often involve an ongoing “shots fired” or downed officer/citizen rescue. It may also necessitate the immediate and rapid deployment of external law enforcement personnel to contain and prevent the escape of an armed and dangerous person(s).

Policy and Procedure

It is the responsibility of the Florida Tech Security Department to protect life by any legal means possible consistent with their training and equipment capabilities. Security officers responding to an active shooter incident will accomplish this goal by immediately using any legal means at their disposal to make contact with the active shooter and stop the action if such can be accomplished without endangering any officers or innocent bystanders. The prioritization of activities, in order of importance, are (may be concurrent):

1. Stop the active shooter
2. Rescue the victims
3. Provide medical assistance
4. Preserve the crime scene

Actions of First Responding Florida Tech Security Officers

- Florida Tech Security officers subject to attack should make personal safety their primary consideration. If not injured or incapacitated, they should remove themselves (and their patrol vehicle) from the immediate vicinity of an active shooter incident to a location of cover and, if possible, a location suited to initial security of the outer perimeter and appropriate for establishing a Field Command Post.
- Placing yourself in the line of fire and becoming a victim will not accomplish the Security Department’s mission of protecting life and property.
- Florida Tech Security officers shall immediately inform the Security Department dispatcher of the incident, providing precise information so that the necessary emergency response can be initiated.
- The individual security officers should not attempt to apprehend the offender(s) unless circumstances indicate apprehension can be reasonably made.
Armed Intruder / Active Shooter

- Armed officers may use deadly force to stop the action in the protection of their lives or those lives of innocent bystanders.
- Security officers should be directed towards sealing off the area from pedestrians and vehicular traffic, containing the incident by establishment of an inner perimeter, and if possible, evacuation of the area.
- Security officers should then attempt to obtain as much intelligence as possible.
- The area should be actively monitored until arrival of the responding law enforcement agency.
- Florida Tech Security officers will assist the responding agencies with perimeter security, evacuation, identification of victim(s), and serve as liaison for further requests.

Actions of Security Dispatcher

- Call 911 and follow-up as necessary to ensure that police and emergency services are responding and have the appropriate information.
- Ensure the Director of Security and/or the on-duty supervisor are notified.
- Attempt to keep callers calm and assured. Keep callers on the line if it is safe for them to do so in order to provide up-to-date information to the University responders.

Actions of Individuals Outside

- Do not approach the person with the weapon.
- Move immediately to a safe location if you can.
- Notify others of the danger as you leave the area.
- Call 911 and/or the Security Department x-8111/321-674-8111 and inform them of the situation.
- Do not re-enter the area, and take steps to prevent others from doing so until authorities arrive.
- Once in a safe area, do not leave unless a police officer, Security officer or other authorized emergency responder escorts you out.
- Remain as calm and as quiet as you can.
- Do not attempt to rescue others unless you have been trained, or can reach them in a safe manner.
- Above all, do not endanger yourself.

Actions of Individuals Inside

- If possible, exit the building as quickly as possible.
- If unable to safely exit the building, clear the hallway immediately and/or remain inside a locked or barricaded room.
- Stay away from all windows.
- Remain quiet and calm.
- Evacuate the room only when uniformed police officers have arrived.
Actions if Shooter is in a Classroom or Office

- If possible, call 911 and/or the Security Department at x-8111/321-674-8111 and advise them of the situation. If you cannot speak without revealing your location to an armed subject, leave the line open so that the Security or police dispatcher or 911 emergency operator can hear what is going on.
- Use common sense. If you are hiding and flight is impossible, attempts to negotiate with the individual may be successful.
- Attempting to overcome the individual with force is a last resort that should only be initiated in extreme circumstances.
- If the shooter exits your area and you are able to escape, leave the area immediately or barricade yourself inside using desks, chairs, or other heavy objects.
- Do not rely on walls or doors to be sufficient protection from bullets.

Employee Accountability/Injury

Upon the conclusion of any major event, weather or other event requiring evacuation, Department Supervisors shall take roll to ensure that all on duty staff are accounted for and determine if any have sustained an event related injury.

Should an incident related injury be found, the employee will immediately be treated as appropriate and the University Employee Accident/Injury Report completed and submitted to the Risk Manager in Financial Affairs. Refer to http://www.fit.edu/risk-management/forms-documents.php for the appropriate form.

*When calling any local number from a University line, you must dial 9 then the number.
ISEP 7:

Hostage Situations

An active shooter incident is not to be confused with a hostage/barricade incident in which harm is being threatened but no killing or serious physical harm is taking place. However, any active shooter incident can quickly transition into a hostage/barricade incident if, at any point during the incident, the shooter becomes cornered or ceases their deadly behavior and barricades himself/herself in a room.

If You Hear or See a Hostage Situation:

Immediately remove yourself from any danger and notify the Security Department at x-8111/321-674-8111 or call 911. Be prepared to provide the following information:

- Location and room number of incident.
- Number of possible hostages and hostage takers.
- Physical description and names of hostage takers, if possible.
- Any weapons the hostage takers may have.
- Your name, location and phone number.

If You are Taken Hostage:

- Remain calm, be polite, and cooperate with your captors.
- DO NOT attempt escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally. DO NOT complain, and avoid being belligerent or argumentative.
- DO NOT draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into political or ideological discussions with the captors.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

*When calling any local number from a University line, you must dial 9 then the number. EXAMPLE: (911) when dialing from a campus phone dial 9-911.
In a Rescue Situation:

- Do not run! Drop to the floor and remain still. If that is not possible, show your hands, bow your head, and stand still. Make no sudden moves that a responder may interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer is not sure whether you are a terrorist or a hostage.
- Even if you are handcuffed and searched, DO NOT resist. You will be taken to a safe area, where proper identification and status will be determined.
Phone Bomb Threats

If you receive a bomb threat on the phone, it is imperative that you remain calm. Any person receiving a phone call bomb threat should ask the caller:

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?

Keep talking to the caller as long as possible, listen carefully, and try to determine the following:

- Time of call
- Age and sex of caller
- Speech pattern, accent, possible nationality, etc.
- Emotional state of caller
- Background noise

Report the incident immediately to the Department of Security at x-8111/321-674-8111 or the police by dialing 911. If at all possible, have another person call x-8111 or 911 while you maintain a conversation with the caller. Local authorities will respond and handle all such threats. Evacuations will be ordered if authorities determine they are necessary. (Appendix B)

Written Bomb Threats

If you receive a bomb threat via a letter or note, dial Security 321-674-8111 or 911 immediately, and do the following:

- Make note of all persons that you know handled the note.
- Avoid excessive handling of the note. The police will want to check for fingerprints.
- Follow all instructions from responding emergency personnel.
- Evacuate if ordered to do so.

*When calling any local number from a University line, you must dial 9 then the number. EXAMPLE: (911) when dialing from a campus phone dial 9-911.
ISEP 8:  

Bomb Threats / Suspicious Packages  

During Normal Working Hours  

The dispatcher will ensure 911 is contacted with all pertinent information.  

- Upon notification of a bomb threat, the responding officer(s) will take the following actions:  
  1. Go to the threatened building and commence evacuation of the building.  
  2. Occupants of the building will be kept 300 yards from the building.  

- Security officials will ensure contact is made with appropriate University officials and will relay any information to the on-scene officer(s).  

After Normal Working Hours  

1. Contact 911 and advise them of the situation.  
2. Advise the personnel in the threatened building to begin evacuation procedures.  
3. Have the dispatcher or one of the duty officers advise the Director of Security of the situation.  
4. Respond to the building. Ensure evacuation of all personnel to at least 300 ft. from the building. If any other building is in the immediate vicinity and could be affected, also evacuate it.  
5. Ensure no one enters the building until such time as reentry is authorized; assist responders as requested.  
6. The decision to reopen will be made by the University President or their designee, after consultation with the responding agency and other university officials.  

*When calling any local number from a University line, you must dial 9 then the number.  
EXAMPLE: (911) when dialing from a campus phone dial 9-911.
Evacuation

The prime consideration of the University is for the safety of personnel. When a bomb threat is received, evacuation of the threatened building will begin and the following actions will be taken:

1. Notify Police & Fire Department having jurisdiction.
2. Evaluate what information is available to determine the possible location of the bomb.
3. Cease any and all radio/phone communications while inside the building. Use of a radio/phone could activate a device.
4. As many doors as possible should be left open so that a blast wave can escape. In most cases, officers will lack sufficient help to adequately clear and search a building.
5. Any existing staff should be utilized to ensure that occupants are warned of the danger and leave the building.
6. Evacuation will be accomplished using the public address system in buildings that have that capability; the fire alarm will be used if no PA system is available; buildings without either will use “word-of-mouth” to effect the evacuation.
7. A complete floor by floor check should be done by security and police personnel to ensure that the occupants have all departed. All public access areas such as lobbies, restrooms, etc. should be searched first, then commence with the rest of the building. Once this is accomplished, officers should conduct a thorough search of the building looking for any unusual devices. The outside perimeter should be checked.
8. If a specific time has been reported regarding the detonation of the “bomb,” officers should clear the building at least 10 minutes prior to this time. All personnel should be evacuated to a minimum of 300 feet from the building. In the event there is a detonation, be on the lookout for secondary devices designed to harm emergency responders.
9. Emergency officials will be on campus to examine the crime scene. The entire area will be sealed and an officer posted to prevent trespassers.

Re-entry

The decision to reopen will be made by the University President or their designee, after consultation with the Police Department having jurisdiction and other University officials.

Important: The goal of responding emergency personnel is to make sure you and any others remaining are taken care of. Stay calm and give the responders the time to formulate a proper response. Be prepared to communicate over the phone with them for a time. They will get to you as soon as possible and they will arrange for medical treatment, decontamination, and any other services that you may require.
Mail Handling Procedures for Suspicious Packages

While the risk of encountering such a package is small, everyone should be aware of the indicators of and responses to a suspicious package. If unsure about the nature of a suspicious package it is better to report it. The first responders will perform a threat assessment of the situation and make decisions about further actions.

Students, faculty, and staff should report any suspicious object in their area to the Security Department or dial 911. Do not touch the object! Do not open drawers or cabinets, or turn lights on or off. Security, police and fire officials will conduct a detailed bomb search.

In MAIL ROOMS-Facilities That Accept Mail Directly From The United States Postal Service (USPS)

Know the characteristics of suspicious packages, which may include:

- No return address.
- Odd smell or sounds coming from the package.
- Oily stains, leaking or seepage from the package.
- Wires protruding from the package.
- Written directions indicating only a specific person is to open the package.
- Packages that are addressed to a title only, without a name, or incorrect titles.
- Restrictive markings, like “personal,” “private,” or “to be opened only by...”.
- Excessive postage, no postage or non-cancelled postage.
- Excessive use of tape or unprofessionally wrapped packages.
- A rigid or bulky envelope.
- Misspelled words, poor handwriting, printing or typing.
- Postmark showing a very different location than return address.
- Powdery substance on envelope.
- Ticking sound from package.
- Lopsided packaging.
- Partially or completely empty envelope.

If you observe a suspicious object, package or potential bomb on campus, do NOT handle the object! Clear the area and immediately call the Security Department x-8111 or 321-674-8111.

Turn off all portable/hand-held radios and cell phones. Do not turn them on again until the situation has been cleared by emergency personnel.

Procedures for Suspicious Packages or Envelopes
ISEP 8:
Bomb Threats & Suspicious Packages

- Put package or envelope down on a stable surface immediately; do not move or touch it.
- Clear the immediate area of all persons and keep others away.
- Cordon off the immediate area.
- Do not attempt to destroy the package on your own.
- Determine who else in the office or on the campus may have legitimately handled the package and be ready to communicate this information to the police.
- Evacuate the area if ordered to do so by the authorities.

Dealing with an Opened, Threatening Package or Envelope

If a threat is not identified or considered until after the package is open, it is most important to remain calm. By taking the following actions, you will limit the exposure of others to potential danger and will allow emergency personnel to treat you quicker, if necessary:

- Move away from the package, but do not leave the area that you are in, unless the package contains a type of bomb or other explosive device.
- Close any doors in the immediate area, and isolate yourself and anyone else that was in the immediate vicinity of the package. This may mean a temporary quarantine type of arrangement for you and anyone else in the immediate room.
- Do not allow any entry except by emergency response personnel.
- Immediately call the Security Department x-8111 or 321-674-8111 and be prepared to share this information with emergency responders.
- Contact the Facilities Department and request that any air handling units not controlled locally be shut down.
- Shut off any air conditioners or fans.
- List the names of the persons in the immediate area of the mail or package.
- Remain available in a safe area to provide information to first responders.
- Make a list of any other persons who may have come in contact with the package, including those that may have handled it but not opened it.
- Instruct people to wash hands and other exposed skin with soap and water, if a wash station is in the immediate area
- Isolate exposed persons in a designated area away from the substance and await further instruction.

Locations That Receive Mail From University Mail Rooms (schools, departments, offices & laboratories)

Having passed through a University mail room, these items will have had some level of initial screening. Occupants in these areas must remain vigilant for the suspicious package indicators noted earlier and for unexpected mail or mail with an absent or unfamiliar return addresses. Anyone who becomes suspicious of such a package should follow the “procedures for suspicious packages or envelopes”.

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Bomb Threats & Suspicious Packages

Recipients of packages directly from United Parcel Service (UPS), FedEx, etc. should also be aware of suspicious package indicators, particularly if the return address is absent or unfamiliar or the package is unexpected.

Optional Personal Protective Equipment for Routine Mail Handling:

- Nitrile or vinyl (not latex) gloves, if worn, should be used only when sorting the mail.
- Remove gloves prior to performing other tasks.
- Wash hands with warm water and soap after handling mail.
- Do not eat or drink while handling mail.

*When calling any local number from a University line, you must dial 9 then the number.  
EXAMPLE: (911) when dialing from a campus phone dial 9-911.
Inclement Weather School Closing Policy

As Florida Tech is a residential campus, every effort will be made to keep the University running as close to a normal schedule as possible. However, if weather factors are extremely dangerous and not expected to improve, classes may be cancelled for the day. If there is the possibility that conditions will improve substantially by mid-morning, the opening of school may be delayed as outlined below.

One-Hour Delay

In such delayed opening circumstances, a "one-hour delay" means that the 8 a.m. class will be cancelled and the school day will begin with the second regularly scheduled class at 9:20 a.m.

Two-Hour Delay

A "two-hour delay" implies that the first two classes will be cancelled, and the school day will begin with the third regularly scheduled class at 11:05 a.m.

Occasionally, classes in the later afternoon and evening are cancelled when bad weather conditions develop during the day.

During Final Exams

A delay during final examination week means that the first exam of the day may be cancelled and will be rescheduled when appropriate. Students should contact their professors to schedule a make-up exam if weather conditions make it impossible for them to come to campus. Because commuter students, faculty, and staff travel from various locations and distances that may be more seriously affected by adverse weather than others, they are advised to exercise judgment about whether or not it is safe to drive to the University.

Procedure

The announcement concerning closing or delayed opening is normally made on: the University Emergency Notification System, the University web site, an IT faculty, staff and student e-mail blast and on several media sites as indicated within this plan.

In the case of an announced delayed opening, if the situation should worsen and if a subsequent decision is made to cancel classes and close the University, a closing announcement will normally be made by 8 a.m. Florida Tech faculty, staff, and students are therefore advised to re-check the announcements until 8 a.m., prior to departing for school or work.
ISEP 9: Severe Weather and/or Campus Closures

Evening Class Closure Announcements

If weather conditions change, a closing announcement may be made up to 4 p.m. Florida Tech faculty and students are therefore advised to re-check the announcements until 4 p.m., prior to departing for evening classes.

Friday Evening and Saturday Class Cancellation or Postponement of Classes

Classes and workshops on Friday evening and Saturday will be held as scheduled unless the instructor has directly contacted the students otherwise. Off-campus programs are subject to the closing procedures of the host school. Florida Tech’s closing information does not extend to off-campus locations.

Staff Information

In the case of a delayed opening, staff employees are expected to arrive at work as soon as the University is open or at the beginning of their normal work shift, whichever is later.

- For a one-hour delay, offices will open no later than 9 a.m.
- For a two-hour delay, offices will open no later than 10 a.m.

When the University is Not Closed

When the University is open, all students and employees are expected to report to campus. Appropriate precautions should be taken, such as an earlier-than-usual departure from home to compensate for travel delays.

Evacuation

Any evacuation of the University can only be authorized through an Emergency Declaration by the following representatives:

- The Governor of the State of Florida
- The Director of the Brevard County Department of Emergency Management
- The President/CEO of the University
Definitions:

**Tornado Watch**
A tornado watch is issued when tornadoes and severe thunderstorms are possible.

**Tornado Warning**
A tornado warning is issued when a tornado has actually been sighted somewhere in the warning area and more tornadoes are possible.

**Hurricane Season**
June 1 through November 30

**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."

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

**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.

**Hurricane Watch**
A hurricane watch indicates the possibility that the area could experience hurricane conditions within 36 hours.

**Hurricane Warning**
A hurricane warning indicates that sustained winds of at least 74 mph are expected within 24 hours or less.

**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.

**Category 1 Hurricane**
Winds 74-95 mph
No real damage to buildings. Damage to unanchored mobile homes. Some damage to poorly constructed signs. Also, some coastal flooding and minor pier damage.

**Category 2 Hurricane**
Winds 96-110 mph
Some damage to building roofs, doors and windows. Considerable damage to mobile homes, over flooding and damage to piers. Small craft in unprotected moorings may break their moorings. Some trees blown down.

**Category 3 Hurricane**
Winds 111-130 mph

**Category 4 Hurricane**
Winds 131-155 mph

**Category 5 Hurricane**
Winds 156 + mph
Complete roof failure on many residences and industrial buildings. Some complete building failures with small utility buildings blown over or away. Flooding causes major damage to lower floors of all structures near the shoreline. Massive evacuation of residential areas may be required. Examples: Andrew (FL) 1992, Camille 1969 and Labor Day 1935.

More information about hurricanes and hurricane preparedness and procedures can be found on the following websites:

- Preparation and Safety [http://tinyurl.com/277et3o](http://tinyurl.com/277et3o)
- Storm Information [http://www.nhc.noaa.gov](http://www.nhc.noaa.gov)
- Relief Information [http://m.fema.gov/hurricane.htm](http://m.fema.gov/hurricane.htm)

**I. Hurricane Season Preparations**

Prior to the beginning of hurricane season each year, the Director of Security will convene a meeting of the Emergency Preparedness Committee and any other necessary parties to review policies and procedure and ensure understanding and compliance.
ISEP 10:  
WEATHER RELATED EVENTS  
HURRICANE SEASON

Other planning to be completed by the Director of Security includes:

1. Reminding all University departments of emergency procedures and obtaining departmental emergency preparedness plans.
2. Ensuring that all personnel understand their assignment(s) during a hurricane or other emergency.
3. Confirming that all notification and communication systems are operating as intended.
4. Checking that all mechanical and logistical back-up measures are in place and operating properly.

All departments are directed to develop their own specific emergency preparedness plan, which identifies essential personnel and actions to be taken to protect University property and records. Departmental plans should include provisions for calling in critical personnel when an emergency occurs outside of normal working hours. This plan should be submitted to the Director of Security annually in April.

II. Hurricane Watch

Upon announcement by the National Weather Service that a hurricane watch has been declared for Brevard County, the President will convene a meeting with the Senior Vice Presidents Executive Council to address the potential emergency. The President will inform the Vice President for Marketing and Communications of the status on campus. The Vice President for Marketing and Communications will disseminate information to the campus community.

General Instructions

Upon notification from the National Weather Service or the President that a hurricane watch is in effect, the Director of Security will complete the following actions, as necessary:

- Inform the Vice President for Marketing and Communications of all changes to the campus status so he may coordinate the distribution of appropriate information to the campus community.
- Meet with the Emergency Preparedness Committee and brief members.
- Establish a Command Center in the Security Office to be manned 24/7 by the Director of Security or his designee.
- Advise University departments to review and prepare to implement their departmental disaster contingency plans.
Instruct Conference Services and any affected off campus locations to cancel meetings and events scheduled during the time of the hurricane emergency.

Critical Departmental Actions When A Hurricane Watch Effective

Assistant Vice President for Business & Retail Operations

The Vice President for Business and Retail Operations and his staff will complete the following actions:

- Review plan and prepare to coordinate evacuation and emergency response plans for Residence Life staff and students remaining on campus.

Dining Services

The Director of Food Service and his staff will complete the following actions:

- Order appropriate stock of food and supplies necessary to make “survival bags” to be distributed to personnel and students stuck on campus.

Facilities Operations

The Vice President for Facilities Operations will ensure the following actions are completed:

- All vehicles and emergency equipment will be checked for operational readiness. All generators will be tested and prepared for use. All fuel tanks will be topped off.
- Make preparations for the readiness of emergency supplies such as fuel, batteries, flashlights, duct tape, and rope.

Information Technology

The Vice President for Information Technology will complete the following actions:

- Ensure that all necessary preparations for proper storage of University technology and equipment is implemented.
- Inform University of timeframe when all systems should be shut down, if it becomes necessary.

Marketing and Communications
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The Vice President for Marketing and Communications will complete the following actions:

- Coordinate all information to be released to the local media and campus community.

Security

The Director of Security will complete the following actions:

- Ensure all personnel are prepared for extended shifts.
- Ensure all emergency equipment is in proper working condition.
- Coordinate with the heads of all campus departments to ensure proper contact and emergency plans are up to date.

III. Hurricane Warning

Upon announcement by the National Weather Service that a hurricane warning has been declared for Brevard County, the Vice President for Marketing and Communications will continue to update the campus community and local media outlets with information and direction from the President or his representative.

General Instructions

Director of Security and Emergency Preparedness Committee

The Director of Security will complete the following actions:

- Inform the Vice President for Marketing and Communications of the campus’ changing status so that he may ensure all information disseminated to the campus community and local media outlets remains up to date.
- Continue to update the Emergency Preparedness Committee of the campus’ status.
- Ensure the Command Center is prepared and operational.
- The Command Center will communicate directly with the departments/operations listed below regarding preparations, instructions, and other issues. These communications are to be established immediately upon issuance of a Hurricane Warning.
The Command Center will obtain reports from each department indicating that (1) preparations are under way, (2) preparations have been completed, and (3) whether or not any problems or issues have been encountered that require the attention of the Director of Security or another authority.

Dean of Students and Associate Vice President for Student Affairs
Mr. Rodney Bowers

Director of Dining Services
Mr. Tom Stewart

Director of Marine and Outdoor Operations (Anchorage)
Mr. Tim Fletcher

Vice President of Facilities Operations and University Architect and Intersil
Mr. Greg Tsark

Division Director of Online Learning
College of Aeronautics
Mr. Ismael Cremer

Director of University Museums
Foosaner Art Museum and Ruth Funk Center
Ms. Carla Funk

Asst Vice President of Business & Retail Operations
Housing and Residence Life
Mr. Greg Graham

Vice President of Marketing and Communications
Mr. Wes Sumner

Director of Operations Online Learning
River’s Edge
Ms. Julie Shankle

Director of Vero Beach Marine Laboratory and Director of Institute of Marine Research
Dr. Junda Lin

Dean of College of Aeronautics and Executive Director of Aviation Flight Training
Mr. Korhan Oyman
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- Prompt University departments to begin following their departmental disaster contingency plans.
- Ensure Conference Services has cancelled any on campus and affected off campus locations during the time of the hurricane emergency.
- Direct critical personnel to remain on campus. Such personnel may include the Director of Security, the Vice President for Facilities Operations, the Assistant Vice President for Business & Retail Operations, or their designees.
- Instruct these officials of the cause to be present on campus, or advise members of their respective departments that they consider necessary in order to:
  1. Ensure proper function of the Command Center
  2. Complete hurricane check lists
  3. Pick up petty cash and procurement cards
  4. Complete Residence Hall evacuations, when directed
  5. Provide for critical personnel remaining on campus
  6. Shut down the campus switchboard
  7. Shut down Information Technology systems

Critical Departmental Actions to be completed when a hurricane warning is in effect:

**Assistant Vice President for Business & Retail Operations**

Will ensure the following actions are completed:

- Ensure emergency lighting is available to all Residence Life staff.
- Encourage all students who live locally to leave campus and proceed to their homes.
- Collect the names of all students remaining on campus and their location. This information shall be forwarded to the Security Department.
- Coordinate and distribute all necessary information to anyone remaining on campus.

**Dining Services**

Will ensure the following actions are completed:

- Coordinate a plan of action to ensure all campus needs are met.
- All dining facilities and services will cease except at Panther Dining.
- The last meal at Panther Dining should occur no less than 12 hours prior to landfall of storm. “Survival Bags” of food will be distributed at Panther Dining’s last meal. Dining will require 48 hours to prep “Survival Bags.”
- While passing out “Survival Bags” all recipients will provide an address of where they will stay during the storm. This information will be forwarded to Security.
Facilities Operations

The Vice President for Facilities Operations will complete the following actions:

- Vehicles will be parked in the garage and those that are unable to fit will be parked in a group positioned as to protect the newer vehicles. All fuel tanks will be topped off.
- Maintain quantities of flashlights, batteries, duct and masking tape, plastic sheeting, rope, and mops for onsite use by campus personnel before, during and after the emergency.

Information Technology

The Vice President for Information Technology will complete the following actions:

- Coordinate the proper storage and safekeeping of all University equipment and technology.

Marketing and Communications

The Vice President for Marketing and Communications will complete the following actions:

- Coordinate all updated information to be released to the local media and campus community.

Security Department

The Director of Security will complete the following actions:

- Ensure the command center is staffed 24 hours a day until the emergency has ceased. Phone extensions are 8111, 8112, and 8113. In the event of telephone line failure, the center also has two cell phones, which are 321-537-7411 and 321-537-7412.
- Collect all available cell phones from Telecommunications and distribute to all necessary personnel on campus.
- Officers will make whatever arrangements necessary to ensure they show up for their shifts on time. This may mean leaving for campus earlier.
- Depending on the severity of the storm, officers may be required to stay on campus until the emergency is over. Thus, all officers will take appropriate actions, such as bringing extra clothing, medications, etc. to work. If it becomes necessary to stay on campus, officers will be provided appropriate accommodations on campus.
Post-incident Actions

The Vice President for Marketing and Communications will instruct students and employees to continue to monitor local weather and the University website for any changes concerning new and developing severe weather. The University community should also be advised to use caution when traveling on campus to avoid debris. Any severe damages or event related injuries should be reported to the Security Department.

IV. Tornado Watch

Where possible the University will follow the course of action laid out in the Hurricane Watch section of this plan.

During a tornado watch, the University will instruct students and employees to:

1. Prepare to seek shelter.
2. Report any revolving funnel-shaped clouds to authorities, including:
   - Florida Tech Security: x-8111 or 321-674-8111
3. Stay tuned to local media, the Florida Tech web page, and the FIT Emergency Hotline for weather alerts and emergency instructions.

V. Tornado Warning

Where feasible the University will follow the course of action laid out in the Hurricane Warning section of this plan.

During a tornado warning, the University will instruct students and employees to:

- Seek shelter in a windowless interior room or hallway on the lowest floor.
- If there is not enough time to seek shelter in such a place, move to the safest area of the room or classroom—an inside wall furthest away from the doors and windows.
- Avoid windows, auditoriums, gymnasiums or other structures with wide free-span roofs. Students and employees who are in a building with such a roof (Clemente Center, Gleason Auditorium, etc.), evacuate the room immediately and move to the closest safe location (i.e. lowest floor of the building, locker rooms or bathrooms).
- 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.
ISEP 10:  
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- Get out of automobiles and seek shelter in a building, as stated above. Do not try to outrun a tornado in an automobile. If caught outside, lie flat in a nearby ditch or depression.

Post-incident Actions

The Director/VP for Marketing & Communication will instruct students and employees to continue to pay attention to the National Weather Service and University warnings and watches as severe weather may continue, and use caution when traveling on campus to avoid debris. Any severe damages should be reported to the Security Department.

When the severe weather has ceased, the following steps will be taken:

1. The Security Department and Facilities will conduct an inspection of the campus in search of damaged property. Extensive notes and photographs will be taken and submitted, along with all other documentation, including the security incident report, to the CFO for Financial Affairs to coordinate filing an insurance claim. The Vice President for Facilities Operations will obtain quotes for any repairs to be made, and submit them to Financial Affairs. Cleanup efforts will not begin until Financial Affairs has determined whether an insurance adjuster needs to come on-site to see the damage.

2. The Senior Executive Council, in conjunction with the Vice President of Facilities Operations, will make any decisions concerning further use of damaged buildings and property.

3. Any building determined to be uninhabitable will be secured to preclude entry and patrolled closely by Security Department staff.

4. The Executive Vice President/COO will determine where to relocate any displaced personnel or students.

5. The Director of Security will complete and submit an After Action Report to the University President. The report shall include:
   a) Number of injured persons, names of injured persons, their affiliation with the University, and any information about their current status.
   b) Estimates and descriptions of any property damage incurred.
   c) Involvement of any outside agencies.

6. The Vice President for Marketing and Communications will meet with the President to prepare all information that will be released to the media regarding the status of the campus.
Fire / Explosion

Before a fire occurs, know the location of fire extinguishers, fire exits, and fire alarm systems – known as “pull stations” – in your area and how to use them.

When a fire is detected:

- In the event of a fire, dial 911 and immediately notify the Department of Security at x-8111/321-674-8111 once outside.
- Activate the fire alarm system by pulling a fire alarm station on your way out of the building.
- If a minor fire appears controllable, immediately activate the building fire alarm, then promptly direct the charge of the fire extinguisher toward the base of the flame.
- Never attempt to control a fire unless the building alarm has been sounded, the evacuation has begun, and you have the training and ability to do so.
- For a tutorial on fire extinguisher usage, refer to the Security web site at: www.fit.edu/Security
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Close doors and windows as you leave if safe to do so. Closing doors confines the fire and reduces oxygen. Do not lock doors!
- Do not use elevators! Evacuate all rooms. Leave the building by walking quickly to the nearest marked exit and alert others to do the same as you leave.
- Carefully feel doors before opening; door knobs will be extremely hot and may cause immediate burning. If door is hot, do not open it.
- If smoke is present, stay near the floor where air will be less toxic. Smoke is the greatest danger in a fire. If trapped, keep the doors closed and place cloth or other material under them to keep out smoke.
- Signal for help by hanging an object (e.g., a jacket or shirt) out of the window to attract attention.
- After an evacuation, once outside, report to your designated assembly point at least 300 feet away from the building. Stay there until an accurate headcount has been taken. Your department head, manager, supervisor, or person in charge of each office/area will take attendance and assist in the accounting of all building occupants.
- Notify emergency responders of anyone trapped, especially anyone with a physical disability who cannot evacuate.
- Do not re-enter an evacuated building for any reason unless told to do so by the Incident Commander or a University official (e.g., Security or Facilities), or only when an “All Clear” is provided by first responders or issued via the University’s Emergency Notification System.

*When calling any local number from a University line, you must dial 9 then the number. EXAMPLE: (911) when dialing from a campus phone dial 9-911.
ISEP 11:

Fire/Explosion

Explosion

- When the building fire alarm is sounded or when told to leave by police, fire or University officials (e.g., Security or Facilities), walk quickly to the nearest marked exit and ask others to do the same. Do not run as panic may ensue. If there is time and you are able to do so, open windows (if designed to be opened) and do not close doors. This will reduce damage from the explosion.

- After the effects of the explosion and/or fire have subsided, dial 911 and notify the Department of Security at x-8111/321-674-8111. Give your name and describe the location (building name, room number) and nature of the emergency.

- If necessary, or when directed to do so, activate the building fire alarm.

- Do not use elevators in case of fire. Do not panic or create panic in others.

- After an evacuation, report to your designated assembly point at least 300 feet away from the affected building. Stay there until an accurate headcount has been taken. Your department head, manager, supervisor, or person in charge of each office/area will take attendance and assist in accounting for all building occupants.

- Do not re-enter an evacuated building unless told to do so by the Incident Commander or a University official (e.g., Security or Facilities), or only when an “All Clear” is provided by first responders or issued via the University’s Emergency Notification System.

*When calling any local number from a University line, you must dial 9 then the number. EXAMPLE: (911) when dialing from a campus phone dial 9-911.*
ISEP 12:  
Earthquake

During an earthquake, remain calm and quickly follow the steps outlined below:

- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles, and other structures.
- Caution: Avoid power or utility lines – they may be energized.
- If in a motor vehicle, stop in the safest place available, preferably away from power lines and trees and overhead structures. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- After the initial shock, evaluate the situation and if emergency help is necessary, call the Security Department at x-8111/321-674-8111 or 911. Protect yourself at all times and be prepared for aftershocks.
- Damaged facilities should be reported to the Facilities Department and the Department of Security.
- If an emergency exists, activate the building fire alarm.
- When the building fire alarm is sounded, walk to the nearest marked exit and ask others to do the same.
- Do not use the elevators as they may become dislodged or inoperable. In the event people are unable to utilize the staircase notify the Security Department at x-8111/321-674-8111 or 911. Do not panic or cause others to panic.
- After an evacuation, once outside, report to your designated assembly point at least 300 feet away from the affected building. Stay there until an accurate headcount has been taken. Your department head, manager, supervisor, or person in charge of each office/area will take attendance and assist in the accounting of all building occupants.
- Do not return to an evacuated building unless told to do so by the Incident Commander or a University official (e.g., Security or Facilities).
- In the event the building is damaged, entry into the building will be prohibited until a thorough inspection by the City and Facilities Department is conducted and a new certificate of occupancy is obtained.

*When calling any local number from a University line, you must dial 9 then the number.  
EXAMPLE: (911) when dialing from a campus phone dial 9-911.
ISEP 13:
Chemical or Radiation Spill/Release

A release is defined as any spilling, leaking, pumping, pouring, emitting, emptying, discharging, escaping, leaching, dumping or disposing into the environment, or any release which results in the exposure to persons within a workplace, or if any release escapes down the floor or sink drain or into the hall and is no longer confined to the laboratory.

If you discover a chemical spill or release from a container, tank or operating equipment:

- Immediately notify the Facilities Department at x-8038/321-674-8038 and the Security Department at x-8111/321-674-8111.
- Security will notify the appropriate response team.

When reporting, be specific about the nature of the involved material and exact location (building name, room number). If the substance is not immediately identifiable, do not take the time to identify it. The notifications to emergency personnel should be your first action.

- If the spill/release is minimal, do not pull the fire alarm unless there is a fire. Attempt to stop the release at its source, but assure that no danger to human health exists first. Simple procedures (turning valves, plugging leaks, etc.) may be attempted if there are no health or safety hazards and there is a reasonable certainty of the origin of the leak. Do not attempt to clean up the spill.
- If there is an immediate threat to human life (e.g., a fire in progress or fumes are overcoming anyone), pull the fire alarm. Advise if an uncontrollable spill has occurred and/or if the spill has migrated beyond the site boundaries.
- The key person on site should vacate the affected area at once and seal it off by closing the doors to prevent further contamination of other areas until the arrival of fire department personnel. Then remove yourself and others from the area.
- Evacuate the building if first responders issue an evacuation order, and walk quickly to the nearest marked exit while alerting others to do the same. Do not use elevators in case of fire! Do not panic or cause others to panic.
- After an evacuation, once outside, report to your designated assembly point. Stay there until an accurate headcount has been taken. Your department head, manager, supervisor or person in charge of each office/area will take attendance and assist in accounting for all building occupants.
- If anyone has contact with the hazardous material, they should be isolated and await treatment by emergency personnel. Do not leave the site until you are cleared by emergency responders.
- Provide first responders with information about the spill, chemical, and the spill area.
- Do not re-enter an evacuated building unless told to do so by the Incident Commander or a University Official from Environmental Compliance, or only after an “All Clear” is announced by first responders or issued via the University’s Emergency Notification System.
- If contaminated by the spill, notify responders and institute immediate decontamination procedures.
Psychological Crisis

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic breakdown. A psychotic breakdown may be manifested by hallucinations, uncontrollable behavior, or the person could be a mental health hospital walk-away.

When a psychological crisis occurs:

- Never try to handle a situation you feel is dangerous. Do not endanger your safety.
- If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, immediately call the Security Department at x-8111/321-674-8111 or 911.
- Clearly state that you need immediate assistance. Give your name, location (building name, room number), and briefly describe the nature of the situation. Don't hang up until told to do so.
- If during regular business hours, should the situation warrant such action, Counseling and Psychological Services Staff and Security will be contacted. If during non-business hours, the on call Counseling and Psychological Services Psychologist will be called and in consultation with Security staff a determination will be made as to the need to summon law enforcement or an ambulance to transport the person in crisis to an appropriate medical facility.

Quick Reference for Helping Students Having Difficulties

Recognize Symptoms

- Significant change in academic performance or classroom conduct
- Unusual behavior or appearance
- Traumatic event or change in relationships
- Reference to suicide, homicide, or death

Respond to the Student

- Speak privately with the student.
- Directly and candidly discuss your observations and concerns.
- Offer support and assistance.

Refer to a Mental Health Professional at Counseling & Psychological Services

- Be caring, firm, and straight-forward in your referral.
- Consider calling from your office or escorting the student to the Counseling & Psychological Services Office.

*When calling any local number from a University line, you must dial 9 then the number. EXAMPLE: (911) when dialing from a campus phone dial 9-911.
ISEP 14:
Psychological Crisis

Consult with On-Campus Resources – Discuss your concerns about a student with any of the following on campus resources.

- Counseling & Psychological Services – (321) 674-8050
- Student Health Services – (321) 674-8078
- Campus Ministry – (321) 674-8045 or 674-7176
- Dean of Students – (321) 674-8080
- Department of Security – (321) 674-8111
ISEP 15:
Civil Disturbances or Demonstrations

Most campus demonstrations, such as marches, meetings, picketing, and rallies, are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators.

There are two types of demonstrations: (In all cases, the President/CEO and the Vice President/COO will be advised of the situation and provided up to date reports from the scene.)

**Peaceful, Non-Obstructive, Non-Violent Demonstrations**

Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible. The Dean of Students will be notified and participants will be directed to go to the campus location dedicated to demonstrations. The directed location may change as predicated by the type of demonstration.

**Violent, Disruptive Demonstrations**

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, report it immediately to the Security Department x-8111/321-674-8111, and take the following actions:

- Alert all persons in the area of the situation.
- Lock all doors and windows.
- Close blinds to prevent flying glass.
- If necessary, your department/office may decide to cease work operations until the disturbance is quieted or dispersed.
- If it later becomes necessary to evacuate your building, follow directions from the Department of Security and/or police.

It will be the Security Department’s responsibility to immediately notify the President/CEO and the Executive Vice President/COO of the ongoing situation.

A student demonstration will not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

- Interference with normal operations of the University.
- Prevention of access to offices, buildings or other University facilities.
- Threat of physical harm to persons or damage to University facilities.
- Security will monitor all demonstrations and provide the appropriate university officials timely updates.
ISEP 16:

Medical Emergency

When an injury or illness occurs, evaluate the situation and initiate appropriate action.

Minor Injuries/Illnesses

- In case of minor injury or illness, administer basic first aid if you know how, and/or refer the person to the nearest hospital or a family physician. (See pages 6 and 7 for emergency contact phone numbers.)
- Notify the Department of Security at x-8111/321-674-8111 so that a Security Officer can respond and assist if needed.

Serious Injuries/Illnesses

- In case of serious injury or illness, immediately call the Health Center or Security Department at x-8111/321-674-8111 or dial 911.
- Do not move a seriously injured person unless there is a life threatening situation.
- Give your name, location (building name, room number), and telephone number.
- Provide as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc.
- Do not hang up until directed to do so by the 911 emergency operator or the Department of Security dispatcher, or the Health Center.
- Return to the victim, and keep the victim as calm and comfortable as possible.
- Remain with the victim. A Security Officer will respond immediately to the scene and will summon additional medical personnel if necessary.

In the case of any injury involving a university employee fill out the appropriate accident report forms as quickly as possible and forward them to the Office of Financial Affairs. Refer to [http://www.fit.edu/risk-management/forms-documents.php](http://www.fit.edu/risk-management/forms-documents.php) for the appropriate form.

*When calling any local number from a University line, you must dial 9 then the number. EXAMPLE: (911) when dialing from a campus phone dial 9-911.*
NO UNIVERSITY BUILDING IS DESIGNATED AS AN OFFICIAL HURRICANE SHELTER.

Students and employees are prohibited from seeking shelter in University facilities unless they are specifically instructed to do so by the Director of Security. Prior to hurricane season, all students and employees should create a personal emergency plan, including an evacuation plan to stay with friends or family, at a hotel or at an evacuation shelter. If the Director of Security instructs critical employees to remain on campus, the Assistant Vice President for Business and Retail Operations will coordinate the arrangements.

Do not drink alcohol; everyone needs to think clearly during a hurricane.

Directions to Emergency Evacuation Shelter
Meadowlane Elementary School – 2700 Wingate Blvd. West Melbourne, FL 32904
North Route A – Blue     North Route B – Red
Bomb Threat Report
APPENDIX B

Date/Time Call Received________________________

Call received on Telephone Number ____________
Name: ______________________________________
Title: _______________________________________

Ask the following questions of the caller:

When is the bomb going to explode?
______________________________________________________________________________
______________________________________________________________________________

Where is it right now?
______________________________________________________________________________
______________________________________________________________________________

What does it look like?
______________________________________________________________________________
______________________________________________________________________________

What kind of bomb is it?
______________________________________________________________________________
______________________________________________________________________________

What will cause it to explode?
______________________________________________________________________________
______________________________________________________________________________

Did you place the bomb? Why?
______________________________________________________________________________
______________________________________________________________________________

What is your name, what can I call you?
______________________________________________________________________________
______________________________________________________________________________

How can I reach you?
______________________________________________________________________________
______________________________________________________________________________
Caller’s Voice: (Circle those that apply)

- Calm
- Angry
- Excited/fast
- Laughing
- Crying
- Deep voice
- Raspy voice
- Disguised voice

Accent:

Country, if known ______________________

- Slow/methodical voice
- Soft spoken
- Slurred speech
- Excessively loud
- Excessively quiet
- Spoke with a stutter
- Ragged or deep breathing
- Cracking voice
- Mechanical sounding
- Coughing/Clearing throat

Familiar: Sounded like _______________________________________________________

Background Sounds: (Circle those that apply)

- Clear/none
- Vehicle or traffic noises
- Other voices: Male/female
- Music: type______________________________________________________________

- Static
- Long distance
- Time delay
- Factory equipment
- Office equipment (tapping keyboards, fax, etc.)
- PA system
- Clanking dishes
- Echoes
- Speaker phone
- Television

Language of Threat:

Caller was:  Well Spoken (educated)  Foul  Incoherent  Irrational
- Taped voice/ not live

Message read by threat maker:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________
### Saffir-Simpson Scale for Hurricane Classification

<table>
<thead>
<tr>
<th>Strength</th>
<th>Wind Speed (Kts)</th>
<th>Wind Speed (MPH)</th>
<th>Pressure (Millibars)</th>
<th>Pressure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1</td>
<td>64-82 kts</td>
<td>74-95 mph</td>
<td>&gt;980 mb</td>
<td>28.94 &quot;Hg</td>
</tr>
<tr>
<td>Category 2</td>
<td>83-95 kts</td>
<td>96-110 mph</td>
<td>965-979 mb</td>
<td>28.50-28.91 &quot;Hg</td>
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<tr>
<td>Category 3</td>
<td>96-113 kts</td>
<td>111-130 mph</td>
<td>945-964 mb</td>
<td>27.91-28.47 &quot;Hg</td>
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<tr>
<td>Category 4</td>
<td>114-135 kts</td>
<td>131-155 mph</td>
<td>920-944 mb</td>
<td>27.17-27.88 &quot;Hg</td>
</tr>
<tr>
<td>Category 5</td>
<td>&gt;135 kts</td>
<td>&gt;155 mph</td>
<td>919 mb</td>
<td>27.16 &quot;Hg</td>
</tr>
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</table>

### Tropical Cyclone Classification

<table>
<thead>
<tr>
<th>Category</th>
<th>Speed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tropical Depression</td>
<td>20-34 kts</td>
</tr>
<tr>
<td>Tropical Storm</td>
<td>35-63 kts</td>
</tr>
<tr>
<td>Hurricane</td>
<td>64+kts or 74+mph</td>
</tr>
</tbody>
</table>
All visitors to campus require a visitor's pass that can be obtained at the Security Office 24 hours a day.