Florida Institute of Technology
Facilities Operations
Departmental Disaster Plan

Updated: 02/26/2021
# Table of Contents

Objectives ........................................................................................................... 3
Facilities Disaster Organization Structure ....................................................... 4-5

**Action to be Taken**

- Administration ................................................................................................. 6-7
- Design Studio ................................................................................................. 8
- Building Maintenance .................................................................................... 9-11
  - *Critical Buildings* ................................................................................... 9-10
  - *Access Controlled Doors with Panic Hardware* ........................................ 11
- Building Systems ......................................................................................... 12-16
- *Controlled Shutdown* .................................................................................. 13-15
- Transportation ............................................................................................... 16-19
  - *Parking Schematic* .................................................................................. 20
- Grounds Maintenance ................................................................................... 21-22
- Building Services .......................................................................................... 23
- Construction Projects ................................................................................... 24

Primary Contacts for Other University Facilities ............................................. 25
Objectives

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

All Facilities Operations personnel are cautioned that extra care must be taken to ensure that work is done in a safe manner and that no undue risks are taken.

**All supervisors are to call in following each event to Director of Maintenance & Capital Projects, 407-620-3577**
Facilities Operations
Disaster Organization Structure

The Director of Facilities Maintenance & Capital Projects is designated as the primary point of contact for Facilities Operation.

The Disaster Organization Structure will be implemented by Facilities Operations upon receipt of hurricane warning alert, or when notice is received of a major fire, explosion, tornado, or campus disorder, and shall remain in effect until canceled by the Director of Facilities Maintenance & Capital Projects.

Responsibility for Crew Supervision is as follows:

- Administration: Sr. Director of Operations
- Design Studio: Sr. Architectural Designer
- Grounds: Supervisor, Grounds
- Custodial: National Management Resources
- Trash/Yard Debris: Supervisor, Grounds
- Utility Systems: Director, Facilities Maintenance & Capital Projects
- Electrical: Supervisor, Electrical
- HVAC: Supervisor, HVAC & Mechanical
- Transportation: Supervisor, Transportation
- Building Maintenance: Supervisor, Carpentry
- Plumbing: Supervisor, Plumbing & Offsite Maintenance

Responsibility for New Construction/Renovation contract work:

- Sr. Project Manager
- Director of Maintenance & Capital Projects
Facilities Operations

Disaster Organization Structure

All Supervisors are to contact the Director of Maintenance and Capital Projects, Kirk Hempfill (407) 620-3577

- Grounds/Turf
- Building Services
- Building Maintenance
- Utility Systems
- Electrical
- Transportation
- HVAC
- Plumbing
- Construction
- Administration

Director of Maintenance and Capital Project
Kirk Hempfill

CAMPUSS LIASON
Senior Director of Operations
Stacy Gordon

Revised February 24, 2021
Administration
Actions to be taken

Responsible - Sr. Director of Operations

**All supervisors are to call in following each event to Director of Maintenance & Capital Projects, 407-620-3577**

Annual Preparation - May 1 each year:

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

Upon notification that a Hurricane Watch has been Issued:

1. Meeting with Disaster Organization to ensure readiness, review of plan, etc.

Upon notification that a Hurricane Warning has been Issued:

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

2. Director of Business Operations to provide the Sr. Director of Operations and Director, Facilities Maintenance & Capital Projects with the names of all employees on duty. Employees having radios should retain the radio unit itself so as to be in communication.

3. Call meeting of Facilities Operations Disaster Organization to determine if there has been any change in state of readiness or new problems have arisen. Advises the Sr. Director of Operations of state of readiness and any problems anticipated.

4. Computers are to be unplugged and picked up off the floor, secured with plastic.

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

6. Secure and lock all office and building doors.

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

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

9. Coordinate protective action with General Contractors on construction projects.

10. Send non-essential personnel home.
Post Hurricane Actions:

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

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

2. Take necessary steps to get office operational.
**Design Studio**

**Action to be taken**

**Responsible Personnel - Senior Architectural Designer**

**Annual Preparation - May 1 each year:**

1. Identify requirements for backing up the CADD/CAFM database software, and determine safe location for storage of software and hardware.

2. Identify requirements for protecting and/or relocating drawings, specifications, and other critical documents. Make arrangements as required.

**Upon Notification that a Hurricane Watch has been Issued:**

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

2. Ensure Director, Facilities Maintenance & Capital Projects has updated campus maps and facilities plans.

3. Provide report to Sr. Director of Operations and Director Facilities Maintenance & Capital Projects when all Hurricane Watch preparations have been completed.

**Upon Notification that a Hurricane Warning has been Issued:**

1. Cover drawings and other document files with plastic and seal weather tight.

2. Back up all software related to the CADD/CAFM system and remove to safe location. Remove or protect computer hardware components.

3. Provide report to Sr. Director of Operations when all Hurricane Warning preparations have been completed.

**Post Hurricane Actions:**

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

2. Inspect building documents for water or other damage. Dry out as required.

3. Retrieve and restore CADD/CAFM systems back into service, provided the building is secure.

4. Photograph and document damage.

5. Provide daily report to Sr. Director of Operations on post Hurricane Actions.
Notification of other types of Emergencies:

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

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

Responsible Supervisor – Supervisor, Carpentry

**All supervisors are to call in following each event to Director of Maintenance & Capital Projects, 407-620-3577**

Annual Preparation - May 1st of each year:

1. Identify needs and establish inventory of materials required to protect windows and doors during hurricane, and securing openings likely to be damaged or destroyed during a hurricane.
   
   Quantities required:
   - Pre-cut plywood (stored at Evans Library, Room 130)
   - Loose plywood (4x8x1/2 CDX) - 30 sheets will be purchased at Hurricane Watch
   - Anchors - 250 (stored at Evans Library, Room 130 and ARL)
   - Plastic sheeting - 10 rolls (stored at ARL)

2. Review inventory to ensure pre-cut and pre-drilled plywood coverings are on hand for windows of critical buildings. (Buildings are noted under Hurricane Warning section)

3. Ensure all two-way radios are available and are operational.

4. Obtain generator(s) and sufficient extension cords.

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

6. Inspect First Aid kits and restock as required.

Upon Notification that a Hurricane Watch has been issued:

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

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

3. Notify Sr. Director of Operations and Director of Facilities Maintenance & Capital Projects when all pre-hurricane responsibilities are complete.

Upon Notification that a Hurricane Warning has been issued:

1. Provide the Director, Facilities Maintenance & Capital Projects with the names of all employees on duty. Employees having radios should retain the radio unit so as to be in communication.

2. Board up critical areas and additional large window areas as time permits. Priority areas of concentration for boarding up are as follows:
Building Maintenance
Continued

**Critical buildings include:**

1. **Command Center in Shaw Hall (114SHA) 1st floor**
   All Metal panels are located in W103

2. **President's Complex (401QAD) - President's Office, Entire 1st floor to North and South wings (All metal panels are located in Evans Library, Room 130.)**

3. **Crawford Building (420CRF)- Administrative Computing facility 1st floor**
   (Metals for office 141 & 146 are located in E109, pre-cut plywood for E102 to E109 are located in Evans Library, Room 130.)
   (Metal panels for Rooms 111 & 110D are in Crawford - Storage Room #105)

4. **Telecommunications (409TEL)**
   (Metal panels are located in Room 102, pre-cut plywood for entry doors are located in Evans Library, Room 130.)

5. **Foosaner Art Museum (974FAM) (All metal panels are located in Room 110 of the Pavilion.)**

6. **Foosaner Education Center (976FAM) (All metal panels are located in Room 111 of this facility.)**

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

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

5. Secure, unplug and protect computer hardware and software.

6. Send non-essential personnel home.

**Post Hurricane Actions:**

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

2. Inspect entire campus for damage and document damage to include pictures.

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

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

5. Inspect roofs for damage and repair to the extent possible. (HVAC & Mechanical and Carpentry Supervisors)

6. Procure replacement supplies and materials as required.
Building Maintenance
Continued

Notification of other types of Emergencies:

Fire, Flood, Campus Unrest, Explosion, Bomb Threat –
1. Stand by for instructions from Security.

Access Controlled Doors with Panic Hardware:

<table>
<thead>
<tr>
<th>Building</th>
<th>Door Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building 405 Math Lab, 101, Main Door</td>
<td>Lock with Thumb turn</td>
</tr>
<tr>
<td>Keuper Building, Main Door</td>
<td>Lock from inside with allen wrench</td>
</tr>
<tr>
<td>Crawford Building, North &amp; South Lobby Doors</td>
<td>Lock from inside with allen wrench</td>
</tr>
<tr>
<td>F.W. Olin Physical Sciences, North South, West Entry Doors</td>
<td>Lock from inside with allen wrench</td>
</tr>
<tr>
<td>Scott Center for Autism Research, 100, Main Door</td>
<td>Lock from inside with allen wrench</td>
</tr>
<tr>
<td>Allen S Henry, 100 Main Door</td>
<td>Lock from inside with allen wrench</td>
</tr>
<tr>
<td>L3Harris Student Design Center, 100, Main Door</td>
<td>Lock from inside with allen wrench</td>
</tr>
<tr>
<td>Anthony Catanese Varsity Training Center, 100, Main Door</td>
<td>Lock from inside with allen wrench</td>
</tr>
</tbody>
</table>
Building Systems
Action to be taken

Responsible Personnel - Utility Systems –Director, Facilities Maintenance & Capital Projects
Electrical – Supervisor, Electrical
Automated Building Systems – Automated Building System Engineer
HVAC – HVAC & Mechanical Supervisor
Plumbing – Supervisor, Plumbing & Offsite Maintenance

**All supervisors are to call in following each event to Director of Maintenance & Capital Projects, 407-620-3577**

Annual Preparation - May 1st of each year:

1. Determine the needs for portable emergency generators. Inspect and test for proper operation immediately prior to hurricane season. (Electrical)
2. Ensure all two-way radios are available and that all are operational.
3. Test and inspect emergency generators, emergency lighting and other safety systems. (Electrical)
4. Identify requirements for backing up Energy Management System (EMS) database software, and determine safe location for storage of software and hardware. (Automated Systems)
5. Identify requirements for protecting and/or relocating drawings, specifications, and other critical documents pertaining to EMS. Make arrangements as required. (Automated Systems)
6. Inspect first aid kits and restock as required.
7. Prepare for dewatering as per Director of Facilities Maintenance & Capital Projects’ instructions.

Upon Notification that a Hurricane Watch has been issued:

1. Review requirements described in the annual preparation section above. Obtain materials, supplies, and equipment as required.
2. Identify personnel who will be required to report upon issuance of warning. Advise personnel of when and where to report.
3. Obtain materials, supplies, and equipment as required to protect documents and EMS hardware and software. Back-up software and relocate copies to predetermined safe location. (Automated Systems)
4. Check all exterior electrical panels. Close and secure doors as required. (Electrical)
5. Secure generator(s) (Electrical) and three (3) portable sump pumps. Sump pumps will be located with the plumbing department. (Plumbing)
6. Notify Sr. Director of Operations and Director of Facilities Maintenance & Capital Projects when all pre-hurricane responsibilities are complete.
Building Systems

Continued

Upon Notification that a Hurricane Warning has been Issued:

1. Employees having radios should retain the radio unit as to be in communication.
2. Provide listing of all personnel remaining on campus.
3. Secure all loose items which may blow around during the storm.
4. Relocate EMS hardware and software to predetermined safe location. (Automated Systems)
5. Send non-essential personnel home.
6. Remind all employees who need to leave the campus they must check out with their supervisor when they are no longer on site.
7. Secure, unplug and protect computer hardware and software.

Upon Closure of the University, a Controlled Shutdown will be performed:

Facilities Operations personnel will perform a controlled shutdown of the following equipment after the closing of the University for a hurricane and at the direction from the Sr. Director of Operations and the Director of Facilities Maintenance & Capital Projects.

This shutdown will take two teams of two HVAC personnel each approximately two (2) hours to perform. Once the direction has been given to restart the systems by the Sr. Director of Operations and the Director Facilities Maintenance & Capital Projects, it will take approximately 5 hours to complete. Depending on the amount and type of damage sustained.

List of equipment to shutdown

North Campus

- **Chiller Plant (CEP) 430CPN**  Chiller #1 and #2 perform orderly shutdown from main screen and then off at breakers. CWP#1 and #2 off at VFD disconnects. CHWP#1 and #2 off at VFD disconnects. Cooling Tower #1 and #2 off at VFD disconnects. Turn off power to controls panel and unplug UNC power connector.

- **Keuper (411KUP)**  AHU#1, AHU#2 Turn off at VFD disconnects

- **Student Union (412DEN)**  AHU#1, AHU#2, AHU#3, AHU#4, AHU#5, AND OAHU All off at VFD disconnects. Exhaust Fan 1, EF-2, EF-3, EF-4, and Supply Fan 1 all off at disconnects or breakers. Chilled Water pump off at VFD disconnect.

- **Funk Gallery (429FNK)**  AHU#1, AHU#2, off at disconnects RTU and CHWP off at VFD disconnects.

- **Evans Library (428EVL)**  AHU#1, SF#1, AHU#2, SF#2, AHU#3, SF#3, AHU#4, SF#4, AHU#5, SF#5 and CHWP all off at VFD disconnects.
Building Systems
Continued

- **Link*** (424LNK) MAU #1 (roof), AHU#1, AHU#2, AHU#3 and CHWP all off at VFD disconnects
- **Gleason (410GLE)** RTU #1, RTU #2, RTU #3 all off VFD’s or breakers. CHWP off at VFD disconnect.
- **WFIT (410GLE)** AHU#1 off at VFD disconnect
- **Crawford (420CRF)** AHUC1, AHUC2, SF#1, and CHWP all off at VFD disconnects.
- **Skurla (460SKU)** AHU#101, AHU#102, AHU#103, AHU#104, AHU#201, AHU#202, and CHWP all off at VFD disconnects.

South Campus

- **Varsity Training (623ATC)** Chiller off at disconnect on North wall of Building, AHU#1 off at VFD disconnect, ERU off at disconnect or breaker.
- **Student Design (548SDC)** AHU#1, MAU#1.1, MAU#1.2 off at VFD disconnects, 3-Big Ass Fans off at breakers.
- **F.W. Olin Life Sciences*** (500OLS) Chiller#1 and #2 perform orderly shutdown with switch on side of control cabinet on chiller. Turn breakers off for both chillers, CHWP #1, #2, SCHWP#1, #2 off at VFD disconnects, CWP#1, #2 off at disconnect on motor control center at the MDP, Cooling towers #1 and #2 off at disconnect on motor control center, HWP#1 and #2 off on motor control center, Boiler off at boiler panel. AHU#1.1, AHU#1.2, AHU#1.3, AHU#1.4 all off at VFD disconnects. Leave EF#1, EF#2, EF#3, and EF#4 on. Turn off power to controls panel and unplug UNC power connector.
- **L3Harris Village (648SVC)** If Students are staying leave one chiller, one PCHWP, and one SCHWP running. Second chiller and all other pumps off at disconnects or VFD’s. Remove rotate schedule from pumps and chillers in the Controls system. If completely evacuated shut all down.
- **Scott Center (545AUT)** Chiller #1 and #2 off at disconnects, All three CHWP’s off at disconnects, AHU#101, AHU#102, AHU#103, AHU#104, AHU#201, AHU#202 all off at VFD disconnects.
- **Allen S. Henry (546HEN)** RTU#1 off at disconnect or breaker.
- **Panther Dining (520CAF)** AHU#1, AHU#2, CHWP, all off at VFD disconnects
- **Aquatic Center -Pool (511POL)** South side BCU-1/ERU-1 off at disconnect or VFD. North side BCU2/ERU-2 off at disconnect or VFD disconnects.
Building Systems

Continued

- **Clemente (510CLE)**  AHU#1, AHU#2, AHU#3.01, AHU#3.02, AHU#3.03, AHU#4, AHU#5, and CHWP off at disconnects, breakers or VFD disconnects.

- **L3 Harris Center** AHU#1, AHU#2, off at VFD disconnect, AHU#3 off at disconnect.

- **F.W. Olin Physical Sciences*** (502OPS) Boiler off on panel switch, PHWP#1 and #2 off at disconnects, SHWP#1 and #2 off at VFD disconnects. AHU# 1-1, AHU#1-2, AHU#1-3, AHU#2-1, AHU#2-2, AHU#3-1, AHU#3-2, and AHU#3-3 all off at VFD disconnects. EF-1 and EF-2 leave one of them running turn the other off at VFD disconnect.

- **F.W. Olin Engineering Complex (501OEC)** AHU#1.5, AHU#2.1, AHU#2.2, AHU#3.1, AHU#3.2, SF#1, SF#2 all off at breakers at the MDP in 1st floor electrical room.

*** Follow the directions above for exhaust fans unless the E, H & S office has enacted a laboratory emergency preparedness procedure that requires storing and/or securing all chemicals. If this is enacted, it should require someone from each of the buildings to notify Facilities Op’s that it is safe to turn off.

8. Notify Sr. Director of Operations and Director Facilities Maintenance & Capital Projects when all pre-hurricane responsibilities are complete.

Post Hurricane Actions:

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

2. Inspect entire campus for damage and document damage to include pictures. Provide pictures to Director, Business Operations. Noting damage on floor plans would be helpful during the insurance reporting process.

3. While inspecting equipment, etc. on roofs for damage communicate findings to Supervisor, Carpentry, Supervisor, HVAC & Mechanical, and Supervisor, Plumbing & Offsite Maintenance.

4. Document damage to include pictures of your findings. Provide detail of damage when reporting. Request vendors to provide justification detailing their findings.

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

6. **Supervisor Electrical** will coordinate with FP&L for re-establishing electrical service and start-up of building equipment. Report all buildings without power to the Facilities Office. Notify the office as power is restored to locations.

7. Supervisor Plumbing & Offsite Maintenance will inspect gas systems for damage and repair as required. Reactivate gas service on restoration of City service.

8. Supervisor, Controls will reactivate Energy Management System and test for proper operation.
9. Arrange for inspection of elevators and place in service.

10. **Supervisor Electrical** - Check all functions and operations of building back-up systems.
Transportation Services
Action to be taken

Responsible Personnel – Supervisor, Transportation

Notification of other types of Emergencies:

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

1. Stand by for instructions from Security.

**All supervisors are to call in following each event to Director of Maintenance & Capital Projects, 407-620-3577**

Upon Notification that a Hurricane Watch has been Issued:

1. Notify operators of vehicles to fuel all service vehicles. Vehicles not assigned will be handled by Transportation staff.

2. Assist electrical group with ensuring all Florida Tech diesel generators are operational.

3. Fuel all diesel generators.

4. Order fuel for post hurricane delivery.

5. Service dump truck #026, and flatbed truck #035, so that they are ready for immediate use when needed.

6. Secure and lock all doors to Fleet Management Facilities.

7. Coordinate with Security the need to close off ALL parking levels of South parking garage, so that university vehicles can be parked in there during the storm. *(see diagram: Parking Schematic – page 18)*

Upon Notification that a Hurricane Warning has been Issued:

1. Provide Director, Facilities Maintenance & Capital Projects with the names of all employees on duty.

2. Ensure all two-way radios are available, and that all are operational. Employees having radios should retain the radio unit so as to be in communication.

3. Top off fuel in all vehicles and all generators.

4. Fleet vehicles are to be parked in the parking garage, utilizing spaces in the center core and away from the exterior. Vans that cannot clear the low ceiling are to be parked on the lower level. All carts are to be brought into the parking garage. *(see diagram: Parking Schematic – page 18)*

5. Take necessary steps to protect office records from damage by moving away from walls and off of floors. Cover all desks and equipment with plastic and properly secure.

6. Move any remaining loose objects outside the building into the building.

7. Secure and lock all doors to the building.
Transportation Services
Continued

8. In the event of impending natural disaster such as hurricane, transportation personnel will be on hand to provide service to an approved Red Cross Shelter. Evacuation to these shelters will be provided when the shelters open and return to campus from shelters when the emergency is lifted, and campus reopens.

Vehicles used for this purpose will be: TY20- Capacity 25, TY21- Capacity 25, TY23- Capacity 25, #570- Capacity 8, #552 – Capacity 24, #579 – Capacity 24, #555 – Capacity 8, #556 – Capacity 8 and #571 – Capacity 8.

9. Provide Sr. Director of Operations and Director Facilities Maintenance & Capital Projects with fuel reserves amount after all vehicles, generators and cans are top off.

10. Send non-essential personnel home.

Note: Shelters may change each year refer to the https://www.brevardfl.gov/EmergencyManagement
The following location is the area shelter:

Meadowland Intermediate Elementary School – 2700 Wingate Blvd., West Melbourne, FL
(Approved Therapy and Service Animals allowed)

Additional shelters:

Heritage High School -2351 Malabar Road SW Palm Bay
Palm Bay High School – 101 Pirate Lane, Melbourne
Melbourne High School – 74 Bulldog Blvd, Melbourne
Central Middle School – 2600 Windgate Blvd., Melbourne
Eau Gallie High School – 1400 Comodore Boulevard, Melbourne, FL
Bayside High School -1901 DeGroodt Road Palm Bay

- Central pickup locations have been identified to transport students to shelters. Students will be brought to PDH to pick up their care packages (food) prior to leaving campus and to fill out necessary documents.

Pick- up location on main campus - Southgate by pool, Columbia Village by main building/mailboxes, L3 Harris Village Building B – Meeting Room, Dorm Quad at circle drive
Pick-up location at Panther Bay at the clubhouse
Pick-up location at Mary Star of the Sea Newman Hall

Post Hurricane Actions:

1. After the ‘all clear’ to return to campus. Transportation will return to shelter and bring students back, if needed.

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

Continued

3. Assess damage to vehicle fleet and document to include pictures. Report to Director of Business Operations your findings.

4. Access damage to shop equipment and records and report to Director of Business Operations. Provide details and pictures.

5. Clear debris.

6. Return to shop to service fleet at earliest possible time.

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

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

Notification of other types of Emergencies:

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

1. Stand by for instructions from Security.
**Ground Maintenance**

**Action to be taken**

**Responsible Supervisor – Supervisor, Grounds**

**All supervisors are to call in following each event to Director of Maintenance & Capital Projects, 407-620-3577**

Upon Notification that a Hurricane Watch has been Issued:

1. Review disaster inventory against list of materials and supplies required and order/pick up any items needed.
2. Ensure that the sprinkler systems are off.
3. Service (oil and gas) backhoe, chainsaws, etc.
4. Service backhoe, so that it is ready for immediate use when needed.
5. Order sand for sandbags and barricades, if needed.
6. Ensure water pumps are on standby with discharge hose for flooding. (WP2 & WP3)
7. Secure local contractors for storm cleanup (loader, dump truck, rolloffs, etc.)
8. Check all drainage systems and clear storm inlets/basins throughout campus to include off campus sites.

Upon Notification that a Hurricane Warning has been issued:

1. Provide Director, Facilities Maintenance & Capital Projects with the names of all employees on duty. Employees having radios should retain the radio unit as to be in communication while on campus.
2. Assist with and ensure all windscreens are removed.
3. Remove all banners throughout campus.
4. Check the entire campus for items that might be blown around by the wind and either secure or transport to a secured area. This includes trash containers and any equipment located outdoors that is not bolted down.
5. Secure and lock all doors to Grounds Maintenance Facilities.
6. Remind all employees who need to leave the campus they must, prior to leaving the campus, report to their supervisor that they are no longer on site.
7. Send non-essential personnel home.
8. Notify Sr. Director of Operations and Director Facilities Maintenance & Capital Projects when all pre-hurricane responsibilities are complete

Post Hurricane Actions:

1. Listen to designated radio and/or TV stations for announcement on when to report back to work.
Responsible Supervisor – Supervisor, Grounds

Post Hurricane Actions: (continued)

2. Assess damage to grounds and maintenance equipment and document to include pictures. Report to the Director Facilities Maintenance & Capital Projects your findings. Photos are critical for documentation and insurance details.

3. Clear campus roads, walkways, drainage systems (grates, inlets, culverts, swales, etc.), and parking areas of debris. Clear grounds around the campus buildings. Avoid any downed electric lines.

Notification of Other Types of Emergencies:

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

1. Stand by for instructions from Security.
**Building Services**

**Actions to be taken**

Responsible Supervisor – National Management

**All supervisors are to call in following each event to Director of Maintenance & Capital Projects, 407-620-3577**

Upon Notification that a Hurricane Watch has been Issued:

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

Upon Notification that a Hurricane Warning has been Issued:

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

Post Hurricane Actions:

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

Notification of Other Types of Emergencies:

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

1. Stand by for instructions from Security.
**Construction Projects**

**Actions to be taken**

**Responsible Supervisor – Sr. Project Manager**

**All supervisors are to call in following each event to Director of Maintenance & Capital Projects, 407-620-3577**

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

Sr. Project Manager will coordinate necessary activities with onsite vendors to ensure jobsites are safe and secured.

This includes:

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

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

Any questions or concerns, contact Sr. Project Manager.

Notify Sr. Director of Operations and Director Facilities Maintenance & Capital Projects when all pre-hurricane responsibilities are complete
The following is a list of primary contacts for other university facilities as noted.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Contact</th>
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<td>Center for Aeronautics and Innovation</td>
<td>Ulreen McKinney</td>
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<td>Tim Fletcher</td>
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<td>Facilities Operations</td>
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<td>Housing and Residence Life</td>
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<td>Julie Shankle</td>
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<td>Laura Danner</td>
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