EMERGENCY PREPAREDNESS COMMITTEE

President and Chief Executive Officer
Provost and Senior Vice President
Executive Vice President for Operations
Director of Security
Senior Vice President for Operations
Senior Vice President of Student Life and Alumni Affairs
Senior Director of Facilities Operations
Vice President for Marketing and Communications
Assistant Vice President for Business and Retail Operations

Advisory
Ocean Engineering and Marine Sciences

Staff
Executive Assistant to the President
Compliance and Risk Manager

*EPC must be available during an emergency event.*
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## APPENDIX A: HURRICANE PREPAREDNESS BROCHURE

- Evacuation Map
- Saffir-Simpson Hurricane Scale
- Campus Map: AED and Emergency Call Box Locations
- Florida Tech Parking Zone Map
BACKGROUND

Size and Location of Facilities
Florida Tech is a national, private, not-for-profit, technological, coeducational, doctoral-granting, research-intensive university. It is primarily residential, though it offers select degrees online and at off-campus learning locations throughout Florida, as well as in Alabama, Maryland, New Jersey, Missouri and Virginia.

Located on 130 subtropical acres in the City of Melbourne on Florida’s “Space Coast,” Florida Tech’s campus includes various academic, athletic, residential, dining, recreational, performance, administrative and multi-use facilities. It is an Arbor Day Foundation designated "Tree Campus USA."

Faculty
There are 289 full-time and 104 part-time faculty at the Melbourne campus. 92% of full-time teaching faculty have a Ph.D. or other terminal degree appropriate to their field.

Safety & Security
Florida Tech is committed to ensuring the safety, security and well-being of its faculty, staff and students. As such, the Officers that make up the University’s Department of Security actively monitor the campus, respond to emergencies, and serve the diverse needs of the Panther community 24 hours a day, seven days a week. This includes active coordination with local and state emergency service providers as warranted. Annual security and fire safety reports are made available to the public.

Access to Facilities
The Main Campus in Melbourne is open to both students and the general public. The main entrance from University Blvd and the entrance from Country Club Rd. remain open and accessible to vehicular traffic 24 hours per day. All campus roads and parking lots remain open day and night.

Campus Security Officers monitor all activities at the campus. Officers conduct mobile, and foot patrols throughout the day and night. Building security checks are performed during patrol activities. Following evening classes, Security Officers monitor and record activity in the majority of campus parking lots and other public areas, inside and outside campus buildings.

Chain of Command
In the absence of the President, the assumption of responsibility as Acting President will be in the following sequence:

1. Senior Vice President of External Relations / Chief of Staff
2. Executive Vice President for Operations
3. Provost and Senior Vice President

In those instances where a decision must be made which will impact the entire University, it is anticipated that the Acting President shall confer with other Vice Presidents prior to making that decision.

When it is necessary for a Vice President to be absent from the campus for more than one day, the following procedure shall be followed:

a. Appoint a member of the staff to assume responsibility for the division.

b. Notify the Office of the President in writing.

During the evenings, Saturdays and Sundays, the Security Sergeant on duty is responsible to contact the Director of Security, who is then responsible to contact the President or the Chief of Staff / Vice President for Government relations. Response will depend on who is geographically available to handle the issue confronting the University.
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GLOSSARY OF TERMS

**Active Shooter**—The active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Most incidents occur at locations in which the killers find little impediment in pressing their attack. Locations are generally described as soft targets, that is, they carry limited security measures to protect members of the public.

**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.

**Building Marshals**—The Building Marshal program was developed to facilitate the safe evacuation of campus buildings and to assist emergency responders. This program is staffed by trained campus employees who work in the individual classroom and office buildings throughout the campus.

**CMT**—Crisis Management Team: Comprised of the University staff and senior administrators responsible for specific emergency support functions.

**DCT**—Disaster Control Team: Team Comprised of the University staff and senior administrators responsible for specific emergency, administrative and legal support functions.

**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.

**FCP**—Field Command Post: A physical location or Department of Security or other Security vehicle near the scene of the emergency.

**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.

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

**Immediate Notification**—In cases where the notification is mandated to any University official, the Senior Vice President for Operations and Vice President for Marketing and Communications shall also be notified. All interaction with the media will be handled through the Office of Marketing and Communications 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.

**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.
**PURPOSE**

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 Florida Tech 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 Tech 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 human-caused 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. Identify planning assumptions and develop policies.
b. Establish a concept of operations built on interdepartmental coordination in order to facilitate a timely and effective University response.
c. Assign specific functional responsibilities to the appropriate offices and departments.
d. 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 Florida Tech 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 Florida Tech.

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.

In the event of an emergency, the University will 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.

E. Role of Emergency Services

Under 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 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 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.

F. Plan Awareness

All Florida Tech departments and offices are to be familiar with this plan.

G. 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 Department of Security.

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 Emergency Operations Plan (EOP), when directed by the President or appointee, 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 Senior Vice President of Operations, the Director of Security, the Senior Director of Facilities Operations 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.

Emergency Operations Center

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 Emergency Operations Center (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 10-12 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, 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.
- The Director of Security in conjunction with the Senior Director of Facilities Operations will determine the appropriate location.
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 Director of Security (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:

- Department of Security Office – Shaw Hall
- Facilities Offices – Military Science/Facilities Operations Building
- Presidents Large Conference Room – John E. Miller Building
- Off-Campus Locations designated as possible EOC Sites

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 and cell phones for team members (as needed)
- White boards
- Radio access via portable scanning radios for all of the campus (receives & transmits)

**Crisis Management Team (CMT)**

The single most effective way of dealing with a crisis situation, critical incident, or medical emergency is through the use of a Crisis Management Team (CMT). The CMT is an organized group of University-based faculty and staff members created to assist the University President in planning for and responding to University emergencies (active CMT listed on page 15). These staff members will be trained in the implementation of the University’s Emergency Operations Plan. The President must designate staff members to serve on the CMT and designate a CMT member to act in the President’s absence. There may be instances when time-sensitive decisions have to be made quickly by the President without consulting the CMT.

The membership of the University’s CMT should consist of an immediately accessible core group of University personnel who have the knowledge and skills to deal with an emergency situation. There are no formal standards for the number of members that should be on the team. The CMT composition varies depending on the availability and expertise of the individual members and the potential hazards threatening the University. In addition to the University President, membership will include: Senior Vice President of External Relations / Chief of Staff, Executive Vice President for Operations, Provost and Senior Vice President, Senior Vice President of Operations, Senior Vice President of Student Life and Alumni Affairs, Senior Vice President of Development, Senior Director of Facilities Operations, Director of Security, Vice President for Marketing and Communication and the Director of Facilities Operations. The CMT members should be equipped with portable radios and/or cell phones.

The CMT should meet on a regular basis and discuss not only the crisis management plan but also any areas of concern in or around the University. All members should receive information and training regularly.
UNIVERSITY DEPARTMENT RESPONSIBILITIES

Building Systems
Many of the main campus buildings have an emergency generator power source to provide electricity in the event of a power outage. See Appendix A for a list of buildings with generators.

In the event of a power failure, internal 90-minute battery modules within the lighting fixtures will provide emergency lighting. All buildings are fully protected by a sprinkler system (a classical wet pipe system). There are fire extinguishers throughout the buildings, as well as fire alarm pull stations and smoke/heat sensors. The fire alarm is automatically sent to an alarm Monitoring Company (DynaFire) that will then notify the Department of Security and notify the 911 emergency response center. The City of Melbourne Fire Department (Fire Rescue) will provide both first aid and fire service response.

Role of Key Administrators
The Senior Vice President for Operations and the Director of Security shall make available for distribution to instructors and department supervisors all emergency procedures and information.

Role of Faculty and Staff
Deans, faculty and staff members are viewed as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency and account for every student. Every member of the faculty and staff should read and be familiar with applicable emergency plans and familiarize themselves with emergency procedures and evacuation routes that are displayed in all classrooms, offices, and common areas. Faculty and staff are required to complete a Campus Safety assessment each academic calendar year. Faculty and staff must be prepared to assess situations quickly and thoroughly and use common sense in determining a course of action. All faculty and staff are responsible for securing their work areas. Work areas may need to be secured in advance of certain weather systems (hurricanes, floods, etc.).

Specific staff members have been designated to assist mobility-impaired students. In the event of an emergency, those individuals shall report to their designated locations.

Role of Students
All students should familiarize themselves with the emergency procedures and evacuation routes in their classrooms. Students should be prepared to assess situations quickly, but thoroughly, and use common sense in determining a course of action. If evacuations are necessary, students shall evacuate in an orderly manner when directed to do so by emergency personnel or when an alarm sounds. Students with mobility issues shall notify Student Affairs upon registration. Special arrangements will be made for these students.

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 CMT 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 Department of Security 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 Department of Security. The President or designee will be responsible for any notification to the University’s legal counsel and the Board of Trustees.

The Senior Vice President for Business & Finance or designee 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 Department of Security 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 Crisis Management Team (CMT) 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 Information Technology Resources (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 services.
DECLARATION OF AN EMERGENCY CONDITION

The University President is responsible for the actual declaration of an emergency. He/she shall declare a state of emergency for level 2 or level 3 incidents when upon the recommendation of the selected University department heads or members it is deemed necessary to do so (reference pg. 11). 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) 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 Department of Security will be allowed to enter the immediate disaster site, and only once the site has been deemed safe to enter by local authorities, or the Director of Security.

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 Resource Directory (Page 4).

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 have emergency response strategies in place and are 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 (Page 4). Triage is usually the function of first responder EMS personnel.

UTILITY AND MECHANICAL SERVICE LOSS

The handling of utility and mechanical service losses shall be coordinated by the Senior Director 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 of Marketing & Communications and staff.

ONGOING EMERGENCY MANAGEMENT

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

ASSESSING A THREAT OR EMERGENCY

During a state of emergency, the Department of Security 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 Senior Director of 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.

**SHELTER-IN-PLACE**

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 Shelter-in Place Procedure (ISEP #6).

**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 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 uses by segmenting with portable partitions if available.

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:

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 CMT.

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 CMT 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 Department of Security 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 CMT may/should:

• Hire additional temporary workers.
• 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 and open buildings.
• Remove smoke, water and debris.
• Protect equipment from 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 if there is any appreciable amount of goods or value.) If goods are released 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 Tech 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 is 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 Department of Security helps to keep us all safe. Program (321) 674-8111 into your cell phone and do not hesitate to make a report.
• 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. Gather 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. 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.
INCIDENT SPECIFIC EMERGENCY PLANS (ISEP)

ISEP #1  Disaster Response Plan
ISEP #2  General Evacuation Procedure
ISEP #3  Fire or Explosion
ISEP #4  Bomb Threat Plan
ISEP #5  Intruder on Campus (Active Shooter)
ISEP #6  Shelter-In-Place
ISEP #7  Stay Put, Stay Tuned
ISEP #8  Civil Disturbance or Demonstration
ISEP #9  General Guidelines on Severe Weather
ISEP #10  Hurricanes/Tornadoes
ISEP #11  Medical Emergencies
ISEP #12  Sexual Assault Response Plan
ISEP #13  Weapons of Mass Destruction – Terrorism
ISEP #14  Timely Warning Procedure
ISEP #15  Emergency Notifications Procedure
ISEP #16  Hazardous Waste Contingency Plan
ISEP #17  Biohazard
ISEP #18  Large Scale Event Planning
ISEP #19  Power Failure
A. INTRODUCTION
A disaster can be defined as a major catastrophe causing widespread destruction of life or property. A disaster at Florida Tech could result from a major fire, explosion, active shooter, or other hazardous events that endanger life or property.

B. PURPOSE
This plan is designed to establish standards and operating procedures, define who is in charge of the plan, and assign responsibility for the coordination of the overall procedures.

C. CHAIN OF COMMAND
The following administrative personnel, in the order listed, are in charge of the plan and are responsible for the coordination of the overall procedures.

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In the absence of the President, the next available administrator listed shall be designated as the Administrator-in-Charge and he/she shall assume the responsibility of implementing the disaster plan.

Chain of Administrator-in-Charge
President
Senior Vice President of External Relations / Chief of Staff
Executive Vice President of Operations
Provost and Senior Vice President
Senior Vice President for Operations
Senior Vice President of Student Life and Alumni Affairs
Senior Vice President of Development

D. RESPONSIBILITIES:
Upon notification of the disaster, the Administrator-in-Charge will survey University operations to determine if the following activities shall be initiated and/or are proceeding satisfactorily and with proper supervision:

1. Local police department, fire department, and first aid squads have been notified as required.
2. Campus fire alarms have been activated as needed.
3. Buildings and areas involved in the disaster or adjacent to the disaster area are evacuated or locked down/secured if necessary.
4. The Disaster Control Center has been established.
5. Communications are established on campus and with local agencies – Communications exist between University Disaster Control Center and Command Post established on campus by ranking service agency (i.e., Melbourne Police Department).
6. Traffic and campus entrances are in a controlled situation.
7. Security on campus is maintained.
E. ACTIVATION OF THE DISASTER PLAN

In the event of a disaster, the following procedures will be adhered to:

1. The first person to be aware of the disaster shall contact the Department of Security to report the disaster. The Department of Security will attempt to elicit the following information:
   a. Severity/urgency of the disaster
   b. Name and identity of caller
2. The Department of Security will immediately call the Melbourne Police Department, the Director of Security and the Senior Director of Facilities Operations.
3. The Department of Security will notify the President (or the first administrator available in the Chain of Command), who will then establish a Disaster Control Center in the Security Office or the John E. Miller Bldg. President’s Large Conference Room and instruct all administrators listed on the Chain of Command to report immediately to the appropriate location. The responders will become the Disaster Control Team (DCT).
4. All DCT members shall develop and maintain a communications network to assure that all department personnel under their jurisdiction, including students and campus visitors, are appropriately informed.
5. If appropriate, Security will deliver the Crisis Box that contains campus drawings, utility information, universal card access, etc., to the responding agency or the Command Post. This information is also contained on a “thumb drive” located in each Crisis Box. There is one box located in Department of Security and one in the Military Science/Facilities Operations Building.

F. DISASTER CONTROL CENTER

Upon notification of the disaster, the Administrator-in-Charge will designate the Security Office or the John E. Miller Building President’s Large Conference Room as the Disaster Control Center (DCC).

1. Communications will be maintained by telephone, radio, and/or messengers between the Disaster Control Center, the Command Post established by the police department or other service agency, and other areas of the campus.
2. The Administrator-in-Charge responsible for the Disaster Control Center shall immediately:
   a. Check operation of communications
   b. Secure persons to serve as messengers.
   c. Request reports from Security and other administrators relative to security, traffic control, safety of all campus personnel, personnel pool, operation of campus utilities/building equipment, and other activities for which each administrator is responsible.
3. The Office of Marketing and Communications will determine the appropriate locations to be utilized as the Public Information Center for news media.

G. GENERAL INSTRUCTIONS AND INFORMATION

1. If appropriate, upon arrival of public agencies (fire department, police department, first aid squads), a Command Post will be established by the responding agency. The responding agency will also assume command of the disaster area. All agency personnel, University personnel, and other citizens will be subject to the agency’s directives relating to the disaster. The University Disaster Control Center will appoint a representative to be stationed at the Command Post to provide information and communicate with the DCC.
2. Communications: Telephone calls will be limited to emergency use. All incoming calls related to the disaster shall be directed to the DCC. Notification of the University community in the event of a disaster shall be by telephone, radio, email, text messaging, television, University website, and other methods that may be available. Emphasis must be on disseminating information as soon and as effectively as possible.
3. Coordination with External Agencies: Administrative contact will be maintained with a variety of local agencies (police, fire department, first aid squads, radio, television, etc.) that are located in the Command Center. To the extent possible, all communications and media releases should have the Command Post’s approval.
4. Traffic Control: In order to maintain control, the following traffic flow patterns must be observed.
   a. Authorized University personnel entering campus shall proceed to the parking lot designated by traffic control personnel.
   b. All parked vehicles shall remain in place until released by Security. This action is necessary to avoid congestion that would interfere with the movement of emergency vehicles.
   c. University Security personnel, plus recruits from the personnel pool, will assist in directing traffic and in immobilizing parked vehicles.
   d. Personnel authorized to enter the campus must be prepared to produce identification on request.
5. Handling of Information: All official information relating to the disaster will be issued through the Vice President for Marketing and Communications in conjunction with the responding agencies and their Command Post.

6. Security: The Department of Security shall provide security for all personnel on the campus and provide protection for all University property. The aid of personnel from the personnel pool and/or from local police departments may be enlisted as required.

7. Personnel Pool: The Vice President of Human Resources will establish and direct a pool of all personnel who do not have specific assignments. The pool, located in the Human Resources office or in the Student Center, will furnish personnel on request.

8. Liaison Personnel: Staff members assigned to the Disaster Control Center to serve as liaison for each senior vice president’s office will be responsible for the following:
   a. Monitor the activities for which his/her department is responsible and provide timely reports to the Administrator-in-Charge of the Disaster Control Center.
   b. Initiate action for his/her department resulting from requests by the Administrator-in-Charge.

9. Call Screener: At the direction of the Disaster Control Team personnel will be assigned to report to the EOC to provide assistance and verify the accuracy of information distributed. Responsibilities shall include the following:
   a. Screen all incoming calls. Refer all calls related to the disaster to the Vice President for Marketing and Communications.
   b. Place calls to University personnel as directed by the Administrator-in-Charge.
   c. Keep telephone lines open for disaster activities.

H. FACILITIES
The Director of Facilities Operations will maintain the operation of the campus facilities. He/she shall be responsible for the following:

1. Make emergency repairs to University equipment damage as a result of the disaster wherever feasible.
2. Provide various materials to Disaster Control Center personnel as required, (road block materials, high water vehicles, etc.).
3. Coordinate repairs of telephone lines, electric lines, water mains, and other utilities with service companies.
4. Maintain contact with Disaster Control Center.

I. POST-DISASTER PLAN
This section outlines a course of action to be taken in order to restore all functions of the campus so that the educational programs and activities can resume with minimal loss of time.

The Administrator-in-Charge or designee shall:

1. Contact the representative of the University insurance underwriter to request the presence of an adjuster if the disaster warrants same. Request that a detailed report in writing with photographic documentation be prepared with an estimate of the cost to correct the damage.
2. Contact the University architectural and engineering firm to request that it assign appropriate engineers (structural, electrical, HVAC, etc.) and others to survey the damage. Instruct the firm to prepare a detailed report in writing with photographic documentation to include an estimate of the cost to correct the damage.
3. Instruct the University photographer to make a photographic record of the disaster. The photographer should work with the Senior Director of Facilities Operations and the Director of Facilities Operations.
4. Instruct the Provost and Senior Vice President to begin an immediate search for instructional space among local schools, colleges, or other institutions that may have suitable space to hold classes on a temporary basis.
5. Instruct the Director of Facilities Operations to inspect all utility services (water, gas, electric, chemicals, etc.) and other functions that could have been affected by the disaster. Render a written report with photographic documentation as may be required.
6. Prepare a request to the Board of Trustees for an emergency appropriation of funds for any item not fully covered by insurance utilizing the information provided by the reports identified herein.
7. Arrange with the insurance underwriter for proper handling of all personal injury or death claims.
8. Have the University General Counsel review various reports and documents as the need may arise.
9. Provide appropriate information to the Vice President for Marketing and Communications for distribution to the campus community and the public.
ISEP #2: GENERAL EVACUATION PROCEDURES

A. INTRODUCTION
In case of an emergency or a life-threatening situation, a decision to evacuate any or all buildings will be made by the President (or designated representative, in accordance with the chain of command listed under C.). Once the order is given to evacuate, staff and visitors will exit the building according to the posted instructions in the area. The Senior Director of Facilities Operations should be contacted immediately concerning any emergency situations that may develop anywhere on the University campus. The Senior Director of Facilities Operations shall notify the President and will also contact emergency services (police, fire, medical, etc.) as necessary.

B. PURPOSE
This plan is designed to establish standards and operating procedures, define who is in charge of the plan, and assign responsibility for the coordination of the overall procedures.

C. CHAIN OF COMMAND
The following administrative personnel, in the order listed, are in charge of the plan and are responsible for the coordination of the overall procedures.

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Chain of Administrator-in-Charge
President
Senior Vice President of External Relations / Chief of Staff
Executive Vice President of Operations
Provost and Senior Vice President
Senior Vice President for Operations
Senior Vice President of Student Life and Alumni Affairs
Senior Vice President of Development

D. PROCEDURES
In the event of the activation of the fire alarm, the building would be evacuated IMMEDIATELY. Activation of the fire alarm will result in the notification of University Security and the Melbourne Fire Department.

E. EVACUATION SITES
- The exit routes and directions for leaving the building are posted in each classroom.
- Faculty and staff will assist in assembling the students away from the building so as not to impede the progress of facilities employees and/or the fire company.
- Remain off roads and at least 300 feet from location of the fire.
EVACUATION PROCEDURES
When implementing EVACUATION procedures:

PRESIDENT/CRISIS MANAGEMENT TEAM (CMT)
- Melbourne Police Department [or local police in the affected jurisdiction] (911) shall be notified immediately when an evacuation of the University occurs.
- Determine evacuation routes based on location of the incident and types of emergency.
- Communicate the need to evacuate the building or a specific area of the building to the building occupants by activating the fire alarm or plain language via phone system or emergency public address system.
  » Communicate changes in evacuation routes based on location and types of emergency.
- Notify the Board of Trustees that an evacuation of the University has occurred.
- Designated staff assigned radios and/or cell phones should wear safety vests to assist University Security personnel.
- Monitor the situation and provide updates and additional instructions as needed.
- Communicate when it is safe to re-enter the building or re-occupy a section of the University that was evacuated; i.e., Regroup Alert system, radio transmission or portable public address systems.

FACULTY/STAFF
- Exit the building using the designated emergency exit routes or as directed by the president/CMT.
  » Use a secondary route if the primary route is blocked or hazardous.
- Exit routes and the location will be selected and communicated by the President/CMT at the time of the emergency and the evacuation.
- Assist those needing special assistance / Building Marshals will provide assistance.
- Do not lock classroom doors when leaving.
- Do not stop for student or staff belongings.
- Have class roster with you.
- When outside the building and in a safe location:
  » Check for injuries.
  » Account for all students.
  » Immediately report any missing, extra, or injured students to the Director of Security or any Security Officer.
  » Wait for additional instructions.

UNDER NO CIRCUMSTANCES SHOULD THE BUILDING BE ENTERED UNTIL IT HAS BEEN DECLARED SAFE TO DO SO BY THE EMERGENCY OFFICIALS ON THE SCENE.
A. INTRODUCTION

A fire alarm may sound on campus for any reason, such as a disruption in the electrical power, sudden change in temperature, a large accumulation of smoke, a pulled alarm, or an actual fire. (THE FIRE ALARM SYSTEM SHALL BE USED AT ANY TIME IT IS NECESSARY TO EVACUATE A BUILDING.) In any event, each employee must act under the assumption that the alarm is an emergency since the combined efforts of all concerned will be essential in preventing injury or loss of life. The following procedures have been established and pertain not only to key personnel but to any employee who may be involved in the incident.

B. PURPOSE

This plan establishes procedures which are to be followed by University employees in the event a fire alarm sounds on campus.

C. CHAIN OF COMMAND

The following administrative personnel, in the order listed, are in charge of the plan and are responsible for the coordination of the overall procedures.

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Chain of Administrator-in-Charge

President
Senior Vice President of External Relations / Chief of Staff
Executive Vice President of Operations
Provost and Senior Vice President
Senior Vice President for Operations
Senior Vice President of Student Life and Alumni Affairs
Senior Vice President of Development

D. PROCEDURES

In the event of a fire alarm sounding while the University is in operation with buildings occupied, the following procedures will be adhered to:

1. Security Dispatcher: A Security Dispatcher will normally be one of the first persons aware of the alarm. As soon as possible after he/she receives an indication of fire or trouble on campus, he/she will contact the Facilities Operations office and advise them of the situation (trouble or fire) and the location of the alarm.

2. Faculty and Staff: It will be the responsibility of the faculty and staff in each building to assist in vacating the building as quickly as possible in a safe and orderly manner. The disabled students will be assisted out of the classroom and into the hall by the faculty member in charge of the class. Security will help assure that those needing assistance are safely evacuated from the building.

3. Note: The exit routes and directions for leaving the building are posted in each classroom. In addition, faculty and staff will assist in assembling the students away from the building so as not to impede the progress of Facilities employees and/or the fire company (off roads and at least 300 feet from location of the fire).

4. Security: Immediately upon being notified of a fire alarm sounding on campus, Security will dispatch an officer to the location of the alarm to assist in evacuating the building and directing traffic. A second officer will be dispatched to a location on campus to
direct emergency equipment arriving on campus and then assist at the scene as needed. In the event there is more than one alarm sounding, a Security Officer will be dispatched to each location, with those buildings housing students having priority.

5. Facilities Director: The Facilities Director shall be responsible for the normal operation of the equipment in the mechanical rooms throughout the campus. He/she will determine which equipment must be secured or restarted to prevent damage and in what priority. Finally, he/she will report the results of the inspection to the executive Administrator-in-Charge.

6. Fire Marshal: The executive Administrator-in-Charge has been designated as the University Marshal. He/she is the only person authorized to sound the “ALL CLEAR” and permit personnel to re-enter the building after an alarm has sounded. He/she will proceed to the scene of each alarm and take charge of all activities required to return the situation to normal. In the event of an actual fire, the Fire Marshal will immediately notify the Security Dispatcher, the Senior Vice President of Operations, the Senior Vice President for Academic Administration and the Senior Vice President of Student Life and Alumni Affairs.

The Fire Chief or his/her representative is the only person authorized to reset a fire alarm on the panel. The University Security Officer is authorized to reset a trouble alarm on the panel (after getting the okay from the Fire Chief).

**ACTIONS**

**In the event of a fire alarm activation:**

- Assume it is not a drill. Leave the building immediately--use the stairwells--not the elevator.
- Assist any person in immediate danger to safety, if it can be accomplished without risk to you.
- If you are a mobility-impaired person on the upper floor, proceed to the stairwell. You will be assisted by a designated staff member or an emergency responder.
- No one will be allowed to re-enter the building without permission from University administrators, police, or the local fire department.

**If you should come across a fire:**

- Immediately activate the building fire alarm system. This will sound the fire alarm to evacuate the building and notify the local fire department.
- If the fire is small enough and it is safe to do so, use a nearby fire extinguisher to control and extinguish the fire. Don’t fight the fire if the fire is too large or out-of-control, if the atmosphere is toxic, or if you do not feel comfortable doing so.

**To operate a fire extinguisher, remember the word PASS:**

- Pull the pin. Hold the extinguisher with the nozzle pointing away from you and release the locking mechanism.
- Aim low. Point the extinguisher at the base of the fire.
- Squeeze the lever slowly and evenly.
- Sweep the nozzle from side-to-side.

If the first attempts to put out the fire do not succeed, evacuate the building immediately. If possible, doors and windows should be closed as the last person leaves a room. Do not use elevators--use building stairwells. Upon evacuating the building, personnel shall proceed to the designated meeting area (at least 300 feet from the affected building) where assigned building marshals can take a head count and account for all personnel.
ISEP #4: BOMB THREAT PLAN

A. INTRODUCTION
When a bomb threat has been received, the University must take whatever action is necessary to insure the safety of the faculty, staff, and students. Therefore, the following procedures pertain to any employee who may receive a “bomb threat” telephone call. Should security receive the call during the hours when the University is not in normal operation, the security officer receiving the call will attempt to obtain as much information as possible.

B. PURPOSE
To establish procedures that must be followed by University employees in the event they receive a telephone bomb threat.

C. CHAIN OF COMMAND
The following administrative personnel, in the order listed, are in charge of the plan and are responsible for the coordination of the overall procedures.

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In the absence of the President, the next available administrator listed shall be designated as the Administrator-in-Charge and he/she shall assume the responsibility of implementing the disaster plan.

Chain of Administrator-in-Charge
President
Senior Vice President of External Relations / Chief of Staff
Executive Vice President of Operations
Provost and Senior Vice President
Senior Vice President for Operations
Senior Vice President of Student Life and Alumni Affairs
Senior Vice President of Development

D. PROCEDURES
As with a fire or disaster, the first concern of Security is to take whatever immediate action is necessary to protect the students and employees against injury or loss of life. Should a call be received, the following steps should be taken:

1. The individual receiving the bomb threat will attempt to obtain as much information as possible. An attempt should be to write down the caller’s phone number and exact words. Security will use the “Bomb Threat Form,” (see attached). The number where the call is being made from will appear on the IP Phone Screen.

2. The receiver of the bomb threat will immediately notify the Department of Security (ext. 8111). The Security Shift Supervisor will immediately notify either the Director of Security and/or the Senior Vice President for Operations (ext. 8107) or the Senior Director of Facilities Operations (ext. 7584) NOTE: No portable radio should be used within 300 yards of the building housing a possible bomb.

3. The Security Shift Supervisor will immediately proceed to the building or area threatened, conduct an initial assessment and set up a site command post.
4. The Director of Security or the Shift Supervisor will notify the University President and the Senior Vice Presidents.
   a. President
   b. Senior Vice President of External Relations / Chief of Staff
   c. Executive Vice President for Operations
   d. Provost and Senior Vice President
   e. Senior Vice President for Operations
   f. Vice President for Marketing and Communications
5. The Senior Vice President for Operations and the Administrator, or the Security Shift Supervisor, will also notify the Melbourne Police immediately and then meet with the receiver of the bomb threat to receive the exact communication.
6. The Senior Vice President for Operations and the Administrator, along with the Director of Security or the Shift Supervisor, will meet with or call the President of the University to notify him of the nature of the call.
7. After reviewing the facts available, the Security Supervisor, along with the police, will decide that the threatened area is to be evacuated or what other action should be taken. The President will be informed of that decision. In the absence of the President, the Senior Vice President for Operations shall make the decision.
8. Decision – Evacuate the Building

If the decision is to evacuate the threatened premises, the following procedures will be followed.
   a. The premises will be evacuated by the Security Officers on the scene.
   b. The Security Supervisor will wait for the arrival of the police and inform them of the area that was threatened. The police will take charge and Security will assist. The Melbourne Police may request assistance from the Sheriff’s Department and other agencies.
   c. Students, faculty, and staff will not be permitted to re-enter the building until it is declared open by the President or his representative.

All bomb threats must be taken seriously until they can be assessed. The President/CMT is primarily responsible for assessing the threat, taking into account all available information. Any decision to evacuate rests with the President/CMT; the police will only offer guidance. If a device is located, police or fire personnel will take command of the incident.

WARNING: BECAUSE THERE IS A SLIGHT RISK THAT DETONATING DEVICES MAY BE ACTIVATED BY RADIO WAVES, USE OF TWO-WAY RADIOS AND CELL PHONES SHOULD BE AVOIDED WITHIN 300 FEET OF THE BUILDING OR SUSPECTED LOCATION OF ANY EXPLOSIVE DEVICE, UNLESS ABSOLUTELY NECESSARY TO FACILITATE URGENT COMMUNICATIONS.
Check list for a Bomb Threat:

TELEPHONED BOMB THREATS
The person receiving the call shall:

- Direct someone else to also listen to the call, if possible.
- Take notes for police investigation. Record the caller’s exact words.
- Attempt to determine the caller’s gender, age, accent or other distinguishing speech characteristics, and demeanor.
- Listen for background noises that may help in identifying the location of the caller.
- Ask the caller the following questions:
  - When is the bomb going to explode?
  - Where is the bomb now?
  - What does the bomb look like?
  - What kind of bomb is it?
  - What will cause the bomb to explode?
  - Did you place the bomb?
  - Why was the bomb placed?
  - What is your address?
  - What is your name?

ELECTRONIC (E-MAIL AND WEBSITE RECEIVED) THREATS
The person accessing the threat shall:

- Save the message on the system; DO NOT delete the item.
- Print copies of the message to turn over to Security who will turn them over to the Department of Information Technology and others who may require them.
- Notify the Department of Information Technology. They will provide additional guidance in how to deal with the message.

WRITTEN THREATS
The person receiving the written threat shall:

- Preserve evidence for police
  - If written threat, in order to preserve fingerprints, do not handle.
  - If the threat is written on a wall, photograph it. Do not remove.

PRESIDENT/CRISIS MANAGEMENT TEAM (CMT)

- CALL 911 to notify the police.
- Assess the threat based on all available information. Recognize that an actual bomb incident with an accompanying threat is an extremely rare event.
- If the threat assessment points to a low probability that the bomb threat is credible, then:
  - Consider a limited response:
    - Keep students in class.
    - Review video surveillance records for suspicious activity.
    - Conduct search of public areas inside the building(s), building(s) grounds, as well as storage rooms, closets, etc.
    - If search is fruitless, return to normal operations.
- If the threat assessment points to a high probability that the bomb threat is credible, then:
  - If the threat included a time for the bomb to detonate and time permits, conduct a search of the evacuation routes and student assembly areas.
• A search of public areas inside the building(s), building(s) grounds, as well as storage rooms, closets, etc. should be conducted.
• If search reveals no suspicious items but you feel the threat is still credible, then initiate evacuation procedures.
• If the search uncovers suspicious item(s), alter evacuation routes and clear the building.
  » If time does not permit a thorough search of evacuation routes and assembly areas, perform at a minimum a cursory search of the
    exit routes and assembly areas, alter exit routes accordingly, and initiate evacuation procedures.
  » Review video surveillance records for suspicious activity.
  » Police should supervise the search.
  » When conducting a search:
    • No two-way radios or cell phones should be used.
    • Searches should be systematic:
      — First, search the floor and area up to waist high;
      — Second, search waist high to chin high; and
      — Third, search chin high to the ceiling.
  » Suspicious objects should not be disturbed, and the police should be notified immediately.
  ❏ Document all actions taken and findings by staff.
  ❏ Notify the Department of Security and President/CMT.

FACULTY/STAFF
  ❏ Scan classrooms or assigned areas for suspicious items
  ❏ Do not touch any suspicious devices, packages, etc. If a device(s) is located, it should be pointed out to the police.
  ❏ Notify CMT of findings.

If Evacuation Procedures are initiated:

PRESIDENT/CRISIS MANAGEMENT TEAM (CMT)
  ❏ Communicate the need to evacuate the building using plain language over the telephone system, Regroup Alert mass notification
    system, radio transmission, Emergency Notification System (campus-wide public address system), or portable public address sys-
    tems. Limit the use of cell phones or radios because of risk of activating an explosive device.
  ❏ Ensure evacuation routes and area(s) are clear of suspicious items.
    » Alter evacuation routes as necessary.
  ❏ Send Emergency Alert Notification via Regroup Alert system.

FACULTY/STAFF
  ❏ Implement on-site evacuation procedures and move to assembly areas a minimum of 1000 feet from buildings.
BOMB THREAT CHECKLIST AND TELEPHONE PROCEDURE

BE CALM, BE COURTEOUS, AND LISTEN. DO NOT INTERRUPT THE CALLER. NOTIFY SUPERVISOR OR THE DEPARTMENT OF SECURITY WHILE THE CALLER IS ON THE LINE.

Name of Call Taker __________________________________________________________________________________________________________

Time ___________________________ Date _________________________________

Number at which call was received ____________________________________________________________________________________________

Caller’s Identity:

☐ Male                ☐ Female                ☐ Adult                ☐ Juvenile                Approximate Age_______

Origin of Call:

☐ Local                ☐ Long Distance                ☐ Pay Phone                ☐ Internal

Caller ID ____________________________________________________________________________________________

VOICE CHARACTERISTICS: LANGUAGE: MANNER:

☐ Loud                ☐ Soft                ☐ Excellent                ☐ Calm                ☐ Angry                ☐ High Pitch                ☐ Deep                ☐ Good

☐ Rational                ☐ Irrational                ☐ Raspy                ☐ Pleasant                ☐ Fair                ☐ Coherent                ☐ Incoherent

☐ Intoxicated                ☐ Other                ☐ Poor                ☐ Deliberate                ☐ Emotional                ☐ Foul                ☐ Righteous

☐ Laughing                ☐ Other

SPEECH: ACCENT: BACKGROUND NOISES:

☐ Fast                ☐ Slow                ☐ Local                ☐ Factory Machines                ☐ Trains                ☐ Distinct                ☐ Distorted

☐ Not Local                ☐ Bedlam                ☐ Animals                ☐ Stutter                ☐ Nasal                ☐ Foreign                ☐ Music                ☐ Quiet                ☐ Slurred                ☐ Lisp                ☐ Office

☐ Machines                ☐ Voices                ☐ Mixed                ☐ Airplanes

☐ Street Traffic                ☐ Party

PRETEND DIFFICULTY WITH HEARING, KEEP CALLER TALKING/ASK QUESTIONS:

When will the bomb go off? ____________________________________________________________

Where is the bomb located? __________________________________________________________

What kind of bomb is it? _____________________________________________________________

Where are you calling from? _________________________________________________________

What is your name and address? ______________________________________________________

Any message?  ___________________________________________________________________________ 

ACTION TO TAKE IMMEDIATELY AFTER RECEIVING CALL:

• Write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller’s voice, to include male/female, accent, age, etc., and the possible location.

• Do not hang up the phone when the call is completed. Keep the line open or place it on “HOLD.”

• Immediately contact Security (ext. 8111) and advise them of the call.

• Write out the message in its entirety with any other comments.
Active Shooter Plan

A. INTRODUCTION
In the event that an armed and dangerous intruder is spotted on campus, a “LOCKDOWN” alarm will be sent out by campus phone system, Emergency Notification System (campus-wide public address system) or portable public address systems, and Regroup Alert mass notification system, consisting of the following: “LOCKDOWN, INTRUDER ON CAMPUS.”

B. PURPOSE
This plan establishes procedures which are to be followed by University employees in the event an armed and dangerous person is seen on the campus.

C. CHAIN OF COMMAND
The following administrative personnel, in the order listed, are in charge of the plan and are responsible for the coordination of the overall procedures.

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In the absence of the President, the next available administrator listed shall be designated as the Administrator-in-Charge and he/she shall assume the responsibility of implementing the disaster plan.

Chain of Administrator-in-Charge
President
Senior Vice President of External Relations / Chief of Staff
Executive Vice President of Operations
Provost and Senior Vice President
Senior Vice President for Operations
Senior Vice President of Student Life and Alumni Affairs
Senior Vice President of Development

D. LOCKDOWN PROCEDURES

In the event an armed and dangerous person is seen on the campus, the following procedures will be adhered to:

When an “INTRUDER ON CAMPUS - LOCKDOWN” announcement is made, this means that an armed and dangerous person has been observed on campus. It is extremely important that you respond immediately and appropriately to this alarm. If a student or faculty member observes someone who they know or have good reason to believe poses a serious threat, immediately contact the nearest security officer, administrator, facilities staff, or office staff member.
**When implementing LOCKDOWN procedures:**

**PRESIDENT /CRISIS MANAGEMENT TEAM (CMT)**

- Communicate the need to lockdown the building via Campus phone system, Emergency Notification System (campus-wide public address system) or portable public address systems and Regroup Alert mass notification system.
  - If you know the whereabouts of the violent intruder, e.g., outside the Library or on the second floor of the Crawford Building, etc., include this information in the lockdown announcement or any subsequent announcements so students and staff can gauge whether they have an opportunity to evacuate versus lockdown. If individuals and classes are able to evacuate, they should choose a location far enough away to ensure safety.
  - If known, relay the type of weapon the intruder is in possession of; firearm, knife, etc.
- Notify Melbourne Police (911) of the emergency and the need for immediate assistance.
- Direct all students and visitors to the nearest classroom or secured space occupied by staff members(s).
- No one enters the building except public safety personnel.
- Advise students and staff to disregard the fire alarm and bells.
- When the threat has been mitigated, students and faculty/staff will be evacuated by law enforcement and University security personnel.

**FACULTY/STAFF**

The following guidelines can be used by faculty and staff to determine if evacuation is a viable option versus lockdown:

- If you know the whereabouts of the violent intruder and you feel that you and the students in your charge can safely evacuate the building and move to the student evacuation location, if accessible, then do so. If not accessible, choose a location far enough away to ensure safety.
  - Factors to consider in making the decision to evacuate versus lockdown:
    - Mobility - are the students and staff able to move quickly or is their mobility limited due to physical limitations and/or special needs issues?
    - Distance and/or concealment - is there sufficient distance between you and the intruder to allow enough time to move your class and reach safety and/or sufficient concealment along your evacuation route to move undetected?
    - Type of weapon the intruder has in his or her possession (knife versus a firearm) may affect your decision to lockdown or evacuate.

**IMPLEMENT LOCKDOWN PROCEDURES:**

- Clear all students, staff, and visitors from hallways into classrooms/offices.
- Assist those with special needs accommodations.
- Close and lock all windows and doors; window blinds closed.
- Block door with furniture, if appropriate.
- Turn lights off.
- Prepare a plan of action if the intruder gains entry; e.g., all-out assault on the intruder.
- Do not open the door until evacuated by law enforcement personnel.
- If a fire alarm has been activated, do not evacuate UNLESS fire or smoke is visible.
- Direct students to an area of the room unobservable from outside and potential lines of fire.
- Stay away from all doors and windows.
- **BE QUIET!** Turn off the ringer on all cell phones.
- Classes outside the building SHOULD NOT enter the building.
- Move outside classes to a location far enough away to ensure safety.
- Students and staff members will disregard fire alarms and bells.
- If you’ve evacuated the building, call 911 to report your location and situation. Also notify the University Department of Security (ext. 8111).
**ISEP #6: SHELTER-IN-PLACE**

**A. INTRODUCTION**
In the event that we receive notification from local Emergency Management Offices or the Police of potential danger outside the building, a “SHELTER-IN-PLACE” alert will be sent out by campus phone system, Emergency Notification System (campus-wide public address system) or portable public address systems and Regroup Alert mass notification system consisting of the following: “SHELTER-IN-PLACE.”

**B. PURPOSE**
This plan establishes procedures which are to be followed by University employees in the event of potential dangers outside the building.

**C. CHAIN OF COMMAND**
The following administrative personnel, in the order listed, are in charge of the plan and are responsible for the coordination of the overall procedures.

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In the absence of the President, the next available administrator listed shall be designated as the Administrator-in-Charge and he/she shall assume the responsibility of implementing the disaster plan.

**Chain of Administrator-in-Charge**
President
Senior Vice President of External Relations / Chief of Staff
Executive Vice President of Operations
Provost and Senior Vice President
Senior Vice President for Operations
Senior Vice President of Student Life and Alumni Affairs
Senior Vice President of Development

**D. SHELTER-IN-PLACE PROCEDURES**
In the event of a potential danger from outside the building, the following procedures will be adhered to:

Shelter-In-Place procedures are used to protect building occupants from potential dangers outside the building, e.g., police in pursuit of armed robbery suspect or hostage/barricade situation near the school.

- Outside activities are canceled and students are moved inside.
- All exterior doors and buildings are secured.
- Students and staff are free to move about inside the building.
When implementing SHELTER-IN-PLACE procedures:

**PRESIDENT/CRISSIS MANAGEMENT TEAM (CMT)**
- Communicate the need to lockdown the building via Campus phone system, Emergency Notification System (campus-wide public address system) or portable public address systems and Regroup Alert mass notification system.
- No students allowed outside of buildings.
- All building’s exterior doors are closed and locked.
- Staff members and students are free to move about inside buildings.
- Security Officers and Facilities personnel will be strategically posted around to control visitor access and provide directions.
- If the fire alarm has been activated, evacuate the building and contact the Melbourne Police Department (call 911) and the Department of Security to provide security while the students are outside the building.
- When the threat has been mitigated, make announcement to return to normal operations.

**FACULTY/STAFF**
- All outdoor activities are cancelled, and students and staff are moved inside the building.
- Close and lock all exterior doors.
- Do not allow students to exit the buildings unless directed by President/CMT.

**DO NOT OPEN EXTERIOR DOORS.**
- If a fire alarm has been activated, evacuate the building.
ISEP #7: STAY PUT, STAY TUNED

A. INTRODUCTION

In the event that notification is received from local Emergency Management Offices or the Police to limit the impact on the public transportation infrastructure due to a large-scale emergency event, a “STAY PUT, STAY TUNED” alert will be sent out by campus phone system, Emergency Notification System (campus-wide public address system) or portable public address systems and Regroup Alert mass notification system and consisting of the following: “STAY PUT, STAY TUNED.”

B. PURPOSE

This plan establishes procedures which are to be followed by University employees in the event of a large-scale emergency that would impact the public transportation infrastructure.

C. CHAIN OF COMMAND

The following administrative personnel, in the order listed, are in charge of the plan and are responsible for the coordination of the overall procedures.

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Chain of Administrator-in-Charge

President
Senior Vice President of External Relations / Chief of Staff
Executive Vice President of Operations
Provost and Senior Vice President
Senior Vice President for Operations
Senior Vice President of Student Life and Alumni Affairs
Senior Vice President of Development

D. STAY PUT, STAY TUNED PROCEDURES

In the event of a large-scale emergency that would impact the public transportation infrastructure, the following procedures will be adhered to:

Stay Put, Stay Tuned procedures are implemented at the request of public safety officials to limit the impact on the public transportation infrastructure.

This response may be appropriate during large-scale events that require limitations on movement and transportation, e.g., terrorist attack with mass casualties.
**When implementing STAY PUT, STAY TUNED procedures:**

**PRESIDENT/CRISIS MANAGEMENT TEAM**

- Communicate the need to lockdown the building via Campus phone system, Emergency Notification System (campus-wide public address system) or portable public address systems and Regroup Alert mass notification system.
- Normal end-of-class release will not occur.
- No unsupervised release of students is to occur until directed.
- President/CMT will monitor local media and the Public Safety/OEM for updates.

**FACULTY/STAFF**

- Continue to maintain control of your students.
- Wait for further instruction.
ISEP #8: CIVIL DISTURBANCES OR DEMONSTRATIONS

A. INTRODUCTION
Florida Tech recognizes the rights of members of the University community to freedom of assembly and speech and strongly believes in fostering discourse and the free exchange of ideas at the University. However, as a matter of law and University policy, these rights and interests are restricted and must be exercised on University property in a manner consistent with the mission and operation of Florida Tech and the rights of other members of the University community. Nonetheless, members of the Florida Tech community may not exceed the bounds of appropriate expression during the course of demonstrations by interfering with the educational activities and business of the University and with the rights of others.

B. PURPOSE
This plan establishes procedures which are to be followed by University employees in the event of a civil disturbance or demonstration located on the campus.

C. CHAIN OF COMMAND
The following administrative personnel, in the order listed, are in charge of the plan and are responsible for the coordination of the overall procedures.

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Chain of Administrator-in-Charge
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Senior Vice President of External Relations / Chief of Staff
Executive Vice President of Operations
Provost and Senior Vice President
Senior Vice President for Operations
Senior Vice President of Student Life and Alumni Affairs
Senior Vice President of Development

D. CIVIL DISTURBANCES OR DEMONSTRATIONS PROCEDURES
In the event of a demonstration or civil disturbance, the following procedures will be adhered to:

- Remain Calm. Do not argue, provoke, or try to obstruct demonstrators.
- Secure your area and your belongings (lock doors and safes, secure important files and records, secure equipment).
- Avoid the disturbance. If the disturbance is outside, stay indoors and away from exterior doors and windows.
- Call the Department of Security.

ACTION PRIOR TO REQUESTING OUTSIDE POLICE ASSISTANCE
• In the event of a civil disturbance or demonstration, the first action of the Department of Security is to notify the Senior Vice President of Student Life and Alumni Affairs. The Senior Vice President of Student Life and Alumni Affairs will have the President, the Senior Vice President for Academics, and the Senior Vice President for Operations notified immediately. Security Officers will be assigned to the Office of the President.
• A security post will be established at each University entrance. It will be the responsibility of those manning the barricades to determine if any unusual flow of traffic is coming on campus. This information will be communicated to the President.

• The Senior Vice President of Student Life and Alumni Affairs and the Director of Security will be at the scene of the civil disturbance or demonstration to communicate with students and identify leaders of the civil disturbance or demonstration. The Senior Vice President of Student Life and Alumni Affairs will maintain communications with the President.

• When the Senior Vice President of Student Life and Alumni Affairs determines that the situation is deteriorating due to a loss of control, he/she will so notify the President. The President shall decide on the advisability of calling for assistance from the Melbourne Police Department.

• The campus Department of Security has the responsibility for maintaining equipment on hand at all times such as: rope, fire extinguishers, barricades, flashlights, first aid kits, etc.

PERIOD DURING WHICH MELBOURNE POLICE ARE ON CAMPUS

• When deemed necessary, the President shall request the Melbourne Police to enter the campus. The Melbourne Police will assume responsibility for the traffic control at the University entrances. University Security Officers will assist them in identifying faculty, staff, and students who desire entrance to the University.

• A suitable command post for the Melbourne Police shall be established as close as possible to the demonstration area, preferably a room with a window facing the scene of the disturbance. The Director of Security and the Senior Vice President of Student Life and Alumni Affairs shall assist the police in identifying leaders and persons responsible for the disruption.

PERIOD FOLLOWING PRESENCE OF MELBOURNE POLICE ON CAMPUS

• When order and calm have been restored on campus and the Melbourne Police have departed, the campus Security Officers shall continue their vigilance and continued intelligence gathering until it has been established that there is no further disturbance likely to occur.

• Security personnel will have the responsibility, when possible, of obtaining names of outside agitators and vehicle registration numbers so that a list may be compiled and sent to Federal Bureau of Investigations (FBI) who maintain a file on campus unrest. A copy of this list of names will be submitted to the Senior Vice President of Student Life and Alumni Affairs.
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 canceled 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 canceled, 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 canceled, 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 canceled 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 canceled 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.

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 of the University.

PROCEDURAL GUIDELINES

A. Severe Thunderstorms

Observe the following rules if lightning is occurring or is impending:

- Power down computers and turn other electrical equipment off (never unplug electrical cords if lightning is occurring).
- Avoid water fixtures, telephone lines, and other electrical conducting materials.
- Stay inside buildings and off campus grounds.

B. Tornados

If a tornado is spotted or imminent, take the following steps immediately:

- Go to the basement area of the building if possible.
- Stay away from windows.
- Take cover under a sturdy object.
- Protect your head, neck, and face.
- Stay away from items that might fall.

C. Earthquakes

If an earthquake strikes while you are in a building:

- Take cover immediately under a sturdy object covering your head, neck, and face.
- Be prepared to move with the object. To the extent possible, stay away from windows and items that might fall.
- Do not attempt an evacuation during the earthquake. Also, be prepared for aftershocks.
- In outdoor areas, stay away from power lines, buildings, and any objects that might fall. In an automobile, pull off the road away from overpasses, bridges, and large structures that might fall.

Preparation Checklist for Anticipated Severe Storms

IN THE EVENT THAT THE UNIVERSITY SUSPENDS NORMAL OPERATIONS IN RESPONSE TO THE THREAT OF A RAIN/FLOOD EVENT, HIGH WINDS, OR HURRICANE, THE FOLLOWING PRECAUTIONS SHOULD BE CARRIED OUT IN EACH DEPARTMENT.

- Back up computer hard drives. Secure portable storage devices in zip-lock bags and take duplicate copies off site.
- Unplug computers, printers, and other electrical appliances.
- In offices and classrooms:
  - Relocate contents from bottom drawers of desks and file cabinets to locations safe from water damage.
  - Move all equipment, books, papers, and other valuables away from windows, off the floor, and to interior areas of the building. (Be sure that equipment and other valuables that are moved outside your office are labeled for easy identification and retrieval).
  - For ground floor occupants in buildings subject to flooding: If necessary, relocate equipment and other valuables to a higher floor. (Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).
  - If relocation to a higher floor is difficult or impossible, cover and secure or encase and seal equipment and other valuables with plastic.
  - Clear desktops, tables, and exposed horizontal surfaces of materials subject to damage.
  - Close and latch (or secure with tape) all filing cabinets.
• To the extent possible, turn bookcases, shelving units, etc., around to face walls.
• Place telephones in desk drawers. Leave telephones plugged in (you will be able to receive emergency messages).

☑ In lab areas:
• Store sensitive apparatus and glassware.
• Attend to critical utility-dependent processes and make arrangements for back-up supply. Assure all hazardous and bio hazardous materials and wastes are properly protected.

☑ Check contents of refrigerators and set to coldest setting.
☑ Empty trash receptacles of items likely to rot.
☑ Take home all personal items of value.
☑ Close and latch all windows. Close and lock all doors.
☑ Stay tuned to the radio/television for additional information.
TORNADO
Tornadoes are nature’s most violent storms. Spawned from powerful thunderstorms, tornadoes can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating funnel shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour. Damage paths can be in excess of 1 mile wide and 50 miles long. Every state is at some risk from this hazard. Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Occasionally, tornadoes develop so rapidly that little if any, advance warning is possible. Before a tornado hits, the wind may die down and the air may become very still. A cloud of debris can mark the location of a tornado even if a funnel is not visible. Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

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 were blown down.

**CATEGORY 3 HURRICANE**
Winds 111-130 mph

**CATEGORY 4 HURRICANE**
Winds 131-155 mph
More extensive curtainwall failures with some complete roof structure failure on small residences. Major erosion of beach areas. Terrain may be flooded well inland.

**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, Safety, & Post-Emergency Recovery
  www.redcross.org/get-help
- Storm Information
  http://www.nhc.noaa.gov
- Relief Information
  www.redcross.org/get-help
  www.fema.gov/apply-assistance

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.

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 understands 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 backup 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 March.
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 of the Senior Vice Presidents Executive Panel to address the potential emergency. The President will inform the Vice President of Marketing and Communications of the status on campus. The Vice President of 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 of 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 Department of 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:

- 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 are implemented.
- Inform University of the timeframe when all systems should be shut down if it becomes necessary.

MARKETING AND COMMUNICATIONS

The Vice President of 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 of Marketing and Communications will continue to update the campus community and local media outlets with information and direction from the President or his designee.

GENERAL INSTRUCTIONS

Director of Security and Emergency Preparedness Committee

The Director of Security will complete the following actions:

- Inform the Vice President of 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.

- Associate Vice President for Student Affairs
- Director of Food Services
- Director of Marine and Outdoor Operations Research (Anchorage)
- Senior Director of Facilities Operations
- Executive Director and Chief Curator of University Museums
- Assistant Vice President of Business and Retail Operations
- Vice President for Marketing and Communications
- Vice President for Online Learning and Off Campus Education (River’s Edge)
- Provost and Senior Vice President

- Prompt University departments to begin following their departmental disaster contingency plans.
- Ensure Conference Services has canceled 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 Senior Director of 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 checklists.
  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 Department of Security.
• 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 the 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 Senior Director of 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 of Marketing and Communications will complete the following actions:

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

**DEPARTMENT OF SECURITY**
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 and 8112. 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 of 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 Department of Security.
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.
• 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 Vice President of Marketing and Communications 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 Department of Security.

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

1. The Department of Security and Facilities Operations will conduct an inspection of the campus in search of the 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 Senior Director of 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 Executive Panel, in conjunction with the Senior Director of Facilities Operations, will make any decisions concerning the further use of damaged buildings and property.
3. Any building determined to be uninhabitable will be secured to preclude entry and patrolled closely by Department of Security staff.
4. The Senior Vice President for Operations and the Senior Vice President for Academics 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. 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 of 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.

SEE APPENDIX A: HURRICANE PREPAREDNESS BROCHURE.
ISEP #11: MEDICAL EMERGENCIES

A. INTRODUCTION
At Florida Tech, a variety of emergency situations may arise. The action of staff and students must vary according to the circumstances. The number of persons involved, the availability of medical assistance and/or equipment, and the help received from others will determine appropriate actions. In any event, PROMPT ACTION is essential.

B. PURPOSE
This chapter establishes guidelines and procedures to be followed by University personnel in the event of a medical emergency on campus.

C. CHAIN OF COMMAND
The following administrative personnel, in the order listed, are in charge of the plan and are responsible for the coordination of the overall procedures.

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In the absence of the President, the next available administrator listed shall be designated as the Administrator-in-Charge and he/she shall assume the responsibility of implementing the disaster plan.

Chain of Administrator-in-Charge
President
Senior Vice President of External Relations / Chief of Staff
Executive Vice President of Operations
Provost and Senior Vice President
Senior Vice President for Operations
Senior Vice President of Student Life and Alumni Affairs
Senior Vice President of Development

D. PROCEDURES:
If anyone becomes aware of a medical emergency, they should respond by calling extension 8111 which will contact the Department of Security. Give the exact location and type of emergency.

- Protect victim from further injury.
- Activate the Emergency Medical system by notifying the Department of Security (ext. 8111) of the location, nature, and extent of the injury.
- If trained, provide first aid until help arrives.
- Do not move the victim unless they are in imminent danger.
- Send someone to direct emergency responders to the appropriate location, if possible.
- Do not discuss the victim’s condition with bystanders or reporters.
- Security will assist in preventing bystanders from interfering with the performance of their duties.
- Security will proceed to the scene of the emergency and administer first aid, if required, within their training qualifications. Security will call an ambulance if necessary.
- Security is in charge of the scene until the ambulance arrives.
Security will remain in charge until official ambulance arrives. The patient has the right to refuse treatment and may be placed in the care of a relative or friend.

If the victim is unconscious, try to obtain proper identification from either bystanders or from papers carried in a billfold or purse so that relatives may be notified. (It is advisable to have a witness when searching for identification.)

Fill out a Security Incident Report and submit it to the Security Supervisor for review.
A. INTRODUCTION
The following procedures have been established and pertain to any person on campus who may be involved in a sexual assault or rape. PROMPT ACTION is essential.

B. PURPOSE
This chapter establishes guidelines and procedures to be followed by University personnel in the event there is a rape or assault committed on campus.

C. CHAIN OF COMMAND
The following administrative personnel, in the order listed, are in charge of the plan and are responsible for the coordination of the overall procedures.

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- Executive Vice President of Operations
- Provost and Senior Vice President
- Senior Vice President for Operations
- Senior Vice President of Student Life and Alumni Affairs
- Senior Vice President of Development

D. PROCEDURES
If anyone becomes aware of a rape/sexual assault, call ext. 8111 to contact Security.

**WHEN SECURITY IS NOTIFIED OF A SEXUAL ASSAULT OR RAPE**
When a Rape/Sexual Assault is reported to the Department of Security, the officer taking the call/complaint must obtain as much information as possible about the incident. The responding Officers will ensure that the victim is kept safe, that any information about the attacker is disseminated immediately and that the scene where the Rape/Sexual Assault occurred is protected as a crime scene.

The Security Officer will notify the Melbourne Police Department and the Director of Security without delay. If the Rape/Sexual Assault occurs after 1700 hours the Security Officer will also contact the Title IX Sergeant for guidance.

The Director of Security will subsequently notify the appropriate University personnel.

Security is in charge of the scene where the Rape/Sexual Assault occurred. No one will be allowed to enter the scene, and nothing will be moved, removed or otherwise disturbed until the Police arrive.

Once the Police arrive, the scene will be turned over to them. Security will assist them in any way needed until the investigation is complete. The responding Security Officers must keep in mind that the rape victim has the right to refuse to identify him/herself. They also have the
right to refuse help and they can refuse to be interviewed by anyone. The Security Officer on the scene MUST respect these rights. Such refusals however do not relieve the Department of Security of the obligation to report a Rape/Sexual Assault to the police.

If the victim chooses to supply a description of the person(s) that committed the rape, inform the police when you call as the alleged perpetrator may still be in the area.

Whenever possible, a Security Officer of the same gender will be assigned to assist the victim if needed. This officer will stay with the victim until they are transported to the hospital. The victim has the right to choose what officer they feel most comfortable with.

If the rape occurred outdoors and if it is safe to move the victim, he or she should be transported to a secure area indoors and made as comfortable as possible until the Police and medical personnel arrive.

Do not let the victim bathe, douche, or change clothes. It is vital that the victim is made aware that any of these actions would destroy valuable evidence.

Security will stand guard at the location of the victim and keep all but Security, Law Enforcement members away from the victim.

Once the victim has been secured and stabilized, ask the victim if there is anyone that he/she would like to call, either to come to the campus or hospital, or just to inform them as to the victim’s whereabouts.

Ask the victim if he/she wants you to disclose that he/she has been raped or assaulted.

Ask the victim if you should talk to whoever answers the phone or only to a person they name.

After the Police personnel arrive, they will assume all responsibility for what phone calls get made in regard to the victim.

If Security is asked to make the phone call for the victim, briefly advise the individual about the victim’s condition and then give very clear instructions about where the victim is located.

Ask the person to whom you speak to bring along a complete change of clothing for the victim. The police or physician will want to keep the clothes the victim is wearing as evidence.

Security will be responsible for ensuring that a detailed Security Incident Report is submitted to the Director of Security.
A. INTRODUCTION

Weapons of Mass Destruction (WMD) include any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of
more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, a mine or device similar to the
above; (B) poison gas; (C) any weapon involving a disease organism; or (D) any weapon that is designed to release radiation or radioactivity
at a level that is dangerous to human life.

B. PURPOSE

This plan is designed to establish standards and operating procedures for University personnel in the event of a WMD disaster at Florida
Tech. It is also intended to serve as a link to the City of Melbourne WMD Appendix. Confidential, not to be duplicated, copies of the City of
Melbourne WMD Appendix are available for review by authorized persons. They are accessible through the Director of Security.

C. CHAIN OF COMMAND

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Senior Vice President of Student Life and Alumni Affairs
Senior Vice President of Development

D. RESPONSIBILITIES OF THE ADMINISTRATOR-IN-CHARGE

Upon notification of the disaster, the Administrator-in-Charge will survey University operations to determine if the following activities shall
be initiated and/or are proceeding satisfactorily and with proper supervision.

1. Local and county police/sheriff departments, fire department, first aid squads, and emergency management personnel have been
   notified as required.
2. Campus fire alarms have been activated.
3. Buildings and areas involved in the disaster or adjacent to the disaster area are evacuated or the community is housed in place as
   the disaster dictates.
4. The Disaster Control Center has been established.
5. Communications are established on campus and with local agencies – Communications exist between the University Disaster
   Control Center and the Command Post established on campus by the ranking service agency.
6. Traffic and campus entrances are in a controlled situation.
7. Security on campus is maintained.
E. ACTIVATION OF THE DISASTER PLAN

In the event of a disaster, the following procedures will be adhered to:

1. The first person to be aware of the disaster shall contact the Department of Security to report the disaster. The Security Office will attempt to elicit the following information:
   a. Severity/urgency of the disaster
   b. Name and identity of caller

2. The Security Office will immediately call the Melbourne Police Department, the Director of Security, and Senior Vice President for Operations.

3. The Security Office will notify the President (or the first administrator available in the Chain-of-Command) who will then establish a Disaster Control Center (DCC) in the Security Office or the John E. Miller Building Board of Trustees room and instruct all administrators listed on the Chain of Command to report immediately to the appropriate location. The responders will become the Disaster Control Team (DCT). All DCT members shall develop and maintain a communications network to assure that all department personnel under their jurisdiction, including students and campus visitors, are appropriately informed.

4. All DCT members shall develop and maintain a communications network to assure that all department personnel under their jurisdiction, including students and campus visitors, are appropriately informed.

5. If appropriate, Security will deliver the Crisis Box that contains campus drawings, utility information, universal card access, (thumb drive), etc., to the responding agency or the Command Post. There is one box located in the Department of Security and one in the Military Science/Facilities Operations Building.

F. DISASTER CONTROL CENTER

On notification of the disaster, the Department of Security or the John E. Miller Building President’s Large Conference Room and adjacent offices will become the Disaster Control Center.

1. Communications will be maintained by telephone, radio, and/or messengers between the Disaster Control Center, the Command Post established by the Police Department or other service agency, and other areas of the campus.

2. The administrator responsible for the Disaster Control Center shall immediately:
   a. Check operation of communications.
   b. Secure persons to serve as messengers.
   c. Request reports from Security and other administrators relative to security, traffic control, safety of all campus personnel, personnel pool, operation of campus utilities and building equipment, and other activities for which each administrator is responsible.

3. The Board Room lobby or other appropriate locations will be set up as the Public Information Center for the news media.

G. GENERAL INSTRUCTIONS AND INFORMATION

If appropriate, upon arrival of public agencies (Fire Department, Police Department, first aid squads, etc.), a Command Post will be established by the agency in charge (usually the Melbourne Police Dept.). The appropriate agency will assume command of the disaster area. All agency personnel, University personnel, and other citizens will be subject to the ruling agency’s directives relating to the disaster. The University Disaster Control Team will appoint a representative to be stationed at the Command Post to provide information and communicate with the DCC.

1. Communications: Telephone calls will be limited to emergency use. All incoming calls related to the disaster shall be directed to the Disaster Control Center.
   Notification of the University community in the event of a disaster shall be by telephone, radio, email, television, website, and other methods that may be available. Emphasis must be on getting information out as soon and as effectively as possible.

2. Coordination with external agencies: Administrative contact will be maintained with a variety of local agencies (police, fire department, first aid squads, radio, television, etc.) that are located in the Command Center. To the extent possible, all communications and media releases should have the Command Post’s approval.

H. POST-DISASTER PLAN

The section outlines a course of action necessary to restore all functions of the campus so that the educational programs and activities can resume with minimal loss of time.
The Administrator-in-Charge shall initiate or be certain to:

1. Contact the representative of the University insurance underwriter to request the presence of an adjuster if the disaster warrants same. Request that a detailed report in writing with photographic documentation be prepared with an estimate of the cost to correct the damage.

2. Contact the University architectural and engineering firm to request that it assign appropriate engineers (structural, electrical, HVAC, etc.) and others to survey the damage. Instruct the firm to prepare a detailed report in writing with photographic documentation to include an estimate of the cost to correct the damage.

3. Instruct the University photographer to make a photographic record of the disaster. The photographer should work with the Senior Vice President for Operations and the Senior Director of Facilities Operations. There may be a need to engage an outside photographer.

4. Instruct the Senior Vice President of Academic Administration to begin an immediate search for instructional space among local schools, colleges, or other institutions that may have suitable space to hold classes on a temporary basis.

5. Instruct the Director of Facilities to inspect all utility service (water, gas, electric, chemicals, etc.) and other functions that could have been affected by the disaster. Render a written report with photographic documentation as may be required.

6. Arrange with the insurance underwriter for proper handling of all personal injury or death claims.

7. Have the University attorney review various reports and documents as the need may arise.

8. Provide appropriate information to the Vice President for Marketing and Communications for distribution to the campus community and the public.
A. INTRODUCTION
At Florida Tech, there is a commitment to ensure that our community is informed of all incidents that may impact safety and security. A timely warning will be released to the campus community for any incident “that represents a serious or continuing threat to the students and employees” of the University.

B. PURPOSE
The purpose of this order is to establish guidelines and procedures for issuing a timely warning of a pending threat or a significant event that may impact the Florida Tech community according to guidelines as established by the Jeanne Clery Crime Reporting Act (Clery Act).

C. POLICY
It will be the policy of the Department of Security to ensure that the Florida Tech community is informed of all incidents that may impact safety and security. According to Federal legislation (Clery Act), any incident that “represents a serious or continuing threat to the students and employees” shall require a timely warning to be issued. Additionally, incidents of general interest to the community shall be made public in a reasonable period of time. The department maintains a crime log that is available upon request for viewing by the general public and community. The department reserves the right to exclude information that may involve a criminal investigation or confidential matter from public dissemination. Any incident involving an active criminal investigation may require approval of the Melbourne Police Department prior to the release of any information. The University has several campuses, including the main campus in Melbourne. Incidents that occur at or near an off-campus facility, even if public property, may require a timely notice to the community if the incident represents a continuing threat to the community, according to the Clery Act.

D. PROCEDURES
1. When to Release a Timely Warning:
A timely warning will be released to the campus community for any incident “that represents a serious or continuing threat to the students and employees” of the University. The incidents that REQUIRE a timely warning according to the Clery Act are murder, non-negligent burglary, motor vehicle theft, arson, and negligent manslaughter if the crime represents a serious or continuing threat to the University. Additionally, hate crimes involving bodily injury or any of the previously listed crimes, if they represent a continuing threat to the Florida Tech community, require a timely warning. Any other incidents that represent a serious or continuing threat to the community should also have a timely warning issued for them. Timely warnings do not necessarily need to be issued immediately but will be released as soon as reasonably possible when the facts of the incident have been established and correct information is being disseminated. Only in rare exigent circumstances would a timely warning be released immediately. The release may cause additional problems that can compound the initial event; therefore, careful examination of the timing of a release is critical. If it is an active criminal investigation that involves the Melbourne Police Department (or local law enforcement agency), that office needs to be consulted before any release is disseminated.

2. Method for Collecting Timely Warning Information:
Information for a timely warning may be received from several different sources, including the Department of Security, local Police, County Sheriff, or any other law enforcement agency. Additionally, crimes or incidents may be reported to University officials as enumerated under the sexual assault policy and, even though the crime or incident may not be investigated due to the victim’s wishes, a timely warning may still be required.

3. Who is Authorized to issue a Timely Warning:
Timely warnings should be released in most instances by the University Public Information Officer (PIO) after consultation with the Department of Security, Senior Vice President for Operations, and Senior Vice President for Academics. The University designates that the PIO is the individual(s) responsible for community notices; therefore, any timely warning should come from that office. Only in exigent circumstances should a release come from any other location on campus, i.e., the Department of Security. If the Officer in Charge (OIC) of Security believes that a timely warning should be issued, he/she will contact the Director of Security before doing so.

HOW A TIMELY WARNING IS RELEASED:
A timely warning may be issued in many ways, including, but not limited to:
- Florida Tech Home Page Posting
- Regroup Alert
- Media, both on and off Campus
- Email
- Security portable PA System/Bullhorn
- Person to Person

Depending on the release, all or several of the communications systems may be employed as determined by the PIO in consultation with other relevant officials. The intention of a timely warning is to aid in the prevention of similar type incidents.
A. PROCEDURES

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.

EMERGENCY NOTIFICATIONS
The Florida Tech Department of Security is authorized to send emergency notifications through the selected contracted vendor (Regroup) to the Florida Tech Community if it is determined that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Florida Tech Community. Situations that may warrant an emergency notification include, but are not limited to:

- An emergency incident in progress; active shooters, bomb threats, civil unrest, and evacuations.
- Potential impending emergency incidents such as tornado warnings and other serious weather events.
- Safety messages regarding suspicious persons, area or school closures, crimes against person where the suspect is not apprehended.
- Termination messages including all clears, status updates or re-opening of campus or buildings.

The Florida Tech Department of Security shall without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: the Melbourne or Palm Bay Police Departments, and/or the Melbourne or Palm Bay Fire Departments), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Before sending a message, the incident must be confirmed through one or more of the following methods:

1. Confirmation of an emergency in progress is subject to:
   a. Confirmation of the incident by an emergency responder in the area.
   b. Visual confirmation via CCTV systems.
   c. Audible confirmation either in person or via telephone systems.
   d. Three (3) unique reports of the incident from members of the public or University community.

2. Confirmation of an impending emergency is subject to confirmation of the incident by an emergency responder or relevant agency.

The system will be tested during the Fall and Spring semesters. Users opt-in to receive phone, text message or email. Every member of the Florida Tech Community is encouraged to opt-in to the safety alert system. Florida Tech community members can sign up to receive messages through Regroup. For additional information visit: https://www.fit.edu/security/safety-alerts/
A. INTRODUCTION
Florida Tech’s contingency plan is designed to minimize hazards to human health or the environment from fires, explosions, or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil, or surface water.

B. CHAIN OF COMMAND
The following administrative personnel, in the order listed, are in charge of the plan and are responsible for the coordination of the overall procedures.

<table>
<thead>
<tr>
<th>Operation Response</th>
<th>Notification</th>
</tr>
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<tbody>
<tr>
<td>1. MPD 911</td>
<td>1. President</td>
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</tr>
<tr>
<td>6. Notify Chain of Command</td>
<td>6. VP for Marketing &amp; Communications</td>
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</table>

C. ACTIVATING THE PLAN
The provisions of the plan shall be carried out immediately whenever there is a fire, explosion, or release of hazardous waste or hazardous waste constituents, which could threaten human health or the environment.

D. CONTINGENCY PLAN RESPONDERS
In the event the plan is activated, arrangements have been made with the following agencies to respond:


E. EMERGENCY COORDINATORS
At all times, there shall be at least one employee either on the facility premises or on call with the responsibility for coordinating all emergency response measures. This emergency coordinator shall be thoroughly familiar with all aspects of the facility’s contingency plan, all operations and activities at the facility and location and characteristics of waste handled, the location of all records within the facility, and the facility layout. In addition, this person shall have authority to commit the resources needed to carry out the contingency plan.

F. EMERGENCY EQUIPMENT
The following emergency equipment is present in the listed areas:

1. Maintenance and Hazardous Waste Storage Area
   a. Fire extinguisher – capable of extinguishing class A, B, and C fires; i.e., wood, paper, textiles, burning liquids, and electrical fires.
   b. Vermiculite – for absorbing liquid spills.
   c. Dust pan and brush – for sweeping up wastes.
   d. Various containers/plastic bags for disposing clean-up waste.
   e. Spill kits for solvents, acids, or bases capable of absorbing approximately one liter amounts.

2. Buildings with Chemistry Labs
   a. Same equipment present as listed for Maintenance and Hazardous Waste Storage Area.
G. EVACUATION PROCEDURES
If, in the opinion of the Emergency Coordinator, evacuation of an area may be necessary, the coordinator will proceed in accord with the Florida Tech Disaster Plan.

H. COPIES/REVISIONS
A copy of this plan and all revisions to the plan must be:
2. Submitted to all local Police Departments, Fire Departments, hospitals, and state and local emergency response teams that may be called upon to provide emergency services.

I. REVISIONS
The contingency plan shall be reviewed and immediately amended, if necessary, whenever:
1. Applicable regulations are revised;
2. The Plan fails in an emergency;
3. The facility changes (in its design, construction, operation, maintenance, or other circumstances) in a way that materially increases the potential for fires, explosions, or releases of hazardous waste or hazardous waste constituents, or changes the response necessary in an emergency;
4. The list of emergency coordination changes; or
5. The list of emergencies changes.

Check List for a Hazardous Chemical/Substance Release
If a hazardous substance is discovered on the campus:
- The individual should immediately contact Security at ext. 8111 and provide as much information as possible. At a minimum, the individual should provide a description of the substance (color and texture) and any specific characteristics (odor, smoke, etc.).
- Exposed individuals should quarantine themselves at a safe location.
- If a telephone call or information is received stating hazardous materials (HAZMAT) are somewhere on the campus:
  » Recipient should write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller’s voice, to include male/female, accent, age, etc., and the possible location.
  » Recipient should not hang up the phone when the call is completed. Keep the line open or place it on “hold.”
  » Recipient should immediately contact the Florida Tech Department of Security and advise of the call and provide detailed information.
- When necessary and as directed, faculty and staff will inform students and others of the situation and ask them to leave all personal belongings, to include books, backpacks, and coats in the isolated area and evacuate the room or area that is potentially affected.
- Faculty and/or staff should be the last to leave the classroom/area and should conduct a quick review to assure the isolated area is evacuated.

All students, faculty, and staff will move to locations designated by emergency officials on site.

If a hazardous release occurs outdoors on the campus grounds or at a nearby location that may affect the campus, the following procedures may be taken:
• An emergency lockdown order will be issued.
• Facilities will shut down the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the air-borne spread of any substance.
A. INTRODUCTION
Florida Tech’s contingency plan is designed to minimize hazards to human health or the environment from communicable infectious disease.

B. CHAIN OF COMMAND
The following administrative personnel, in the order listed, are in charge of the plan and are responsible for the coordination of the overall procedures.

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C. PURPOSE OF THE PLAN
The purpose of this response plan is to provide a description of the process by which Florida Tech and external agencies will support prevention of and response to outbreaks of communicable infectious disease on campus. The goal of the plan is to create a streamlined process which effectively disseminates information, treats potentially infected individuals, limits further exposure, and disease transmission.

The following shall be considered communicable infectious diseases for the purpose of this response plan. This communicable infectious disease response plan will be activated if any student, staff, faculty member or visitor is infected with, or potentially exposed to the following:

- Bortadella Pertussis (“whooping cough”)
- Hepatitis A
- Measles
- Meningococcal Meningitis
- Mumps
- Rubella
- Tuberculosis
- Varicella
- Additional emerging infectious diseases with high person-to-person transmission rates, such as COVID19, SARS, H1NI, etc.

D. CONTINGENCY PLAN RESPONDERS
In the event the plan is activated, arrangements have been made with the following agencies to respond:

1. Florida Department of Public Health (850) 245-4444.
Biosafety Response Plan

150 W. University Blvd.
Melbourne, FL 32901
Email: ehs@fit.edu
Web: https://www.fit.edu/office-of-environmental-health-and-safety
**Purpose**

The purpose of this plan is to address the steps in order to effectively and safely eliminate or decrease the spread and exposure of an infectious agent of biological material (COVID-19).

This plan outlines responsibilities and steps to be taken before, during, and post confirmed exposure incident (or reasonably expected exposure). By designing this plan to be user-friendly, it allows for an effective directive at the same time more freedom for individuals involved to address the situation on case-by-case basis as the incident unfolds.

**Special Notes**

**ESSENTIAL PERSONNEL**

For the purpose of this plan, “Essential Personnel” are those individuals who will have DIRECT contact with a quarantined individual. Limiting the number of individuals considered essential will help reduce incidents of PPE supply shortage and confusion.

**RESPIRATORY PROTECTION**

Whenever respiratory protection is required (e.g. essential personnel needing N95 respirators), those individuals must receive a medical clearance, training, and be fit-tested by the EHS Office per the Florida Tech Respiratory Protection Program and OSHA’s Respiratory Protection Standard.

**PANDEMIC RESPONSE TEAM (PRT)**

The PRT is a group of individuals representing various departments at Florida Tech that meet regularly prior, during, and after a biological outbreak to assess needs, concerns, and strategies. The PRT will also act in the capacity of a Crisis Management Team (CMT).

**INCIDENT COMMANDER (IC)**

The IC will act as Chair of the PRT. The IC may appoint a Deputy to act on his/her behalf and/or to assist with decisions.

**ACTION LEVELS**

The Action Levels are set-forth according to various aspects (route of exposure, symptoms, level of infection, seriousness of the agent, suspected or confirmed cases).

- **Level 1:** There are/is suspected cases within the community outside of Florida Tech (either within the United States or Internationally) that have the potential to impact Florida Tech.
- **Level 2:** There are suspected or confirmed cases (not widespread) on the Florida Tech campus.
- **Level 3:** There is widespread cases on the Florida Tech campus.
<table>
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<th>Representatives</th>
<th>Preliminary Actions (Immediate)</th>
<th>LEVEL 1</th>
<th>LEVEL 2 (In addition to Level 1)</th>
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</table>
| Pandemic Response Team (PRT)            | 1. PRT meets as regularly.  
2. Finalize quarantine procedures.  
2. Continue to meet regularly. | 1. PRT meeting with IC for instructions on proceeding. | 1. Maintains contact and follows the directive of the IC. |
| Incident Commander                      | 1. Meets with PRT regularly.  
2. Communicate and benchmark other College Health Services.  
3. In conjunction with Media Relations, issue communication(s) to campus community regarding status of disease spread, self-protection, and university response. | 1. Update PRT as situation evolves.  
2. Communicate and benchmark other College Health Services.  
3. In conjunction with Media Relations, issue communication(s) to campus community regarding status of disease spread, self-protection, and university response. | 1. Contact Brevard County Health Department regarding designation as Point of Distribution. | 1. Advise Security to activate Emergency Operations Center (EOC).  
2. Recommends temporary closure of building(s) and suspension of student and academic activities.  
3. Arranges for obtaining supplies from the Brevard County Health Department. |
| Environmental Health & Safety (EHS)     | 1. Obtain emergency supplies/safety equipment.  
2. Review options with Facilities regarding negative pressure room(s). | 1. Train personnel on COVID-19.  
2. Coordinate hazardous/biomedical waste cleanup & disposal.  
3. Essential personnel receive fit test and training on respiratory protection. | 1. Essential personnel receive N95 respirators.  
2. Train personnel on aspects of containment.  
3. Distribute N95 respirators to essential personnel enrolled in the Respiratory Protection Program. | 1. Provide and/or post appropriate signage.  
2. Dispose of biomedical waste per Brevard County & Florida Tech’s Biomedical Waste Plan. |
| Facilities Management                   | 1. Identify building ventilations systems and shut down procedures.  
2. Review logistics with and EHS Biosafety Officer for negative pressure room. | 1. Same as Preliminary Actions. | 1. Monitor buildings for engineering controls. | 1. Stand by to shut off utilities as directed by IC, if necessary. |
| University Security Office              | 1. Receive status updates from EHS and PRT.  
2. Activate Level 1 Emergency Planning Status (EOP)  
3. Review ISEP #1 – Disaster Response Plan  
2. Activate ISEP #1 – Disaster Response Plan  
3. Notify Members of the Crisis Management Team (CMT)—(PRT)  
4. Prepare EOC for possible activation. | 1. Activate Level 3 – Emergency Status  
2. Notify and activate the Disaster Control Team (DCT) and the (CMT).  
3. Activate the Disaster Control Center (DCC). |
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</thead>
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<td>Provost Office</td>
<td>1. Formulate plan for continuity of educational services. 2. Ensure Academic Units have appropriate pandemic plans in place.</td>
<td>1. Receive information from IC.</td>
<td>1. Advise Executive Council and Board of Trustees on response options. 2. Consider restricting all on and off campus events.</td>
<td>1. Activate EOC. 2. Provide oversight for student, staff, faculty, and family notifications, if appropriate.</td>
</tr>
<tr>
<td>President’s Office and Executive Cabinet</td>
<td>1. Based on CDC recommendations, inform campus community as to travel advisories. 2. Work with Marketing and Communications to select appropriate spokesperson(s) for media reporting.</td>
<td>1. Same as Preliminary Actions.</td>
<td>1. Evaluate information on institutional effects of the incident and set response priorities as appropriate.</td>
<td>1. Authorize temporary suspension of classes or closure. 2. Restrict movement on and off campus for student activities, athletic, and community events.</td>
</tr>
<tr>
<td>Marketing and Communications (Media Relations)</td>
<td>1. Coordinate with IC to draft and/or approve internal and external bulletins and announcements.</td>
<td>1. Same as Preliminary Actions.</td>
<td>1. Request to campus that faculty, staff and their families report all COVID-19 cases to the IC. 2. Write and record bulletins and updates on the University’s Emergency Information Hotline and Website. 3. Appoint liaison to interface with PRT. 4. Write scripts for phone tree with approval from CMT.</td>
<td>1. Organize phone banks, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control). 2. Establish a Media Relations Center for coordinating press releases, manage new teams, and interviews, etc.</td>
</tr>
<tr>
<td>Residence Life and Food Services</td>
<td>1. Essential personnel enroll in the Respiratory Protection Program. 2. Enact planning for quarantine of students. 3. Receive training from EHS on risks and response. 4. Identify potential rooms and/or buildings to be used for quarantined students. 5. Ensure emergency response supplies are available for various degrees of need.</td>
<td>1. Notify current occupants in spaces of the potential or need for them to move (if applicable). 2. Stockpile additional food, water, and supplies. 3. Ensure food delivery process is planned.</td>
<td>1. Enact Departmental Response Plan. 2. Identify roles of essential staff: leadership, communications, food production, food delivery, maintenance, and housekeeping. 3. Essential personnel receive N95 respirators from EHS.</td>
<td>1. Set up Housing and Dining command center and recall essential personnel. 2. Identify meal delivery need and method for quarantined students. 3. Activate plan to quarantine students in conjunction with the guidance from the Brevard County Health Department and/or CDC.</td>
</tr>
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<tr>
<td>Human Resources</td>
<td></td>
<td>1. Same as Preliminary Actions.</td>
<td>1. Same as Level 1</td>
<td>1. Activate call-off policy.</td>
</tr>
<tr>
<td>Health Center and Counseling and Psychological Services (CAPS)</td>
<td>1. Monitor faculty and staff travelers entering from effected regions.</td>
<td>1. Communicate with Brevard County Health Department regarding planning and surveillance.</td>
<td>1. Follow the directive from Brevard County Health Department.</td>
<td>1. Implement Health Center Pandemic Plan.</td>
</tr>
<tr>
<td></td>
<td>2. Prepare call-off policy.</td>
<td>2. Upon suspected outbreak illness, contact Brevard County Health Department for further instruction.</td>
<td>2. Identify contacts of suspected case(s).</td>
<td>2. Arrange for counseling services.</td>
</tr>
<tr>
<td></td>
<td>3. Identify personnel available for telephone support.</td>
<td>3. Review options with Facilities and EHS for negative pressure room.</td>
<td>3. Enact isolation room in Holzer Health Center (negative pressure).</td>
<td>3. Contact coroner’s office, if necessary.</td>
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<td>4. Arrange for negative pressure machines.</td>
<td>4. Isolate and monitor suspected cases and notify IC.</td>
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<td>5. Essential personnel enroll in the Respiratory Protection Program.</td>
<td>5. Arrange for screening of people who have had contact with patient.</td>
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<td>6. Ensure respiratory protection equipment is in place.</td>
<td>6. Communicate with parents of suspected cases and explain procedure.</td>
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<td>7. Monitor Health Care workers.</td>
<td>7. Update PRT.</td>
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<td>8. Establish phone triage lines for Student Health Center and CAPS.</td>
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<td>9. Essential personnel receive N95 respirators from EHS.</td>
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<td>2. Identify risk exposures for which insurance can and cannot be obtained including associated financial impact.</td>
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<td></td>
<td>3. Identify steps that must be taken to monitor and protect insurance coverage.</td>
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<tr>
<td></td>
<td>4. Benchmark risk management response and insurance coverage options with peer universities.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Information Technology &amp; Telecommunications</strong></td>
<td>1. Develop plan for distributing telephone calls to homes or phone banks.</td>
<td>1. Same as Preliminary Actions.</td>
<td>1. Purchase/contract for supplemental telecommunications/computing hardware/software needs (if necessary).</td>
<td>1. Publish messages from Media Relations/CMT on a periodic basis on Florida Tech web’s front page.</td>
</tr>
<tr>
<td></td>
<td>2. Assess supplemental telecom/ computing hardware/software needs:</td>
<td></td>
<td>2. Add additional phone lines to EOC, quarantine areas and functional groups (if necessary).</td>
<td>2. Provide guidance for forwarding phones and setting up “bounce messages”.</td>
</tr>
<tr>
<td></td>
<td>» Student Life</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>» Health Center</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>» Marketing and Communications</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>» Human Resources</td>
<td></td>
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<td></td>
<td>» Telecommunications</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>3. Assess needs for webpage support.</td>
<td></td>
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</tr>
<tr>
<td><strong>Student Affairs</strong></td>
<td>1. With assistance from EHS Director, prepare educational information on pandemic flu for students.</td>
<td>1. Identify personnel available for telephone support work.</td>
<td>1. Disseminate educational materials to students through various outlets.</td>
<td>1. Assist Holzer Health Center and Food Service with communication, monitoring, and delivery of medications, other goods and services to isolated cases.</td>
</tr>
<tr>
<td></td>
<td>2. Formulate plan to address needs/support for students living on campus.</td>
<td></td>
<td>2. Assist with telephone consultation and support.</td>
<td>2. Assist with relocation of students for quarantine.</td>
</tr>
<tr>
<td></td>
<td>3. Resident Assistants (RAs) rehearse plan to address needs/support for students living on campus.</td>
<td></td>
<td>3. Obtain volunteers from Residence Life Staff to assist with providing services as needed.</td>
<td>3. Identify student events where confirmed patients have attended.</td>
</tr>
</tbody>
</table>
A. INTRODUCTION
Florida Tech's procedures for planning large-scale events on campus. This plan is designed to mitigate possible hazards and provide an outline for emergency response.

B. PURPOSE
This plan is designed to establish standards and operating procedures for University and emergency response personnel for the planning of a large-scale event on campus.

C. CHAIN OF COMMAND
The following administrative personnel, in the order listed, are in charge of the plan and are responsible for the coordination of the overall procedures.

<table>
<thead>
<tr>
<th>Operation Response</th>
<th>Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. MPD 911</td>
<td>1. President</td>
</tr>
<tr>
<td>2. Director of Security</td>
<td>2. Sr. VP of Ext. Relations/Chief of Staff</td>
</tr>
<tr>
<td>3. Senior Vice President of Operations</td>
<td>3. Executive VP for Operations</td>
</tr>
<tr>
<td>4. Senior Director of Facilities Operations</td>
<td>4. Provost and Vice President</td>
</tr>
<tr>
<td>5. Notify Chain of Command</td>
<td>5. Senior VP for Operations</td>
</tr>
<tr>
<td></td>
<td>6. VP for Marketing &amp; Communications</td>
</tr>
</tbody>
</table>

In the absence of the President, the next available administrator listed shall be designated as the Administrator-in-Charge and he/she shall assume the responsibility of implementing the disaster plan.

Chain of Administrator-in-Charge
President
Senior Vice President of External Relations / Chief of Staff
Executive Vice President for Operations
Provost and Senior Vice President
Senior Vice President for Operations
Senior Vice President of Student Life and Alumni Affairs
Senior Vice President of Development

D. REASONING AND PROCESS
The Planning for a special event can be difficult. Planning for the potential risks and hazards associated with a special event is even more difficult, but essential to the event’s success. A special event is an activity within a community that brings together a large number of people (usually 500 or more). Emphasis is not placed on the total number of people attending, but rather the impact on the community’s ability to respond to a large-scale emergency or disaster or the exceptional demands that the activity places on various support services. This plan highlights emergency issues that must be addressed in the very early stages of planning or when discussing promoting or sponsoring such an event. Consideration must take into account the scope of the event, the risks to spectators and participants, community impact, and the support required (personnel and logistics).

EMERGENCY PLANNING CONSIDERATIONS
Consider items below and use the attached Special Event Emergency Planning Checklist to assist.

EVACUATION AND SHELTER LOCATIONS – Identify how to evacuate attendees and where to direct them for shelter if needed. Make sure staff are aware of these procedures and locations.

EVENT STAFF/CREDENTIALS – Staff working the event must be in uniform or otherwise quickly identifiable to attendees during an emergency. Credentials identify specific individuals who require access to a venue to perform an operational role or function.
EVENT CANCELLATION OR POSTPONEMENT - An event may need to be canceled, postponed, or interrupted. If a crowd has already gathered, these actions have the potential to create dangerous crowd reactions. Have plans in place to manage an angry crowd appropriately and to address the possible readmission of patrons to the venue. Decide with the planning team ahead of time who has the authority to cancel or postpone an event and under what conditions.

MEDICAL PERSONNEL/FIRST AID – Consideration must be given to having on-site medical/first aid personnel including ambulances for the event (this may not be needed if under 500 people are expected). Notify Fire Rescue and hospitals of the event, spectator profile and potential medical problems (i.e. heat, alcohol, drugs, etc.).

MAINTAIN ACCESS – Ensure the event has proper access for people to enter and exit the venue site including maintaining aisle-ways and keeping areas in front of the event and emergency exits clear.

EVENT MAPS - A universal map for the entire event footprint must be developed in advance for all event staff (including public safety personnel) to allow for the rapid identification of event-specific facilities and other locations in an emergency.

EMERGENCY NOTIFICATION OF CROWD – Plan a way to quickly communicate with the attendees to the event in case of an emergency, disruption, or other problem. Examples include access to a public address system, portable bullhorn, or other capabilities.

EMERGENCY PLAN – All key staff must have a basic emergency plan which contains key items such as: how to report an emergency, what kind of emergencies could happen at the event and actions that should be taken, evacuation instructions and shelter locations. In addition, this document must also contain key contact information for various individuals and departments, a timeline for the event and specific event maps. This plan is to be distributed to and reviewed with key staff before the event.

MONITORING WEATHER IMPACTS – Monitor for weather events that could impact the event, such as: severe weather, flooding, heavy winds or rain. Be sure plans take into account weather impacts.

PRE-EVENT BRIEFING – Conduct a briefing just prior to the event of all involved staff and volunteers to be sure everyone is aware of plans, policies, last minute updates, and especially what to do in case of emergency.

OTHERS WHO MAY BE ABLE TO ASSIST
There are numerous departments on campus who might be able to assist with specific issues:

- Local (Melbourne) Police – Threat Assessment, Security, Crowd Control, EMS, Escorts/VIPs
- Brevard County Emergency Management – Emergency Planning, Weather, Evacuation
- Environmental Health and Safety – Fire/Venue Safety, Evacuation, Permits, Chemicals, Flammables, Pyrotechnics
- Facilities – Space/Site Considerations, Utilities, Sanitation/Cleaning/Trash Removal, etc.
- Dining Services – Food, Tents, Chairs, Staging, Tables
- Transportation – Parking, Transportation/Shuttles
- Information Technology – Audio Visuals & Lighting
- Marketing & Communications – Press Releases & Media Coordination, Neighborhood and Local Government Coordination
SPECIAL-EVENT EMERGENCY PLANNING CHECKLIST

- Name of Event & Date:
- Type of Event (Sporting, Festival, Live Performance/Music/Concert, Political Rally, Speaker, Other):
- Expected Attendance:

Emergency Plan/Incident Action Plan

- Objectives
- Schedule of Events/Detailed Timeline
- Assignments and Contact Lists
- Emergency Communications
- Policy and Emergency Procedures (based upon risks below)
- Maps
- Risk/Hazard Analysis
- Criminal response
- Fire response
- Hazardous materials
- Medical emergencies
  - Food-related illnesses
  - First aid
  - Heat exposures
  - Trauma
  - Overdoses
  - Mass Casualty
- Crowd rush
- Lost or missing persons/children
- Unattended packages
- Crowd dispersal
- Notification process
- Access control
- Evacuation routes
- Shelter Locations

Demobilization Plan:

- Traffic or pedestrian egress from site
- Venue Cleanup/Sanitation removal
- Contractual evaluation
- Organizer commitments
- Other public or private contracts
- Debriefing Meeting (held immediately at the end of the event to discuss quick items)
- After Action Meeting and Report (held a couple of days to a week after the event to discuss in depth issues and assess the event and improvements and is documented in a report)
ISEP #19: POWER FAILURE

Assess the extent of the outage in the unit’s area.

- Contact the Office of Facilities Operations (ext. 8038) or Security (ext. 8111).
- If necessary, assist other building occupants to move to safe locations. Loss of power to fume hoods may require the evacuation of laboratories and surrounding areas.
- Turn off and/or unplug non-essential electrical equipment, computer equipment, and appliances. Keep refrigerators and freezers closed throughout the outage to help keep them cold.
- If possible, open windows and blinds (in mild weather) for additional light and ventilation.

IN CASE OF A CAMPUS-WIDE POWER OUTAGE:

- Remain calm.
- Follow directions given by Security.
- If evacuation of a building is required (See Evacuation Area Section), seek out people with special needs and provide assistance (call Security for assistance ext. 8111).
- Check restrooms or other areas without natural lighting or emergency lights.

IF YOU ARE TRAPPED IN AN ELEVATOR:

- Remain calm.
- Press the Emergency Button located on elevator control panel.
- If you have a cellular phone with a signal, call Security (321-674-8111).
- Do not attempt to exit elevator through emergency hatches without the assistance of the Security or fire department personnel.

IF OTHERS ARE TRAPPED IN AN ELEVATOR:

- Tell passengers to stay calm and that you are getting help. Do not try to rescue passengers yourself.
- Call Security (321-674-8111).
Know the Difference

A HURRICANE WATCH, issued for your part of the coast, indicates the possibility that you could experience hurricane conditions within 36 hours. This watch should trigger your disaster plan, and protective measures should be initiated, especially those actions that require extra time such as packing your computer equipment, evacuating, etc.

A HURRICANE WARNING, issued for your part of the coast, indicates that sustained winds of at least 74 mph are expected within 24 hours or less. Once this warning has been issued, you should be in the process of completing protective actions and deciding the safest location to be during the storm.

Hurricane Basics

Hurricane hazards come in many forms: storm surge, high winds, tornadoes and flooding. This means it is important for you to have a plan that includes all of these hazards. The first and most important thing anyone should do when facing a hurricane threat is to use common sense.

Hurricanes are classified based on their wind speed with the Saffir Simpson Scale. This scale is commonly used to rate the damage potential of a hurricane. The categories are:

- Tropical Storm—Winds 39–73 mph
- Category 1 Hurricane—winds 74–95 mph (64–82 kt)
  No real damage to buildings. Damage to unanchored mobile homes. Some damage to poorly constructed signs. Also, some coastal flooding and minor pier damage. Examples: Irene 1999 and Allison 1995
- Category 2 Hurricane—winds 96–110 mph (83–95 kt)
- Category 3 Hurricane—winds 111–130 mph (96–113 kt)
- Category 4 Hurricane—winds 131–155 mph (114–135 kt)
- Category 5 Hurricane—winds 156+ mph (135+ kt)
  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

For additional information, visit:
noaa.org (storm info) • redcross.org (preparation/safety tips) • fema.gov (relief info)

2019 Hurricanes

Andrea
Barry
Chantal
Dorian
Erin
Fernand
Gabrielle
Humberto
Imelda
Jerry
Karen
Lorenzo
Melissa
Nestor
Olga
Pablo
Rebekah
Sebastien
Tanya
Van
Wendy
Frequently Asked Questions

You should be able to answer these questions before a hurricane arrives:

- What are the hurricane hazards?
- Where will I go?
- How will I get there?
- What actions should I take to be prepared?
- Do I have the necessary preparation supplies?

When a hurricane is expected to make landfall in Brevard County, it is important to have a hurricane emergency supply kit.

**Your kit should include the following:**

- Personal Identification (i.e., driver’s license, passport, etc.), FIT student ID and insurance ID card
- Water to last for three days—one gallon per person per day
- Nonperishable foods to last for three days—canned soup and vegetables, ready-to-eat fruit, peanut butter and crackers
- Canned juices
- Non-electric can opener
- Paper cups, plates and utensils
- First aid supplies
- Medications
- Clothing
- Personal hygiene items—soap, toothbrush
- Bedding, in case you go to a shelter—blankets or sleeping bags
- Flashlight
- Battery-operated radio
- LOTS of batteries—make sure you have the right sizes for flashlights, radios, etc.
- Cash—enough to last for several days

**How will I find out if I need to evacuate?**

The university will be communicating hurricane related information through the Florida Tech website, Residence Life staff and the campus safety alert system. If unclear, contact Security or the Residence Life staff with questions.

**What should I do if Florida Tech is evacuated?**

- Evacuate early, don’t wait.
- First, try to find a family or friend with whom to stay; it’s more comfortable.
- If you can’t stay with family or friends, go to a local shelter.
- The shelter for Florida Tech students living on campus is Meadowlane Intermediate School, 2700 Wingate Blvd., West Melbourne.
- Other shelters will open if Meadowlane Intermediate School is full, so watch the news or listen to the radio if the power is out.
- If the Florida Tech campus is evacuated and you do not have transportation, limited shuttle service will be provided by the Dean of Students Office. Shuttle schedules will be posted at Panther Dining Hall, the residential facilities and Campus Security.

**What items should I bring to the shelter?**

- Bedding—pillows, blankets, and/or a sleeping bag (Local shelters may not provide cots)
- Medications
- Drinking water and snacks
- Entertainment—books, magazines, games
- Keep important documents with you—passport, birth certificate, driver’s license, FIT student ID and insurance ID card, inventory of valuable goods
- First aid supplies
- Contact your Resident Assistant
- Notify family members where and when you plan to evacuate. Notify them when you arrive, as well.
- Check the student handbook available online at www.fit.edu/studenthandbook
- Refer to the University Disaster Plan, Emergency Response and Evacuation Procedures available online at www.fit.edu/security/disaster_plan.php
- Or, call the Dean of Students Office at 321-674-8080

**When should I return to Florida Tech?**

You can find this information by:

- Listening to the radio (WFIT 89.5FM is the official radio station for Florida Tech hurricane information) and/or watching the local TV stations for announcements on when Florida Tech will reopen.
- Calling Security at 321-674-8111 or calling toll-free 888-820-4636.
- Security and Safety alerts—via the university emergency alert system. Please keep your emergency contact information current by updating your information in PWS.

**What about meals? Will Panther Dining Hall be serving food during the hurricane?**

- No. Panther Dining Hall will serve the last meal approximately 12 hours before the expected hurricane land fall. With a category 1 or higher hurricane, a “to go” bag of snack food, fruit and water will be available for pick up at last meal service.
- Again, be sure to have bottled water and nonperishable food.

**For additional information on preparations before, during and after the storm:**

- Contact your Resident Assistant
- Notify family members where and when you plan to evacuate. Notify them when you arrive, as well.
- Check the student handbook available online at www.fit.edu/studenthandbook
- Refer to the University Disaster Plan, Emergency Response and Evacuation Procedures available online at www.fit.edu/security/disaster_plan.php
- Or, call the Dean of Students Office at 321-674-8080

**NORMAL GRIEF REACTIONS**

**AFTER THE HURRICANE**

There are a variety of reactions that one can experience during and after a hurricane or other natural disaster.

**These include:**

Cognitive – confusion, worry, intrusive thoughts and images, etc.

Emotional – shock, sadness, fear, anger, numbness, irritability, guilt and shame, etc.

Social – withdrawal from others, etc.

Physiological – fatigue, sleep difficulties, increased heart rate, stomachaches/headaches, etc.

Some may experience courage, optimism, mobilization, social connectedness, alertness, increased energy, and a readiness to respond.

**Some coping tools include:**

Talk to others for support

Try to maintain your routine and focus on something practical that you can do now to manage the situation better

Engage in pleasant activities and positive distracting activities (i.e., hobbies, reading, sports, etc.)

Use relaxation methods (i.e., breathing exercises, meditation, calming self-talk, soothing music, etc.)

Utilize self-care (i.e., adequate rest, healthy meals, etc.)

If you are concerned about your own reactions, please contact the student counseling center (CAPS) for support at 321-674-8050.
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.
### Saffir-Simpson Hurricane Scale

<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>
</tr>
<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>
</tr>
<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>
</tbody>
</table>

### Tropical Cyclone Classification

<table>
<thead>
<tr>
<th>Classification</th>
<th>Wind 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>
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</tbody>
</table>
CAMPUS MAP: AED AND EMERGENCY CALL BOX LOCATIONS