Emergency Operations Plan
2021

Prepared by the Emergency Preparedness Committee
April 2021

Media Version
Emergency Preparedness Committee

President and Chief Executive Officer
Executive Vice President and Provost
Executive Vice President for Operations
Chief of Staff and Vice President for Communications
Senior Vice President of Student Life and Alumni Affairs
Director of Security
Director of Maintenance & Cap. Projects
Director of Environmental Health & Safety

Advisory
Executive Assistant to the President & CEO
Executive Director of Compliance & Risk and Title IX Coordinator

*EPC must be available during an emergency event.*
# Table of Contents

**Emergency Preparedness Committee** ........................................ 2

**Background** ........................................................................ 5
- Size and Location of Facilities .................................................. 5
- Faculty .............................................................................. 5
- Safety & Security .................................................................. 5
- Access to Facilities ............................................................... 5
- Chain of Command .............................................................. 5

**Emergency Resource Directory** ........................................... 6

**Glossary of Terms** ................................................................. 7

**Purpose** .............................................................................. 9

**Introduction** ...................................................................... 10
- A. Definition of an Emergency ................................................ 10
- B. Purpose ........................................................................ 10
- C. Scope ........................................................................... 10
- D. Levels of Emergencies ...................................................... 10
- E. Role of Emergency Services ............................................. 11
- F. Plan Awareness ................................................................ 11
- G. Hazard Analysis and Assessment ........................................ 11
- General ............................................................................. 11
- Emergency Operations Center ............................................. 11
- Crisis Management Team (CMT) ........................................... 12

**University Department Responsibilities** ................................. 14
- Building Systems ................................................................ 14
- Role of Key Administrators .................................................... 14
- Role of Faculty and Staff .......................................................... 14
- Role of Students .................................................................. 14
- Administrations and Logistics ................................................ 14
- Notice of Emergency ............................................................ 15
- Key Secondary Factors .......................................................... 15

**Declaration of an Emergency Condition** ................................. 16
- Restricting Access to Campus .................................................. 16
- Immediate Actions ................................................................ 16
- Deactivation of Emergency Operations .................................... 18
- Resuming Operations—Restoration and Recovery ..................... 18
- After Emergency Assessment ................................................ 19
- Incident Specific Emergency Plans ......................................... 19
- Preparing for an Emergency .................................................... 20

**ISEP #1: Disaster Response Plan** ........................................... 22
- A. Introduction .................................................................... 22
- B. Purpose ......................................................................... 22
- C. Chain of Command .......................................................... 22
- D. Responsibilities ............................................................... 22
- E. Activation of the Disaster Plan ........................................... 23

- F. Emergency Operations Center .......................................... 23
- G. General Instructions and Information ................................. 23
- H. Facilities ........................................................................ 24
- I. Post-Disaster Plan ............................................................. 24

**ISEP #2: General Evacuation Procedures** ............................... 26
- A. Introduction .................................................................... 26
- B. Purpose ......................................................................... 26
- C. Chain of Command .......................................................... 26
- D. Procedures ................................................................. 26
- E. Evacuation Sites .............................................................. 26

**ISEP #3: Fire or Explosion Plan** ............................................. 28
- A. Introduction .................................................................... 28
- B. Purpose ......................................................................... 28
- C. Chain of Command .......................................................... 28
- D. Procedures ................................................................. 28

**ISEP #4: Bomb Threat Plan** .................................................. 30
- A. Introduction .................................................................... 30
- B. Purpose ......................................................................... 30
- C. Chain of Command .......................................................... 30
- D. Procedures ................................................................. 30

**Checklist for a Bomb Threat** .................................................. 31
- If Evacuation Procedures are Initiated ..................................... 33
- Bomb Threat Checklist and Telephone Procedure .................... 34

**ISEP #5: Intruder on Campus** .................................................. 35
- Active Shooter Plan ............................................................ 35
- A. Introduction .................................................................... 35
- B. Purpose ......................................................................... 35
- C. Chain of Command .......................................................... 35
- D. Lockdown Procedures .................................................... 35
- When Implementing Lockdown Procedures .............................. 36

**ISEP #6: Shelter in Place** ...................................................... 38
- A. Introduction .................................................................... 38
- B. Purpose ......................................................................... 38
- C. Chain of Command .......................................................... 38
- D. Shelter-in-Place Procedures ............................................... 38

**ISEP #7: Stay Put, Stay Tuned** ............................................... 40
- A. Introduction .................................................................... 40
- B. Purpose ......................................................................... 40
- C. Chain of Command .......................................................... 40
- D. Stay Put, Stay Tuned Procedures ........................................ 40
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. Ninety-two percent 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. The Department of Security can be reached at 321-674-8111 or 8112. 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 Boulevard and the entrance from Country Club Road 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:

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

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:

Appoint a member of the staff to assume responsibility for the division. 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 executive vice president & provost. Response will depend on who is geographically available to handle the issue confronting the university.
<table>
<thead>
<tr>
<th><strong>Emergency Resource Directory</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Brevard County Emergency Management Office</td>
<td>321-637-6670</td>
</tr>
<tr>
<td>Brevard County Sheriff’s Office—Dispatch</td>
<td>321-253-6658</td>
</tr>
<tr>
<td>Melbourne Police Department</td>
<td></td>
</tr>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>Nonemergency</td>
<td>321-608-6731</td>
</tr>
<tr>
<td>Melbourne Fire Department</td>
<td></td>
</tr>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>Nonemergency</td>
<td>321-608-6000</td>
</tr>
<tr>
<td>Palm Bay Police Department (Panther Bay/Rivers Edge)</td>
<td></td>
</tr>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>Nonemergency</td>
<td>321-952-3456</td>
</tr>
<tr>
<td>Florida Tech Security</td>
<td></td>
</tr>
<tr>
<td>Emergency</td>
<td></td>
</tr>
<tr>
<td>Nonemergency</td>
<td></td>
</tr>
<tr>
<td>Florida Tech Emergency Information Hotline</td>
<td>888-820-4636</td>
</tr>
<tr>
<td>Brevard County Health Department</td>
<td>321-726-2920</td>
</tr>
<tr>
<td>Melbourne Airport</td>
<td>321-723-6227</td>
</tr>
<tr>
<td>FBI Tampa Office</td>
<td>813-253-1000</td>
</tr>
<tr>
<td>Melbourne Office</td>
<td>321-253-0293</td>
</tr>
<tr>
<td>US Secret Service—Orlando</td>
<td>407-648-6333</td>
</tr>
<tr>
<td>National Weather Service—Melbourne (<a href="http://www.srh.noaa.gov/mlb">www.srh.noaa.gov/mlb</a>)</td>
<td>321-255-2900</td>
</tr>
<tr>
<td>American Red Cross—Rockledge (<a href="http://www.redcross.org">www.redcross.org</a>)</td>
<td>321-890-1002</td>
</tr>
<tr>
<td>Health First’s Holmes Regional Medical Center</td>
<td>321-434-7000</td>
</tr>
<tr>
<td>Health First Viera Hospital</td>
<td>321-434-9000</td>
</tr>
<tr>
<td>Health First Palm Bay Hospital</td>
<td>321-434-8000</td>
</tr>
<tr>
<td>Rockledge Regional Medical Center</td>
<td>321-636-2211</td>
</tr>
<tr>
<td>Melbourne Regional Medical Center</td>
<td>321-752-1200</td>
</tr>
<tr>
<td>Kindred Hospital Melbourne</td>
<td>321-733-5725</td>
</tr>
</tbody>
</table>
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 predesignated 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: 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 Chief of Staff and Vice President for Communications shall also be notified. All interaction with the media will be handled through the Office of the Chief of Staff and Vice President for 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.

For any questions about the Emergency Operations Plan (EOP) please contact any of the following:

<table>
<thead>
<tr>
<th>Department of Security</th>
<th>321-674-8112</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director F. Iannone</td>
<td>321-674-8112</td>
</tr>
<tr>
<td><strong>Office of Environmental Health &amp; Safety</strong></td>
<td>321-674-7715</td>
</tr>
<tr>
<td>Director Selvin McLean</td>
<td>321-674-7715</td>
</tr>
<tr>
<td><strong>Office of Compliance and Risk Management</strong></td>
<td>321-674-8885</td>
</tr>
<tr>
<td>Executive Director Fanak Baarmand</td>
<td>321-674-8885</td>
</tr>
</tbody>
</table>
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

1. Identify planning assumptions and develop policies.
2. Establish a concept of operations built on interdepartmental coordination in order to facilitate a timely and effective university response.
3. Assign specific functional responsibilities to the appropriate offices and departments.
4. 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:

1. 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.
2. 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.

1. 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.
2. 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.
3. **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 county 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 Executive Vice President & Provost, the Executive Vice President of Operations, the Director of Security 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:
  - Center for Aeronautics and Innovation (CAI) [North]
  - Center for Advanced Manufacturing and Innovative Design (CAMID) [South]

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 5). 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
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. 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 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:

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.

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.

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 Executive Director of Compliance and Risk 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 has deemed necessary to do so (reference Page 8). 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 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 Chief of Staff and Vice President for Communications.

Ongoing Emergency Management

While the emergency/crisis is ongoing, the Chief of Staff and Vice President for Communications 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 carryout 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 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 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 noncritical) 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 floridatech.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)

<table>
<thead>
<tr>
<th>ISEP #</th>
<th>Plan Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISEP #1</td>
<td>Disaster Response Plan</td>
</tr>
<tr>
<td>ISEP #2</td>
<td>General Evacuation Procedure</td>
</tr>
<tr>
<td>ISEP #3</td>
<td>Fire or Explosion</td>
</tr>
<tr>
<td>ISEP #4</td>
<td>Bomb Threat Plan</td>
</tr>
<tr>
<td>ISEP #5</td>
<td>Intruder on Campus (Active Shooter)</td>
</tr>
<tr>
<td>ISEP #6</td>
<td>Shelter-In-Place</td>
</tr>
<tr>
<td>ISEP #7</td>
<td>Stay Put, Stay Tuned</td>
</tr>
<tr>
<td>ISEP #8</td>
<td>Civil Disturbance or Demonstration</td>
</tr>
<tr>
<td>ISEP #9</td>
<td>General Guidelines on Severe Weather</td>
</tr>
<tr>
<td>ISEP #10</td>
<td>Hurricanes/Tornadoes</td>
</tr>
<tr>
<td>ISEP #11</td>
<td>Medical Emergencies</td>
</tr>
<tr>
<td>ISEP #12</td>
<td>Sexual Assault Response Plan</td>
</tr>
<tr>
<td>ISEP #13</td>
<td>Weapons of Mass Destruction–Terrorism</td>
</tr>
<tr>
<td>ISEP #14</td>
<td>Timely Warning Procedure</td>
</tr>
<tr>
<td>ISEP #15</td>
<td>Emergency Notifications Procedure</td>
</tr>
<tr>
<td>ISEP #16</td>
<td>Hazardous/Radiological Material Response Plan</td>
</tr>
<tr>
<td>ISEP #17</td>
<td>Infectious Disease Response Plan</td>
</tr>
<tr>
<td>ISEP #18</td>
<td>Large Scale Event Planning</td>
</tr>
<tr>
<td>ISEP #19</td>
<td>Power Failure</td>
</tr>
</tbody>
</table>
ISEP #1: Disaster Response Plan

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.

<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. Executive Vice President &amp; Provost</td>
</tr>
<tr>
<td>3. Executive Vice President of Operations</td>
<td>3. Executive VP for Operations</td>
</tr>
<tr>
<td>4. Director of Maintenance &amp; Cap. Projects</td>
<td>4. Chief of Staff &amp; VP for Communications</td>
</tr>
<tr>
<td>5. Notify Chain of Command</td>
<td></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
Executive Vice President & Provost
Executive Vice President of 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 the university Disaster Control Center and Command Post established on campus by the 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.
3. The Department of Security will notify the president (or the first administrator available in the Chain of Command), who will then establish an Emergency Operations 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. Emergency Operations 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 Emergency Operations Center (EOC).

1. Communications will be maintained by telephone, radio and/or messengers between the Emergency Operations 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 Emergency Operations 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, the personnel pool, operation of campus utilities/building equipment and other activities for which each administrator is responsible.
3. The Office of Chief of Staff and Vice President for 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 Emergency Operations Center will appoint a representative to be stationed at the Command Post to provide information and communicate with the EOC.
2. Communications: Telephone calls will be limited to emergency use. All incoming calls related to the disaster shall be directed to the EOC. 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 Chief of Staff and Vice President for 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 Office of Human Resources or in the Student Center, will furnish personnel on request.

8. Liaison Personnel: Staff members assigned to the Emergency Operations 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 Emergency Operations 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 Chief of Staff and Vice President for 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 Maintenance & Cap. Projects 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 Emergency Operations Center personnel as required, (roadblock 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 Emergency Operations 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 Director of Maintenance & Cap. Projects.

4. Instruct the Executive Vice President and Provost 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 Executive Director of Compliance and Risk review various reports and documents as the need may arise.

9. Provide appropriate information to the Chief of Staff and Vice President for 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 Operations should be contacted immediately concerning any emergency situations that may develop anywhere on the university campus. The Senior Director of 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.

<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. Executive Vice President &amp; Provost</td>
</tr>
<tr>
<td>3. Executive Vice President of Operations</td>
<td>3. Executive VP for Operations</td>
</tr>
<tr>
<td>4. Director of Maintenance &amp; Cap. Projects</td>
<td>4. Chief of Staff &amp; VP for Communications</td>
</tr>
<tr>
<td>5. Notify Chain of Command</td>
<td></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
Executive Vice President & Provost
Executive Vice President of 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 (list maintained by Department of Security)
- 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.
**ISEP #3: Fire or Explosion Plan**

**A. Introduction**

A fire alarm may activate 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 of a fire alarm activation 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. Executive Vice President &amp; Provost</td>
</tr>
<tr>
<td>3. Executive Vice President of Operations</td>
<td>3. Executive VP for Operations</td>
</tr>
<tr>
<td>4. Director of Maintenance &amp; Cap. Projects</td>
<td>4. Chief of Staff &amp; VP for Communications</td>
</tr>
<tr>
<td>5. Notify Chain of Command</td>
<td></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  
Executive Vice President & Provost  
Executive Vice President of Operations  
Senior Vice President of Student Life and Alumni Affairs  
Senior Vice President of Development

**D. Procedures**

In the event of a fire alarm activation 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 activation 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 activation, 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 Administrator-in-Charge.

6. **Fire Marshal:** The Administrator-in-Charge has been designated as the university Marshal. He/she is the only person authorized to activate the “ALL CLEAR” and permit personnel to re-enter the building after an alarm has been activated. 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 Department representative will immediately notify the Security Dispatcher, the Executive Vice President and Provost, Executive Vice President of Operations 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 headcount and account for all personnel.
A. Introduction
When a bomb threat has been received, the university must take whatever action is necessary to ensure 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.

<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. Executive Vice President &amp; Provost</td>
</tr>
<tr>
<td>3. Executive Vice President of Operations</td>
<td>3. Executive VP for Operations</td>
</tr>
<tr>
<td>4. Director of Maintenance &amp; Cap. Projects</td>
<td>4. Chief of Staff &amp; VP for Communications</td>
</tr>
<tr>
<td>5. Notify Chain of Command</td>
<td></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
Executive Vice President & Provost
Executive Vice President of 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 made 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 Operations (ext. 8899) 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 setup a site command post.

4. The Director of Security or the Shift Supervisor will notify the university president and the executive vice presidents.
a. President
b. Executive Vice President & Provost
c. Executive Vice President for Operations
d. Chief of Staff and Vice President for 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.

**Checklist 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 systems. 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 your 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 ____________________________

Language/accent ____________________________

Voice characteristics/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

Speech:
☐ Fast ☐ Slow ☐ Stutter ☐ Nasal ☐ Foreign ☐ Slurred ☐ Lisp

Background noises:
☐ Local ☐ Not Local ☐ Factory Machines ☐ Trains ☐ Distinct ☐ Distorted ☐ Bedlam ☐ Animals ☐ Music
☐ Quiet ☐ Office ☐ Machines ☐ Voices ☐ Mixed ☐ Airplanes ☐ Street Traffic ☐ Party

Pretend difficulty with hearing. Keep the caller talking by asking 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 the 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.
ISEP #5: Intruder on Campus

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.

<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. Executive Vice President &amp; Provost</td>
</tr>
<tr>
<td>3. Executive Vice President of Operations</td>
<td>3. Executive VP for Operations</td>
</tr>
<tr>
<td>4. Director of Maintenance &amp; Cap. Projects</td>
<td>4. Chief of Staff &amp; VP for Communications</td>
</tr>
<tr>
<td>5. Notify Chain of Command</td>
<td></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
Executive Vice President & Provost
Executive Vice President of 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 member(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 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.

<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. Executive Vice President &amp; Provost</td>
</tr>
<tr>
<td>3. Executive Vice President of Operations</td>
<td>3. Executive VP for Operations</td>
</tr>
<tr>
<td>4. Director of Maintenance &amp; Cap. Projects</td>
<td>4. Chief of Staff &amp; VP for Communications</td>
</tr>
<tr>
<td>5. Notify Chain of Command</td>
<td></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
Executive Vice President & Provost
Executive Vice President of 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/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.
- 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 canceled, 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 the 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 that 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.

<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. Executive Vice President &amp; Provost</td>
</tr>
<tr>
<td>3. Executive Vice President of Operations</td>
<td>3. Executive VP for Operations</td>
</tr>
<tr>
<td>4. Director of Maintenance &amp; Cap. Projects</td>
<td>4. Chief of Staff &amp; VP for Communications</td>
</tr>
<tr>
<td>5. Notify Chain of Command</td>
<td></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
Executive Vice President & Provost
Executive Vice President of 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 (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.
- 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.
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 that 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.

<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. Executive Vice President &amp; Provost</td>
</tr>
<tr>
<td>3. Executive Vice President of Operations</td>
<td>3. Executive VP for Operations</td>
</tr>
<tr>
<td>4. Director of Maintenance &amp; Cap. Projects</td>
<td>4. Chief of Staff &amp; VP for Communications</td>
</tr>
<tr>
<td>5. Notify Chain of Command</td>
<td></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.

D. Civil Disturbance or Demonstration 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.
ISEP #9: General Guidelines on Severe Weather

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.

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. Tornadoes
If a tornado is spotted or imminent, take the following steps immediately:
- Seek shelter in a basement, an interior windowless room or hallway on the lowest level, or a designated severe weather shelter.
- 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 biohazardous 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.
ISEP #10: Hurricanes/Tornadoes

Tornadoes

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 one 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 knots).

Tropical Depression

An organized system of clouds and thunderstorms with a defined surface circulation and maximum sustained winds* of 38 mph (33 knots) 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 knots) 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. Examples: Francis 2004, Bonnie 1998, Georges (FL and LA) 1998 and Gloria 1985.

Category 3 Hurricane
Winds 111-130 mph

Category 4 Hurricane
Winds 131-155 mph

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

More information about hurricanes and hurricane preparedness and procedures can be found on the following websites:
- Preparation, safety and post-emergency recovery: redcross.org/get-help or ready.gov/hurricanes
- Storm Information: nhc.noaa.gov www.ready.gov/hurricanes
- Relief Information: ready.gov/hurricanes or redcross.org/get-help or 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 procedures 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
The president will inform the Chief of Staff and Vice President for Communications of the status on campus. The Chief of Staff and Vice President for 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 Chief of Staff and Vice President for 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:**

**Director of Business Strategy and Operation**

The Director of Business Strategy & Operation and his/her 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 time frame when all systems should be shut down if it becomes necessary.

**Communications**

The Chief of Staff and Vice President for 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 Chief of Staff and Vice President for 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 Chief of Staff and Vice President for 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 Emergency Operations 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 Emergency Operations Center will obtain reports from each department indicating that:

1. Preparations are underway.
2. Preparations have been completed.
3. Whether or not any problems or issues have been encountered that require the attention of the Director of Security or Administrator in-charge.

- Executive Vice President and Provost
- Associate Vice President for Student Affairs
- Director of Food Services
- Director of Marine and Outdoor Operations Research (Anchorage)
- Director of Maintenance & Cap. Projects
- Director of Business Strategy and Operation
- Chief of Staff and Vice President for Communications
- Vice President for Online Learning and Off Campus Education

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 Director of Maintenance & Cap. Projects, the Director of Business Strategy and Operation, 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:
**Director of Business Strategy and Operation**

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 Director of Maintenance & Cap. Projects 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 on-site use by campus personnel before, during and after the emergency.
- Install hurricane shutters on applicable buildings and place sandbags when directed.

**Information Technology**

The Director of Information Technology Infrastructure will complete the following actions:

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

**Communications**

The Chief of Staff and Vice President for 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 Chief of Staff and Vice President for 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:
   a. Florida Tech Security: ext. 8111 or 321-674-8111
3. Stay tuned to local media, the Florida Tech webpage, and the Florida Tech 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.) should 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 Chief of Staff and Vice President for 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 Chief of Staff and Vice President for 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 B: 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.

<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. Executive Vice President &amp; Provost</td>
</tr>
<tr>
<td>3. Executive Vice President of Operations</td>
<td>3. Executive VP for Operations</td>
</tr>
<tr>
<td>4. Director of Maintenance &amp; Cap. Projects</td>
<td>4. Chief of Staff &amp; VP for Communications</td>
</tr>
<tr>
<td>5. Notify Chain of Command</td>
<td></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
Executive Vice President & Provost
Executive Vice President of 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 fire rescue/ambulance if necessary.
- Security is in charge of the scene until the Fire Rescue/ambulance arrives.
• Security will remain in charge until Fire Rescue/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.
ISEP #12: Sexual Assault Response Plan

A. Introduction
The following procedures have been established and pertain to any person on campus who may be involved in 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.

<table>
<thead>
<tr>
<th>OPERATION RESPONSE</th>
<th>NOTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. MPD 911</td>
<td>1. Director of Security</td>
</tr>
<tr>
<td>2. Director of Security</td>
<td>2. President</td>
</tr>
<tr>
<td>3. Exec. Dir. of Compliance &amp; Risk and Title IX Coordinator</td>
<td>3. Executive Vice President &amp; Provost</td>
</tr>
<tr>
<td>4. Executive Vice President of Operations</td>
<td>4. Executive VP for Operations</td>
</tr>
<tr>
<td>5. Notify Chain of Command</td>
<td>5. Chief of Staff &amp; VP for 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
Executive Vice President & Provost
Executive Vice President of 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: (A) 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 radio activity 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

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. Executive Vice President &amp; Provost</td>
</tr>
<tr>
<td>3. Executive Vice President of Operations</td>
<td>3. Executive VP for Operations</td>
</tr>
<tr>
<td>4. Director of Maintenance &amp; Cap. Projects</td>
<td>4. Chief of Staff &amp; VP for Communications</td>
</tr>
<tr>
<td>5. Notify Chain of Command</td>
<td></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
Executive Vice President & Provost
Executive Vice President of Operations
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, the 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 Chief of Staff and Vice President for Communications for distribution to the campus community and the public.
ISEP #14: Timely Warning Procedure

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 Chief of Staff and Vice President for Communications after consultation with the Office of the President, the Department of Security and the Senior Vice President for Academics & Provost. The university designates that the CEO and the Vice President for Communications are 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 communication 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.
ISEP #15: Emergency Notification Procedure

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 floridatech.edu/security/safety-alerts.
A. Introduction
Florida Tech’s contingency plan is designed to minimize hazards to human health or the environment from fires, explo-
sions, 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 coordina-
tion 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. Executive Vice President &amp; Provost</td>
</tr>
<tr>
<td>3. Executive Vice President of Operations</td>
<td>3. Executive VP for Operations</td>
</tr>
<tr>
<td>4. Director of Maintenance &amp; Cap. Projects</td>
<td>4. Chief of Staff &amp; VP for Communications</td>
</tr>
<tr>
<td>5. Director of Environmental Health &amp; Safety</td>
<td></td>
</tr>
<tr>
<td>6. Notify Chain of Command</td>
<td></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
Executive Vice President & Provost
Executive Vice President of Operations
Senior Vice President of Student Life and Alumni Affairs
Senior Vice President of Development

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 han-
dled, the location of records such as chemical/radiological inventories, Safety Data Sheets (SDS) records, etc. within the
facility, and the facility layout. In addition, this person shall have the 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. Dustpan 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 is 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:
   1. Maintained in the security/facilities departments.
   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.
ISEP #17: Infectious Disease Response Plan

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.

<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. Executive Vice President &amp; Provost</td>
</tr>
<tr>
<td>3. Executive Vice President of Operations</td>
<td>3. Executive VP for Operations</td>
</tr>
<tr>
<td>4. Director of Maintenance &amp; Cap. Projects</td>
<td>4. Chief of Staff &amp; VP for Communications</td>
</tr>
<tr>
<td>5. Director of Environmental Health &amp; Safety</td>
<td></td>
</tr>
<tr>
<td>6. Notify Chain of Command</td>
<td></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
Executive Vice President & Provost
Executive Vice President of Operations
Senior Vice President of Student Life and Alumni Affairs
Senior Vice President of Development

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 COVID-19, 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.

SEE APPENDIX C: INFECTIOUS DISEASE RESPONSE PLAN (IDRP)
ISEP #18: Large-Scale Event Plan

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. Executive Vice President &amp; Provost</td>
</tr>
<tr>
<td>3. Executive Vice President of Operations</td>
<td>3. Executive VP for Operations</td>
</tr>
<tr>
<td>4. Director of Maintenance &amp; Cap. Projects</td>
<td>4. Chief of Staff &amp; VP for Communications</td>
</tr>
<tr>
<td>5. Notify Chain of Command</td>
<td></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
Executive Vice President & Provost
Executive Vice President of 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
• 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
• Public 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).
## Appendices

### Appendix A: Generator Locations

<table>
<thead>
<tr>
<th>Location</th>
<th>Make</th>
<th>Fuel</th>
<th>Hours</th>
<th>Battery</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allen S. Henry Building</td>
<td>Kohler</td>
<td></td>
<td>11.5</td>
<td>N/A</td>
<td>Not in use</td>
</tr>
<tr>
<td>Olin Engineering Complex/IT</td>
<td>Generac</td>
<td></td>
<td>480</td>
<td>2019</td>
<td></td>
</tr>
<tr>
<td>Olin Life Sciences Building</td>
<td>CAT</td>
<td></td>
<td>1143</td>
<td></td>
<td>Down for maintenance</td>
</tr>
<tr>
<td>Evans Hall</td>
<td>Detroit Diesel</td>
<td></td>
<td>1687</td>
<td>unknown</td>
<td></td>
</tr>
<tr>
<td>Panther Dining Hall</td>
<td></td>
<td>NG</td>
<td>346</td>
<td>2019</td>
<td></td>
</tr>
<tr>
<td>L3Harris Village Chiller</td>
<td>CAT</td>
<td>NG</td>
<td>579</td>
<td>2018</td>
<td></td>
</tr>
<tr>
<td>Columbia Village</td>
<td>CAT</td>
<td>diesel</td>
<td>663</td>
<td>2020</td>
<td></td>
</tr>
<tr>
<td>Telecomm Building</td>
<td>Generac</td>
<td></td>
<td>530</td>
<td>2019</td>
<td></td>
</tr>
<tr>
<td>Shaw Hall</td>
<td></td>
<td></td>
<td>399</td>
<td>2017</td>
<td></td>
</tr>
<tr>
<td>Roberts Hall</td>
<td>Samford</td>
<td>NG</td>
<td>6</td>
<td>2021</td>
<td>New as of Feb. 2021</td>
</tr>
<tr>
<td>Frederick C. Crawford Building</td>
<td></td>
<td></td>
<td>423</td>
<td>2020</td>
<td></td>
</tr>
<tr>
<td>WFIT</td>
<td></td>
<td></td>
<td>299</td>
<td>2017</td>
<td></td>
</tr>
<tr>
<td>Gleason Performing Arts Center</td>
<td>Detroit Diesel</td>
<td></td>
<td>1634</td>
<td>2019</td>
<td></td>
</tr>
<tr>
<td>John E. Miller Office Building</td>
<td>Generac</td>
<td></td>
<td>155</td>
<td>2020</td>
<td></td>
</tr>
<tr>
<td>Homer R. Denius Student Center</td>
<td>Tradewinds</td>
<td></td>
<td>170</td>
<td>2020</td>
<td></td>
</tr>
<tr>
<td>Campbell Hall</td>
<td>Dayton</td>
<td>LP</td>
<td>875.5</td>
<td>2018</td>
<td></td>
</tr>
<tr>
<td>L3Harris Center for Science and Engineering</td>
<td>Generac</td>
<td></td>
<td>336</td>
<td>2019</td>
<td></td>
</tr>
<tr>
<td>Olin Physical Sciences Center</td>
<td>CAT</td>
<td></td>
<td>755</td>
<td>2017</td>
<td></td>
</tr>
</tbody>
</table>
Appendix B: Hurricane Guide

**HURRICANE SEASON 2021: TIPS TO BE PREPARED**

Atlantic Tropical Storm Names for 2021

- Ana
- Bill
- Claudette
- Danny
- Elsa
- Fred
- Grace
- Henri
- Ida
- Julian
- Kate
- Larry
- Mindy
- Nicholas
- Odette
- Peter
- Rose
- Sam
- Teresa
- Victor
- Wanda

**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 Hurricane Wind Scale. This scale is commonly used to rate the damage potential of a hurricane.

The categories are:

- **Tropical Storm**—winds 39–73 mph (64–82 knots)
  - 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 1 Hurricane**—winds 74–95 mph (83–95 knots)

- **Category 2 Hurricane**—winds 96–110 mph (114–135 knots)
  - 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

- **Category 3 Hurricane**—winds 111–130 mph (135+ knots)

- **Category 4 Hurricane**—winds 131–155 mph (156+ knots)
  - 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

- **Category 5 Hurricane**—winds 156+ mph (135+ knots)
  - 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

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.

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

How does Florida Tech communicate the institution’s plans related to a hurricane?

• The latest information will be available on the institution’s homepage (floridatech.edu) and emailed to students.
• Hurricane advisories are numbered so students can keep track of the latest information available from Florida Tech.
• Information will also be distributed through safety alerts that students can sign up for at floridatech.edu/security/safety-alerts.

What items should I have if a hurricane is predicted to impact the Melbourne area?

• Secure important documents (passport/social security card) in waterproof containers or sealed plastic bags
• Flashlight and extra batteries
• Paper plates, paper cups and plenty of utensils
• Supply of water, ideally about three gallons of water per person
• Medications
• Nonperishable food that can be prepared without the use of electricity
• Cash
• Full tank of gas in your personal car
• Battery-operated weather radio
• Games, schoolwork or other activities to keep yourself occupied

What services are available before and after the hurricane makes potential landfall?

• Campus Security will remain staffed during the storm.
• Panther Dining will stay open until approximately 12 hours before the hurricane is expected to make landfall. As soon as the storm passes, Panther Dining will reopens as soon as it is safe for staff to travel to campus.
• Prior to closing, Panther Dining will issue hurricane snack packs to students and offer to help students assemble their own to-go meals that can be consumed while the storm passes through the Melbourne area. Residence Life staff will attempt to let students know when Panther Dining Hall has reopened after the storm, as power outages may limit email communication to students.
• After the hurricane passes through the Melbourne area, facilities staff will return to campus to assess if there was damage sustained during the storm and start removing any debris.
• Information will also be distributed through safety alerts that students can sign up for at floridatech.edu/security/safety-alerts.

Are there any special steps students need to take to prepare for a hurricane?

• Students are encouraged to communicate with their parents regarding their plans of where they plan to reside during the time the hurricane is projected to make landfall in the Melbourne area.
• Students are also expected to complete the Hurricane Location Plan form. This electronic form will be posted on the main Florida Tech website and allows students to indicate where they plan to stay during the hurricane. This information is provided to Campus Security in the event they need to get in contact with a student.
• Students are encouraged to unplug electronic devices (besides refrigerators) and remove personal items from the floors.
• Students should not tape residence hall windows.
• If students vacate their room, care should be taken when returning to their residence regarding the consumption of items in refrigerators/freezers as power outages might have caused temperature changes in these items.

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

If you are concerned about your reactions, contact the Student Counseling Center for support at 321-674-8050.
Appendix C: Infectious Disease Response Plan (IDRP)

Revision History

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Revision Date</th>
<th>Revised By</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>May 11, 2020</td>
<td>Charles Cherrito</td>
<td>Initial plan creation and implementation</td>
</tr>
</tbody>
</table>

Contents

- Purpose .......................................................................................................................... 75
- Scope ............................................................................................................................... 75
- Definitions & Clarifications .............................................................................................. 76
- Responsibilities .................................................................................................................. 77
- Pandemic Response Team (PRT) ............................................................................................ 78
- Infectious Disease Response Protocol .................................................................................. 79
- Personal Protective Equipment (PPE) ..................................................................................... 81
- Employee Training ................................................................................................................. 82
- General Safety Precautions ................................................................................................... 82
- References ........................................................................................................................... 83
- Appendix C-1: Maintenance Personnel .................................................................................... 83
- Appendix C-2: Security Personnel .......................................................................................... 84
- Appendix C-3: Custodial Personnel .......................................................................................... 85
- Appendix C-4: Campus Dining Personnel ................................................................................ 86
- Appendix C-5: Isolation/Quarantine Protocol ......................................................................... 87
- Appendix C-6: Florida Tech Vehicles (Buses & Trolleys) ......................................................... 89

Purpose

This plan has been created for Florida Institute of Technology (Florida Tech) to better prepare for a possible infectious disease (agent) incidents or an outbreak (commonly referred to as a “pandemic”). It outlines the steps to take before, during, and after an outbreak to further reduce/eliminate the possibility of occupational exposure to employees, students, residents, and the general public.

This plan is based on peer reviewed data and industry standards from numerous resources—both authoritative and from a guidance standpoint. Additionally, it will contain general information for educational purposes and site-specific (Florida Tech) information for procedural and implementation purposes.

Every attempt has been made to design this plan as user-friendly and informative as possible. Doing so will allow university employees at any level of knowledge regarding incident response and infectious material to have a full understanding as to the appropriate procedures and actions to take. Additionally, 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.

The term, “Patient” will be utilized throughout this plan. Unless specifically stated, “Patient” represents an individual who is either suspect of having or is confirmed to be infected with an infectious agent.
**Scope**
This plan is not designed to be all-inclusive; rather, it has been developed specifically for Florida Tech in relation to a biological outbreak (infectious disease). The university’s Emergency Plan serves as the overall plan for emergencies—this plan is just one aspect of that document.

**Definitions and Clarifications**

**Transmission: Airborne vs. Droplet vs. Contact**

- **Airborne Infection:** Airborne agents float through the air after a person talks, coughs, or sneezes landing in the eyes, mouth, or nose of another person. Direct contact with the infected person is NOT needed for someone else to be infected by an airborne agent. Infection usually occurs by the respiratory route (but not always), with the agent present in aerosols. Airborne agents can remain (suspended) in the air for a long period of time (sometime hours). Airborne transmission differs from respiratory (droplet) transmission, in that, respiratory disease agents are carried in the mouth, nose, throat, and respiratory tract.
  
  Droplet nuclei < 5μm (e.g. tuberculosis, chickenpox, measles).

- **Droplet Infection:** Droplet agents travel inside droplets that are coughed or sneezed from a sick person and enter the eyes, nose, or mouth of another person. Droplets travel short distances from one person to another. A person might also get infected by touching a surface or object that has agents on it and then touching their mouth or nose.
  
  Droplet nuclei > 5μm in diameter (e.g. flu, common cold, coronavirus, Ebola).

- **Contact Infection (direct or indirect):** Infection occurs through direct contact between the source of infection and the recipient or indirectly through contaminated objects like door handles, food, water, skin, mucus membranes, blood, or other bodily fluids (e.g. Hepatitis A, HIV, Salmonella).

**SPECIAL NOTE:** Many physical actions or procedures cause “aerosolization.” This is often confused with airborne. An agent can be considered “nonairborne” but when aerosolized, becomes a risk. The difference is that airborne agents do not require an intentional physical means to become “aerosolized”.

- **Aerosol Example (Non-Laboratory):** Non-airborne infections agents may be present in a toilet posing little hazard. However, when the toilet is flushed, those agents can be aerosolized, causing potential risk of infection.

- **Aerosol Example (Laboratory):** Procedures involving the use of a vortex, sonicator, centrifuge, etc.

**Isolation vs. Quarantine (as defined by the CDC and HHS)**

- **Isolation is used to separate ill persons who have an infectious disease from those who are healthy.** Isolation restricts the movement of ill persons to help stop the spread of certain diseases. For example, hospitals use isolation for patients with infectious tuberculosis.

- **Quarantine is used to separate and restrict the movement of well persons who may have been exposed to an infectious disease to see if they become ill.** These people may have been exposed to a disease and do not know it, or they may have the disease but do not show symptoms. Quarantine can also help limit the spread of disease.

**Endemic vs. Epidemic vs. Pandemic**

- **Endemic refers to the constant presence and/or usual prevalence of an infectious agent in a population within a geographic area.**

- **Epidemic refers to an increase, often sudden, number of cases of a disease above what is normally expected in that population in that area.**

- **Pandemic refers to an epidemic that has spread over several countries or continents, usually affecting a large number of people.**
Essential Personnel

- In emergencies, Essential Personnel are required for business continuity to continue daily business functions. These individuals are not expected to be more at risk than when in the general public. Therefore, they may or may not interact with potentially infected people (asymptomatic) while on campus as part of performing their job duties.

Pandemic Response Personnel (PRP)

- Individuals who are considered Essential Personnel AND are tasked with duties that are expected to place them in close contact with a reasonably suspected infected, confirmed infected, isolated, or quarantined individual, are designated as Pandemic Response Personnel (PRP). This can also represent personnel in close or physical contact with items used by the patient that could be a risk of exposure (e.g. the repair or unclogging of a patient’s toilet).

Examples of Pandemic Response Personnel may include specific individuals from the below departments (but are not limited to):

- Campus Dining
- Campus Services (Housing)
- Custodial Staff
- Environmental, Health & Safety
- Facilities
- Holzer Health Center
- Security Officers

The determination as to who is considered PRP will undoubtedly depend on each case scenario. Whenever possible, the number of individuals designated as Pandemic Response Personnel will be limited to reduce exposure to an unnecessary number of personnel. This will aid in limiting confusion and will allow for efficient and a more direct line of communication. Additionally, PRP may require additional PPE and protective measures to avoid occupational exposure to an infectious agent.

Responsibilities

- Environmental Health & Safety (EHS) Office
  Within the EHS Office, the Biosafety Officer is designated the Institutional Official and will oversee the Infectious Disease Response Program. Additional EHS Office responsibilities may include:
  - Retrieval of biohazardous waste;
  - Provide training and fit testing for respirator usage;
  - Provide overall biosafety, containment, and infectious agent guidance and advice.

- Campus Services
  Includes: Housing, Retail, and Dining
  - Identify housing units that can be used for quarantine/isolation;
  - Arrange for the delivery of food and drinks to patients;
  - Ensure procedures are taken to reduce infectious agent spread in all retail/dining locations.

- Employee Responsibilities
  Employees must follow the directive of their supervisors and report illness or unsafe conditions to their supervisors immediately.

- Executive Management
  In order for departments to effectively prepare and handle an outbreak, Executive Management must strongly consider the recommendations from various resources (e.g. State of Florida, Federal Government, Florida Tech Department Leadership, the Florida Tech Pandemic Response Team). Executive Management holds the responsibility to provide the university with the resources (through authoritative and/or financial) in order to mitigate an infectious agent outbreak.
**Pandemic Response Team (PRT)**

To be discussed in detail in this document.

- **Individual Departments:**
  Each department will be responsible for ensuring their staff/students are informed as to the proper procedures. Additionally, they must make every effort to follow the guidance of the university officials and committees that advise on such matters.

- **Information Technology & Telecommunications Department:**
  Provide the means necessary for the university to continue communications for various reasons (classroom instructions, employment task, and media/exterior outlets).

- **Student Life:**
  Ensure students are kept apprised to directives from university leadership.

The PRT will serve as the committee dedicated to provide advice to Florida Tech leadership during an infectious agent outbreak.

Committee Responsibilities:

1. Develop policies, procedures, and plans necessary to effectively mitigate an infectious agent outbreak;
2. Act as the emergency response team during infectious agent outbreaks;
3. Make recommendations to executive management and campus departments as to what actions to take;
4. Ensure campus communications by keeping employees, students, parents, and the general public apprised as to the situation;
5. Keep all committee members and the campus community current on events relating to infectious disease topics as it relates to Florida Tech (even during times of no outbreak);
6. Meet regularly to discuss the program during outbreaks and at times of no outbreak (ongoing meetings);
7. Maintain communications and a professional, ongoing relationship with Local, State, and Federal authorities as well as other peer institutes (e.g. Department of Health, CDC, FBI, Fire Department, Police Department, local and national colleges, etc.);
8. Review and update this plan annually, at minimum, or more often as necessary (e.g. after an outbreak).

Committee Membership:

The committee will be comprised of representatives from major departments/divisions that could potentially be impacted by an infectious agent outbreak (they will be collectively known as “stakeholders”) as well as subject matter experts relating to the containment, spread and other various concepts of infectious agents.

A “Committee Chair” will serve as leadership for the committee and may also act as “Incident Commander” during an infectious agent outbreak.

- **Committee Roster:**
  The committee roster will comprise of representatives from the following stakeholders:

  - Academic Leadership
  - Athletics Department
  - Campus Security
  - Campus Services (includes Retail, Residence Life, and Campus Dining)
  - Communications (Media Relations) Department
  - Custodial Services
  - Environmental, Health & Safety
  - Facilities Management
  - Holzer Health Center
  - Human Resources
  - Information Technology
  - Information Technology & Telecommunications Department
  - Library Services
  - Office of the President
  - Risk Management
  - Student Life
Infectious Disease Response Protocol

This section will outline the generalized response protocol that will be implemented during an infectious agent outbreak. Why “generalized”? Because each scenario will be taken on a case-by-case bases, and it’s difficult (sometimes impossible) to predict the movement or characteristic of an infectious agent; this section is designed to be broad in nature—hence, more general. This allows for more freedom during the decision-making process—being each particular event will be treated as unique. For those actions that warrant more specific procedural tasks, separate “APPENDICES” are dedicated in this plan to address such actions.

During an infectious agent outbreak, there are considerations that must be evaluated in order to effectively continue daily functions (to the extent possible), and to prevent exposure and spread. The characteristics of the disease (route of exposure, severity, and treatment availability), its impact on daily routine, previous infectious agent outbreaks, and directives from authoritative entities all play a fundamental role for actions taken by the university. Whenever possible, the PRT will advise all stakeholders (including Executive Management) as to the appropriate measures to be taken.

Typically, decisions are (but not always) made in conjunction to a particular ACTION LEVEL of threat. LEVEL 1 being of less threat and LEVEL 3 the most severe. However, each case presents its own set of circumstances; therefore, actions denoted in this plan are general guidelines (not exclusive) and can be implemented or ignored per each specific case.

For the purpose of this plan, as it pertains to preparation, LEVEL 0 (zero), will be denoted as a LEVEL and discussed as such.

Considerations for ACTION LEVELS 1 through 3 have been lumped together because of the unique nature that each case may present. An example was during the COVID-19 pandemic outbreak of late 2019 into 2020. Florida Tech—due to the directive of the CDC and Local Health Officials—implemented some ACTION LEVEL 3 procedures during what was considered an ACTION LEVEL 1 within the immediate community. Those decisions were made for the safety and security of all Florida Tech occupants and the outside community—highlighting that if decisions were made solely based on incremental steps, the actions taken might not have been appropriate nor effective to mitigate exposure at that particular time during the pandemic.

**SPECIAL NOTE:** All procedures specified in the Appendices are primarily based on outbreaks involving a “respiratory” infectious agent. Infectious agents that have different routes of exposure may require less PPE and/or alternative measures. The Biosafety Officer and the PRT will assist in ensuring personnel understand what procedures are necessary to mitigate exposure and not spread disease.

**ACTION LEVEL 0 (Ongoing)**

This level represents the ongoing actions, specifically during times no threat is foreseen, in order to better prepare for an infectious agent outbreak. It can also represent the time directly after a threat has been considered to be fully mitigated.

It cannot be overstated enough that it is at this stage where lackadaisical participation and effort is common within entities; therefore, active involvement within the university (specifically, the PRT involvement and overall due diligence of the campus community, both leadership and subordinates) is vital. Actions taken at this level can have the most profound impact on how a situation is handled when an outbreak occurs. Some actions require a lengthy process for preparation (e.g. enrollment in a Respiratory Protection Program) or the gathering of supplies; and may present negative consequences if attempted to be enacted too late (e.g. PPE supply shortage).

**• CONSIDERATIONS FOR ACTION LEVEL 0:**

  **• All Departments**

  • As directed and/or advised by the Biosafety Officer, departments should work at obtaining emergency supplies for future needs (N95 respirators, surgical/dust masks, gloves, face shields, safety eyewear, hand sanitizer, etc.).

  • All departments should review/update departmental plans they have relating to emergency preparedness and how it may relate to an infectious agent outbreak. Additionally, this plan should be reviewed regularly and recommendations for edits made to the Biosafety Officer.

  • Maintain continual meetings to engage staff as to preparedness.

  • Maintain due diligence in regards to best practices for mitigating exposure and spread of infectious diseases.
• Specific personnel (employees) designated “Essential”, as defined per this plan should be enrolled in The Florida Tech’s Respiratory Protection Program. Personnel enrolled in the Program must remain up to date on medical evaluations, fit tests, and training.

• **NOTE:** Personnel serving as contractors are to be enrolled in their companies Respiratory Protection Program.

• Campus Services
  - Identify and maintain an inventory of housing units that can be utilized for the quarantine/isolation of resident students.

• Information Technology & Telecommunications Department
  - Identify and test ways for the campus community to continue communications. Examples include: online classes, phone support, website accessibility, access to files for stay-at-home employees & students (if applicable).

• Facilities Management
  - In coordination with Campus Services, should identify building ventilations system capabilities (e.g. negative pressure availability) and shut down procedures for isolation/quantine areas.

• PRT Committee
  - Appoints a Committee Chair to serve as the main contact for the PRT.
  - Regularly meets to discuss the topics related to this plan and continually provides relevant status updates and recommendations to all stakeholders.
  - Perform Table-Top Drills of scenarios regularly (annually, at minimum) to test the efficiency and accuracy of this plan as well as the reliability and availability of resources.

• Risk Management
  - Identify and monitor insurance coverage as it pertains to the university, employees, property, liability, etc.

**ACTION LEVEL 1**
This level represents a scenario in which there are suspected cases within the community outside of Florida Tech (Nationally or Internationally) that have the potential to impact Florida Tech.

**ACTION LEVEL 2**
This level represents a scenario in which there are suspected or confirmed cases (not widespread) on the Florida Tech campus or the immediate local community (e.g. Brevard County).

**ACTION LEVEL 3**
This level represents a scenario in which there are widespread cases on the Florida Tech campus and/or the local community (State of Florida and/or Brevard County).

• **CONSIDERATIONS FOR ACTION LEVELS 1-3**
  - Campus Dining
    - Adjust procedures as outlined in “Appendix D--Campus Dining Personnel”.
  - Campus Security
    - Activates internal emergency procedures (e.g. EOC).
    - Follows procedures outlined in “Appendix B: Security Personnel”.
  - Campus Services
    - Residents who are either confirmed or are suspect of being infected are asked to isolate/quarantine themselves in their housing unit or an alternative one designated as such per the “Appendix E: Isolation/Quarantine Protocol”.

80
• Custodial Services
  • Follows procedures outlined in “Appendix C: Custodial Personnel”.
  • Implements more rigorous/frequent disinfectant procedures.

• EHS Office
  • Keeps the PRT apprised to recommendations set forth by entities such as the CDC, WHO, State of Florida, and/or Health Department.
  • Benchmark other universities as to actions they are implementing.
  • Finalize PPE resources for essential staff.

• Executive Management
  • Cancel, suspend, or postpone group activities.
  • Cancel face-to-face instructional classes and switch to online/virtual classes.
  • Close or modify hours of specific buildings (e.g. Fitness Center, Library, Dining Areas).
  • Implement social distancing policies on all Florida Tech property.

• Holzer Health Center
  • Maintain communications with Brevard County Health Department regarding planning and surveillance, and upon a suspected case of infection.
  • Arrange for screening of people who have had contact with patient(s).

• Human Resources/Supervisors
  • Instruct employees who are able to work from home to do so.
  • Finalize Human Resource related items regarding sick leave, vacation, etc. for employees.

• Communications (Media Relations) Department
  • Approves (and may disseminate communications to the campus community (students, employees, parents, press releases, etc.).
  • Publish communications on Florida Tech website and/or bulletins, posters, signs, etc.

• PRT Committee
  • An Incident Commander is appointed.
  • Meets more frequently and provides the university guidance as the situation unfolds.

**Personal Protective Equipment (PPE)**

When the appropriate PPE is used properly, it can be an effective tool for mitigating hazards. Unless specified otherwise, it will be the responsibility of each department to provide their employees with PPE and training on how to use the PPE—at NO COST to the employee. The Florida Tech EHS Office can assist in the proper selection of PPE and training.

PPE required to mitigate an infectious agent exposure will be dependent on the following criteria:

• The infectious agent involved (e.g. exposure route, severity, etc.)
• Recommendations from authoritative entities (e.g. CDC, WHO, various standards, etc.);
• The availability of PPE;
• The level of risk the employee will be exposed;
• Level of experience of potential PPE users.

During an infectious agent outbreak, some common types of PPE utilized by employees may be:

• Gloves—surgical (always disposable and preferably made of nitrile or similar)
• Gowns (usually disposable but may be non-disposable with proper launder procedures)
• Eyewear (usually nondisposable, safety glasses/goggles)
• Face Shield (usually nondisposable, but can be disposable)
• Respirators (usually disposable, typically N95 or better, see below SPECIAL NOTES)

**SPECIAL NOTES (RESPIRATORS):** The CDC does not typically recommend the general public use respirators as they may be at more risk to exposure (due to touching their respirator), and to avoid shortage to medical personnel. Therefore, in general, the use of respirators should be reserved for personnel who are expected to have DIRECT contact with an individual suspected or confirmed infected as described earlier in this document as “Pandemic Response Personnel”.

Although an N95 might be considered nothing more than a mask to some, OSHA considers them to be actual “respirators”, and as such, all individuals who wear one while on the job MUST be enrolled in a formal Respiratory Protection Program. Individuals enrolled must receive a Medical Clearance, Training, and be Fit-Tested PRIOR to wearing a respirator—THIS IS LAW! Successful enrollment in the Florida Tech’s Respiratory Protection Program, as mandated by OSHA’s Respiratory Protection Standard, is available through the EHS Office (ehs@fit.edu).

During times of PPE shortage, extreme outbreak, and/or under the guidance of authoritative entities (e.g. CDC, FDA), the use non-traditional, expired, or other PPE variations may be permitted—these are taken on a case-by-case bases (e.g. cloth masks—discussed later).

**Employee Training**

- **Infectious Material:**
  Although just one portion of infectious agent control, training on generalized hazards—such as Bloodborne Pathogens (BBPs)—can further educate staff on protective and preventative measures for controlling exposure and spreading of infectious agents.
  Therefore, due to the prevalence of BBP’s within the community, all personnel who have the potential of being exposed to infectious material, must complete the Florida Tech’s online Bloodborne Pathogens (BBP) Training and read the Florida Tech’s Bloodborne Pathogens (BBP) Plan.

- **Incident Command System:**
  Those individuals who are involved in committees, decisions, and are depended on during a crisis—such as a pandemic—must understand the Incident Command System and how it works as it relates to a potential infectious disease crisis at Florida Tech.
  Training in Incident Command procedures is vital to allow for effective communication, resources, and strategy during a crisis. The Florida Tech EHS Office can assist in providing references for personnel to take such training.

- **Respiratory Protection:**
  As discussed earlier in this plan, any employee who utilizes a respirator must receive training on the use of such PPE initially and at least annually thereafter.

**General Safety Precautions**

Although some positions at Florida Tech have specific procedures that help reduce the risk of exposure, there are general precautions that can be taken by ALL individuals in order to prevent the spread of an infectious agent during an outbreak. The below outlines such actions:

1. Remain a safe distance away (as determined by whatever agent is at large) from individuals that are either nonhousehold-immediate members, suspect or confirmed infected;
2. Practicing overall social distancing as recommended for the particular agent;
3. Avoid being present within large crowds (e.g. 10 or more);
4. If required to wear PPE, do so in the appropriate manner;
5. If other means of protective wear (e.g. cloth masks) are an option, do so to avoid the spread of disease;
6. Avoid touching your face, eyes, and nose;
7. When coughing or sneezing, cover such acts with your arm or hands (washing hands directly afterward);
8. When washing your hands, use soap and warm water for at least 20 seconds;
9. If soap and water are not readily available use an alcohol-based hand sanitizer with at least 70% alcohol;
10. Maintain a balanced diet to manage a healthy weight;
11. Stay physically active to the extent possible;
12. Incorporate ways into your daily routine to reduce stress;
13. Refrain from the use of tobacco products, illegal drugs, and excess alcohol.

- Additional Guidance:
  Our main vectors of transmitting contact pathogens (and sometimes respiratory) to ourselves and others are our hands. Practicing good hand hygiene is one of the most important measures you can take to avoid exposure and to prevent the spread of an infectious agent.

**SPECIAL NOTE (CLOTH or ALTERNATIVE MASKS):** The use of cloth masks or similar to avoid disease spread is widely popular throughout the world—more so with specific cultures. It’s important to understand that if recommended, the purpose is not intended to act as PPE (protect the user); rather this method is to protect others from being exposed to disease (particularly respiratory agents).

- The Reasoning Behind Wearing Masks:
  Due to the possibility of individuals being asymptomatic, the more individuals wearing a mask has been shown to help reduce the likelihood of inadvertently spreading a respiratory disease—particularly when individuals are unaware that they are carriers of a disease.

**References**
- CDC
  - Quarantine vs. Isolation
  - Endemic vs. Epidemic vs. Pandemic Preparedness for Specific Types of Emergencies Transmission-Based Precautions
  - NCEZID Strategic Plan 2018-2023
  - Biosafety in Microbiological and Biomedical Laboratories (BMBL) 5th Edition
- FEMA
  - Biological Incident Annex to the Response and Recovery Federal Interagency Operational Plans
- NIH
  - Precautions, Bloodborne, Contact, and Droplet
- National Center for Biotechnology Information (NCBI)
  - Isolation vs. Quarantine
- OSHA
  - Influenza Pandemic
  - Respiratory Protection Standard
- WHO
  - Airborne vs. Droplet vs. Contact Transmission

**APPENDIX C-1: MAINTENANCE PERSONNEL**
When maintenance (e.g. repairs or routine maintenance) is required to be performed in housing units where a patient is under isolation/quarantine, the following procedures will be practiced:

1. If possible, routine maintenance that does not impact the wellbeing of patient or the general public will be placed on a moratorium until the housing unit is vacant.
2. If the maintenance of the facility cannot be postponed, Florida Tech Facilities Personnel will coordinate with Campus Services to ensure the occupant(s) are aware as to the reason for entering and when they plan to enter the area.
3. Campus Services asks the occupant(s) to make arrangements to separate themselves in an area of the unit that maintenance will not occur (preferably behind a closed door). This is to better distance Florida Tech personnel from patient with the illness (or presumptive illness).
4. If personal protective equipment (PPE) is required, Maintenance personnel don the appropriate PPE, provided by their department, before entering the area needed to mitigate exposure to infectious agents. The Florida Tech EHS Office can assist in the determination of what PPE should be utilized (examples: gloves, safety eyewear, gown, respirator, etc.). However, in most circumstances, disposable gloves are considered sufficient PPE if the patient is in another closed room or a safe distance away (e.g. 6 feet).

5. Maintenance personnel enter and perform the required tasks. During this time, they must conduct work using good hygiene practices (e.g. not touching any part of their face, eyes, and not touching items not absolutely necessary to perform the job task).

6. Upon completion, maintenance personnel will notify the patient verbally they are complete.

7. After exiting the area, all PPE should be removed. Disposable PPE (e.g. gloves) is discarded in the trash and non-disposable PPE (e.g. eyewear) is rinsed thoroughly with soap and water, or an appropriate disinfectant (e.g. 70% Isopropanol Alcohol).

8. Report any illness that occurs within 14 days of entering the area to your supervisor immediately as well as your preferred medical professional.

**SPECIAL NOTE:** Per federal law, wearing a respirator on the job requires enrollment in the Florida Tech's Respiratory Protection Program that includes: Medical Evaluation, Training, and a Fit Test.

**APPENDIX C-2: SECURITY PERSONNEL**

Due to the job environment that security personnel are often required to be involved—notably, the close proximity of other persons (e.g. transport of persons, apprehension, and general investigation). These actions place security personnel at a greater risk of being exposed to potential pathogens. This section identifies procedures for security personnel to mitigate occupational exposure during an infectious agent outbreak (particularly, a respiratory infectious agent).

Whenever Personal Protective Equipment (PPE) is required, the Florida Tech EHS Office can assist in the determination of what PPE should be utilized.

In general, the below practices should be implemented to help eliminate or reduce occupational exposure (as it applies to an infectious disease outbreak).

- While on the job, implement good hygiene practices (e.g. not touching any part of your face, eyes, and not touching items not absolutely necessary to perform the job task).
- If the incident you are responding to allows, make every attempt to keep a safe distance from an individual in isolation/quarantine (e.g. 6 feet). If the incident requires close proximity or physically touching the patient, the use of gloves, a respirator, and eyewear is recommended.
- When transporting individuals (suspect or confirmed infected) by vehicle (e.g. golf-cart, car, or by walking), the use of gloves, a respirator, and safety eyewear is recommended (unless a distance of at least 6 feet can be accomplished throughout the transport—in this case, no PPE is required).
- Disposable PPE (e.g. gloves) is discarded in the trash immediately after use and non-disposable PPE (e.g. eyewear) is rinsed thoroughly with soap and water, or an appropriate disinfectant (e.g. 70% Isopropanol Alcohol).

**SPECIAL NOTE:** Per federal law, wearing a respirator (e.g. N95) on the job requires enrollment in the Florida Tech's Respiratory Protection Program that includes: Medical Evaluation, Training, and a Fit Test.

If you do not have a respirator and/or safety eyewear, a 2fa1ce shield is sufficient if the agent is not considered airborne (this does not require enrollment in a program).

- Exposure to Blood or Other Potentially Infectious Material (OPIM):
  When you have been exposed to blood or OPIM, you will treat your exposure no differently than you would if the infectious agent at large did not exist—this is because Bloodborne Pathogens (BBP's) do exit.
  When exposed to BBP's, the following procedures will be implemented:
    - Wash the body part that received exposure thoroughly with soap and water.
    - Launder contaminated clothing as normal.
Disposable PPE (e.g. gloves) is discarded in the trash and non-disposable PPE (e.g. eyewear) is rinsed thoroughly with soap and water, or an appropriate disinfectant (e.g. 70% Isopropanol Alcohol).

Report to the Holzer Health Center at Florida Tech.

Report the incident to your supervisor and EHS.

If you believe the incident to be an immediate risk to life, seek medical attention at the nearest hospital emergency room.

• Reporting Illness:
  Report any illness that occurs within 14 days of close contact with the patient to your supervisor immediately as well as your preferred medical professional.

SPECIAL NOTE: Due to the prevalence of BBP’s and the nature of security personnel being at higher risk, all security personnel must complete the Florida Tech’s online Bloodborne Pathogens (BBP) Training and read the Florida Tech’s Bloodborne Pathogens (BBP) Plan.

APPENDIX C-3: CUSTODIAL PERSONNEL

Custodial personnel often perform tasks that place them in situations to be at a higher risk to exposure of infectious disease. Therefore, completion of Bloodborne Pathogens Training is required at a minimum.

During times of an infectious outbreak, Custodial Service personnel may be tasked with additional (or more frequent) duties to further mitigate the spread of an infectious agent (e.g. disinfecting handrails and door handles more often than normal). Additionally, they should coordinate with other departments ways to reduce workload of unoccupied areas in order to concentrate on areas that are utilized more often.

When custodial services are required to be performed in housing units where a patient is under isolation/quarantine, the following procedures will be practiced:

1. If there are no adverse impact the wellbeing of patient or the general public, custodial service should be kept at a minimum and as less frequently as possible to avoid more frequent contact with the patient or area.

2. Custodial Services will coordinate with Campus Services to ensure the patient receives appropriate custodial care (e.g. the disposal of household trash, the replenish of personal hygiene or cleaning products such as toilet paper, dish soap, etc.). This type of care can be coordinated with occupant in a manner to lessen interaction. Although each case is taken as unique, some examples are:
   a. The occupant sets trash outside into a “common” area;
   b. Custodial Services Personnel place items in the same area above for patient retrieval.

3. Although it should be considered as a last resort, in the event Custodial Services Personnel have to enter the unit while occupied, Campus Services should ask the occupant(s) to make arrangements to separate themselves in an area of the unit that Custodial Services will not occur (preferably behind a closed door). This is to better distance personnel from patient with the illness (or presumptive illness).

4. If personal protective equipment (PPE) is required, Custodial Services personnel will don the appropriate PPE, provided by their department (or employer, if a contractor) before entering the area needed to mitigate exposure to infectious agents. The Florida Tech EHS Office can assist in the determination of what PPE should be utilized (examples: gloves, safety eyewear, gown, respirator, etc.). However, in most circumstances, disposable gloves are considered sufficient PPE if the patient is in another closed room or a safe distance away (e.g. 6 feet).

5. Custodial Services personnel enter and perform the required tasks. During this time, they must conduct work using good hygiene practices (e.g. not touching any part of their face, eyes, and not touching items not absolutely necessary to perform the job task). Unless specified otherwise, all household waste can be discarded in regular trash and laundry can be laundered as normal.

6. Upon completion, Custodial Services personnel will notify the patient verbally they are complete.

7. After exiting the area, all PPE should be removed. Disposable PPE (e.g. gloves) is discarded in the trash and non-disposable PPE (e.g. eyewear) is rinsed thoroughly with soap and water, or an appropriate disinfectant (e.g. 70% Isopropanol Alcohol).
8. Report any illness that occurs within 14 days of entering the area to your supervisor immediately as well as your preferred medical professional.

- Disinfection of Quarantine/Isolation Area:
  Upon the vacancy of a quarantine or isolation area, Custodial Services will perform an area disinfection in accordance with the manufacturer’s instructions. All products used to disinfect will have an efficacy statement that they are effective (or expected to be) against the infectious agent at large. Disinfection of an area can be accomplished by utilizing two types of disinfectant procedures:
  1. Surface disinfection (wiping all exposed surfaces with disinfection);
  2. Vaporized disinfection (also known as aerosolization disinfection—e.g. vaporized hydrogen peroxide).

- Waste Disposal:
  The method for disposal will be dependent on the following:
  - The infectious agent and its characteristics involved;
  - Recommendations from authoritative entities (e.g. CDC, WHO, Health Department, etc.);
  - The level of risk the employee will be exposed to the waste.
  Typically, the waste generated by an individual in isolation is considered normal household waste and is disposed as regular trash. In cases where the guidance from authoritative entities (e.g. CDC) determine all waste to be a significant risk and categorized as biohazardous, the waste is labeled and disposed of as biohazardous waste.

- Laundry Procedures:
  Although Custodial Services may not be responsible for laundry tasks, it is being denoted in this section for uniformity. Individuals in isolation or quarantine can typically launder their linens and clothes no differently than they would regular clothing with normal detergent. However, each infectious outbreak will be taken on case-by-case bases; and the method of launder and PPE required will be dependent on the following:
  - The infectious agent and its characteristics involved;
  - Recommendations from authoritative entities (e.g. CDC, WHO, Health Department, etc.).
  In the event laundry service is conducted outside the housing unit, the Patient will be provided with trash bags (or similar) to place clothing in for launder. Personnel tasked with laundering the clothing should wear gloves, at minimum (and possible an N95 respirator as well as eyewear).

**SPECIAL NOTE 1:** Per federal law, wearing a respirator on the job requires enrollment in a Respiratory Protection Program. Due to Florida Tech’s contractual relationship with Custodial Services, all personnel individuals requiring respiratory protection must be enrolled in their employers (at this time, National) Respiratory Protection Program and that employer must supply the necessary PPE.

**SPECIAL NOTE 2:** Those who are involved in the retrieval of biohazardous waste must be trained to do so per FL Chapter 64E-16. For this reason, EHS will be the primary individuals who retrieve biohazardous waste. If anyone else is involved, they must receive both Biomedical Waste Training and Bloodborne Pathogens Training.

**APPENDIX C-4: CAMPUS DINING PERSONNEL**

The Campus Dining is unique, in that, they are a not only an entertainment department, to an extent but are designed to serve residence that are housed on the campus. During an infectious disease outbreak, there are actions that must be taken into consideration that may have an impact on decreasing of the spread of a disease. The actions would be based on student academic environment. (e.g. online campus, hybrid, campus closed). Some actions to consider are:

- Eliminating self-serve (commonly known as self-buffet style) method;
- Transition to “take-out” orders only;
- Transition to “take-out” and “Delivery” only;
- Assigning specific seating arrangements to avoid large gatherings;
- Transition to disposable food-ware only;
- Limiting hours of operation or specifying specific hour for specific parties;
- Revise menu as necessary to handle any food shortages;
- Limiting clientele to Florida Tech residence only.

The Campus Dining will create specific procedures for each scenario so that those personnel involved can properly be informed and trained as to the tasks they are being asked to perform and mitigate occupational exposure.

- Quarantine-Isolation Delivery:
  When delivery of food is required where a patient is under isolation/quarantine, the following procedures will be practiced:

1. Campus Dining will coordinate the delivery (if needed, with the assistance of Campus Services) of food and liquids to patient(s). A predetermined mutually agreed-upon menu will be decided.

2. Whenever possible, all food/liquids will be delivered in disposable containers to avoid reuse and to eliminate the factor of exposure to dishwashing personnel. In the event, this is not possible, the patient will either be provided a means of washing the dishes or Campus Dining will retrieve non-disposable food-ware while wearing gloves, place the food-ware in a secondary container for transport, and wash it as normal.

3. Ideally, the delivery of food/liquids should be done in a manner as to not place the Dining Service Personnel at risk of exposure as well as the general public. An example might be to place the food/liquids just outside the housing units door on a table for retrieval by the patient.

4. If it is absolutely necessary for Dining Service personnel to enter the housing unit, they will coordinate the entry with Campus Services so the patient can make arrangements to separate themselves in an area of the unit where food/liquid delivery will not occur (preferably behind a closed door). This is to better distance Florida Tech personnel from the patient with the illness (or presumptive illness).

5. If personal protective equipment (PPE) is required, Dining Service personnel will don the appropriate PPE, provided by their department, before entering the area needed to mitigate exposure to infectious agents. The Florida Tech EHS Office can assist in the determination of what PPE should be utilized (examples: gloves, safety eyewear, gown, respirator, etc.). However, in most circumstances, disposable gloves are considered sufficient PPE if the patient is in another closed room or a safe distance away (e.g. 6 feet).

6. Campus Dining personnel enter and perform the required tasks. During this time, they must conduct work using good hygiene practices (e.g. not touching any part of their face, eyes, and not touching items not absolutely necessary to perform the job task).

7. Upon completion, Dining Service personnel will notify the patient verbally they are complete.

8. After exiting the area, all PPE should be removed. Disposable PPE (e.g. gloves) is discarded in the trash and non-disposable PPE (e.g. eyewear) is rinsed thoroughly with soap and water, or an appropriate disinfectant (e.g. 70% Isopropanol Alcohol).

9. Report any illness that occurs within 14 days of entering the area to your supervisor immediately as well as your preferred medical professional.

**SPECIAL NOTE:** Per federal law, wearing a respirator on the job requires enrollment in the Florida Tech’s Respiratory Protection Program that includes medical evaluation, training and a fit test.

**APPENDIX C-5: ISOLATION/QUARANTINE PROTOCOL**

Because Florida Tech is also home to many students living on campus, we have a unique responsibility to ensure the safety of the campus community who reside on the property. Isolation and quarantine help protect the public by preventing exposure to people who are suspect or confirmed infected. Understanding the difference between the two is vital for preparations and actions during an outbreak. Individuals living off campus are expected to isolate/quarantine at their own residence, therefore, this section only applies to students who live “on campus”.

Isolation separates sick people with a contagious disease (or reasonable expected to have—e.g. showing symptoms) from people who are not sick and Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick but are not yet showing symptoms. In regards to this plan, Isolation and Quarantine will be the same as Self-Isolation and Self-Quarantine, respectively.
Florida Tech will designate specific housing units to serve as both isolation and quarantine areas. Such areas will be strictly monitored, and specific practices performed to ensure the possibility of cross contamination is reduced and/or eliminated.

Areas to consider being addressed for individuals in isolation/quarantine are:

- Transportation of the Patient (From Holzer Health Center to Housing Unit or Elsewhere)
- Laundry Service
- Food Service
- Miscellaneous Items Service (e.g. Medication, Personal Hygiene Products, etc.)
- Waste Disposal (Household and if applicable, Biohazardous Waste)
- Sanitation and Housekeeping of the Housing Unit
- Maintenance of the Housing Unit (Routine & Repairs)
- Communication with Patient (Patient to Exterior and Vice-versa)
- Testing Procedures (For Isolation/Quarantine Release Purposes)
- Rules for Patient Abiding to Isolation/Quarantine (e.g. Leaving, Visitors, etc.)
- Campus Security Response to Unit
- Mental & Emotional Wellbeing of the Patient

Specific Isolation/Quarantine Procedures: When a screening of a student from the Holzer Health Center satisfies criteria that justifies them as a credible suspect to being infected, the following actions are be taken to prevent the spread of the infectious agent:

1. Holzer Health Center personnel will isolate the individual in a separate area. If the infectious agent is respiratory related, the patient will be provided a face mask (commonly called, “surgical or dust mask”).
2. Holzer Health Center personnel notifies Brevard County (or Florida) Health Department and will follow their directive or will implement procedures that have not already been previously announced by an authoritative entity.
3. It is at this time when a test sample is usually taken from the patient.
4. If the student is to be escorted to a housing unit serving as an isolation area, Holzer Health Center personnel will notify the Dean of Students.
5. The Dean of Students will notify both Campus Services (to prepare the housing unit) and Campus Security (to transport the patient).
6. The student is transported by Campus Security to the housing unit.
7. Campus Services will notify Campus Dining, Custodial Services, and the Facilities Department with the assigned room information.
8. Dean of Students notifies all students (roommates) who shared the previous housing unit with the patient and are asked to self-quarantine in current area or assigned new housing assignments to self-quarantine.
9. The Custodial Services perform a disinfection of the previously occupied housing unit.
10. The Dean of Students will update the PRT and call a meeting to discuss the proceeding steps.
11. From this point moving forward, the incident will be taken on a case-by-case basis with all parties involved adhering to their responsibilities as discussed in this plan and as advised by the PRT.
   a. Food Delivery: Campus Dining will notify the patient regarding scheduled food deliveries. Deliveries will be made in a manner to minimize/eliminate the risk of exposure to anyone outside the isolation area.
   b. Custodial Services: Arrangements will be made between Campus Services and the Custodial Services to retrieve household trash.
   c. Maintenance: The Facilities Department will be consulted to ensure maintenance tasks are handled appropriately.
d. Other needs: the patient will communicate with Campus Services additional needs. These may include: additional hygiene products, medications, items for physiological well-being, or items relating to facilities related. Each request will be taken on a case-by-case basis as to how the need is satisfied.

12. If test results for the infectious agent at large show positive, the patient remains in isolation until consideration of release according to criteria set forth by an authoritative entity (e.g. CDC, Health Department, etc.).

13. Before being released, final consultation and permission of the Holzer Health Center must be obtained.

14. Upon the student(s) being released from isolation/quarantine, Custodial Services will perform a disinfection of all housing units occupied by the students involved.

15. The PRT will reconvene to discuss the process, making note to rectify any procedural and/or administrative issues that were discovered throughout the incident in order to improve the Isolation/Quarantine process for future cases.

APPENDIX C-6: FLORIDA TECH VEHICLES (BUSES & TROLLEYS)

This section pertains to procedures involved for buses and trolley’s at Florida Tech. The department with responsibility of all vehicles will be termed “Transportation Department.”

DEFINITIONS:

• Vehicle:
  For the purposes of this appendix, both buses and trolley’s will collectively be termed “vehicles.” Some examples of Florida Tech vehicles are (but limited to):
  • Passengers: Individuals who are being transported by a vehicle.
  • Operators: Employees or students who are operating a vehicle. If two or more employees are within the vehicle for the purpose of a work-related task, they are all considered operators. Note: if students are operators, the Florida Tech employee who is tasked with supervising the students is responsible for ensuring the students adhere to this Appendix.

Procedures:

During an infectious disease outbreak, frequently occupied vehicles are more likely to harbor the biological hazard at large. This is due to the environment often being of close quarters in nature, the number of people gathered in one general area, and the increased instances of surface touching by passengers and operators. Florida Tech will take the necessary precautions to reduce the risk of disease spread and exposure to passengers and operators by implementing the below practices:

• Alternating Vehicles:
  Whenever possible, the Transportation Department will alternate usage of duplicate vehicles (or vehicles used for the same purpose) to allow for more thorough disinfections.

  Example: One strategy is to alternate the use the same bus every other day on a route. This would allow for a bus utilized on Monday to be free of passengers on Tuesday, therefore, allowing the bus to be more thoroughly disinfected. The bus is then placed back into service on Wednesday. Conversely, the bus utilized Tuesday is disinfected on Wednesday, and then placed back into service on Thursday.

• Disinfecting Vehicles:
  • Disinfection Type:
    EPA registered disinfectants are recommended as a disinfection chemical (specifically, ones shown to be effective against whatever agent is at large). Whenever electronics are involved or EPA products are not available, an alcohol-based solution of at least 70% is recommended. Although a 10% bleach solution (water-bleach) is effective against most infectious diseases, care should be taken to consider rust issues on certain surfaces. Therefore, when sourcing disinfectants, consideration should be taken as to what type of material the product is intended to be used on.
  • Frequency:
    The frequency of disinfection will be determined by the frequency of usage; however, all vehicles will be
cleaned and disinfected after every use and more often as necessary. The following procedures will be implemented:

a. All vehicles utilized shall be disinfected at the end of each work shift or more often as described below.

b. Whenever a vehicle is to be used by other personnel who were not originally occupying the vehicle within the same workday, it shall be disinfected.

c. If the vehicle transported passengers other than Florida Tech personnel, spot disinfection in between pick-ups should occur whenever possible. Note: consideration should be taken when using chemicals in proximity of passengers. For this reason, wipes instead of sprays may be more suitable for these types of instances.

d. If an individual has entered the vehicle who is known or reasonable expected to be infected, the vehicle shall be thoroughly disinfected after that individual has exited and before any other passenger enters.

e. Operators should utilize Nitrile gloves (or similar) when disinfecting or handing disinfectants; other than when using hand sanitizer for their hands.

• Operators:
Whenever possible, operators should wash their hands before entering and upon exiting a vehicle. If hand wash stations or a sink is not readily available, they should disinfect their hands with an alcohol-based solution (e.g. hand sanitizer) of at least 70% or higher. Keeping a supply of hand sanitizer within the vehicle is recommended.

• Procedures (Bus & Trolley Specific):
Disinfection will be as thorough to the extent possible. Before disinfection, cleaning of any debris will occur. During operating hours:

• Don the appropriate gloves.
• Spray handrail after each trip with passengers
  • Use provided product that combats the agent at large (e.g. coronavirus)
  • Let product sit on surface as long as possible before wiping away
  • Wipe the surface once, from end to end
  • Use a new paper towel for each surface
  • Discard used towels in receptacle
  • Sanitize hands with alcohol-based hand sanitizing gel or alcohol spray 70% solution

• When changing of drivers occurs disinfect the following:
  • Control knobs & buttons (radio, door open, A/C)
  • Seat belt latch
  • Wiper arm
  • Directional arm
  • Door hand
  • Steering wheel

• Upon being disinfected, the vehicle not on route will not be utilized for at least 24 hours unless there are circumstances that warrant the use before this time (e.g. the mechanical failure of another vehicle providing the same service).

  • Spray provided product on non-porous surfaces and let sit.
  • Use mist sprayer or spray provided product on porous surfaces and let sit.
  • Wipe away, using one paper towel per swipe along a surface.
• Discard paper towel appropriately.

**NOTE:** Never soak or saturate towels with chemicals or leave puddles of chemicals behind.

• Limiting Vehicle Capacity:
In order to effectively practice social distancing, limiting the number of passengers (and operators) inside a vehicle may be required. There are times this may not be feasible (e.g. golf carts) but is a more doable option for other vehicles like busses and trolleys.

Whenever possible, if room inside the vehicle allows, passengers should be required to sit so that there is enough spacing between each person—who do not share a family household—to be considered social distancing. One method may be to temporary block seats by means of signs, tape; another may be to make seating arrangement designated by a seating chart; or place objects in a manner that specifies and prevents the seating location is not available.

• Practicing Hygiene Etiquette:
Encouraging passengers and operators to practice good hygiene etiquette is fundamental to avoid the spread of AND the exposure of infectious diseases. Passengers can be informed of proper practices by means of signage. All operators will be instructed as to proper etiquette by their supervisors. The proper hygiene etiquette is as follows:

  • Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
  • If soap and water are not readily available, use a hand sanitizer that contains at least 70% alcohol by covering all surfaces of your hands and rub them together until they feel dry.
  • Avoid touching your eyes, nose, and mouth with unwashed hands.
  • Cover your mouth and nose with a cloth face cover when around others. If you don’t have a tissue, cough or sneeze into your elbow, not your hands
  • Avoid touching surfaces inside and outside the vehicle unnecessarily.
  • Practice social distancing. This means avoiding seating next to someone if other seats are available.
  • Do not enter a Florida Tech vehicle if you are sick, unless it is for emergency purposes only.
  • Stay home if you are sick.

Exposure to Blood or Other Potentially Infectious Material (OPIM):
When you have been exposed to blood or OPIM, you will treat your exposure no differently than you would if the infectious agent at large did not exist—this is because Bloodborne Pathogens (BBP’s) do exit.

When exposed to BBP’s, the following procedures will be implemented:

  • Wash the body part that received exposure thoroughly with soap and water.
  • Launder contaminated clothing as normal.
  • Disposable PPE (e.g. gloves) is discarded in the trash and non-disposable PPE (e.g. eyewear) is rinsed thoroughly with soap and water, or an appropriate disinfectant (e.g. 70% Isopropanol Alcohol).
  • Report to the Holzer Health Center at Florida Tech.
  • Report the incident to your supervisor and EHS.
  • If you believe the incident to be an immediate risk to life, seek medical attention at the nearest hospital emergency room.

REPORTING ILLNESS:

Report any illness that occurs within 14 days of close contact with the patient to your supervisor immediately as well as your preferred medical professional. Additionally, it is the responsibility of the employee to inform their supervisor if they feel ill. Employees who show signs of illness or report they are ill should be instructed to leave work and should be restricted to operating Florida Tech vehicles during times they are ill.
Appendix D: Evacuation Maps

Hurricane Evacuation Map
North Routes
(Map not to scale)
Hurricane Evacuation Map
South Routes
(Map not to scale)
# Appendix E: Saffir-Simpson Hurricane Scale

## Tropical Cyclone Classification

<table>
<thead>
<tr>
<th>Storm Type</th>
<th>Wind Speed (knots)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tropical Depression</td>
<td>20–34</td>
</tr>
<tr>
<td>Tropical Storm</td>
<td>35–63</td>
</tr>
<tr>
<td>Hurricane</td>
<td>≥64</td>
</tr>
</tbody>
</table>

## Hurricane Classification

<table>
<thead>
<tr>
<th>Strength</th>
<th>Wind Speed (knots)</th>
<th>Wind Speed (MPH)</th>
<th>Pressure (millibars)</th>
<th>Pressure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1</td>
<td>64–82</td>
<td>74–95</td>
<td>&gt;980</td>
<td>28.94 “Hg</td>
</tr>
<tr>
<td>Category 2</td>
<td>83–95</td>
<td>96–110</td>
<td>965–979</td>
<td>28.50–28.91 “Hg</td>
</tr>
<tr>
<td>Category 3</td>
<td>96–113</td>
<td>111–130</td>
<td>945–964</td>
<td>27.91–28.47 “Hg</td>
</tr>
<tr>
<td>Category 4</td>
<td>114–135</td>
<td>131–155</td>
<td>920–944</td>
<td>27.17–27.88 “Hg</td>
</tr>
<tr>
<td>Category 5</td>
<td>≥135</td>
<td>≥155</td>
<td>919</td>
<td>27.16 “Hg</td>
</tr>
</tbody>
</table>
Appendix F: AED and Emergency Call Box Locations

<table>
<thead>
<tr>
<th>Grid</th>
<th>Building Name</th>
<th>Building Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4</td>
<td>Security and Safety (1st floor Shaw Hall)</td>
<td>114</td>
</tr>
<tr>
<td>A6</td>
<td>Seminick-Hall Field</td>
<td>412</td>
</tr>
<tr>
<td>A7</td>
<td>Shaw Hall</td>
<td>114</td>
</tr>
<tr>
<td>A8</td>
<td>Applied Research Laboratory (ARL)</td>
<td>801 Harry Goode Way, Melbourne</td>
</tr>
<tr>
<td>A9</td>
<td>Center for Aeronautics and Innovation</td>
<td>1463 Highland Ave., Melbourne</td>
</tr>
<tr>
<td>A10</td>
<td>FIT Aviation LLC (Emil Budick Center for Aviation Training and Research)</td>
<td>813 Harry Goode Way, Melbourne</td>
</tr>
<tr>
<td>A11</td>
<td>Florida Tech Research and Development Center</td>
<td>1463 Highland Ave., Melbourne</td>
</tr>
</tbody>
</table>

Located off campus:

**North:**
- Bisk College of Business
  - 2202 S. Babcock St., Melbourne

**Center for Aeronautics and Innovation**
- 1050 W. NASA Blvd., Melbourne

**FIT Aviation LLC**
- (Emil Budick Center for Aviation Training and Research)
  - 813 Harry Goode Way, Melbourne

**Florida Tech Research and Development Center**
- 3100 N. 1st St., Melbourne

**South:**
- Florida Tech Research and Development Center
  - 2450 NE Palm Bay Rd., Palm Bay
- Panther Bay
  - 21400 Skippers Way, Palm Bay
- River’s Edge
  - 4-400 NE Dixie Hwy, Palm Bay

Emergency Call Boxes:
- AEDs (Automated External Defibrillators)
- Fix-it/Pump-it Bicycle Stations
- AEDs (Automated External Defibrillators)
- Emergency Call Boxes
Melbourne Campus Parking Zones

To obtain a parking decal or for more information, visit floridatech.edu/security.

Parking Decal Color Key

- White: Off-Campus students, faculty and staff
- Orange: Faculty and staff
- Silver: Executive
- Gold: Reserved
- Green: Many Star of the Sea residents
- Yellow: On-Campus residents

LOT 1
Main Entrance
Stearns and Park Ave
For students only

LOT 2
Self-Parking Garage
Stearns and Park Ave
For students only

LOT 3
Self-Parking Garage
Stearns and Park Ave
For faculty and staff

LOT 4
Self-Parking Garage
Stearns and Park Ave
For students only

LOT 5
Self-Parking Garage
Stearns and Park Ave
For faculty and staff

LOT 6
Self-Parking Garage
Stearns and Park Ave
For students only

LOT 7
Self-Parking Garage
Stearns and Park Ave
For faculty and staff

LOT 8
Self-Parking Garage
Stearns and Park Ave
For students only

LOT 9
Self-Parking Garage
Stearns and Park Ave
For faculty and staff

LOT 10
Self-Parking Garage
Stearns and Park Ave
For students only

LOT 11
Self-Parking Garage
Stearns and Park Ave
For faculty and staff

LOT 12
Self-Parking Garage
Stearns and Park Ave
For students only

LOT 13
Self-Parking Garage
Stearns and Park Ave
For faculty and staff

LOT 14
Self-Parking Garage
Stearns and Park Ave
For students only

LOT 15
Self-Parking Garage
Stearns and Park Ave
For faculty and staff

LOT 16
Self-Parking Garage
Stearns and Park Ave
For students only

LOT 17
Self-Parking Garage
Stearns and Park Ave
For faculty and staff

LOT 18
Self-Parking Garage
Stearns and Park Ave
For students only

LOT 19
Self-Parking Garage
Stearns and Park Ave
For faculty and staff

LOT 20
Self-Parking Garage
Stearns and Park Ave
For students only

LOT 21
Self-Parking Garage
Stearns and Park Ave
For faculty and staff

LOT 22
Self-Parking Garage
Stearns and Park Ave
For students only

LOT 23
Self-Parking Garage
Stearns and Park Ave
For faculty and staff

LOT 24
Self-Parking Garage
Stearns and Park Ave
For students only

LOT 25
Self-Parking Garage
Stearns and Park Ave
For faculty and staff

LOT 26
Self-Parking Garage
Stearns and Park Ave
For students only

LOT 27
Self-Parking Garage
Stearns and Park Ave
For faculty and staff

LOT 28
Self-Parking Garage
Stearns and Park Ave
For students only

LOT 29
Self-Parking Garage
Stearns and Park Ave
For faculty and staff

LOT 30
Self-Parking Garage
Stearns and Park Ave
For students only

LOT 31
Self-Parking Garage
Stearns and Park Ave
For faculty and staff

LOT 32
Self-Parking Garage
Stearns and Park Ave
For students only

LOT 33
Self-Parking Garage
Stearns and Park Ave
For faculty and staff