

Florida Institute of Technology
Facilities Operations
Departmental Disaster Plan

Updated: May 1, 2024

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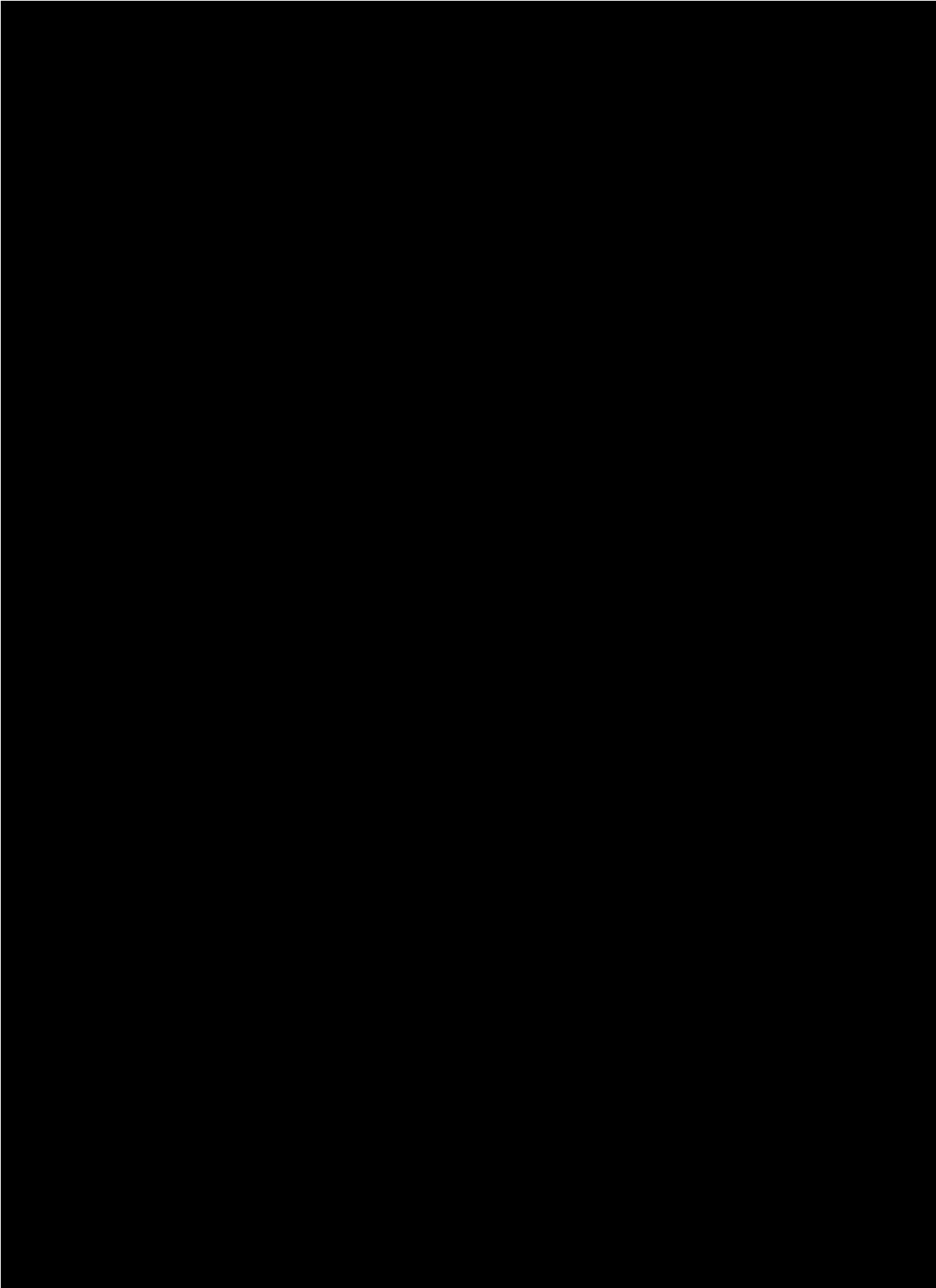
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Objectives

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

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

****All supervisors are to call in following each event to Director Maintenance 407-620-3577****



Administration

Actions to be taken

Responsible Senior Director of Facilities Operation, Director of Maintenance & Director of Business Operations

Annual Preparation- May 1 each year:

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

Upon notification that a Hurricane Watch has been Issued

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

Design Studio

Action to be taken

~~Responsible Personnel~~ Senior Architectural Designer

Annual Preparation- May 1 each year:

1. Identify requirements for backing up the CADD/CAFM database software and determine safe location for storage of software and hardware.
2. Identify requirements for protecting and/or relocating drawings, specifications, and other critical documents. Make arrangements as required.

Upon Notification that a Hurricane Watch has been Issued:

1. Review requirements described in the annual preparation section above. Obtain materials, supplies, and equipment as required to protect documents and CADD/CAFM hardware and software.
2. Ensure Director of Facilities Maintenance has updated campus maps and facilities plans.
3. Provide report to Senior Director of Facilities Operations and Director of Facilities Maintenance when all Hurricane Watch preparations have been completed.

Upon Notification that a Hurricane Warning has been Issued:

- 1.

- x **WFIT (41GLE)** Equipment in this area has surge protection and or analog controls and will not be shut down during a storm. AHU#1
- x **Crawford (420CR)** Equipment in this area has surge protection and or analog controls and will not be shut down during a storm. AHUC1, AHUC2, SF#1, and CHWP
- x **Skurla (46SKU)** Equipment in this area has surge protection and or analog controls and will not be shut down during a storm. AHU#101, AHU#102, AHU#103, AHU#104, AHU#201, AHU#202, and CHWP.
- x **Folliard Alumni Center** Equipment in this area has surge protection and or analog controls and will not be shut down during a storm. AHU#1, AHU #2, AHU-3, CU-1, CU-2, CU-3.

South Campus

- x **Varsity Training (623ATC)** Equipment in this area has surge protection and or analog controls andq0.00000912 0 612 792 reWñBT/F2 9.96 Tf1 0 0 1 362.59 4990211 535.38 485.71 Tm0 g0 G(w)4(ill)JTJETQq0.00

x ClementeCenter(510CLEF)Equipment

* COORDINATE WITH ~~ES~~ PRIOR TO SHUTTING ~~DOWN~~ ANY LABORATORY ~~EXHAUST SYSTEMS~~

** REPORT COMPLETION ~~SETDOWN ACTIONS TO~~ DIRECTOR OF MAINTENANCE **

1. Unplug and protect computers and other electronics before leaving. (Administration will assist)
2. All vehicles, golf carts, equipment need to be placed in the parking garage or designated areas per plan prior to leaving campus. (All Staff)
3. Staff will remain on-site until released by Director of Maintenance. (All Staff)

Post Hurricane Actions:

1. Staff are expected to report to work as soon as it is safe to travel according to local authorities. Communication and other services will likely not be functioning, staff are expected to report to work even
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Transportation Services

Action to be taken

Responsible Personnel Supervisor, Transportation

Annual Preparation- May 1st of each year:

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

Upon Notification that a Hurricane Watch has been Issued:

1. Notify operators of vehicles to fuel all service vehicles. Vehicles not assigned will be handled by Transportation staff.
2. Assist electrical group with ensuring all Florida Tech portable and diesel generators are operational.
3. Fuel all diesel generators.
4. Order fuel for post hurricane delivery.
5. Service dump truck #026, and flatbed truck #035, so that they are ready for immediate use when needed.
6. Secure and lock all doors to Fleet Management Facilities.
7. Coordinate with Security the need to close off ALL parking levels of South parking garage, so that university vehicles can be parked in there during the storm. (see diagram: Parking Schematic t page 18)

Upon Notification that a Hurricane Warning has been Issued:

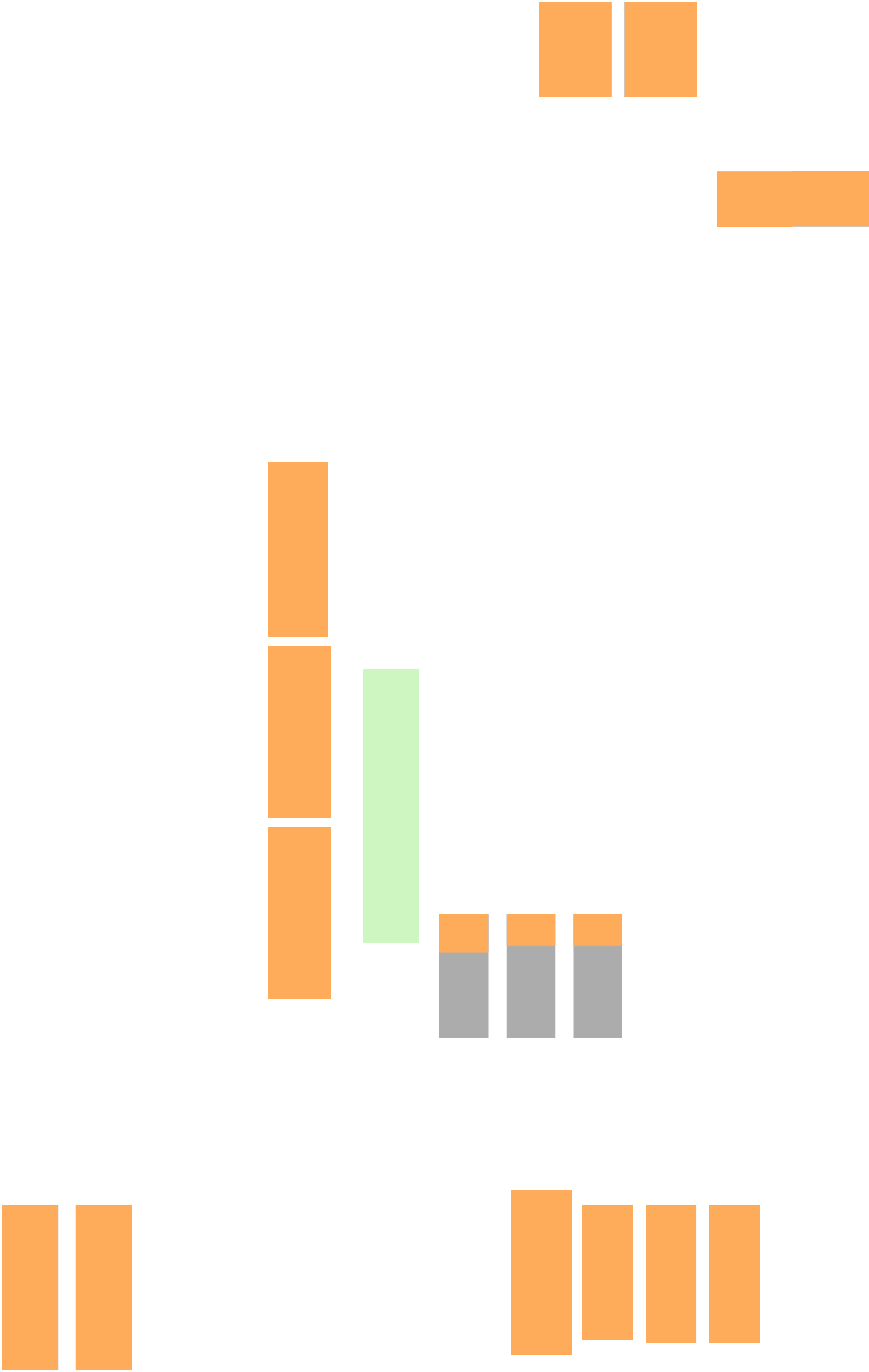
1. Provide Director of Maintenance with the names of all employees on duty.
2. Ensure all two-way radios are available, and that all are operational. Employees having radios should retain the radio unit to be in communication.
3. Top off fuel in all vehicles and all generators.
4. Fleet vehicles are to be parked in the parking garage, utilizing spaces in the center core and away from the exterior. Vans that cannot clear the low ceiling are to be parked on the lower level. All carts are to be brought into the parking garage. (See diagram: Parking Schematic t page 18)
5. Take necessary steps to protect office records from damage by moving away from walls and from floors. Cover all desks and equipment with plastic and properly secure.
6. Move any remaining loose objects outside the building into the building.
7. Secure and lock all doors to the building.

Continued

Notification of other types of Emergencies:

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

1. Stand by for instructions from Security.



Building Services

Actions to be taken

Responsible Supervisor National Management

****All supervisors are to call in following each event to Senior Director of Facilities Operations**

Upon Notification that a Hurricane Watch has been Issued:

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

Upon Notification that a Hurricane Warning has been Issued:

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

Post Hurricane Actions:

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

Notification of Other Types of Emergencies:

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

1. Stand by for instructions from Security.

Construction Projects

Actions to be taken

Responsible Supervisor Project Manager(s)

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

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

On May 1st of each year: Project managers will ensure that contractors have a hurricane plan and understand their responsibilities both pre and post storm. Ensure that you have a hurricane contact on each jobsite who can direct sub-contractors to prepare worksites for a hurricane.

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

This includes:

- x Storage of any materials into a safe, designated area;
- x Dry- /v Á]šZ 2_ %o ÇÁ}} vÇ }%o ;v]vP•]v šZ μ]o]vP
- x All storm drains shall be protected to remain free of construction debris;
- x Jobsite fences will remain open in case the need to enter the jobsite during the disaster
- x Ensure that you have a hurricane contact on each jobsite who can direct sub-contractors to prepare worksites for a hurricane.

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

Notify Senior Director of Facilities Operations and Director of Facilities Maintenance when all prehurricane responsibilities are complete