

Florida Institute of Technology
Facilities Operations
Departmental Disaster Plan

Updated: May 1, 2024



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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 of Maintenance, 407-620-3577****

Facilities Operations Disaster Organization Structure

The Director of Maintenance is designated as the primary contact for Facilities Operation.

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

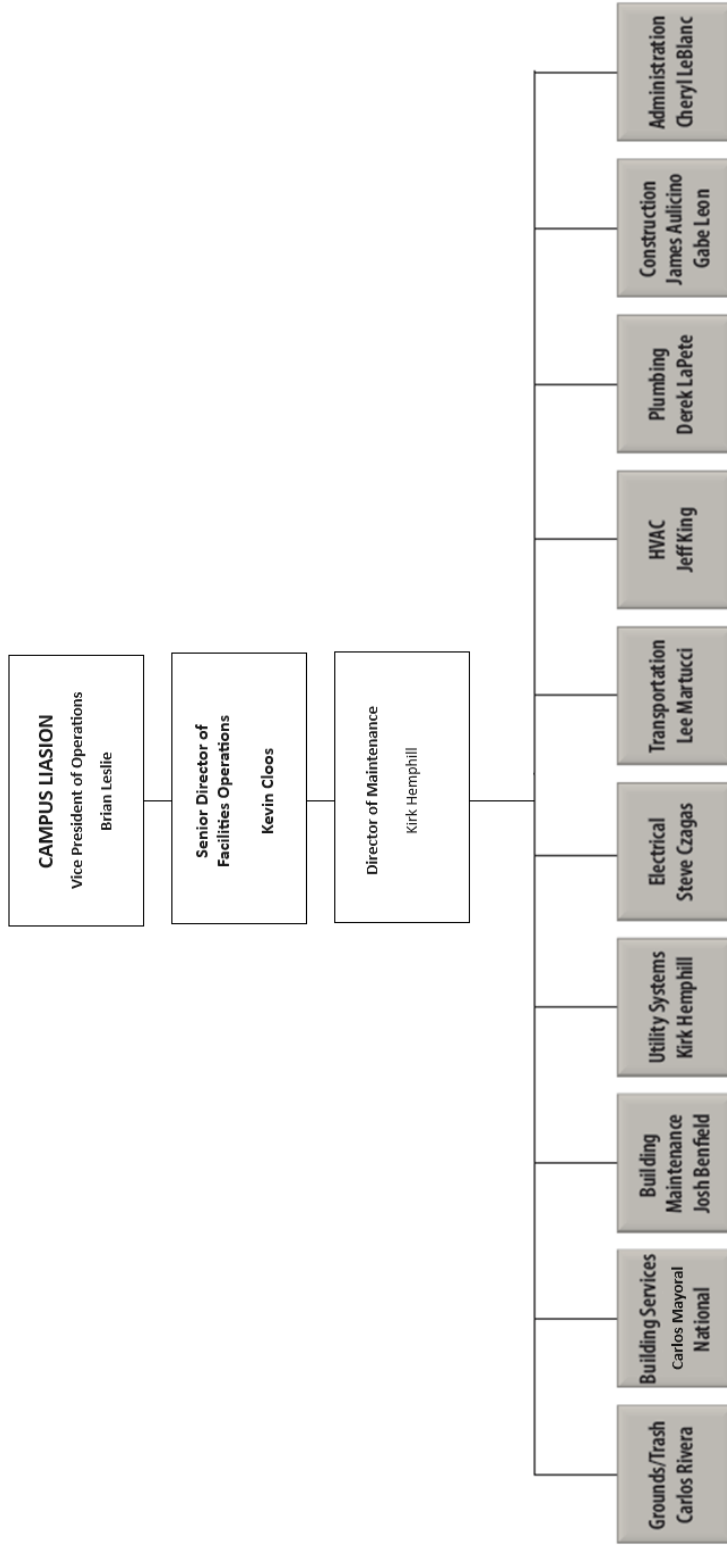
Responsibility for Crew Supervision is as follows:

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

Responsibility for New Construction/Renovation contract work:

Sr. Project Manager
Project Manager
Senior Director of Facilities Operations

**Facilities Operations
Disaster Organization Structure**
Revised: May 1, 2024



All Supervisors are to contact the Director of Maintenance, Kirk Hemphill (407) 620-3577

Administration Actions to be taken

Responsible - Senior Director of Facilities Operations, 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:

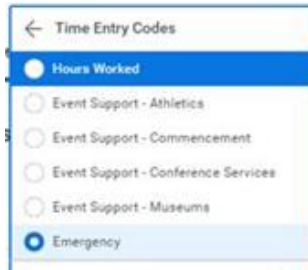
1. Meeting with Disaster Organization to ensure readiness, review of plan, etc.
2. Backups – in-house IT personnel should ensure that backups have been done. Director Business Operations to ensure this has happened.

Upon notification that a Hurricane Warning has been Issued:

1. Notify all key supervisors that a Hurricane Warning has been issued and that they should notify their employees that a Hurricane Warning has been issued.
2. Director of Business Operations to provide the Vice President of Operations and Senior Director of Facilities Operations with the names of administrative staff on duty. Employees having radios should retain the radio unit itself to be in communication.
3. Call meeting of Facilities Operations Disaster Organization to determine if there has been any change in state of readiness or new problems have arisen. Advise the Vice President of Operations of state of readiness and any problems anticipated.
4. Computers are to be unplugged and lifted off the floor, covered and secured with plastic.
5. Copy machine needs to be cycled off and unplugged per directions from the Copy Center.
6. Take necessary steps to protect office records from damage by clearing desks and file cabinet of all papers and covering files, desks, tables, and all equipment with plastic properly secured to include all supervisor's offices.
7. All interior doors are to be closed and secured upon departure.
8. Remind all employees who need to leave the campus they must check out with their supervisor when they are no longer on site.

Administration
Continued

9. Confirm with Housing a head count of students who will be on campus through the storm, include the room number, facility, and name of the student. Remind the students to check in and out at the Security office.
10. Obtain five (5) cases of water to be used post storm in office.
11. All phone lines voice mail messages to be changed or forwarded to the main office line to reflect the closure.
12. Print a complete building inventory list for identification of buildings with no power and time of returned to service.
13. Post sign to remind staff to utilize the time type "EMERGENCY" when submitting time worked when the university is in **closure** status. Resume normal time type "HOURS WORKED" under regular hours following closure.



14. 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. We are essential personnel and are expected to return to campus immediately following the storm as soon as it is safe. Contact the Director Business Operations should you have a problem with your immediate return to campus.
3. Take necessary steps to get office operational to include assisting supervisors with their office.

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. Cover drawings and other document files with plastic and seal weather tight.
2. Back up all software related to the CADD/CAFM system and remove to safe location. Remove or protect computer hardware components.
3. Provide report to Senior Director of Facilities Operations when all Hurricane Warning preparations have been completed.

Post Hurricane Actions:

1. Listen to designated radio and/or TV stations for announcement when to report back to work.
2. Inspect building documents for water or other damage. Dry out as required.
3. Retrieve and restore CADD/CAFM systems back into service, provided the building is secure.
4. Photograph and document damage.
5. Provide daily report to Senior Director of Facilities Operations on post Hurricane Actions.

Notification of other types of Emergencies:

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

1. Stand by for instructions from Security.

Maintenance (All trades)

Action to be taken

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

Annual Preparation - May 1st of each year:

1. Test and inspect permanent emergency generators monthly during the hurricane season. Ensure that contractor has a list of repairs needed. Immediately report any critical generator issues or outages to the Director of Maintenance. Track completion of repair list and report generator status at the beginning of each month to Director of Maintenance throughout hurricane season. (Electrical)
2. Back-up Building Automated System (BAS) database software and determine safe location for storage of software and hardware. (Automation)
3. Identify requirements for protecting and/or relocating drawings, specifications, and other critical documents pertaining to BAS. (Automation)
4. Ensure that three (3) portable de-watering pumps and hoses are ready for service and that their storage locations have been reported to the Director of Maintenance on May 1st. (Plumbing)
5. Inspection and verify operation of all sump pumps at Gleason, Crawford, Grissom, Shaw, and Campbell Halls. (Plumbing)
6. Minimum lumber required to be on hand by May 1st: (Carpentry)
 - Pre-cut plywood (stored at Evans Library, Room 130)
 - Loose plywood (4x8x1/2 CDX) - 30 sheets will be purchased at Hurricane Watch
 - Anchors - 250 (stored at Evans Library, Room 130 and ARL)
 - Plastic sheeting - 10 rolls. (Stored at ARL)
7. Prior to May 1st, ensure that enough bottled water is on hand for both pre and post hurricane use for your teams. Inform Director of Maintenance where water is stored. Ensure that water supplies are maintained throughout hurricane season. (All Supervisors)
8. Inspect first aid boxes and supplies prior to May 1st. (All Supervisors).
9. Inspect, maintain, or purchase flashlights and fresh batteries for use by campus personnel in quantities as directed by the Director of Maintenance prior to May 1st. (Electrical)
10. Ensure that duct tape, masking tape, plastic sheeting and rope are on site prior to May 1st. Quantities should be enough to support not only Maintenance but other Departments if requested. Report storage locations to the Director of Maintenance. (Carpentry)
11. Check all drains and waterways on campus to ensure areas are clear of debris. (Grounds)
12. Ensure that a minimum of 800 empty sandbags are on-site prior to May 1st. Location of sandbags will be reported to the Director of Maintenance. (Grounds)
13. Ensure that clean usable sand is on-site for the sandbags prior to May 1st. Report storage location of sand to the Director of Maintenance. Maintain sand on-site throughout hurricane season. (Grounds)

14. Check campus for loose limbs or trees that are sick or dying that may fail in a hurricane. Check campus for trees or limbs that are in close contact with a building. If found, consult with Director of Maintenance for possible removal. (Grounds)

Upon Notification that a Hurricane Watch has been issued:

1. Remind maintenance staff that pre-hurricane attendance is required. Staff will remain on campus until released by Director of Maintenance. (All Supervisors)
2. Check campus for any loose items that may become windblown debris. Remove and store car counter sign located outside of South garage. Check drainage inlets and basins to ensure they aren't blocked by debris. When roof access is safe, check roofs for any loose objects or equipment. Check exterior electrical panels to ensure they are closed. Check exterior door openings to ensure they can be closed and locked. Divide maintenance into teams led by a Supervisor to perform the checks. Report completion of campus checks to Director of Maintenance. (All Supervisors)
3. Top off gas or diesel - powered vehicles, portable generators, saws, trimmers etc. with fuel and oil as required. Report completion to Director of Maintenance. (All supervisors)
4. Check campus to ensure that there aren't any loose limbs or limbs or trees that are in close contact with structures. (Grounds)
5. Fill sandbags if directed to do so. (All supervisors, coordinating with Supervisor of Grounds)
6. Remove exterior banners from buildings (All Supervisors)
7. Mary Star and Panther Bay – move patio/pool furniture to a safe location (All Supervisors)
8. Shutdown sprinkler systems (Grounds)
9. Provide aid to other Departments as requested to assist them in their preparations. (All Supervisors)
10. Inform staff that they may be required to report to work if a hurricane warning is issued or to report when the Senior Director of Facilities Operations directs closure or other preparation activities to be completed. A list of staff with contact phone numbers must be provided to the Director of Maintenance prior to staff leaving work after hurricane watch actions have been completed. Identify any personnel issues that may prevent a staff member from returning to work to the Director of Maintenance. (All Supervisors)

Upon Notification that a Hurricane Warning has been issued:

1. Report to work as directed. (All Supervisors)
2. As directed, board up critical buildings per list below: (Supervisor Carpentry, assisted by other staff)
 - a. Shaw Hall (114SHA) 1st floor All Metal panels are located in W103
 - b. President's Complex (401QAD) - President's Office, Entire 1st floor to North and South wings (All metal panels are located in Evans Library, Room 130.)
 - c. Crawford Building (420CRF)- Administrative Computing facility 1st floor

(Metal panels for office 141 & 146 are in E109, pre-cut plywood for E102 to E109 are in Evans Library, Room 130.)

(Metal panels for Rooms 111 & 110D are in Crawford - Storage Room #105)

- d. Telecommunications (409TEL) *(Metal panels are in Room 102, pre-cut plywood for entry doors are located in Evans Library, Room 130.)*
- e. Building 544, Security Welcome Center (544BUS) *(All metal panels are in Room 115 of Building 544.)*

3. As directed, place sandbags per list below:

4. Facilities Operations personnel will perform a controlled shutdown to specific equipment on campus after the closing of the University for a hurricane and at the direction from the Vice President of Facilities and the Director of Facilities Maintenance. [\(Supervisor HVAC and Automation\)](#)

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

Critical Campus Equipment **North Campus**

- **Chiller Plant (CEP) 430CPN Equipment** in this area has surge protection and or analog controls and will not be shut down during a storm. Chiller #1, Chiller #2, pumps, and cooling towers.
- **Keuper (411KUP) Equipment** in this area has surge protection and or analog controls and will not be shut down during a storm AHU#1, AHU#2
- **Student Union (412DEN) 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, AHU#4, AHU#5, AND OAHU. Exhaust Fan 1, EF-2, EF-3, EF-4, and Supply Fan 1. Chilled Water pump.
- **Funk Gallery (E-Sports) (429FNK) Equipment** in this area has surge protection and or analog controls and will not be shut down during a storm AHU#1, AHU#2, RTU and CHWP.
- **Evans Library (428EVL) Equipment** in this area has surge protection and or analog controls and will not be shut down during a storm AHU#1, SF#1, AHU#2, SF#2, AHU#3, SF#3, AHU#4, SF#4, AHU#5, SF#5 and CHWP.
- **Link*** (424LNK) Equipment** in this area has surge protection and or analog controls and will not be shut down during a storm. MAU #1 (roof), AHU#1, AHU#2, AHU#3 and CHWP
- **Gleason (410GLE) Equipment** in this area has surge protection and or analog controls and will not be shut down during a storm. RTU #1, RTU #2, RTU #3. CHWP

- **WFIT (410GLE) Equipment** in this area has surge protection and or analog controls and will not be shut down during a storm. AHU#1
- **Crawford (420CRF) 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
- **Skurla (460SKU) 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.
- **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

- **Varsity Training (623ATC) Equipment** in this area has surge protection and or analog controls and will not be shut down during a storm. Chiller, AHU#1, ERU
- **L3 Harris Student Design (548SDC) Equipment** in this area has surge protection and or analog controls and will not be shut down during a storm. AHU#1, MAU#1.1, MAU#1.2, 3-Big Ass Fans off at breakers.
- **F.W. Olin Life Sciences*** Follow lab warning protocol, EH&S and staff should be contacted prior to shutdowns (500OLS) Equipment** in this area has surge protection and or analog controls and will not be shut down during a storm. Chiller#1 and #2, CHWP #1, #2, SCHWP#1, #2, CWP#1, #2, Cooling towers #1 and #2, HWP#1 and #, Boiler, AHU#1.1, AHU#1.2, AHU#1.3, AHU#1.4. EF#1, EF#2, EF#3, and EF#4
- **L3Harris Village (648SVC) Equipment** in this area has surge protection and or analog controls and will not be shut down during a storm. Chiller #1 & #2.
- **Scott Center (545AUT) Equipment** in this area has surge protection and or analog controls and will not be shut down during a storm. Chiller #1 and #, 3 CHWP's, AHU#101, AHU#102, AHU#103, AHU#104, AHU#201, AHU#202
- **Allen S. Henry (546HEN) Equipment** in this area has surge protection and or analog controls and will not be shut down during a storm. RTU#1
- **Panther Dining (520CAF) Equipment** in this area has surge protection and or analog controls and will not be shut down during a storm. AHU#1, AHU#2, CHWP,
- **Aquatic Center Pool (511POL) Equipment** in this area has surge protection and or analog controls and will not be shut down during a storm. South side BCU-1/ERU-1 ,North side BCU2/ERU-2.

- **Clemente Center (510CLE) 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#3.01, AHU#3.02, AHU#3.03, AHU#4, AHU#5, and CHWP
- **L3Harris Center for Science & Engineering (504LSA) 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
- **F.W. Olin Physical Sciences*** Follow lab warning protocol, EH&S and staff should be contacted prior to shutdowns (502OPS) Equipment** in this area has surge protection and or analog controls and will not be shut down during a storm. Boiler, PHWP#1 and #2, SHWP#1 and #2. AHU# 1-1, AHU#1-2, AHU#1-3, AHU#2-1, AHU#2-2, AHU#3-1, AHU#3-2, and AHU#3-3. EF-1 and EF-2.
- **F.W. Olin Engineering Complex (501OEC) Follow lab warning protocol, EH&S and staff should be contacted prior to shutdowns Equipment** in this area has surge protection and or analog controls and will not be shut down during a storm. AHU#1.5, AHU#2.1, AHU#2.2, AHU#3.1, AHU#3.2, SF#1, SF#2.
- **Gordon Nelson Health Sciences (505HSR) – Follow lab warning protocol, EH&S and staff should be contacted prior to shutdowns.** RTU'S 1,2,3 LEF's 1A,1B, 2A, 2B AHU's 1.1,2.1,2.2, 3.1 L9,L10,L11,L12 Mini-splits 1,2,3,4,5

Off-Campus buildings

- **ARL- Follow lab warning protocol, EH&S and staff should be contacted prior to shutdowns** Equipment in this area has surge protection and or analog controls and will not be shut down during a storm. AHU's 1,3 Condensers 1,3, 6A,7A, Package units 4,5,6
- **Center for Aeronautics and Innovation-** Equipment in this area has surge protection and or analog controls and will not be shut down during a storm. AHU's 1,2,3,4,5,6.
- **Nathan M. Bisk** Equipment in this area has surge protection and or analog controls and will not be shut down during a storm. AHU's 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,18,19.
- **Emil Buehler Aviation- Check with Buehler staff before shutting down any equipment,** Equipment in this area has surge protection and or analog controls and will not be shut down during a storm. AHU's 1,2,3,4,5, Hanger AHU-1 and condenser
- **Larsen Engineering- Check with Larsen owner prior to shutting down any equipment.** Equipment in this area has surge protection and or analog controls and will not be shut down during a storm. AHU's 1,2, Mini-split 1.
- **CAMID- Check with CAMID staff before shutting down any equipment.** Equipment in this area has surge protection and or analog controls and will not be shut down during a storm. AHU 1, 2, Associated condensers, Mini-splits 1 and 2.
- **Riversedge-** Equipment in this area has surge protection and or analog controls and will not be shut down during a storm.

*** COORDINATE WITH EH&S PRIOR TO SHUTTING DOWN ANY LABORATORY EXHAUST SYSTEMS ***

**** REPORT COMPLETION OF SHUTDOWN 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 if their supervisor can't reach them. [\(All staff\)](#)
2. During the damage assessment phase always utilize proper PPE and safety procedures!
3. Grounds team leaders will be provided with a package describing locations to be surveyed, list of applicable service tickets, any data collection procedures required. Include only time required to survey damage on the survey tickets, repair work will be documented on a different ticket. Survey exterior of campus for fallen limbs, debris, or other items. It is critical to document any debris prior to removal by photographing them and logging location to match photos. This includes pictures of tree roots if they are exposed. Make certain that photos and notes are collected and saved in accordance with your package notes. Contact Director of Maintenance with any questions. [\(Grounds and staff\)](#)
4. Building team leaders will be provided with a package describing locations to be surveyed, list of applicable service tickets, any data collection procedures required. Include only time required to survey damage on the survey tickets, repair work will be documented on a different ticket Survey buildings for storm related damage. It is critical to photograph damage and log location of damage to match photos prior to repair or removal. Make certain that photos and notes are collected and saved in accordance with your package notes. Contact Director of Maintenance with any questions. [\(All supervisors and staff\)](#)
5. Director of Maintenance will contact the Senior Director of Facilities Operations and Security Command Post for a report of known damage or other issues. Director of Maintenance will relay Security reports to damage assessment teams. [\(Director of Maintenance, All Supervisors\)](#)

Notification of Other Types of Emergencies:

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

1. Stand by for instructions from Security.

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, 407-620-3577****

Upon Notification that a Hurricane Watch has been Issued:

1. Notify operators of vehicles to fuel all service vehicles. Vehicles not assigned will be handled by Transportation staff.
2. Assist electrical group with ensuring all Florida Tech 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 – 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 – 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.

Transportation Services
Continued

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

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

9. Provide Senior Director of Facilities Operations and Director of Maintenance with fuel reserves amount after all vehicles, generators and cans are top off.
10. Send non-essential personnel home.

Note: Shelters may change each year refer to the <https://www.brevardfl.gov/EmergencyManagement>

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

Pick-up location on **main campus** - *Southgate by pool, Columbia Village by main building/mailboxes, L3 Harris Village Building B – Meeting Room, Dorm Quad at circle driveway*

Pick-up location at **Panther Bay at the clubhouse**

Pick-up location at **Mary Star of the Sea Newman Hall**

Post Hurricane Actions:

1. After the 'all clear' to return to campus. Transportation will return to shelter and bring students back, if needed.
2. Listen to designated radio and/or TV stations for announcement on when to report back to work.
3. Assess damage to vehicle fleet and document to include pictures. Report to Director of Business Operations your findings.
4. Assess damage to shop equipment and records and report to Director of Business Operations. Provide details and pictures.
5. Clear debris.
6. Return to shop to service fleet at earliest possible time.
7. Repair vehicles that can be handled by Transportation Services and contract out repairs of other repairable vehicles. Locate non-repairable vehicles in central location.
8. Resume duties of refueling all generators following the storm.

Transportation Services

Continued

Notification of other types of Emergencies:

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

1. Stand by for instructions from Security.

Disaster Plan Parking Schematic

1st Floor South Campus Parking Structure

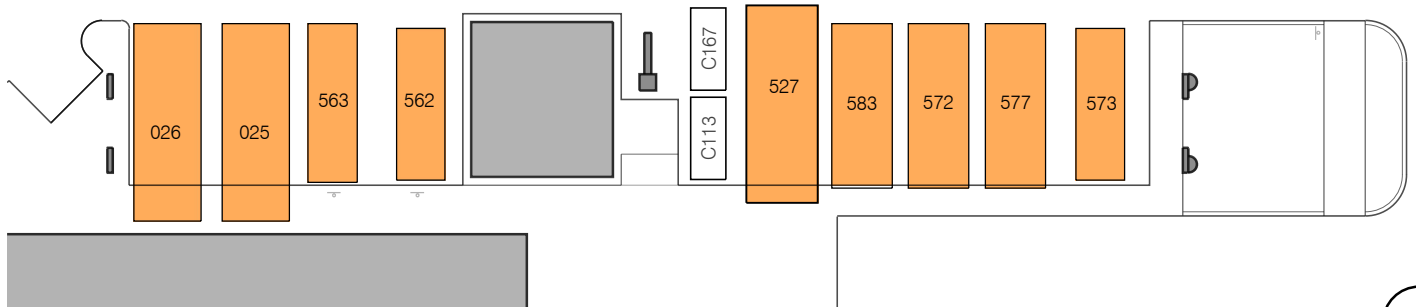
May 10, 2024



Additional Parking Locations

- 2nd Floor South Campus Parking Structure
C210, C211, C212, C213 and C214
- 3rd Floor South Campus Parking Structure
C201, C202 and C203
- Shipping and Receiving
C20, C71, C168, C169, 508 and 574
- Athletics Annex
C77, C135
- Various Outdoor Parking Locations on Campus
All security carts and vehicles

HIGHLIGHTED VEHICLES MUST BE PARKED AS INDICATED



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:

- Storage of any materials into a safe, designated area;
- Dry-In with ¾" plywood any openings in the building;
- All storm drains shall be protected to remain free of construction debris;
- Jobsite fences will remain open in case the need to enter the jobsite during the disaster
- 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 Facilities Maintenance when all pre-hurricane responsibilities are complete