**FINANCE AND ADMINISTRATIVE AFFAIRS DIVISION**

**FACILITIES & PLANNING**

**PHYSICAL PLANT DEPARTMENT EMERGENCY CALL OUT PROCEDURE**

Policy #F&P-4800-09

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**Purpose**
To establish a procedure for emergency call out within the Physical Plant Department.

**Objective**
A. To establish a standard method of notification of proper personnel.

B. To assure a proper and timely response, in conjunction with emergency situations involving the Physical Plant Department.

**Policy**

Personnel of the Public Safety and University Police Department are on duty 24 hours a day and have an inherent responsibility of being alert for emergencies, which may involve call out of maintenance personnel. These situations cover a broad range of possibilities, such as electrical outages, broken water or steam lines, windstorm damages, the effects of vandalism, heavy snowfall, etc. It shall be standing operation policy that, when an officer encounters a situation requiring the immediate attention of maintenance personnel, notification of the situation be made to the maintenance superintendent and/or the cognizant foreman. These foremen are identified in memorandum published periodically by the Maintenance Superintendent. One or both of these people shall then come to the campus, assess the situation and take appropriate action.

It is required that any emergency situation observed by others be reported to the Public Safety and University Police Department rather then directly to maintenance personnel. This will alert the officers on duty to the problem, and, as necessary, permit them to accomplish safe guarding action as well as notifying the appropriate maintenance personnel.