

STANDARD OPERATING PROCEDURE - RP 1.001

Subject: Emergency Procedures

Purpose and Scope: To formalize Plant Operations guidelines for emergency situations

Policy: Report all problems immediately to the attention of the River Park Campus Plant Operations personnel and CSU Public Safety. All pertinent numbers which may be required are listed below. Steve Morse should be notified regarding all alarms and call outs.

Procedure: Emergency situations occurring during business hours (Monday through Friday, 8am to 5pm) should be brought to the immediate attention of the RiverPark campus Plant Operations office at 706-507-8200. If you receive a voicemail, hang up and call CSU Public Safety.

In the event of an emergency that arise in the RiverPark campus after hours, refer to the list below for the appropriate person to call.

CSU Public Safety: 706-568-2022

- Responding officer should assess the situation and notify the appropriate personnel to implement a plan of action to resolve the situation. In case of fire or damage all personnel on the list below should be contacted in addition to the Assistant Director of Plant Operations, the Director of Plant Operations and the Director of Finance.

RiverPark Plant Ops office: 706-507-8200

Manager for Physical RiverPark Campus

Steve Morse 706-527-2225 cell

706-683-2722 pager

* *Call cell 1st* 706-561-1655 home

Housing issues dealing with students notify:

Robin Noelle Peacock 706-888-1300 cell

Approved By:

Mr. Eddie Woodhouse
Assistant Vice President of Facilities

STANDARD OPERATING PROCEDURE - RP 1.002

Subject: Emergency Call in Procedure

Purpose and Scope: To formalize Plant Operations guidelines in calling in emergency building maintenance problems

Policy: During normal hours (Monday through Friday 8am to 5pm): Report emergency maintenance related to River Park Campus Plant Operations 706-507-8200. Any other issues should be submitted through the eQuest Work Order System.

After Hours (Nights and Weekends):

In the event of a LIFE SAFETY issue, (i.e. related to fire, storm, collapse, crowd behavior, etc.) refer to the Columbus State University Emergency Action Plan. In the event of an emergency issue related to Building Maintenance, (i.e. utility outage, water leaks, no hot water, interior electrical problems, heating/air issues, elevators, locks, etc.) the requesting authority should follow the procedure outlined below:

**Call CSU Public Safety at
706-568-2022**

The Environmental Health and Safety Coordinator will serve as the University liaison to Federal Emergency Management (FEMA). All damage information and documents will be forwarded to Environmental Health and Safety

Coordinator.