

College Operating Procedures (COP)



Procedure Title: Emergency Contact Procedure for Plumbing, Electrical and Heating/Air Conditioning (HVAC) Problems
Procedure Number: 08-0809
Originating Department: Facilities Planning & Management Department Procedure

Specific Authority:

Board Policy 6Hx6:7.03
Florida Statute 1001.65; 1013.12
Florida Administrative Code n/a

Procedure Actions: 01/01/04; 07/01/09

Purpose Statement: The Department of Public Safety and Plant Operations Supervisor shall establish a contact procedure for Public Safety and Facilities Planning personnel to follow in case of a campus emergency.

Guidelines:

The Department of Public Safety and Plant Operations Supervisor shall establish a procedure for Public Safety and Facilities Planning personnel to follow in case of a campus emergency.

Procedures:

- I. In the event of a power outage, plumbing, electrical or HVAC problem, the procedure listed on the “Who to Call for Help after Hours” list shall be followed by Public Safety and Facilities Planning personnel. For emergency contacts, refer to the Emergency Contact List or the Facilities On-Call Personnel.
- II. A Problem Report Form shall be filled out detailing the problem encountered, action taken, the date and time and the person(s) contacted for corrective action. The Problem Report should be submitted to the Director of Public Safety and filed in the Public Safety Office.