Standard Operating Procedure

In the event of a total or partial loss of effluent flow, immediate steps will be taken to notify personnel and to minimize the time needed to restore effluent service to the disrupted areas.

Purpose

To provide a systematic approach to restoring effluent flow by outlining specific procedures which are designed to enhance communication, and the safety and protection of all occupants affected by a loss or reduction of effluent service.

Procedure

1. Any person experiencing either a loss or reduction in effluent flow should notify Central Control at extension 5353/4298.

2. The Central Control Operator on duty shall immediately verify the current available effluent routes.

3. The Central Control Operator on duty shall notify additional maintenance staff on duty and the Campus Police Dispatcher and make them aware of the situation and request an on-site visit to investigate for problems.

4. The investigating personnel shall review the existing conditions where the loss/reduction of effluent was reported and inform Central Control of any unusual conditions.

5. The Central Control Operator on duty shall evaluate the problem and inform the responding on-duty personnel to make any needed repairs, if possible. If immediate repairs cannot be made, the Central Control Operator on duty shall implement the following notification protocol:

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<tr>
<th>UT PHONE</th>
<th>MOBILE PHONE</th>
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<tr>
<td>419-383-4357</td>
<td>419-297-7530</td>
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Victor Brigner
University Facilities & Biomedical Technology Officer

6. In the event there is a shutdown resulting in the total loss of effluent within the institution, the Central Control Operator shall notify the Campus Police Dispatcher, extension 2601, and report the nature of the emergency; who will in turn notify the following individuals, in the order listed below:

a) Telephone Operator
b) Director of Safety & Health
c) Appropriate Building Coordinators (Hospital-Nursing Supervisor)
7. The Central Control Operator, upon further direction from a Maintenance Supervisor, will begin the call-in procedure for additional facilities personnel in consecutive rotation, as outlined in the on-call list located within Central Control.

8. The Central Control Operator on duty may have to periodically relate the status of the blockage to the Building Coordinators, in preparation for announcements to be made over the P.A. system by the Telephone Operator.

9. The Director of Facilities Maintenance, along with the Manager of Electrical Systems and responding Plumbing supervisory staff, shall evaluate the severity of the problem and the appropriate action in restoring normal effluent service.

   The main criterion for determining the course of action will be the time table for restoration of the normal effluent service and an evaluation of the capability to maintain an adequate amount of flow for the buildings.

   The actual need for equipment and action required will have to be based on the extent of damage incurred to the sanitary waste system.

10. The Director of Facilities Maintenance will implement the plan of action and estimate time required to restore normal flow capability.

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<td>Victor Brigner</td>
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11. If deemed necessary to meet the emergency, as determined by the Director of Facilities Maintenance and the Vice-President of Facilities and Construction, in conjunction with the Senior Campus Police Officer on duty, a main Control Center shall be established in the basement "recreation room" of the Mulford Library and an effluent emergency shall be declared.

12. In the event of an effluent flow emergency, the Hospital Administrator on duty (following consultation with the Lead Administrator, if possible, the Director of Facilities Maintenance, and Nursing Administrator on duty, and the Senior Police Officer on duty), shall make the decision whether the appropriate emergency procedures shall be implemented within the Hospital.

13. Once an effluent emergency has been declared, the Director of Facilities Maintenance, or designate, shall then inform the Telephone Operator to inform the following:

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<th>HOME PHONE</th>
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<tbody>
<tr>
<td>Tobin Klinger</td>
<td>530-4279</td>
<td>419-819-8034 Cell</td>
</tr>
<tr>
<td>Sr. Director of University Communication</td>
<td></td>
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<tr>
<td>BUILDING COORDINATORS</td>
<td>PAGER</td>
<td>MCO PHONE</td>
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<tr>
<td>HEALTH SCIENCE BUILDING</td>
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<tr>
<td>Dir, Env Health &amp; Rad Safety</td>
<td>419-218-45792</td>
<td>5069</td>
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<tr>
<td>HEALTH EDUCATION BUILDING</td>
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| Merle Heineke  
Assoc. Director, Laboratory Animal Medicine | 4220 |        | 419-878-4408  
419-276-9089 cell |
| MULFORD LIBRARY |       |           |            |
| Jolene Miller  
Director of the Library | 4959 |        | 419-244-2519  
419-283-5271 (cell) |
| IDA MARIE DOWLING HALL |       |           |            |
| Dir, Env Health & Rad Safety | 419-218-4579 | 5069 | 419-266-5491 cell |
| HOSPITAL |       |           |            |
| Hospital Administrator On-Call |       | 3407 | Operator to page  
Administrator on-call |
| Nursing Administrator On-Duty | 419-292-6826 | 5003 |        |
| Ed Hall  
Manager, Operating Room | 419-218-2001 | 3900 |        |
| Arlene Fell  
Director of Environmental Services | 419-277-2648 | 419-530-1444 | 419-385-4265 |
| KOBACKER CENTER, REHABILITATION  
HOSPITAL, AND RUPPERT HEALTH CENTER |       |           |            |
| Hospital Administrator On-Call | 3407 |        | Operator to page  
Administrator on-call |
| Nursing Administrator On-Duty | 419-218-4260 | 5003 |        |
| GLENDALE MEDICAL CENTER |       |           |            |
| C'Shalla Parker  
Manager | 419-218-3568 | 5640 | Operator to call  
manager |
| HEATHERDOWNS CENTER |       |           |            |
| Caryn Salts  
Director of Early Learning Center | 419-381-7350 |        | 419-474-8707  
419-367-8709 cell |
| FACILITY SUPPORT BUILDING |       |           |            |
| Doug Collins  
Director, FM/Grounds, SP Liaison | 419-260-8455 cell | 3878 or 21-1011 | 419-882-4700 |

14. The following individuals will be involved in developing plans to meet the emergency:
   a) Director, Facilities Maintenance
   b) Building Coordinators (Hospital-Nursing Administrator)
   c) Hospital Director on call
   d) Nursing Administrator on duty
   e) Director of Safety & Health
   f) Director, Office of Communication
The representatives shall evaluate the effluent emergency and make decisions, such as evacuation of patients, personnel, total shut down of buildings, moving animals, equipment, etc. The final decisions shall be communicated (if possible) to the President before implementation, office 530-2211, cell 734-320-1375, or home phone 419-530-5850.

15. Building Coordinators, or their designee, shall activate secondary control centers in the lobby of each respective building. It shall be the responsibility of the Building Coordinators to inform the occupants of their respective buildings of the emergency. The Building Coordinators shall be responsible for implementing the emergency plans as set forth from the Central Control Center.

16. Should it be deemed necessary to secure auxiliary pumping equipment, the following companies will be notified with the approval of the Director of Facilities Maintenance.

1. Able Equipment Incorporated
   5745 Angola Road
   Toledo, OH 43615
   Phone: 865-5539
   (313) 856-2638 - Terry, Service Mgr.
   Emergency Phone: 475-6754 (Mike) or 536-0780 (Gail)

2. Howard T. Moriarity Company
   143 Broadway
   Toledo, OH 43602
   Phone: 243-5544 or Emergency Phone: 243-3111

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<tr>
<td>University Facilities &amp; Biomedical Technology Officer</td>
<td>4357</td>
<td>419-297-7530</td>
<td>419-662-6506</td>
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17. If the affected area cannot be repaired immediately by using normal procedures, a pumping station will be established using equipment from the previous vendors. This station will utilize the manholes that are located on the site plan to pump from the blocked manhole to an open manhole while repairs are made.

18. In the event that emergency repairs will require outside contractors, the following companies will be notified with approval of the Director of Facilities Maintenance.

IPS (Connie Ayers)
1650 Indian Wood Circle, Suite 100
Maumee, Ohio 43537
Phone: 531-3121 (office) 419-490-8340 (mobile)

Bayes
Chris Bayes
7414 Ponderosa Road
Perrysburg, Ohio 43551
Phone: 419-661-3933