

| UNIVERSITY OF TOLEOD FACILITIES AND CONSTRUCTION | | | |
|---|-----------------------------------|-------------------------------------|--------------------|
| Section: | Administrative | Effective Date: | August 1998 |
| Subject: | Loss of Natural Gas Supply | Standing Operating Procedure | ADM-43 |

Standard Operating Procedure

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

Purpose

To provide a systematic approach to restoring natural gas by outlining specific procedures which are designed to enhance communication and the safety and protection of all occupants affected by a loss of natural gas.

Procedure

1. Any person experiencing either a total loss of natural gas or a significant loss of pressure should notify Central Control at extension 5353/4298.
2. The Central Control operator on duty shall then notify the Campus Police Dispatcher, extension 77 (STAT), and the following facilities staff in the order as listed, and report the nature of the emergency.

| | UT PHONE | CELL PHONE | HOME PHONE |
|---|----------|--------------|--------------|
| Alan Vaughn Manager, Maintenance Facilities | 21-1005 | 419-460-7483 | 419-287-4447 |
| Floyd Shoup Director, Facilities Maintenance | 4357 | 419-461-0485 | 419-822-9393 |

3. The Campus Police Dispatcher, following notification of the emergency, will notify the following individuals, in the order as listed and report the nature of the emergency.
 - A. Telephone Operator
 - B. Director of Safety and Health
 - C. Appropriate Building Coordinators (Hospital - Nursing Administrator)
 - D. Hospital Administrator on call

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4. The Central Control Operator, upon further direction from the Manager of Utility Services, will begin the "call-in" procedure for additional facilities personnel in consecutive rotation as outlined in the on-call list located within Central Control.
5. The Central Control Operator on duty may have to periodically relate the status of the natural gas outage to the Building Coordinators in preparation for announcements to be made over the P.A. systems by the Telephone Operators.
6. The Director of Facilities Maintenance, along with the responding supervisory staff, shall evaluate the severity of the problem and take appropriate action in restoring normal natural gas service back to the area(s) affected by the outage.
7. The main criterion for determining the course of action will be the time-table for restoration of normal natural gas service.

| | UT PHONE | CELL PHONE | HOME PHONE |
|-------------|----------|--------------|--------------|
| Floyd Shoup | 4357 | 419-461-0485 | 419-822-9393 |

8. The Telephone Operator, following notification by the Campus Police Dispatcher, shall notify the following individuals, in the order listed, and report the nature of the emergency

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| BUILDING COORDINATORS | PAGER | UT PHONE | HOME PHONE |
|---|--------------------|----------|--------------------------------------|
| HEALTH SCIENCE BUILDING | | | |
| Mike Valigosky Director of Safety & Health | 419—218-4579 | 5069 | 419-266-5491 cell |
| HEALTH EDUCATION BUILDING | | | |
| Merle Heineke, Assoc. Director of Laboratory Animal Medicine | Cell 419-9283-5271 | 4310 | 419-826-2970 |
| MULFORD LIBRARY | | | |
| Marlene Port Director of the Library | 419-276-9089 cell | 4220 | 419-878-4408 |
| IDA MARIE DOWLING HALL | | | |
| Mike Valigosky Director of Safety & Health | 419-218-4579 | 5069 | 419-266-5491 cell |
| DANA CENTER | | | |
| Chris Buck Manager, Off Campus Facilities and Real Estate | 567-868-9180 cell | 21-1009 | 419-476-5619 |
| HOSPITAL | | | |
| Hospital Administrator On-Call | | 3407 | Operator to contact Admin On Call |
| Nursing Administrator On-Duty | 419-218-4260 | 5003 | |
| Ed Hall Manager, Operating Room | 419-218-2001 | 3900 | 419-841-9259 |
| Arlene Fell Director of Environmental Services | 419-419-218-3755 | 4418 | 419-385-4265 |

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| BUILDING COORDINATORS | PAGER | UT PHONE | HOME PHONE |
|--|-------------------|--------------|------------------------------------|
| KOBACKER CENTER, REHABILITATION HOSPITAL, AND RUPPERT HEALTH CENTER | | | |
| Hospital Administrator On-Call | | 3407 | Operator to contact admin. on call |
| Nursing Administrator On-Duty | 0333 | 5003 | |
| GLENDALE MEDICAL CENTER | | | |
| Rebecca Rynn Manager | 419-218-3599 | 5640 | Operator to call Manager |
| HEATHERDOWNS CENTER | | | |
| Caryn Salts Director of Early Learning Center | None | 419-381-7350 | 419-474-8707 419-367-8709 cell |
| | | | |
| FACILITY SUPPORT BUILDING | | | |
| Chris Buck Manager, Off Campus Facilities and Real Estate | 567-868-9180 cell | 21-1009 | 419-476-5619 |
| VETERANS ADMINISTRATION BUILDING | | | |
| Chris Buck Manager, Off Campus Facilities and Real Estate | 567-868-9180 cell | 21-1009 | 419-476-5619 |
| NWOMTC | | | |
| | 419-382-2070 | | |

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9. Central Control Center

The following individuals will be involved in developing plans to meet the emergency.

- A. Vice President of Facilities and Construction
- B. Director, Facilities Maintenance
- C. Building Coordinators
- D. Vice President for Administration
- E. Hospital Director on-call
- F. Nursing Administrator on-duty
- G. Director of Safety and Health
- H. Director, Office of Communication
- I. Hospital Safety Officer

The representatives shall evaluate the gas 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.

10. 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 Coordinator shall be responsible for implementing the emergency plans as set forth from the Central Control Center.

11. In the event of a total or partial loss of natural gas, the following are to be contacted for emergency repairs:

- A. Columbia Gas 419-248-5055
- B. Mechanical Contractor holding Time and Material contract
- C. Dunbar Mechanical 419-537-1900

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| | UT PHONE | HOME PHONE |
|---|----------|-----------------------------------|
| Tobin Klinger Sr. Director of University Communication | 21-4279 | 419-819-8034 cell |
| James Tscherne Manager, Chief Engineer | 5343 | 419-693-7502 419-460-1519 cell |
| Doug Collins Director, FM Grounds SP Liaison | 21-1011 | 419-882-4700 419-260-8455 cell |
| Floyd Shoup Director, Facilities Maintenance | 4357 | 419-822-9393 419-461-0485 |

Authorized by:

Alan Vaughn
Manager, Maintenance Facilities

Floyd Shoup
Director, Facilities Maintenance

Revision and/or Review Date:

Revision: February 2001
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