


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Administrative</b>	<b>Procedure Number:</b>	<b>ADM-43</b>
<b>Subject:</b>	<b>Loss of Natural Gas Supply</b>	<b>Effective Date:</b>	<b>August 1998</b>
		<b>Revised Date:</b>	<b>December 2019</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>February 2023</b>

**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. Loss of natural gas supply that significantly impacts clinical operations may necessitate calling a code Copper (EP-08-014 and appendices).

**Procedure**

1. Any person experiencing either a loss or reduction in natural gas pressure should notify Central Control at extension 383-5353 or 383-4298.
2. The Central Control Operator on duty shall immediately verify, through the gages, the current available natural gas pressure.
3. The Central Control Operator on duty shall notify additional maintenance staff on duty and the Campus Police Dispatcher to make them aware of the situation and request that the maintenance staff visits to investigate for problems.
4. The investigating personnel shall review the existing conditions where the loss of natural gas 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:

	OFFICE PHONE	CELL PHONE
Mike Nowicki, Manager, Mechanical Maintenance & Joint Commission Compliance	419-383-4913	419-367-1602

6. In the event there is a shutdown resulting in the total loss of natural gas within the institution, the Central Control Operator shall notify the Campus Police Dispatcher, extension 2600 (stat), 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 (House Supervisor) refer to (S-08-027)
  - d) Managers of effected area.
  - e) Hospital Administrator on call

7. The Central Control Operator upon further direction from a Maintenance Manager 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 steam outage to the Building Coordinators, in preparation for announcements to be made over the P.A. system by the Telephone Operator.

9. The Director, Facilities Maintenance, and Director of Energy Management and responding supervisory staff, shall evaluate the severity of the problem and the appropriate action in restoring normal steam generation service.

The main criterion for determining the course of action will be the time table for restoration of the normal natural gas service and an evaluation of the capability to maintain an adequate heat within the buildings and sterile processing capacity.

The actual need for equipment and action required will have to be based on the extent of damage incurred to the natural gas fueled steam generation system.

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

11. If deemed necessary to meet the code copper emergency, as determined by Hospital Administration and the Director, Facilities Maintenance, in conjunction with the Senior UT Campus Police Officer on duty, House supervisor and representative from Safety and Health. An incident command structure shall be established per procedure EP-08-14 attached.

12. Once a natural gas emergency has been declared, the Director, Facilities Maintenance, or designate, shall then inform the Telephone Operator to inform the following: Refer to building coordinators per procedure EP-08-14 attached.

13. 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 building of the emergency. The Building Coordinators shall be responsible for implementing the emergency plans as set forth from the Central Control Center.

14. Should it be deemed necessary to secure to repair natural gas system, the following procedures will be implemented and must be approved by the AVP of Facilities & Construction and the Director, Facilities Maintenance.

- A. Call a mechanical contractor to repair the following natural gas piping. Mechanical contractors include:

1.	Dunbar Mechanical 2806 Reynolds Rd. Toledo, OH 24/7 Service line: 419-537-1900	
2.	Dimech Services, Inc. 5505 Enterprise Blvd., Toledo, OH 24/7 Service Line: 419-727-0111	

**B. Order fuel oil for the steam plant.**

Number 2 Fuel Oil: Tanker truck-to be dropped, 4,000, 6,000 or 10,000 gallons.

1. Brahier Oil  
2450 Hill Avenue  
Toledo, OH  
Phone: 419-531-2218 (Jim) (24 hours notice)