


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Administrative	Procedure Number:	ADM-04
Subject:	Loss of Domestic Water Supply	Effective Date:	January 1980
		Revised Date:	December 2019
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

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

Purpose

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

Procedure

1. Any person experiencing either a total loss of domestic water or a significant loss of pressure should notify Central Control at extension 383-5353 or 383-4298.
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.

	PHONE	CELL PHONE
Mike Nowicki Manager, Mechanical Maintenance & Joint Commission Compliance	419-383-4913	419-367-1602
Todd Marti Director, Facilities Maintenance & joint Commission Compliance	419-383-4357	419-265-3281

3. The Campus Police Dispatcher, following notification of the water 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
4. The Central Control Operator, upon further direction from the Manager, Mechanical Maintenance, 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 domestic water outage to the Building Coordinators in preparation for announcements to be made over the P.A. systems by the Telephone Operators.
6. The Director, Facilities Maintenance, along with the responding supervisory staff, shall evaluate the severity of the problem and take appropriate action in restoring normal domestic water 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 the normal domestic water service and an evaluation of the capability to maintain an adequate amount of temporary domestic water service to the affected areas.
8. The Director, Facilities Maintenance, will notify the AVP of Facilities and Construction of the location of the domestic water outage, the status of the temporary domestic water outage, the status of the temporary domestic water service operation and the plan of action and estimated time required to restore normal domestic water service.
9. If deemed necessary to meet the Code Copper emergency, as determined by the AVP of Facilities & Construction (or designee), in conjunction with the Senior Campus Police Officer on duty, a main control center shall be established per procedure EP-08-014.
10. Once a steam 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.
11. 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.
12. The domestic water distribution system providing service to the institution is designed to provide full service domestic water capability from either the Arlington Avenue or Glendale Avenue city water mains. Should a major disaster occur, which disables both water feeds, the following procedures are to be followed to provide alternate domestic water service on a temporary basis until needed repairs are made.
13. Water supplies may be secured by having outside contractor's truck potable water from off-site locations on to campus. The following contractors may be contacted in a water emergency as a possible source for providing water supplies:

Collingwood Water
 710 Berdan Avenue
 Toledo, OH
 Phone: 419-241-6715
 Contact: Scott Ormsby
 Home Phone: 419-882-5811
 Dave Schuster
 Home Phone: 419-536-5314

Homan Transportation
 22 Fort Monroe Parkway
 Monroeville, OH 44847
 Contact: Andy Homan
 Cell: 419-465-4390
 or 419-265-4309

Five (5) gallon containers with spigot, which are stackable.

14. The lawn-irrigation well, located on the south side of Dana Center, is also capable of supplying potable water on site at 300 gallons per minute.
15. Tie-in connections from the alternate water supplies to the normal domestic water distribution loop or building water mains should be connected to the closest fire hydrant to the area or building being serviced. Isolate main by closing appropriate shut-off valves.
16. Temporary water may be boosted to the upper floors of the Hospital via the domestic water booster pumps operated in the "hand" position or mode.