


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Administrative	Procedure Number:	ADM-09
Subject:	Maintenance Departmental Disaster Plan	Effective Date:	January, 1980
		Revised Date:	October 2016
Facilities Officer:		Reviewed Date:	February 2023

Standard Operating Procedure

In the event of an external disaster, maintenance personnel will perform specific assigned duties, as required, in an effort to secure all facilities and utilities.

Purpose

To define the duties of the Facilities Maintenance Department during an external disaster and to promote the safety and welfare of all patients, visitors, students, and staff.

Procedure

- Should an external disaster occur after hours, the Telephone Operator will call Jason Toth, AVP of Facilities and Construction, cell phone 419-297-3338 and Central Control at 383-5353 or 383-4298. The Central Control Operator will call the following:

	EXTENSION	CELL
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

Each of the above managers will call their respective departmental personnel.

2. DUTIES

All on duty Maintenance personnel are to see that the building utilities are secured and safe, and that all electrical, plumbing, heating/air conditioning units are operating properly. Each employee must be ready to assume duties that may not fall into his/her particular area of employment. As other personnel arrive, they shall report to their department managers for assignment.

- Employees shall report with their assigned radios.
- Personnel shall remain at their assigned stations until directed otherwise by their supervisor or until an "all clear" is announced.