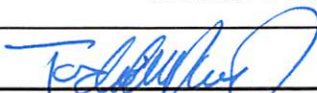


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Administrative</b>	<b>Procedure Number:</b>	<b>ADM-09</b>
<b>Subject:</b>	<b>Maintenance Departmental Disaster Plan</b>	<b>Effective Date:</b>	<b>January, 1980</b>
		<b>Revised Date:</b>	<b>October 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**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:

	<b>EXTENSION</b>	<b>CELL</b>
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.