


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Personnel	Procedure Number:	PE-08
Subject:	Recognizing Eminent Danger	Effective Date:	May 1993
		Revised Date:	November 2016
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

Specific procedures should be followed whenever a Facilities Maintenance employee encounters a situation which he/she feels poses a threat of eminent danger.

Purpose

To ensure the employees safety and the safety of others within the threat of eminent danger. To prevent personal injury and loss to the institution.

Procedure

1. Whenever an employee discovers an area or situation where they feel an eminent danger exists, they must immediately remove themselves from the location.
2. Employees should immediately alert the Central Control Center at extension 4298 of the threat and/or condition.
3. The Central Control Center will alert the appropriate manager. If needed, the Central Control Center will also alert the Campus Police at extension 383-2600.
4. The Manager will evaluate the conditions found and take appropriate action as deemed necessary. If a utility shut down is required, the Manager or his designee shall proceed with the utility shut down in a timely manner. All efforts will be made to ensure that notification is given. However, if danger is eminent, then the decision-making authority of the Manager will determine whether or not the utility will be shut off.
5. Facilities Maintenance employees who are involved in a fire situation should evacuate the area and initiate the fire alarm system directly.
6. Examples of situations of eminent danger are:
 - A. Water adjacent to an electrical device.
 - B. Fire of an uncontrolled or unwanted nature.
 - C. Excessive heat or coldness.
 - D. An explosion.
 - E. Unfamiliar smells or vapors.
 - F. A leaking pressurized line of water, steam, air, etc.
 - G. An open latch.
 - H. Loose or improperly fastened equipment or mountings.
 - I. Sparks.