

<b>Name of Policy:</b> <b>Operating policy in non-emergency and emergency situations</b>			
<b>Policy Number:</b> 3364-20-08		<b>Effective date:</b> September 15, 2023	
<b>Approving Officer:</b> President		<b>Original effective date:</b> September 25, 2017	
<b>Responsible Agent:</b> Executive Vice President, Finance and Administration/CFO			
<b>Scope:</b> All University of Toledo campuses			
<b>Keywords:</b> utilities, support equipment, disaster, loss			
	New policy		Minor/technical revision of existing policy
	Major revision of existing policy	X	Reaffirmation of existing policy

(A) Policy statement

The facilities and construction department will maintain standard operating procedures that describe how it conducts business within the department in non-emergency situations. The facilities and construction department will also maintain standard operating procedures outlining management of all critical utilities and critical support equipment (related to life support, infection control, and all accrediting bodies) in emergency situations.

(B) Purpose of policy

To provide guidance and understanding concerning everyday operating procedures within facilities and construction as it may relate to faculty and staff in other departments. To create and maintain a safe and secure environment for patients, visitors, faculty, and staff during any natural or unnatural disaster, or during any utility/equipment loss.

## (C) Procedure

Procedure details can be found under the link entitled “facilities and construction standard operating procedures” (“SOP’s”) located at: <http://www.utoledo.edu/facilities/sop-approved.html> .

<p><b>Approved by:</b></p> <p>/s/</p> <hr/> <p>Gregory Postel, MD President</p> <p><b>Date:</b> September 15, 2023</p> <p><b>Review/revision completed by:</b></p> <ul style="list-style-type: none"> <li>• Senior Associate Vice President, Administration</li> <li>• Executive Vice President, Finance and Administration/CFO</li> <li>• Senior Leadership Team</li> </ul>	<p><b>Policies superseded by this policy:</b></p> <ul style="list-style-type: none"> <li>• 3364-20-01: Facilities and Construction Critical Utility/Life Support Policy (original effective date January 29, 2009)</li> <li>• 3364-20-02: Facilities and Construction Operating Policy (original effective date: January 29, 2009)</li> </ul> <p><b>Original effective date:</b> September 25, 2017</p> <p><b>Review/revision date:</b> July 9, 2020 September 15, 2023</p> <p><b>Next review date:</b> September 15, 2026</p>
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