

STOCKTON UNIVERSITY



PROCEDURE

Emergency Repairs

Procedure Administrator: Associate Vice President of Operations

Authority:

Effective Date: September 23, 1974; February 12, 1975; October 1, 2009

Index Cross-References: Policy VI-80: Plant Management

Procedure File Number: 6815

Approved By: Dr. Herman J. Saatkamp, Jr., President

I. PURPOSE:

To provide for inspection and/or repairs of facilities on an emergency basis.

II. PROCEDURE:

- A. Normal repairs should be processed through use of the work order system or possibly through a phone call to report a time-urgent condition. These will be processed by the normal work crews during duty hours. However, situations will arise after the normal work hours which will require immediate action on the part of the repair personnel in Plant Management.
- B. Security and Safety (Extension 4390) should be notified immediately if an emergency repair situation arises after normal work hours or during the weekend or holiday period. Security will record the time, caller's name and phone number, the condition requiring emergency repairs, the location and any other pertinent data.
- C. Security personnel will-notify immediately the Repairer on duty, providing him with the related information. Normally, a repairer will be available via the pager from 7:30 a.m. until 12 midnight, Monday - Friday.
- D. The repairer will attempt to correct the situation reported if he believes it is within his competency. If he is unable and believes the situation is in fact an emergency requiring immediate correction, the repairer should call in the tradesperson responsible for the type repairs needed. The repairer should take whatever action to reduce the impact or danger if such a situation warrants while awaiting the arrival of the tradesperson contacted.

- E. If there is no repairer on duty, Security personnel should immediately select and call the tradesperson they believe responsible to correct the emergency situation. A discussion on the phone would indicate whether or not the tradesperson called would be responsible for correcting the emergency situation. If not, he/she could refer Security to the correct tradesperson to handle the situation.

- F. If necessary, Security should call the one of the Assistant Directors or the Director of Plant Management.

Approval History:

	Date
President	10/01/09