

Emergency Shutdown of Buildings other than Housing in Non-Fire Emergency Situations

Summary

Columbus State University and Plant Operations have established procedures for emergency shutdown of buildings other than Housing in the event of a non-fire emergency.

Purpose

The purpose of this document is to describe the established procedures for emergency shutdown of buildings other than Housing in the event of a non-fire emergency.

Procedure

Examples of non-fire emergency situations include:

1. Loss of electricity, heat, AC, water, or other essential utilities.
2. Failure of mechanical equipment such as HVAC systems and emergency generators.
3. Flooding, tornadoes, earthquakes, or other natural disasters.
4. Terrorist actions or civil unrest.

Procedure: The following list is by no means complete, but it gives general steps to ensure a safe shutdown of Main Campus facilities in the event of a non-fire related emergency situation.

1. Alert Manager of Plant Operations at (706) 507-8222.
2. The Manager of Plant Operations will contact the effected department administration and University Police (*if applicable*) of the shutdown. Notification from management reduces questions, saves time, and lessens confusion or panic.
3. Plant Operations will instruct regarding action required, to wit: Service, Out of Order, Evacuate Building, Seek Shelter.

4. Whenever possible, provide an estimated time services will be restored.

Related USG Policy

N/A

Last Update

N/A

Responsible Authority

Plant Operations