

# Emergency Procedures

## Summary

Columbus State University and Plant Operations have formalized Plant Operations guidelines for emergency situations.

## Purpose

The purpose of this document is to describe the formalized Plant Operations guidelines for emergency situations.

## Procedure

Report all problems immediately to the attention of the Plant Operations personnel and CSU Public Safety. All pertinent numbers which may be required are listed below. Steve Norris should be notified regarding all alarms and call outs at (706) 507-8222 (Daytime) or (706) 587-6392 cell.

Procedure: Emergency situations occurring during normal business hours (Monday thru Friday, 8:00am to 5:00pm ET) should be brought to the immediate attention of the Plant Operations office at (706) 507-8222.

In the event of an emergency that arises at Main Campus after normal business hours, refer to the list below for the appropriate person to call.

CSU Public Safety: (706) 568-2022

The responding officer should assess the situation and notify the appropriate personnel to implement a plan of action to resolve the situation. In case of fire or damage, all personnel on the list below should be contacted in addition to the Director of Maintenance & Construction Facilities.

Plant Operations Office: (706) 507-8222 (Daytime)

Steve Norris (706) 587-6392 cell

Housing issues dealing with students, notify:

Sarah Secoy (706) 507-8714 office

(706) 573-3336 cell

All other situations, notify:

Kelly Wilson, Director of Maintenance (404) 394-0535 cell

& Construction

**Related USG Policy**

N/A

**Last Update**

N/A

**Responsible Authority**

Plant Operations