
DAMAGE CONTROL AND RECOVERY

Category: Facilities

Responsible Office: University Facilities

Responsible Executive: Executive Vice President University Support Services

Date Established: Unknown

Date Last Revised: -

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This policy has not yet been vetted or formatted as part of the [policy review project](#), however, all requirements of the policy are current and in force.

Summary

University Facilities responds to events that result in significant damage to facilities, such as, fires, floods, long-term power outages, etc., and assesses and controls damages and coordinates restoration.

Policy

POLICY STATEMENT

Objectives

- To assure that initial responses are undertaken to control the extent of damage and to expedite cleanup in a safe and timely fashion.
- To coordinate multi-unit efforts, e.g., electrical, plumbing, custodial, etc.
- To work with the various staff members that reside in the affected facility, and identify an administrative staff member who will serve as a point of contact, in order to coordinate recovery and rehab efforts with University Facilities.
- Develop and oversee restoration plans.
- Investigate and document the extent of equipment damage and make funding recommendations for repair or replacement.

Public Safety and Environmental Health & Safety Services (EHS) historically have responded to fires and hazmat conditions as soon as they receive word of these conditions. This practice shall continue with at least one member of the Public Safety and EHS staff remaining on site until the responsibility of management of the site is transferred to the Director of Facilities Operations.

RESPONSIBILITY

It will be the responsibility of the Director of Facilities Operations, or a designee, to coordinate all activities relating to this protocol.

EHS in concert with the Director of Facilities Operations and Public Safety, will assess the situation to determine if any safety, security or health hazards are present. As a result of this assessment, EHS will determine when other University staff members may enter an area, and what safety precautions should be taken. These recommendations will be made to the Director of Facilities Operations.

Any University Facilities employee who responds to a problem in campus facilities, and upon arriving at the site realizes that the condition falls under the parameters of this protocol, shall notify the Director of Facilities Operations as soon as possible.

Contact Information

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