

**Section I: Title Page**

**Emergency Plan Emergency Procedure for Facilities Operations**

The following plan describes the emergency responsibilities specific to the employees of the UNCG Facilities Operations Division (hereafter referred to as Facilities Operations), including both EPA and SPA employees. The locations on campus that are controlled by Facilities Operations include the Sink Bldg. at 800 Oakland Ave, the Grounds Maintenance Bldg, the Steam Plant, at 804 Oakland Ave, The Campus Supply Bldg, at 806 Oakland Ave, and other small maintenance facilities. As a maintenance group, Facilities Operations has access to and staff in every academic and administrative building on Campus.

The Acting Director of Facilities Operations is an EPART member and is responsible for maintaining and implementing the emergency plan. That person is currently:

Acting Director of Facilities Operations: Steve Siler,  
209 Sink Bldg. at 800 Oakland Ave  
Phone 336-256-0436, Fax 336-334-4026, Mobile 336-215-8015  
Home 336-993-4446, E-mail [swsiler@uncg.edu](mailto:swsiler@uncg.edu)

**Backup #1**

Dale Williams,  
Sink Bldg. at 800 Oakland Ave  
Phone 336-334-3362, Fax 336-334-4026, Mobile 336-215-8079  
Home 336-644-1271, E-mail [drwilli3@uncg.edu](mailto:drwilli3@uncg.edu)

**Backup #2**

Tom White,  
Sink Bldg. at 800 Oakland Ave  
Phone 336-256-0434, Fax 336-334-4026, Mobile 336-451-0707  
Home 336-434-5421, E-mail [tmwhite4@uncg.edu](mailto:tmwhite4@uncg.edu)

The order of succession is the order listed above. If the Acting Director of Facilities Operations is unable to perform his duties for whatever reason then the backup #1 will perform those duties. If s/he is unable to perform those duties then backup #2 will perform them.

## **Section II: General Emergency Response**

**A. Purpose:** Facilities Operations primary purpose is maintain and operate the academic and administrative buildings of the Campus as well as the grounds and the utility systems of the entire campus. In a campus wide emergency, Facilities Operation will do the following:

1. Implement internal Facilities Operations emergency response plans and procedures in accordance with their role in the overall University-wide Emergency Operations Plan.
2. Provide for the health, safety, welfare of the campus community and public, and assist in emergency repairs of facilities.
3. Review and inspect buildings and facilities that require immediate response and determine the best course of action to prevent further damage to the facilities.
4. Make available building plans and CAD drawings to any emergency operation unit.
5. Coordinate the hiring of outside contractors as required for making emergency repairs.
6. Coordinate with other University departments as required in order to make emergency repairs.
7. Maintain current and on-going service contracts for general contractors, elevators, electrical, mechanical and other trades which might be used for emergency situations.

### **B. Priorities**

The over all priorities for emergency response by the Facilities Operations are as follows:

1. Protection of life.
2. Protection of health, safety and welfare of public.
3. Protection of buildings and facilities.

### **C. Expectations for Employees**

All Facilities Operations personnel are considered essential. Personnel will be called in as needed to respond to the situation.

All Facilities Operations personnel will be familiar with the University Emergency Plan and the Facilities Operations Emergency Procedures. In the event of an emergency, the Acting Director of Facilities Operations will assign staff to that post who will report immediately to the Incident Commander. All Facilities Operations staff members will be on an “on-call” status and will be assigned based on abilities, requirements and area of expertise.

#### **D. Communications**

When the University Emergency Plan is activated, the following actions will occur:

1. If the emergency occurs during normal work hours, the Facilities Operations Division Managers will be contacted and appropriate plans will be implemented.
2. If the emergency occurs after normal work hours, the Facilities Operations Call Back person will be notified as the first contact. The appropriate people on the Emergency Call Back List will also be contacted as required. This list is updated at least each quarter of the year and is sent to the Police Department and kept by the Call Back person.
3. Communication between staff members is by two-way radio system and mobile phones.

#### **E. Responsibility and Control**

1. Facilities Operations managers will be assigned to designated areas of responsibility as required. They will assign staff as required depending on the extent of the emergency and the complexity of the tasks required.
2. The use of outside contractors for emergency repair will be coordinated with the Acting Director of Facilities Operations and the University Business Affairs Office.
3. Safety of personnel is primary; every effort will be made to follow established safety procedures. The Acting Director of Facilities Operations must approve any deviation from established procedures.

#### **F. Coordination with the University Emergency Plan**

Facilities Operations staff will provide support as requested by incident commander. The University Emergency Operations Center (EOC) is the central communication point for all resource requests and communication and is the most efficient means of communication with other Units responding to the emergency. The Acting Director of Facilities Operations will normally be the in the EOC.

#### **G. Emergency Procedures for Specific Emergencies**

Emergency response procedures will be in accordance with Facilities Operations standard operating procedures. Personal safety is paramount; all established safety procedures will be followed at all times. It would not be practical to attach all possibilities of emergencies. The Acting Director of Facilities Operations and the Managers will direct responses.

**Section III: Emergency Supplies and Resources**

**A. EMERGENCY SUPPLIES AND RESOURCES**

Facilities Operation will make every effort to keep all equipment that may be needed to respond to an emergency in good repair and working order. A complete list of all equipment available would not be practical. Facilities Operations has tools and equipment consistent with a completely equipped maintenance facility would have. In addition the following is also available:

Facilities Operations Vehicles and Equipment

Vans	Cargo	1
	15 Passenger	1
Trucks	Light ½ T	20
	Std ½ T	16
	¾ T	10
	Sweeper	1
	F350 Welder	1
	Dump	2
	Flat Bed	3
	Cube Van	2
	Bucket	1
Equipment	Skid loader	2
	Tractors 16+hp	3
	Tractor/backhoe	1
	Golf Carts	25
	Move & Cools	2
	Dehumidifiers	2
	Portable generators	2 – 4000 watt
Manhole trailer		
	Has a 10 KW generator, blower and lights	

B. Personal Supplies

Facilities Operations staff are all essential and are encouraged to prepare for emergencies by gathering essential items needed for an “emergency survival kit.” This kit would allow members to operate without assistance for the first 72 hours of a community-wide incident. The kit should include the following items:

- 1) Communications equipment (radios, cell phones) with charged batteries.
- 2) Flashlight with batteries.
- 3) Non-perishable food items and water (1gallon per person, per day is recommended).
- 4) Work clothing (including gloves and sturdy shoes).
- 5) Toiletry items.

Because employees may be required to be away from their families during a community-wide emergency, employees are encouraged to engage in emergency preparedness activities at home.

**Section IV: Employee Training and Drills**

Facilities Operations will incorporate emergency response training into staff orientation training and then will review the program yearly. Training sessions will review procedures with emphasis on individual employee responsibilities.