

Facilities Management Manual (FAC)

FAC 105–01: Emergencies–General

Effective: 1/1/1965

Revised: 7/1/2018

Purpose

To define a policy for requesting emergency services

Source

Facilities Management

Applicability

All departments or individuals requiring emergency maintenance/building services

Policy

Facilities Management will provide emergency maintenance/building services and assign the highest priority to emergency service requirements.

Procedure

The requesting department reports the emergency service need to the Facilities Management Service Center (480/965–3633). The Maintenance Operations and Management department determines the urgency of the request and issues a work order to the appropriate shop.

Note: Immediately report safety/security emergencies to the ASU Police Department (480/965–3456) or 9-1-1. Report risk/hazardous material emergencies to Environmental Health & Safety (480/965–1823); after work hours, call 602/460–4720.

Cross-Reference

For information on other appropriate action in the event of an emergency, see the *Police Department Policies and Procedures Manual*—[PDP 101–01](#), “Reporting an Emergency.”