

# Facilities Management Manual (FAC)

## FAC 105–02: Utility Failure

Effective: 1/1/1965

Revised: 7/1/2007

### Purpose

To define the response procedure for a utility failure on campus

### Source

Facilities Management

### Applicability

All departments experiencing a utility failure

### Policy

In the event of a utility failure, Facilities Management personnel will be sent to the scene to take immediate steps to safeguard life and property. An accurate appraisal of conditions will be made, and equipment and/or personnel needed will be determined.

Facilities Management personnel will assess the effects of the failure and estimate the impact on facilities and personnel.

### Procedure

Responsibility	Action
Building personnel	1. Call the Facilities Management Service Center (480/965–3633). Report the nature and location of the failure.
Service Center	2. Notify the director of Facilities Management and appropriate Facilities Management personnel.
Facilities Management personnel	3. Assess impact and damage. Report findings to the supervisors.
Facilities Management supervisors	4. Notify the director of Facilities Management.
Director of Facilities Management	5. Notify the executive vice president and chief financial officer, the chief of police, the applicable vice president and dean/chair, and other appropriate personnel.

### Cross-Reference

For related information, see the *Police Department Policies and Procedures Manual*—[PDP 104–02](#), “Major Power Outages.”