



**Facilities Operations
Policy Statement
OP-10
Emergency Notification**

1. **Purpose:** To provide information for emergency notification during non-duty hours.
2. **Non-Duty Hours:** Non-duty hours are the periods from 4:30 p.m. at the end of a workday until 8:00 a.m. at the beginning of the next workday, including weekends and holidays. During non-duty hours, the following Directors and Supervisors will carry a phone/pager to ensure appropriate response to major incidents:
 - Director, Facilities Operations – Larry Howell - (704) 363-0767
 - Central Operations Manager – Mike Burriello – (704) 401-8280
 - High Voltage Supervisor – Anthony Horn – (704) 241-8816
 - Steam Plant Supervisor – Roger Alston - (980) 722-8989
 - Area A Manager - Larry Griffin – (704) 361-6166
 - Area B Manager – Art Sutherland – (980) 722-8990
 - Grounds Superintendant – Joey Cochran – (980) 722-0517
 - Director, Design Services - Mac Fake - (704) 507-2425
 - Director, Capital Projects - John Fessler - (704) 309-5347
 - Capital Project Managers - Rick Ellis – (704) 507-5206
 - John Neilson – (704) 309-9937
 - Al McCool – (704) 507-3662
 - Steve Fichter – (704) 426-7904
 - Brian Kugler – (704) 309-6713
 - Norm Johnson – (980) 722-5634
3. **On-Site Response:** The Boiler Plant Operator on duty is available for responding to minor incidents and for initiating follow-up action as necessary. The 24-hour Boiler Plant Operator Nextel number is (704) 323-1913 or D.C. 151*26157*26. The Boiler Plant Operator may also be reached by radio on channel 13 call sign 800. There may be times when the boiler plant operator’s primary duties are critical and the operator may not be able to respond to incidents outside the boiler room. When that occurs, he shall initiate or advise on an appropriate recall. Recall of other Facilities Management employees can be initiated by the Boiler Plant Operator, by the Campus Police Dispatcher, or by any one of the Facilities Management Directors or Supervisors as they deem appropriate to the emergency situation.
4. **Major Emergency Notifications (Primary Utilities):** Primary utilities include electricity, water, steam, natural gas, telephone, sewer and data communications. For all primary utilities outages, service breaks or notifications of outages received from utilities companies the Campus Police Dispatcher has been instructed to notify the Boiler Plant Operator, the Facilities Operations Director and the Central Operations Manger or designated representative. The Facilities Operations Director (or designate) will take appropriate action, to include keeping the Associate Vice Chancellor for Facilities Management informed.

A handwritten signature in cursive script, appearing to read "L. Howell".

Laurance H. Howell, P.E.
Facilities Operations Director