

**Messiah University**  
**Utility and Essential Service Emergencies Policy and Procedure**  
**May 2024**

*Policy:* Loss of Utilities or Essential Services, or Emergencies Requiring Contractor Support.

Under no circumstances should staff provide any information, interviews, or statements to the media. All questions, inquiries and concerns should be directed to the office of Marketing and Communications.

*Objectives:* To establish standardized procedures to be followed, and a list of available resources to be utilized, in the event of loss of essential services or utilities.

*Equipment:* Attachment A  
Radios

*Procedure:*

*Responsibility:*

**Vice President for Operations**  
**Director of Facility Services**

During weekday, day shift hours, determine the need to contact an external contractor (see Attachment A) for corrective action on those areas which the Facility Maintenance Department are responsible.

**Facility Maintenance**

In conjunction with the Department of Safety, Assistant Director - Physical Plant, Director of Facility Services, or VP for Operations determines





