## 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

## Attachment A: Utilities Emergency Procedures

Vendors:		
Company	Telephone	Service
ACIA	717-542-9683 Office, 717-767-1860 Emergency	Indoor Air Quality issues/Mold
ATM	Falcon Exchange X 7245	
ATS	717-697-3479	Pool
Automated Logic	717-909-7000	Building Automation Systyems
Aqua Specialists	717-766-2541	Pool
Barton Associates	717-845-7654	Mechanical Engineer
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