

1.4.11 Major System Failure - Facilities

(Electric, Heat, Air Conditioning, Gas/Water Leak, Water/Sewer)

PROCEDURE:

In the event of any major system incident, Suffolk University Police, or the Facilities Operations personnel, will advise management of the situation in the following order:

- Facilities Manager on-call
- Director of Facilities
- Director of Risk Management
- ITS emergency contact
- Emergency Manager

An immediate assessment will be made to determine if all life safety and utility systems are operational and that no hazardous conditions are present. The senior Facilities Operations and public safety personnel on site will make the final determination if a building is safe to occupy, or if there should be relocation to another building.

First responders to the scene shall conform to the following procedure as much as possible.

- **Assess the situation**
 - Ensure the safety of occupants
 - Ensure the safety of workers
- **Abate hazardous conditions**
 - Secure University property to prevent further damage
 - Notify management

Restoration of services will begin as soon as the safety and security of occupants and workers can be assured.

Reviewed by	Date
Incident Support Team	3/2/2016