

PHYSICAL PLANT
OPERATING POLICY AND PROCEDURE

PP/OP 02.17: Emergency Operations Plan

DATE: August 30, 2007

PURPOSE

The purpose of this Physical Plant Operating Policy and Procedure (PP/OP) is to establish responsibility for the development, update, and distribution of the Physical Plant Emergency Operations Plan. This plan also serves as Annex C to the university emergency plan as outlined in TTU OP 76.01.

REVIEW

This PP/OP will be reviewed in January and July every year by the associate managing director - Physical Plant with recommendations for revision being forwarded to the managing director - Physical Plant.

POLICY AND PROCEDURE

The Physical Plant Emergency Operations Plan will be maintained by the Planning and Training Unit and will update and distribute the entire plan in the spring of each year to all directors, superintendents, managers, and foremen who have direct involvement in its execution.

The plan will be reviewed and briefed to all assigned personnel to ensure everyone is aware of how and where to respond in an emergency situation involving the university.

Individuals who are assigned responsibilities for the plan's personnel and equipment listings will periodically review and make pencil changes as required to their respective copy until formal revisions are made.

IMPORTANT: All personnel identified in "Physical Plant Personnel Recall Plan" **are required** to maintain an updated copy of the recall plan at their residence to utilize in the event a Physical Plant recall is initiated. The recall plan will be updated and distributed twice a year during the semi-annual review process.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Month</u>	<u>Day</u>
Associate Managing Director - Physical Plant	Review	Jan/July (Every Year)	1

Approved: _____
Reviewer

Approved: _____
Managing Director - Physical Plant