

GSC Procedure: GSC-012
Revision: 4
Date: 5/23/07 (original 4/23/03)
Owner: Jim Dow
Title: Emergency Procedures for Facilities
Approval & Date:

Purpose: To define the procedures needed when facility emergencies occur.

Procedure:

Major Emergencies

1. **Major building emergencies such as:**
 - a. Hostage or armed intruder
 - b. Tornado
 - c. Fire
 - d. Earthquake
 - e. Bomb threat
 - f. Serious injury or illness
 - g. Hazardous material/chemical spill
 - h. Flood
 - i. Terrorism
 - j. Guns or weapons on site
 - k. Natural Disasters

Each of these emergencies is coordinated by the site administrator. Building services acts as a resource, as required, and directed by the building administrator. If requested by the building administrator, these emergencies will be coordinated through the main facilities office and the Director of Facilities. The building services department shall defer control to the Director of School Public Safety, when requested. Federal/local officials may take command in a city-wide emergency at any time, whereby the facilities office and/or school public safety office will be assigned a role in the Incident Command Structure. See GSC-012a (attached)

Minor Emergencies

2. Broken Window / Glass Breakage.

In case of a broken window, notify Building Services immediately at 523-0480. Most schools have plywood available to board up the window until Building Services is able to respond. After hours, contact Security at 523-2911.

3. Total loss of water.

At the principal's request, building services will deliver potable water (bottled), portable restroom facilities, and hand sanitizer, as required. Building service has stored water and works with City Utilities, as needed.

4. Broken Door Locks.

In case of a broken door lock, notify Building Services immediately at 523-0480. After hours, contact Security at 523-2911.

5. Major Roof Leaks.

Roof Leaks that affect wood floors are considered an extreme emergency. Contain the leak as soon as possible with trashcans. Then notify Building Services at 523-0480. After hours, contact Security at 523-2911.

6. Complete Loss of power.

Call Building Services @ 523-0480 and report it. Building Services will contact City Utilities and address the problem and contact the school on projected “down time”. If after hours, contact Security 523-2911.

7. Partial loss of power.

Call Building Services @ 523-0480 and report it. Have custodian in charge turn off any three phase equipment if building has three phase power. Building Services will respond promptly. If after hours, contact Security 523-2911.

8. Bad Ballast.

When a ballast shorts out turn light switch off and tape it off. Then call Building Services @ 523-0480. If the ballast starts smoking and smells the room up turn the light switch off and tape it off, move the students to another room, open the windows to air the room. Then call Building Services @ 523-0480. Reminder: flickering lamps or bad lamps will “burn out” ballast and give problems of this nature.

9. Shock hazard: i.e. broken receptacle, switch or exposed wires.

Have custodian secure the damaged area with duct tape when it is broken to the point that harm could come to anyone that might touch it. Then call Building Services @ 523-0480.

10. Small Gas Leaks.

In case of a natural gas leak, notify Building Services immediately (523-0480). Each school has been provided with a wrench to manually turn off gas to the building. The head custodian has been instructed where and how to shut off the natural gas. In case of a gas leak after normal work hours notify Security on call (523-2911).

11. Large or Extreme Natural Gas Releases.

In cases of extreme gas releases such as boiler explosion, main gas lines ruptures, or high concentration of natural gases in building from undetermined sources, **leave building at once**. Call City Utilities emergency number 831-8750. Then notify Building Services (523-0480) and Security (523-2911).

12. Potable Water Leaks.

In case of water leaks involving single appliances such as toilets, sinks, emergency eyewash stations, etc. turn off water to that particular appliance or device. Head custodians have been instructed how to do this. Notify Building Services (523-0480) of the problem and that the water is shut off to that appliance.

In cases involving small leaks in water distribution supply piping, try to place a bucket under the leak. Secure the affected area to prevent slips and damage to other parts of the building. Notify Building Services (523-0480). After hours contact Security (523-2911).

In cases involving large leaks or ruptures of the water distribution piping system. Head custodians have been shown where the main cut-off valve for the entire school is located. Turn off the water, call Building Services (523-0480) and explain the problem. After hours call Security (523-2911). City Utilities Water Department is also available for emergency water shut off, emergency number 863-9000.

13. Leaks in Hydraulic and Steam Heating Systems.

For small leaks try to place a bucket under the leak. **CAUTION, THIS WATER IS VERY HOT.** Secure the area to prevent accidents and or damage to building. Call Building Services (523-0480). After hours call Security (523-2911).

For large leaks or ruptures of the pipes. Call Building Services (523-0480), or after hours call Security (523-2911). Try to locate the boiler that the pipe is connected to. Turn off the boiler controls, then turn off the valves on the boiler. Secure the area. This water can cause severe burns, so use extreme caution.

14. Sewage Back-Ups

Call Building Services (523-0480) or, after hours call Security (523-2911). Secure the area affected. Do not allow use of any appliances that empty to the sewer.

Data

1. Redundancy of data

All blueprints, manuals, books and prints are duplicated on CD by an outside service and in our mirrored data server. As new data is collected, it is scanned by an outside service under control of the project manager and entered into the system on an as needed basis.

2. Backup of Data

Critical local PC data and the servers are backed up on a daily basis at GSC automatically and monitored by the financial secretary. Those tapes stay on site. Monthly, backup tapes are made and stored off site by the director. For redundancy, our servers are backed up by IT. Most of our PC data is on our servers, very little is stored on the PC's themselves. Those PC's that do have local data automatically backup to the servers as those machines are logged in...

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