

**EASTERN MICHIGAN
UNIVERSITY™**

**PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE**

Section:	Administration	Effective date:	May 2008
Subject:	Campus Communication	Procedure Number:	A -04

Purpose

To provide a procedure that allows for communication between the Department of Physical Plant and the Faculty, Staff and Students of Eastern Michigan University.

Procedure

1. CAMPUS NOTIFICATION

- 1.1. Any event caused by or related to Physical Plant activities that affects or has the potential to affect a majority of the occupants of a building will follow Campus Communication Procedures.
- 1.2. Any event caused by or related to Physical Plant activities that affects or has the potential to affect the occupants of more than one campus building will follow Campus Communication Procedures.
- 1.3. If possible, campus notifications will be sent out at least two days prior to the event.
- 1.4. If the event is an unpredicted emergency, then campus notification will be sent out as soon as possible.

2. NOTIFICATION INITIATION

- 2.1. All Physical Plant personnel will notify their immediate supervisor/manager of any event or Physical Plant activity that would fall into section one of this procedure.
- 2.2. If a supervisor/Forman is notified then that individual will notify their immediate manager.
- 2.3. The manager will notify their Director.
- 2.4. If the Director is unavailable, the manager will notify the Associate Vice President of Facilities.
- 2.5. If the event is going to take longer than indicated, then the manager will notify the appropriate Director or the Associate Vice President of Facilities explaining the change and confirming the new completion time and date.

3. NOTIFICATION

- 3.1. The notified Director or the Associate Vice President of Facilities will be responsible for ensuring that the appropriate notifications are sent.
- 3.2. The following notification methods may be used as appropriate:
 - 3.2.1. EMU Today
 - 3.2.2. The Physical Plant webpage
 - 3.2.3. E-mail
 - 3.2.4. Building Administrators
 - 3.2.5. Deans will be contacted.

4. NOTIFICATION CONTENT

- 4.1. The notification will contain the following:
 - 4.1.1. The nature of the event
 - 4.1.2. The event start date
 - 4.1.3. The length of duration for the event including the end date
 - 4.1.4. Contact information

5. NOTIFICATION UPDATES

5.1. If the event is going to take longer than the original campus notification indicated, then the appropriate Director or the Associate Vice President of Facilities will ensure that notification is sent explaining the change and confirming the new completion time and date.

Authorized by:

Scott Storrar
Manager, Facilities Planning and Construction

Dieter Otto
Director of Custodians and Grounds

Chad W. Crocker
Director of Facilities Maintenance

John Donegan
Associate Vice President of Facilities