

**EASTERN MICHIGAN  
UNIVERSITY™**

**PHYSICAL PLANT  
OPERATIONAL & MAINTENANCE  
ADMINISTRATIVE PROCEDURE**

<b>Section</b>	<b>Subject</b>	<b>Effective date</b>	<b>Procedure Number</b>
<b>Administration</b>	<b>Wildlife Services</b>	<b>May 30, 2013</b>	<b>A-23</b>

**Purpose**

This procedure will outline the protocol for removal of an animal from EMU property.

**Procedure**

**1. Removal of animal(s) from inside a building:**

- 1.1. The person who receives the call will need to call the appropriate zone manger immediately after obtaining the following:
  - a. Type of animal, building name, specific location in the building where animal is, as well as the caller's name and telephone number.
- 1.2. The person who receives the call must follow up with the zone manager with an email with the same information.

**2. Removal of an animal from EMU property (outside of a building):**

- 2.1 The person who receives the call is to call the grounds manager (734-320-1741) and notify him/her of the problem with all pertinent information: type of animal, specific location, and the location of where the animal was last seen.
- 2.2 The grounds manager will determine whether a call to Wildlife Services is warranted. No email is required.

Authorized by:

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