

**EASTERN MICHIGAN
UNIVERSITY™**

**PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE**

Section	Subject	Effective date	Procedure Number
Administration	Animals	May 30, 2013	A-30

Purpose

The purpose of this procedure is to outline the specific steps and/or actions that are to be taken by Physical Plant employee when encountering an animal in the work place.

Procedure

Avoid contact with animals while working on campus. This includes service animals, residential animals, and any other animals.

Normal Operation:

1. It is NOT the responsibility of Physical Plant Employees to care for or supervise service animals, residential pets, or wild animals.
2. When a work order is issued to a Physical Plant Trades/FMW employee and the residence houses an animal, the work order should notify the employee of the animal is presence and type. There should also be a contact number for the resident, so the Foreperson can notify the resident the day of the service.
3. If a Trade/FMW employee comes upon a room that has a sign indicating the presence of an animal and it is NOT on the work order, the employee should NOT enter the room, but instead should notify his/her supervisor, and leave “maintenance person was here” tag.

- a. The supervisor will attempt to make contact with the resident, but until that contact occurs, NO work will be performed in the resident's area.
 - b. After making proper contact, the work will be performed as normal.
4. If an employee is working in an area with an animal and feels threatened, the employee should exit the area and notify the supervisor.

Emergency Operations:

In the event of an emergency, with an "animal in residence" sign on the door, call the emergency contact number provided. Do NOT enter the room until someone has secured the pet. If you cannot make contact with anyone from the emergency number, then follow Physical Plant Building Access Procedure A-02, sec 1.4

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