



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

CG-3 Reporting Facility-Related Emergencies

APPROVED: December 6, 1978 **REVISED:** September 1, 1995
Year of last review: 2021
AUTHORIZING BOARD POLICY: CG

Classification: Institutional

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To establish guidelines for reporting facility-related emergencies.

PROCEDURE:

I. General Provisions

Facility related emergencies such as gas leaks, broken water lines, power failures, mechanical system failures, etc., should be immediately reported to the Physical Plant Department or, after normal working hours, to the EPCC Police Department. In reporting the emergency, indicate the campus, the location, and the nature of the situation.

II. Reporting Process

A. The Physical Plant Department will contact the EPCC Police Department to stand by at the emergency site, if necessary, and will promptly dispatch appropriate work crews to resolve emergency. After normal working hours, the EPCC Police Department will contact the appropriate Physical Plant personnel to resolve the emergency situation.

B. Emergency maintenance services are available on a twenty-four hour seven-days-a-week basis. Facility related emergencies should be reported as follows:

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|----|-----------------------------|---|
| 1. | Normal working hours: | Monday through Friday, 7:00 am. - 5:00 p.m.
Physical Plant Department
Telephone: 831-7880 |
| 2. | After normal working hours: | All other times and days
EPCC Police Department
Telephone: 831-2200 |

NOTE: The Physical Plant Department will provide the EPCC Police Department a list of Physical Plant personnel to contact in case of after-hour emergencies.