

HUMBOLDT STATE UNIVERSITY

Facilities Management

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Departmental Policy No: 001-140826

Title: Management Notification During Off-Hours, Holidays & Other Campus Closure Dates

Management Staff shall notify, as soon as reasonably possible, the Associate Vice President of Facilities Management during off-hours, holidays or other campus closure dates should any of the following occur:

- Facility issues/conditions which will impact campus services and/or use of facilities on the next regularly occurring business day. This includes issues/conditions in which modifications may be completed to allow for ongoing yet affected use.
- Serious injuries to students, faculty and staff which require support/response from off campus agencies and which were caused primarily due to interface with a facility.
- Emergencies which require support/response from off campus emergency response agencies.
- Events which require support/response from the University's Environmental Health & Safety Office or other off campus regulatory compliance agency.

Off-hours is defined as those hours outside of Monday- Friday, 8:00 a.m.- 5:00 p.m. Campus-observed holidays and closure dates shall be commonly known as those listed in the University's "Green & Gold" calendar.

A Facility is defined as any building, structure, roadway, or physical improvement utilized by the campus for programs/services. This may also include facilities adjacent to the campus which may impact the ability of the campus to offer its' programs/services successfully.

REFERENCES

- N/A

VERSION HISTORY

- Replaces 001-130217; revised to reflect changes in organization chart.
- Replaces 001-140320; revised to reflect improved definition of serious injury.