



**Office of Facilities**

Communication Policy  
For Notification of  
Facilities Related Emergency and Non-Emergency Events and Activities

**I. Purpose**

Pursuant to the Handbook of Operating Procedures (HOP), Chapter 8, Facilities and University Services, Section 8.3 Remodeling and/or Alterations to University Facilities, the Office of Facilities (Facilities) is responsible for remodeling and/or alterations to all University facilities including utility and mechanical systems.

This policy establishes the protocol for notifying the University community of such events and activities.

**II. Policy**

It is the policy of Facilities to formally notify the University community of emergency and non-emergency events and activities that impact daily operations.

Facilities will make every reasonable effort to notify the University community of related events and activities that generate load or disruptive noise and require road closures, utility outages and parking lot closures. Facilities will also make every responsible effort to provide progress notification of these events and activities.

Events and activities that do not impact anyone outside of the immediate area may not require formal notification.

**III. Procedures**

In accordance with Facilities internal communication procedures for requesting notification of emergency and non-emergency events and activities, Facilities will formally notify the University community of such events and activities through town-hall meetings, email, telephone, website, signage and other available medium.

**IV. Responsibility**

The Associate Vice President for Facilities (AVPF) or designee is responsible for approving all formal notification and dissemination of information related to Facilities events and activities.