



Office of Facilities

Communication Procedure For Facilities Related Emergency Events and Activities

I. Purpose

This policy establishes the procedure for notifying the University community of Facilities emergency-related events and activities. The procedure applies whenever Facilities events or activities require that the University community immediately be notified of an emergency.

Some emergencies may not require campus-wide communication or formal publication. A determination will be made by the appropriate Facilities staff including, Associate Vice President for Facilities, Assistant Vice President for Facilities, directors, and supervisors, at the time of the emergency.

II. Notification Procedure

- A. Facilities staff and/or customers contact the Facilities Service Center at 210/458-4262 to report an emergency.
- B. The Service Center dispatches Facilities staff/trade(s) and reports the emergency to the following Facilities staff:

1604 Campus

Victoria O'Connor
Communication & Customer
Relations Rep (FCCRR)
Office: 210/458-4261
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Scott Reuter
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Enos Jones
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Rock Whitney
Superintendent of Construction & Maint.
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III. Notification Process

The appropriate director or designee will notify the Assistant Vice President for Facilities and/or the Associate Vice President for Facilities of the emergency and coordinate with the FCCRR for campus notification. The FCCRR is responsible for processing campus-wide emergency notifications on behalf of Facilities.

Once all information is received, FCCRR will process the notification. If time does not permit processing of written notification the FCCRR will contact the UTSA Office of University Communications and Marketing (Publications) via telephone at 210/458-4550 for immediate dissemination of emergency related information.

To follow-up on a publication contact: Victoria O'Connor, FCCRR at: 458-4261 or Victoria.O'Connor@utsa.edu.