

CALL OUT LIST
FIRE/EMERGENCY

Effective date: 05/85
Revision date : 7/12
Review date :

Policy:

In the event of an emergency or disaster that cannot be handled by the on duty maintenance man during other than normal working hours, selected personnel are to be contacted in a priority sequence to provide technical assistance as needed.

Prevailing Codes and Standards:

TJC EC 02.05.01 (9)

Procedure:

- I. **Minor** - Any disruption which does not interrupt or threaten patient care.
 - A. Contact the on-call superintendent according to Hospital Administration. One of the following will be on-call:
 1. Keith Acker402-5022...(Pager 683-8546)
 2. Ernie Smoak349-2466...(349-2466)
 3. William Bolden.....218-0236...(309-3614)
 4. Eddie Bradley.....671-8775...(572-1156)
 - B. The on-call superintendent will recommend action to be taken and/or request that an on-call technician or contractor with the appropriate expertise be called.
 1. An on-call schedule will be provided as needed to University Police, Hospital Administration, the Switchboard and the Safety Office.
 2. A list of currently approved contractors and their telephone numbers will be provided to on-call personnel. Need to make sure list is up to date and provided to all.
 3. Employee reporting for call-outs should inform the duty maintenance man of his presence on-site and the time of departure.
- II. **Major** - A disruption of any major service or system which directly affects the safety of patients, staff or equipment.
 - A. Contact the on-call superintendent immediately. He will make recommendations and if necessary report to the job site.
 - B. Contact appropriate Administrative person as follows:
 1. Director...Mark A. Jusselin...925-5112(464-9266)
 2. Assoc.Director..George Kalmbach.865-0135(402-9617)
 3. Asst.Director..Sean Smith.268-7148(268-7148)
 4. Facility Maintenance Manager...Ernie Smoak 349-2466

5. Oper. Eng. Foreman...Randy Free.938-1730(630-5870)

