

**Messiah College**  
Utility and Essential Service Emergencies  
Policy and Procedure

**Policy:** Loss of Utilities or Essential Services, or Emergencies Requiring Contractor Support.

Under no circumstances should staff provide any information, interviews, or statements to the media. All questions, inquiries and concerns should be directed to the office of Marketing and Communications.

**Objectives:** To establish standardized procedures to be followed, and a list of available resources to be utilized, in the event of loss of essential services or utilities.

**Equipment:** Attachment A  
Radios

**Procedure:**

Responsibility:

Action:

Vice President for Operations  
Director of Facility Services

During weekday, day shift hours, determine the need to contact an external contractor (see Attachment A) for corrective action on those areas which the Facility Maintenance Department are responsible.

Facility Maintenance

In conjunction with the Department of Safety, Department Manager, Director of Facility Services, or VP for Operations determines after hours the need for an external contractor.

Facility Services maintenance standard working hours are 7:30am through 4pm Monday through Friday. The Facility Services maintenance on-call personnel are responsible for maintenance problems after standard hours. On-call employees can be contacted by notifying Dispatch at X6005.

On duty staff may use their own judgment and initiate appropriate action.

Notify Dispatch at ext. 6005 and the VP for Operations at ext. 6003 or the Director of Facility Services at ext. 3500, or 911 in the event of an incident requiring an emergency response.

Dispatch/VP for Operations/  
Director of Facility Services

In conjunction with Facility Maintenance employees, determine the need for an external contractor.

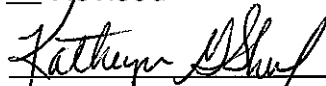
In conjunction with Facility Maintenance employees, take appropriate action of an incident requiring an emergency response.

Department of Safety Officer/  
Facility Maintenance Employees

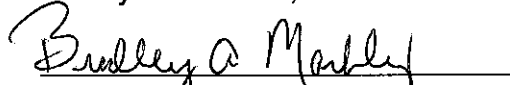
Complete a summary incident investigation notice and involve input from all staff that participated in the activities. Feedback should include a detailed summary of the investigation, what improvements could be added to enhance the policy, and what education may be necessary for staff. Submit a copy of the report to the Vice President for Operations, Director of Facility Services and the Director of Safety and Dispatch Services.

"Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy you have agreed to enforce the contents, share with your staff and adhere to standards".

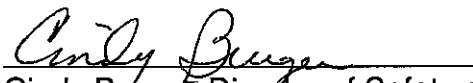
Approved  Reviewed  Revised



Kathrynne Shafer, Vice President for Operations



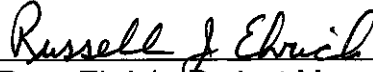
Brad Markley, Director of Facility Services



Cindy Burger, Director of Safety and Dispatch Services



Dan Smith, Facility Maintenance Service Manager



Russ Ehrich, Project Manager



Pete Ramsey, Grounds Manager

Attachment A: Utilities Emergency Procedures

**Equipment:**

<b>Company</b>	<b>Contact</b>	<b>Telephone</b>	<b>Alternate Phone</b>
Carlisle Propane	Joe	249-3112	
PP&L Utilities		(717) 691-2935	Fax: (717) 257-5774 or (717) 691-2914
United Water		(888) 220-9991	(717) 561-1103 (cell) Fax: (717) 564-0448
Upper Allen Sewer Plant	Bill Anderson Barry Cupp	(717) 697-9548 (717) 766-0756	Billing: (717) 766-0756

**Vendors:**

<b>Company</b>	<b>Contact</b>	<b>Telephone</b>	<b>Service</b>
ATS	Greg O. Sitko	(302) 226-1985	Pool
Automated Logic	Shelly Matters (Sales) Or Dave Drake (Service)	(717) 909-7000 (717) 645-7885 (Dave Cell)	
Aqua Specialists Emergency calls:	John Sieck, Pres. John Sieck  Ray Knepper	(717) 766-2541 (717) 728-4583 (home) (717) 766-9327 (home)	Pool
Barton Associates	Mike Rader	(717) 817-2276 (717) 845-7654	Engineer Mechanical
Berkshire Systems	Service/Dave Pursell	1-800-344-4012 (610) 775-1200	Seimens Fire Alarm Systems
BWB	Greg Sholly	(717) 939-3679	Demolition/ structure
Carl Frantz Plumbing	Carl Frantz	(717) 334-3424	Plumbing
Century Engineering	Seth Beaver	(717) 901-7055	Engineer- Civil
Cocciardi	Frank Gallaway/Matt Gainor	(717) 766-4500	Contractor
Coynex Excavator	Craig Coyne	(717) 554-0741 (Cell)	Sink holes, brush fires, landslides, snow removal, excavating
Craft/ Fred Craft Sr.	Steve Ferree/ Mike Monn	(717) 266-6629	Contractor
Creative Exteriors	Dave Whitcomb	(717) 502-1231	Athletic field contractor
CSC	Customer Service	(877) 264-6622	Washer/dryers
Dauphin Electric	Emergency number	(717) 939-0916	Electrical supplies
ECI	Jason Barlup	(717) 638-3305	General

<b>Company</b>	<b>Contact</b>	<b>Telephone</b>	<b>Service</b>
Edward Kurth & Son Inc.	David Jenkins	(856) 227-5252	Tank Relining
EHC Associate	Ted Gallagher	(717) 656-3008 (717) 278-7843 (cell)	Asbestos Removal/Testing
Elk Environmental Services	David Skrocki	(800) 851-7156	Hazardous/Universal Waste disposal
Fullerton Electric	Emergency Number Jim Acri (VP) Allen S. Brandt	(717) 367-9340 (717) 796-5242 (717) 367-1228	Electrical
Goods Tree Service	Bob Good	(717) 770-0196 (717) 533-5447 Cell (717) 648-5812	
Grainger (ACCT# 803905991)	Joe	(717) 561-8322	Supplies
H.B. McClure Co.	Mark A. Crow	(717) 232-4328	Contractor
High Construction	John Burkholder	(717) 629-7699 (cell)	Contractor
Hobart/Vulcan	Dave Wallace	(717) 564-6202	Kitchen equipment
Junkins	Eric Diffenbaugh	(717) 697-8489	Surveyor
K.S. Heagy	Kevin Heagy	(717) 554-9066 (cell)	Contractor
	Bob Royer	(717) 909-9709	
Lobar	Darren Knepper	(717) 432-3429	Contractor
L. R. Four Roofing	Butch Gates	(717) 697-7366	Roofing
McClure	Dave Johnson	(717) 233-6431 (717) 385-7706 (cell)	Contractor
McCoy Bros. Inc.	Steve Bob	(717) 241-2023	Contractor
Norfolk Southern	Dispatch Manager	(717) 541-2102	Train Issues
NuTemp	Jim Kelley	(800) 440-8367	Emer. HVAC
Overhead Door		(800) 481-8595	
PA One Call System	Lisa Holder	(800) 242-1776	PA One Call
Paloma Gas Water Heaters	Ryan E. Harmon	(814) 676-2764	Gas water heaters
Paul Davis Restoration	Julie Tebera	(717) 751-7784 (717) 291-6000 (717) 808-1111(cell)	Fire or flood restoration
Penn Waste	Andy Miller	(717) 718-1561 (Dispatcher)	Waste Disposal

<b>Company</b>	<b>Contact</b>	<b>Telephone</b>	<b>Service</b>
P.M. Associates	Ronald Farley	(717) 292-1559	Elevator inspector
Seimen's		(717) 697-4656	HVAC Computer
Simplex	Eric Conrad	(717) 610-8111 (24 hour emergency) (717) 329-3772 (cell)	Fire alarm systems
Thissen		(717) 767-4824	Elevator
Trane		(717) 561-5400	HVAC supplies
Treatment Specialties	Rick (pool controllers)	(215) 441-4241	Pool
TMA		(800) 334-2322	TMA
Tub Repair	Don Wimer	(717) 791-2790	Tub
Tuckey's	Jay	(717) 249-8111	Metal fabrication
Walter's Septic		(717) 766-4545	Septic
Water Treatment by Design	Mark Coldren	773-5866	Water treatment
Winter Generator		(717) 848-3777	Generators
Zimmerman's		(717) 766-7656	Garage/vehicles