

APPENDIX G: UTILITY FAILURE

1. In the event of a major utility failure, immediately notify Campus Security at 757.233.8888.
2. Campus Security will notify the Physical Plant, the Residence Life Office, and Computer/Telephone Services.
3. If necessary (for example, in the case of a gas leak), evacuate the building.
4. Members of the campus community should assemble in the following locations to easily see who is missing and possibly still within the building.

Batten Center -	Grounds between Campus Center and Library
Blocker Hall -	“C” Parking Lot
Boyd Dining Center -	Sidewalk between Library and Dining Plazas
Bray Village -	By the Flag Poles
The Bubble -	Grounds behind Gum Hall
The Chapel -	Sidewalk by Boyd Dining Center
Clarke Hall -	Grounds area behind buildings
Godwin Hall -	Grounds area behind buildings
Fine Arts/Hofheimer Theatre -	“B” Parking Lot
Hofheimer Library -	“A” Parking Lot
Village II -	“D” Parking Lot
Village III -	Double Walkway toward Chapel
5. Remain calm and patient.
6. The Director of the Physical Plant will be responsible for contacting the appropriate utility company to facilitate repairs.
7. The Director of the Physical Plant will be responsible for informing and updating all other relevant campus personnel as to the standing of the utility failure: Campus Security, Dean of the College, Dean of Students, President’s Office, Residence Life, Sodexo Food Service, and the Switchboard.