

## IFNH POLICY

Category	Content
<b>Policy Name:</b>	Facilities Emergencies After Hours
<b>Section #:</b>	200.4
<b>Section Title:</b>	Administration
<b>Approval Authority:</b>	Director of Administration & Finance
<b>Responsible Executive:</b>	Building Manager
<b>Responsible Office:</b>	IFNH
<b>Contact:</b>	Building Manager phone: 848-932-3646
<b>Adopted:</b>	05/19/2017
<b>Reviewed:</b>	05/20/2020
<b>Revised:</b>	05/20/2020

### 1. Policy Statement

This policy addresses emergency facilities or custodial services weekdays between the hours of 4:30pm and 7:30am or weekends and holidays. If off hours issues arise the Shift Engineer Supervisor will resolve the issue. For major emergencies where building damage has occurred the Shift Engineer Supervisor will contact the Building Manager and all appropriate support team members.

### 2. Reason for Policy

To establish appropriate resources when calling in building issues off hours.

### 3. Who Should Read this Policy

All members of the IFNH community.

### 4. Resources

Rutgers New Brunswick non-emergency Police phone number #732-932-7211.

### 5. Definitions

IFNH- Institute for Food Nutrition, Health  
Building # 6432  
61 Dudley Road  
New Brunswick N.J.

#### After hour emergencies:

Facilities and custodial issues that arise after normal building operating hours and need to be resolved immediately.

### 6. The Policy

To report after hours facilities or custodial emergencies contact Public Safety Non-Emergency Department at 848-932-7211. Give your name, building (INFH), building number 6432 and the nature of the call. Public Safety department will notify the appropriate personnel.