



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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REVISION
1

PAGE
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SUBJECT
GENERAL

SUB-TOPIC

EMERGENCY AND HOLIDAY COVERAGE

Emergency and holiday coverage by the Physical Plant is intended to assist UTD personnel with emergency situations after normal hours of operation. It is only for that purpose.

Maintenance personnel are on duty twenty-four (24) hours per day, seven (7) days a week (including holidays). After normal hours of operation, all emergency requests should be reported to the CDAS (Central Data Acquisition System) operation at Ext. 2147. The CDAS operator will take the appropriate action to deal with the emergency.