

## Procedure for Power Outages in the College of Engineering

### Introduction:

Power outages are known to occur on average only once or twice a year. They do not generally pose an immediate health or safety risk. This procedure provides the expected sequence of events that will take place throughout the college in order to ensure the safety of everyone.

In the event of a power outage, it should be noted that the land-line telephone system may be disabled after approximately 30 minutes, as the backup batteries lose their power.

### General Procedure

#### Immediately After the Power Outage:

- **In the unlikely event that an emergency evacuation is warranted**, immediately pull the fire alarm to initiate the Emergency Evacuation plan. Having activated the alarm, proceed to the main building entrance to notify the emergency response units and/or security personnel of the rationale.
- The emergency generators will start automatically and emergency lighting will come on.
- Lab managers and Principal Investigators must ensure their work areas are safe; **as per local safety procedures, posted within each work area.**
- Turn off all equipment that would automatically start up when power is restored.
- All questions should be directed to your departmental contact person.
- All laboratory research work must cease immediately as emergency lighting is not intended to facilitate a safe working environment; it is only to ensure safe egress.
- Work where safety is not jeopardized can still be conducted. (Example: lecture hall instruction, administrative office/desk work, etc.)
- Elevators do not operate on emergency power and will automatically lower to the basement level and the doors will open. It will remain inoperable during a power outage. Each elevator will be inspected by the Building Manager or a designate to ensure it has operated properly and to ensure no one is trapped inside.
- Faculty members and students in class are expected to remain in or near the class area. Students and faculty are expected to wait for at least 20 minutes for the power to be restored and, after that time the class may be dismissed at the discretion of the faculty member in charge. If the faculty member deems that quality education can still continue, class instruction may proceed.

#### Within the first hour:

- The Building Manager will contact Facilities Management, Electrical Supervisors: Ken Karalash, 966-4544 or 280-1728; Cam Wutzke, 966-8853 or 280-1723; Work Control 966-4469, to determine the source of the problem as well as a probable time to repair. The Building Manager will then contact the Building contacts (as per Appendix A), and provide a status update. Communication will proceed with the available technology that is functioning, (Example; Blackberries, cell phones, I-phones) and through in person communications.
- Personnel in wheelchairs will require physical assistance to use the stairs when a power outage occurs. Anyone who is aware of a wheelchair occupant is requested to offer assistance, to make sure the building manager is aware of the situation and, if needed, contact campus security (5555) to ensure sufficient physical strength is available, to assist the person to the main floor.

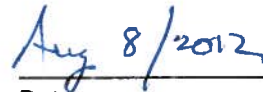
- Sci-Fi Instructors will follow local safety procedures set out by Sci-Fi administration. Please refer to the procedures in Appendix B.

**After Two Hours:**

- The quality of the work environment deteriorates significantly the longer the building remains without power. If the power outage lasts longer than two hours, personnel may leave for the day.



Ernie Barber,  
Dean of Engineering



Date:

## Appendix A, Contact List

Primary Contacts	Secondary Contacts
Henry Berg (Facilities Manager) ----- 370-4659	Veronica Bendig (COO) ----- 241-2551
Trevor Zintel (ITLC, LSC rep) ----- 261-9714	Glen Hauser (ITLC) ----- 262-1739
Louis Roth (CBE, LSC rep) ----- 221-4198	Mike Miller (CBE) ----- 220-8139
Richard Blondin (CBE, LSC rep) ----- 291-4318	Dragan Cekic (CBE) ----- 262-4689
Doug Bitner (ME, LSC rep) ----- 222-2256	Dave Deutscher (ME) ----- 221-8359
Adam Hammerlindl (CGE, LSC rep)----- 291-5048	Brennan Pokoyoway (CGE)---- 270-7632
Dave Karaloff (ECE, LSC rep) ----- 291-3639	Rory Gowen (ECE) ----- 220-9055
Arlie Putnam (Library, LSC rep) ----- 227-6799	Tasha Maddison (Library) --- 612-6080
Evan Nordquist (Sci-Fi) ----- 202-4114	Andrew Hartman (Sci-Fi) ---- 361-7316
Colleen Teague (ESC) ----- 371-1828	Lisa Shutiak (ESC) ----- 281-4125
Custodian Mobile Radio ----- 966-4466 beep 700283	

## Appendix B

### SCI-FI Science Camps

#### Procedure for Power Outages

Relevant background information:

Instructors **always** work in pairs. There is usually a Counselor-In-Training (CIT – a high school volunteer) present in the camp room as well. All instructors are trained in Emergency First Aid and CPR-B. There is a walkie-talkie on every instructor at all times. Fire routes are posted in every classroom during the summer.

#### General Procedures

- All instructor kits will be outfitted with a working flashlight. Batteries will be checked monthly.

In the event of a power outage:

- Calmly have all campers line up at the classroom door. **Ensure that all campers, volunteers and instructors are present. Bring your attendance sheet with you.** Quickly and calmly exit the building via the fire safety route posted beside the door.
- SCI-FI's outdoor meeting place shall be the grassy area by the NRC building, illustrated by the "target" on the attached drawing. In the event of inclement weather, the meeting place will be the lobby of the Agriculture building.
- All instructors immediately report to the SCI-FI manager or her designate. Alternate activities will be conducted with the campers (games or tours) until you have been informed that it is safe to return to your classroom or lab.
- Do not return into the building unless it has been declared safe. The manager, or her designate, will be given regular updates by the building manager via cell phone.
- In the event the power is not back on by pick-up time (4:00pm – 5:00pm), we will muster in front of the front entrance of the building to meet the camper's parents.

