

## POWER OUTAGE PROCEDURES AND COMMUNICATIONS: UPDATED FEBRUARY 2010

### General:

- Do not call UPD or Plant Operations to inquire about the power outage, especially in the first 20 minutes. They will not have any information to provide. Call a buddy in another building to get an idea of the scope.
- It will usually take 20-45 minutes to obtain accurate and reliable information from PG&E.
- Assume that all staff and faculty should continue to work unless special circumstances indicate that they must be released from duty.
- Generally, most classes and activities will continue during daylight hours if safe. Faculty has the authority to cancel classes and labs if it is not safe to teach. Faculty is primary sources of information to students.
- Campus may be closed early to accommodate safe exiting prior to darkness.

### Be Prepared to Secure Your Area, Help Others, and Get Out:

- Keep a flashlight and/or headlamp with lithium batteries immediately accessible to you.
- Know how to locate the closest exit.
- Know your primary work area's Rally Point right outside your building, and also know which Emergency Assembly Point (EAP) you and your colleagues or friends plan to meet. Take appropriate life-safety steps for your area of normal responsibility.
- If building evacuation becomes necessary, seek out persons with special needs, ask them how to help, and provide assistance if possible. If additional assistance is needed, and/or if you find people that cannot get out without assistance, contact UPD at 9-1-1 or 826-5555.
- Secure all vital equipment, records, experiments, and hazardous materials if safe to do so. Store chemicals in their original or marked containers and close fume hood sashes. If this is not possible, evacuate the area.

### Emergency Management Organization (EMO) Personnel:

- Try to keep track of how long the power outage is continuing.
- Within about five minutes, prepare to respond to the DOC or EOC as appropriate for the situation and your typical responsibilities.
- The EOC will probably be activated at Level II if the outage lasts 15 minutes or more on a workday.
- Within about 15 minutes of power outage, EMO personnel should establish communication with the EOC in person, or by phone (826-4659), or radio.

### Sources of Information:

Depending on the situation, some or all of these sources may have information about the outage:

- [www.humboldt.edu](http://www.humboldt.edu) -The HSU homepage (with links to campus emergency conditions)
- Internet-based RSS feeds ("*Really Simple Syndication*") to your computer or smartphone from the campus emergency conditions webpage (<http://www.humboldt.edu/humboldt/emergency/subscribe> )
- 707-826-INFO (4636) – campus emergency conditions recording
- Turn on and monitor "EOC Gold" (or "EOC Green" channel if Van Matre Hall does not have power) HSU administrative emergency radios (with orange antennas)
- Housing- ResLife radios and subsequent word-of-mouth information sharing
- Plant Operations radios and subsequent word-of-mouth information sharing
- KHSU 90.5 FM radio
- KINS 980 AM radio
- PG&E [www.pge.com/myhome/edusafety/naturaldisaster/stormsoutagessafety/index.shtml](http://www.pge.com/myhome/edusafety/naturaldisaster/stormsoutagessafety/index.shtml) )

In the event that campus classes are suspended and/or campus is closed:

- Clocktower bells may ring indicating an emergency condition and to seek information
- Text messages may be sent to subscribers to HSU Emergency Text Messaging (sign up at Account Center; more info: <http://www.humboldt.edu/humboldt/emergency/faqs#how> )
- Sandwich boards may be posted around campus
- Email messages may be sent out to all students, staff, and faculty
- News releases may be distributed by local media

#### CAMPUSWIDE POWER OUTAGE PROCEDURES:

##### **Before Normal Business Hours (< 8:00am)**

- Employees should use department emergency contact phone trees to share information.
- Students and employees should use the above sources of information.

##### **During the Day**

- The campus emergency recording 707-826-INFO (4636) should have updates on the situation.
- Employees should activate department emergency contact phone trees to share information.
- Staff and faculty will be expected to remain on campus, as long as conditions are safe. Supervisors may release staff from campus as appropriate on a case-by-case basis.
- Course instructors will be the primary source of information for their students, and will determine if lighting is sufficient for instruction to continue or if class should be interrupted or dismissed.
- Faculty who dismiss their classes should report their action to the department chair.
- Department chairs are to notify their respective deans.
- Depending on the status of the cogeneration plant, the JGC dining facility may be open for students and employees excused from their classrooms or work site until power is restored, and the group there will be notified when power is restored.
- Employees who leave their workspaces should take their personal items and lock the door behind them.
- Emergency corridor lighting in some buildings should come on for a period of time and some fire alarms may remain operational. Residence halls may require a “fire watch” be posted.
- Building Marshals and their Floor Captains are to confirm that all elevators have been cleared, and to post “do not use” signage.
- If you are stuck in an elevator during an outage use the emergency phone to notify UPD at ext 9-1-1.
- Enclosed offices without lights should not be occupied. Where lighting is adequate employees will be expected to continue working.
- Campus telephones, cellular and pay telephones may operate normally.
- Turn off any equipment that was still in service (except IT equipment that is operating on its own uninterruptible power supplies) in order to avoid power surges when service is restored. Leave a task light turned on so that you can determine when service is restored.
- Avoid opening refrigerators, freezers, or other environmental control rooms during the outage.
- Do not use candles for illumination. Use battery flashlights and lamps instead.
- Once power returns, all staff employees should report back to their area and faculty and students should report to their next scheduled class and resume normal operations.

##### **After Dark**

- Non-resident students, faculty and non-essential staff are expected to leave campus if power stays off. Faculty who dismiss their classes because of the power outage should report their action to the department chair. Department chairs are to notify their respective deans.