



HUMBOLDT STATE UNIVERSITY

Emergency Management Program

Power Outage Procedures & Communications

Power outages can pose a serious threat to public safety. It is important to plan ahead in case the power supply on campus is disrupted. Adequate preparation can prevent injuries, as well as damage to university facilities and equipment. Personnel working in interior offices without outside windows should be prepared to safely exit dark areas in case of a sudden power outage.

Personal Safety:

- Make sure flashlights or other battery-operated light sources are available and easily accessible.
- Consider installing battery-operated emergency lighting in interior offices and labs.
- Learn where your closest exits are, as well as evacuation routes for all buildings in which you routinely spend time.
- Check the National Weather Service and Caltrans Information line if you plan to travel.

General Information:

- **Do not call UPD or Plant Operations to inquire** about the power outage. Call a buddy or your supervisor in another building to get an idea of the scope of the outage.
- UPD/Plant Ops will not have information regarding class/work sessions continuing.
- It will usually take 20-45 minutes to obtain accurate and reliable information from PG&E.
- Use the PG&E information line, 826-INFO or other sources of info (see below links).
- It is assumed that **all staff and faculty will continue to work** during a power failure, unless safety conditions require that they be released from duty.
- Generally, **most classes and activities will continue during daylight hours, if safe.** Faculty has the authority to cancel classes and suspend lab hours if necessary. Faculty is the primary source of information for students during an outage.
- Campus may be closed early to allow safe exiting during daylight hours.
- Manually turn off computers, printers, copy machines, and other electronic equipment. There may be a power surge when service is restored that could damage equipment.
- Do "NOT" prop open doors. Many doors close automatically when the power goes out for safety reasons and also to prevent potential smoke from filtering through unaffected floors in the case of smoke and fires. Be proactive, if you see a door propped open, un-prop it.

Sources of Current Information:

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

- Campus Emergency Status and Conditions, 24 hours a day: **826-INFO (4636)**
- The HSU homepage will have links to campus emergency conditions:
www.humboldt.edu
- RSS feeds ("Really Simple Syndication") to your computer or smartphone from the campus emergency conditions webpage:
<http://www.humboldt.edu/humboldt/emergency/subscribe>

- KHSU 90.5 FM radio
- PG&E [Customer Service](#): 1-800-743-5000
[Electric Outage Information](#): 1-800-743-5002
www.pge.com/myhome/edusafety/naturaldisaster/stormsoutagessafety/index.shtml
- In the event that classes are suspended or the campus is closed, you may receive an HSU Emergency Alert text message. To learn more or to sign up, visit:
<http://www.humboldt.edu/humboldt/emergency>
- Informational sign 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.

Campus-wide Power Outage Procedures:

- Information on extended power outages will be updated on the campus emergency recording and the resources listed above, when information is available.
- Employees may choose to activate department emergency contact phone trees to share information. *If you do not have a phone tree for your department, consider creating one before an emergency situation arises.*
- Staff and faculty can normally remain on campus, as long as conditions are safe. Supervisors may release staff from campus on a case-by-case basis, as appropriate.
- 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 dismissed and/or canceled.
- Faculty who dismiss classes should report their actions to the department chair.
- Department chairs are responsible for notifying their respective deans of class dismissals or cancellations.
- Employees who leave their offices during a power failure should take their personal items, secure their work spaces, and monitor the sources of emergency information listed above to determine when they may safely return to work.
- Emergency corridor lighting in some buildings should turn on for a limited period of time following a loss of power, but some fire alarms may no longer be operational. Residence halls may require that a “fire watch” be posted.
- Building Marshals and Floor Captains are responsible for confirming that all elevators have been cleared, and for posting “Do Not Use” signs.
- If you are stuck in an elevator during an outage, dial 911 using the emergency phone to notify UPD.
- Windowless offices without emergency lights should not be occupied during an outage. Where lighting is adequate, employees will be expected to continue working unless otherwise instructed by a supervisor.
- Campus telephones, cellular, and pay telephones should operate normally if the power outage is an isolated issue.
- Avoid opening refrigerators, freezers, or other environmentally controlled rooms, during the outage.
- Do not use candles for illumination due to fire risk. Use battery-powered flashlights and lamps instead.
- Once power returns, all employees should report back to their areas, and faculty and students should report to their next scheduled activity and resume normal operations.
- Students who reside off campus, faculty, and non-essential staff are expected to leave campus if power is off after sunset.

EMO (Emergency Management Organization) EOC Gold Radio Stakeholders:

- All stakeholders will check in with UPD dispatch using EOC Gold Radios, and stand by for further instructions.
- The EOC OFU (Operations Field Unit(s)) may be activated at a *Level I Decentralized* mode, for most short term power outages.
- *Level II (Limited EOC activation)* may be activated for longer outages which will require section chiefs and a liaison from the OFU to respond to the EOC for EAP planning.
- *Level III (Full EOC activation)* will be at the discretion of the EOC Director under special circumstances. Activation levels will be determined by the event and duration of outage.