

Power Outage Emergency Annex



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Overview

- Power outages can occur at any time during the day or night, and can affect the continuity of operations when power reinstatement is delayed.
- Outages can be classified by internal, external, or planned origins.
- Determining the cause while providing for life-safety shall be the priority in all events.
- PG&E policy also implements a Public Safety Power Shutoff (PSPS Event) where the existence of one or more environmental conditions creating extreme fire danger may result in the shutoff of power for public safety.

POWER OUTAGES



Gaps

- Recent power outages across the district have been handled in a case by case manner.
- While the decisions to close campuses have not been arbitrary, there has been a lack of standardized response.
- Discrepancies reveal lack of consistent notification, and incongruities between the colleges.
- The following procedures are intended to systematize response, mitigation, notification, and possible campus closures.

Actions

If a power outage occurs:

1. The College President, (or administrator in charge), is responsible for making the decision to close and re-open the campus.
2. Life Safety is the first priority.
3. College and District leadership are cognizant that conditions may vary across campuses, and some locations will suffer a greater impact from power loss.
4. College and District leadership are cognizant that conditions may vary across campuses, and some locations will suffer a greater impact from power loss.
5. The concept of operational periods shall be utilized to make “go/no go” decisions regarding campus closure/re-openings.



Operational Periods & Actions

Operational Period	Action
10:30 pm to 6:30 am	If power is not restored by 6:30 am all classes starting before 12:00 pm are canceled.
6:30 am to 12:00 pm	If power is lost while classes are in session, campus shall remain open for as long as it is feasible and safe. If the decision is made to close the campus then all classes starting before 12:00 pm will be canceled.
12:00 pm to 5:00 pm	If power is lost while classes are in session, campus shall remain open for as long as it is feasible and safe. If the decision is made to close the campus then all classes starting before 5:00 pm will be canceled
5:00 pm to 10:30 pm	If power is not restored by 5:00 pm then all evening classes are canceled. All evening classes are canceled if power is lost between 5:00 pm and 10:30 time period.

Incident Objectives

Life Safety

Determine Scope

Notification

Incident Stabilization

Facilities Procedures

- Contacts: DPS Chief, ITS, Cabinet, Facility Manager(s)
- Contact PG&E to report outage/ determine source (FM lead)
- Respond to all elevator distress notifications
- Liaise/Call the Fire Department if needed
- Respond to ACAMs malfunctions
- Monitor and assess building systems (building systems become jeopardized without power after two hours)
 - Boiler
 - HVAC
 - Pools - emergency lighting, water chemistries
 - 12 kilovolt sump pumps
 - Main breakers (Load shed)
 - Generators on MPOE
- Coordinate with Pac Dining to ensure successful closure (gas shut off, etc.)



Procedures



Table for Backup Emergency Generators

Emergency Generator	Type	Model	Capacity
Cañada College (tow)	CATERPILLAR engine c4.4 S/N E5M02416AR	GENERATOR XQ60-6 S/N CAT00C44PGL00844	60kw 75kva 208 amps 277/480v
College of San Mateo (tow)	CATERPILLAR engine c4.4	XQ60-6	60kw 75kva 208 amps 277/480v
KCSM	Onan Cummings engine c4.4	DFEG-5755667	350kw 75kva 105 amps Voltage/Phase/HZ 277/480/3/60
District office	Onan Cummings engine 4.0	DQDAA-5785992	250kw 312.5kva 375.9 amps Voltage/Phase/HZ 277/480/3/60
Skyline College B1 (tow)	CATERPILLAR engine c4.4 S/N E3N00326	GENERATOR xq45 S/N GLE00808	45kw 208v 2PH 100A
Skyline College B6 (tow)	CATERPILLAR engine c4.4 S/N E3N00334	GENERATOR xq45 S/N GLE00811	45kw 480v 3PA

Public Safety Procedures



Procedures for Students, Staff, and Faculty

Remain calm

Call the Department of Public Safety

Advise the dispatcher of your name, location, telephone number, and additional locations that are without power. The dispatcher will immediately notify the appropriate department or agency of the outage

Provide assistance to other individuals in your immediate area

Secure files, turn off computers, unplug electronic equipment, and lock windows and doors as you leave

If you are in an unlit area, proceed cautiously to an area that has emergency lights

If you are trapped in an elevator, remain calm. Use the emergency telephone, or emergency call button. Public Safety officers, facilities, or the fire department will be dispatched to your location for assistance.

Stand-by for instruction from Public Safety personnel and/or Administration



SMCCCD Academic Senate Taskforce for Teaching & Learning



Preparing for a Power Outage

Before any kind of power outage or closure takes place, we suggest that you prepare for unanticipated events by:

- Communicate the possibility to students and assuring them that their safety and wellbeing is paramount.
- Collect preferred contact information for your students in Canvas with a preferred email address and text number, if possible. At minimum, ensure that students are able to receive announcements from your Canvas page.
- Recommend students update their notifications in Canvas to “Daily” and for announcements to “Immediately.”
- Prepare a draft message ahead of time to have ready-to-send. This message can be queued up as an announcement with a delay date of 2022, which can be released in the event of an emergency.
- Encourage students to sign up for Campus emergency alerts here: [ALERTME](https://smccd.edu/alertme/) (https://smccd.edu/alertme/)



College Communication

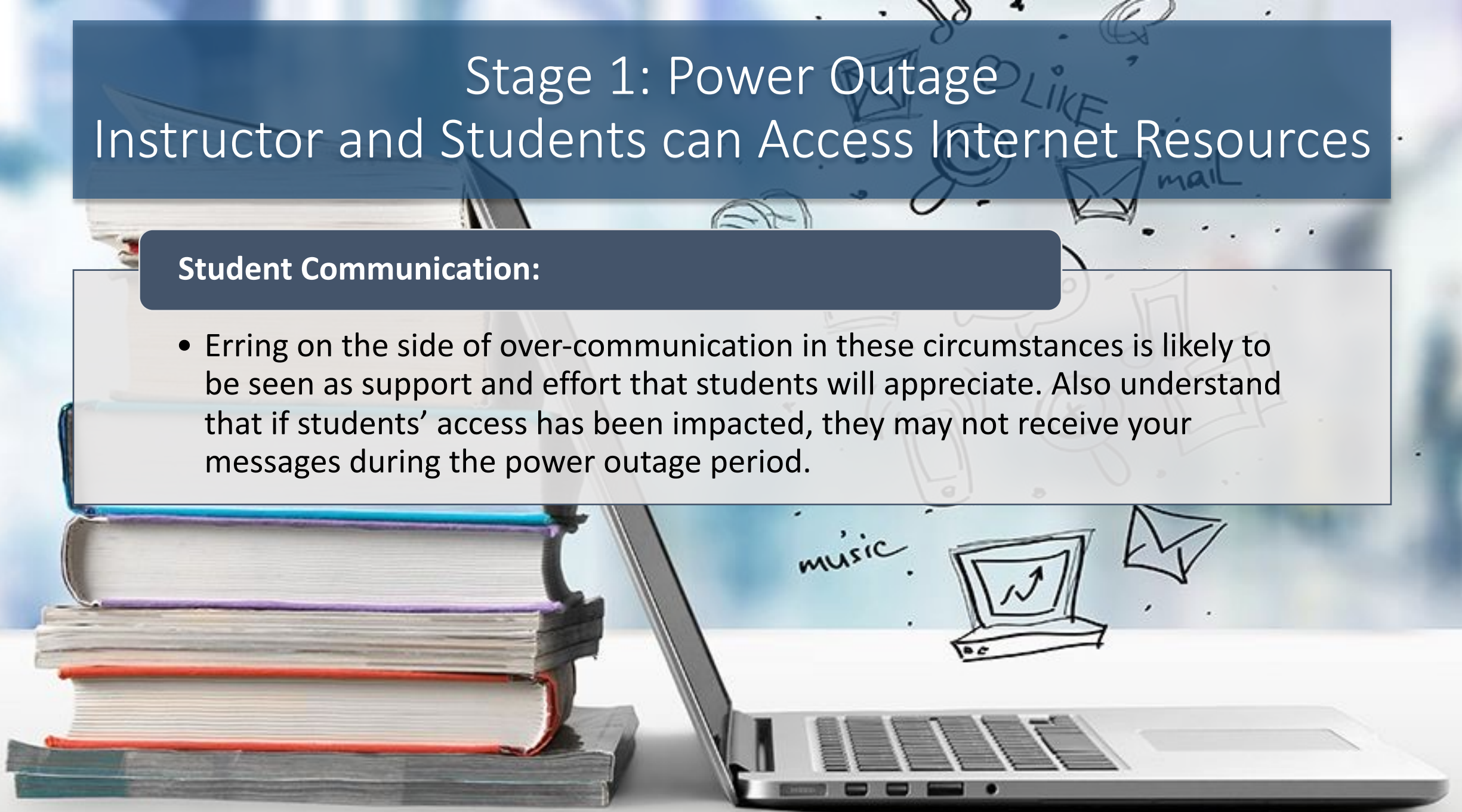
1	Make sure you have the contact information (email and phone numbers) for your dean and division assistant.
2	Make sure you have the contact information of your VPI in case you can't get in touch with your dean.
3	Make sure you have the contact information of 1-2 colleagues who live in a different area that you can reach out to in case of an emergency.
4	Encourage the creation of a 'phone' tree in your division to propagate announcements, in case of server outages.

Stage 1: Power Outage

Instructor and Students can Access Internet Resources

Student Communication:

- Erring on the side of over-communication in these circumstances is likely to be seen as support and effort that students will appreciate. Also understand that if students' access has been impacted, they may not receive your messages during the power outage period.



Stage 1: Power Outage

Instructor and Students can Access
Internet Resources Continued...

When some or all students do not have power:



Stage 2: Power Outage
Instructor and/or Students cannot Access
Internet Resources



**When the instructor
does not have power:**



Once Power is Restored

Be cognizant of the fact that the impact of a power outage may outlast the actual power outage. Students' lives may have been disrupted, and it may take them a little time to get fully connected again.

Student Communication:

- Reach out to students to let them know that you are back online and available. Remind and assure them that extensions exist for any assignments that were disrupted during the power outage.





Policy Guidelines

Assigning Independent Work as Instruction or Make-up:

- While college students can be expected to do a certain amount of independent work, it is unreasonable to simply assign all missed work to students upon return to class. Before creating independent assignments, faculty may want to consider the following:
 - **Balance:** Consider the number of hours of a reasonable balance of workload for any student at any point in the course. Determine whether this additional assigned work could result in a barrier to success.
 - **Multiple classes:** Since many of our students take two or more courses, the assigning of make- up work could cause students to face an insurmountable amount of work that could result in non-completion of one or more courses.
 - **Learning Modality:** Many students' only access to online tools may be through WIFI. In most circumstances, things that are already part of the course's regular operation (text chapter reading, weekly obligations online, homework problems from previous lessons, discussions, journals, etc.) can be assigned online in reasonable amounts without undue burden on the student. Faculty are encouraged to limit requesting online catchup or independent work to the following:
 - Reading ahead in the text assigned for the course
 - Continuing with existing scheduled events in the course management system (i.e. weekly auto-graded quizzes or journals)
 - Engaging in previously scheduled online discussion groups or most long- term, out- of- class projects

What to do about missed assignments?

- Consider alternate assignments that do not rely on technology, such as reading ahead in the textbook, annotating a section of reading, practicing specific equations, or outlining a chapter of text.
- Consider flexible credit for some assignments
- Consider dropping some assignments
- Extending deadlines
- Working with deans to extend lab hours
- Assigning portions of work to be extra credit or optional
- Shortening, reducing, or simplifying assignments to allow students to catch up upon return
- Finding ways to assess that students have met the outcomes via integrating content, skills, or activities such as two outcomes met with one activity



Other Concerns Due to Power Outages

Faculty compensation

- Barring unforeseen and unusual circumstances, all faculty scheduled during the power outages should expect compensation as normal; district personnel will issue statements to confirm at the time of closure.

Student Learning Outcomes Assessment

- Power outages that prevent faculty from completing the outcomes of the course may result in campus wide discussions on how to ensure learning outcomes. For more guidance, please contact your dean, your faculty mentor, or your Academic Senate leadership.

