



Power Outage

Module 21



Power Outage

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 outages. 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.

If a power outage occurs:

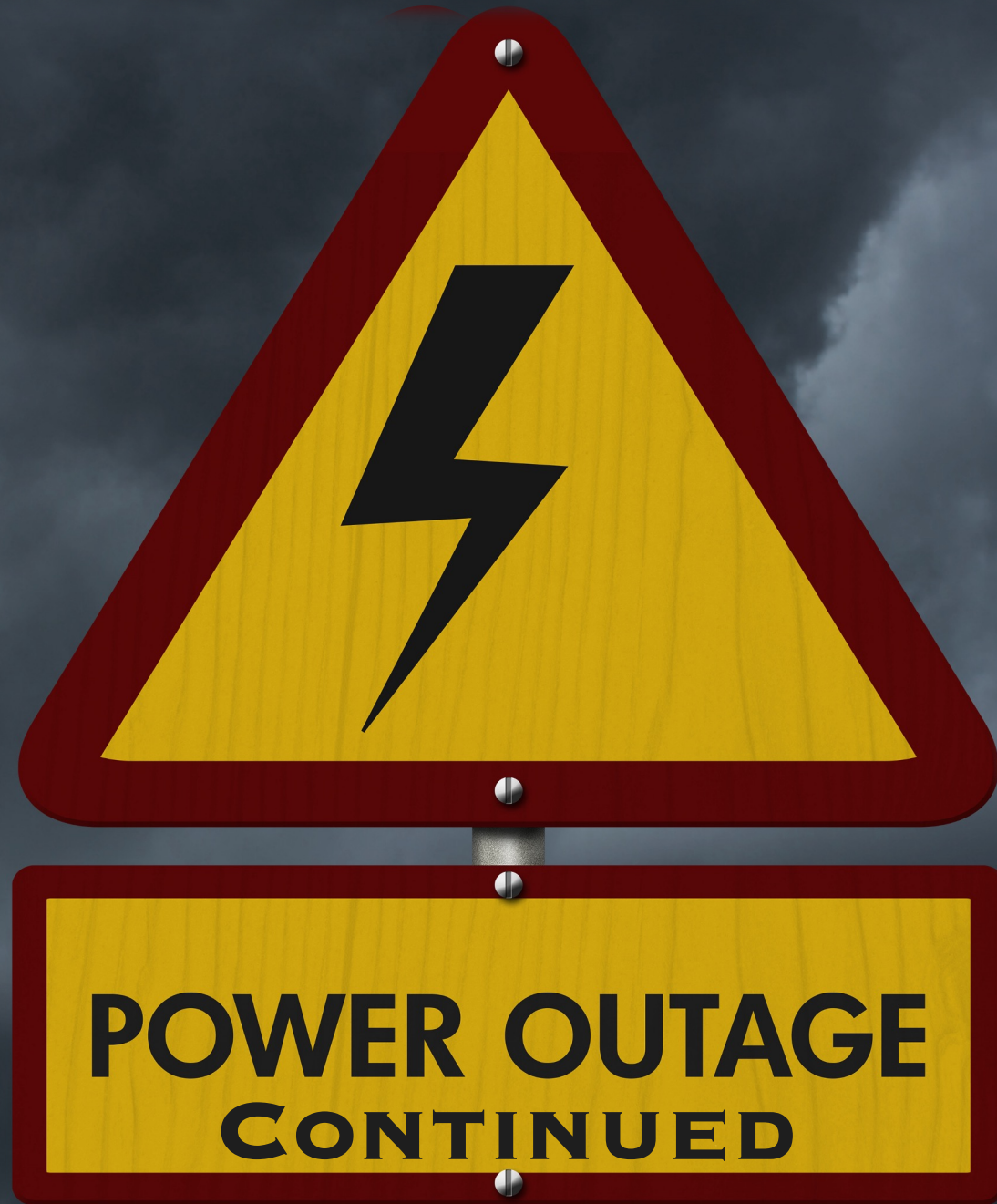
1. The College President, (or administrator in charge), is responsible for making the decision to close and re-open the campus.
2. Life Safety is the first priority.
3. College and District leadership are cognizant that conditions may vary across campuses, and some locations will suffer a greater impact from power loss.
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5. The concept of operational periods shall be utilized to make “go/no go” decisions regarding campus closure/re-openings.
6. Check generators and backup power systems to ensure that electrical power is switched to support critical systems.
7. Turn off all noncritical electrical systems and equipment.
8. Drain systems and equipment pressurized with water in areas exposed to prolonged freezing temperatures or move them to heated areas if feasible.

Upon restoration of power, the following measures will be taken:

- Ensure that generators and other backup systems are switched so that power is not fed back into the regular power system.
- Examine insulation systems for piping, vessels, and tanks.
- Examine electrical motors and drives.
- Check valve positions for all pressurized systems and equipment.
- Examine all electrical equipment and wiring systems.
- Make sure all warning systems are operational.
- Check the integrity of all fire detection and suppression systems.
- Ensure that all alarm systems are operational.

Procedure 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 a 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





**10:30pm to
6:30am**



If power is not restored by 6:30 am all classes starting before 12:00 pm are canceled.

**6:30am to
12:00pm**



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

**12:00pm to
5:00pm**



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

**5:00pm to
10:30pm**



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.

OPERATIONAL PERIODS & ACTIONS

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/>)

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.

