

POLICIES AND PROCEDURES

Response Plan for
Subject: Campus Electrical Failure Reference: E-XXVIII-c
Source: President Eff. Date: February 21, 2011
Approval Auth.: President Approved: _____
Remarks: Replaces previous policy dated August 27, 2003

Date: February 21, 2011

McLennan Community College (MCC) is subject to power outages on campus due to unforeseen conditions. The following plan is designed for implementation in the event that power is lost on campus.

Purpose

The purpose is to provide McLennan Community College with an established procedure to follow during power outages.

Once power is lost, the following procedures will be activated by the Physical Plant/Campus Police/Central Utility/Information Systems & Services/Telephone Administrator.

Action by Campus Police and Physical Plant: Once Physical Plant personnel are notified, they are responsible for immediately notifying MCC Administration, Information Systems & Services Personnel, and the telephone system administrator.

Available Physical Plant staff will notify building occupants of the electrical service interruption. They will remind occupants to turn off or unplug any equipment such as heaters, coffee pots, fans.

When power is restored, Physical Plant staff and Campus Police will check buildings if staff and students are gone.

Prior to power coming back on after interruption, Central Utilities will check phone battery back up systems and reduce load to prevent breakers tripping. These are located in HPE and 3rd floor AC.

Admissions and Records Personnel will ensure counter roll-up closures are closed before the power is turned off.

Physical Plant staff and Campus Police will remain on campus until power is restored.

Action by Information Systems & Services Personnel: When notified of power interruptions, Information Systems & Services personnel will systematically shutdown their computer systems. Their systems currently have 20 minutes UPS capability. They will also restore service after notification by Central Utility that power has been restored.

Action by Telephone System Administrator: When notified of power interruptions, the telephone administrator will systematically shut down computers related to telephone system operations. The system has a 15 minute UPS system. The administrators will also restore service when notified by Central Utility personnel that power has been restored.

Action by Central Utility: Power will be manually restored by Physical Plant personnel by energizing a switch at the main campus location and the CSC location.

Action by Administration: The Vice Presidents will call together a cross functional task force to ensure notification to faculty and students in potentially affected classes and to develop any additional emergency responses necessary. The task force will be composed of the following individuals: vice presidents, deans, division chairs, representatives from computer or Information Systems & Services, physical plant, telephone administrator, and representatives from other affected departments as designated by the Vice Presidents and/or the President.

Power Outage on Nights and Weekends When Activities Are Occurring on Campus

Campus Police will notify the Central Utility Technician on duty or "on call". Campus Police will implement emergency response provisions by notifying the Supervisor of Custodians who will assist in notifying staff in the Learning Technology Center and other places on Campus. Custodians will assist in notifying faculty in each building. Campus Police will also notify MCC Administration, the MCC Physical Plant administrators, Information Systems & Services and Telephone Administrator to ensure systems will be checked when power is restored.

Procedure for Other Campus Employees/Students/Visitors During Power Outage

1. 8:00 a.m. to 5:00 p.m.

Classes which are not dependent upon electrical equipment may continue. If electrical service is not restored within 10 minutes, the class may be dismissed.

A decision will be made by the college president or designee concerning closing of the college. Generally, if power is not restored within 1 hour, notice will be provided by Campus Police and Physical Plant personnel that the campus will be closed.

2. 5:00 p.m. to 10:00 p.m.

Classes which are not dependent upon electrical equipment may continue if the faculty member believes conditions permit the class continuing. If electrical service is not restored within 10 minutes, the class may be dismissed.

Notice will be provided by Campus Police, Central Utility personnel, and the Supervisor of Custodians when power will be restored. Campus Police will contact the Vice President, Finance & Administration, the Vice President of Instruction, or the President before announcing decision.

3. 10:00 p.m. to 8:00 a.m. and Weekends

Classes which are not dependent upon electrical equipment may continue if the faculty member believes conditions permit the class to continue. If electrical service is not restored within 10 minutes, the class may be dismissed.

Notice will be provided by Campus Police and Central Utility personnel when power will be restored and if classes will continue. Campus Police will contact the Vice President, Finance & Administration, the Vice President of Instruction, or the President before announcing decision.