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|  <b>Methodist College</b> | Page # 1 of 3                          | Section: A | Policy #: A-66                      |
|  | Approval: <i>Dr. K. Q. A. J.</i>       |            | Date: 12/2014<br>Review by: 12/2017 |
|  | Date Revised: NEW                      |            |                                     |
|  | Policy/Revision Submitted by: L. Moore |            |                                     |
|  |  |            |                                     |
| <b>SUBJECT: Power Outage – MC</b>  |  |            |                                     |

**I. POLICY:**

Develop a plan to ensure safety of students and employees during a power outage at the college.

**II. GENERAL INFORMATION:**

Committee Members – phone tree

Linda Moore, Director of Human Resources (Chair)

Darrel Peters, Facilities

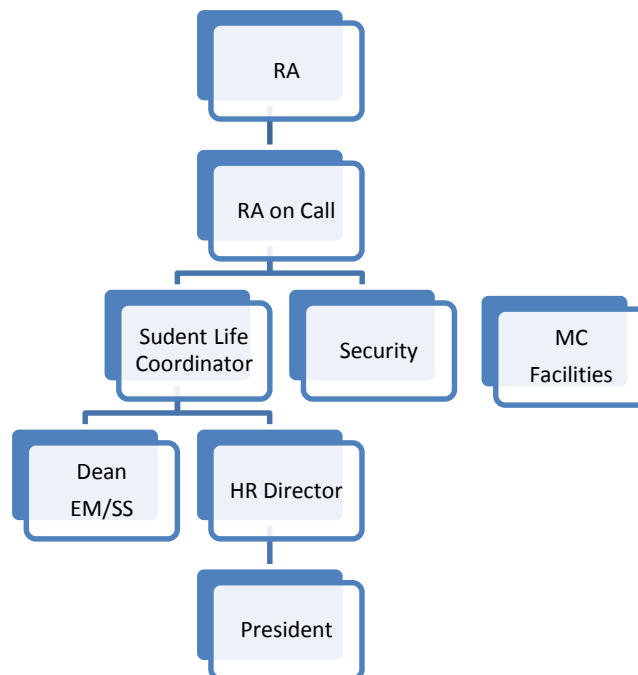
Steve Miller, Campus Security

Alissa Selburg – Student Life and Career Services Coordinator

Tricia Fox – Director, Center for Student Success

Tim Dietz – Director of Finance

**Flow Chart Example:**



Use above chart of sample communication of power outages at the college.

### **Communicate on site during outage**

- Do not light candles or other types of flames
- Be safety conscious
- Keep refrigerator/freezers closed as much as possible
- Flashlights are maintained in the RAO and the security office.

### **Elevators**

- Ensure no one stuck on the elevators in outage  
If people are trapped in elevators
  - Call 4444
  - If you are able to communicate with them, let passengers know help has been summoned
  - Stay near the passenger(s) if safe to do so until responders are on site
  - When hospital security arrives wait at elevators where they are trapped.

### **Timeline:**

#### **At 1.5 hours consider:**

- When need to order generator and fuel, if appropriate.
- No public relations needed generally
- RAs will get their updates from Student Life Coordinator
- Students notified---school cast, if appropriate

#### **At 1.5 hours consider:**

#### **Power lights run on batteries (energy lights)**

##### Location:

- 5 stairwells
- 3 on each floor (hallways)
- Some in classrooms
- Some in the lobby

Actions: If close to dark, get flashlights for floors

#### **At 2 hours consider:**

#### **Fire alarms- back up system**

- Tell everyone in building
  - Watch for smoke/fires
  - Call 911 if there is smoke or fire
  - Need to have someone on site at this time for rounding to ensure alert for smoke/fire. Use the phone tree of Emergency Management team is needed.

#### **At 4-6 hours consider:**

#### **Heat (boilers)**

- Will get cold or hot inside depending on weather
  - President will decide with input from appropriate administration
    - Cancel classes?
    - Close college?
    - Move out residents?
- Freezer/refrigerator of residents
  - What do with food: consider MOU with MMCI for use of their kitchen for storage—low priority.
  - Any medications in refrigerators to move to another location
- Around 6 hours, consider food for the residents depending on the anticipated length of the outage and time of day. Consider MMCI if they have power.

**At 0-7 hours consider:**

**Doors**

- For 7 hours they have a battery backup. If they are locked, they will remain locked and people can go in and out with their badges
- After 7 hours people can only get out. Badge won't work.

**Action:**

Security at the front door at 7+ hours. Put notes on other doors to call security 4500 to get in and come to front door

**Water**

- There would be water but not hot water.