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Document Name:	Blackout Emergency Procedure				
Document No:	SOP000010		Author:	Date:	
Rev:	A	Page No:	1 of 4	Douglas Gurevitch & Beth Maples	3/8/2005
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1. SCOPE

To describe the standard procedures and expectations of department staff for handling and responding to a building loss of power (blackout). This procedure applies to PFBH and the Bioengineering space of EBU1, SERF and BSB.


2. EQUIPMENT

- 2.1. Flashlights (2 available in Mail Room, 2 in Machine Shop, 1 per floor safety shed)
- 2.2. Fluorescent lantern (in Mail Room)
- 2.3. Two-way radios (pairs of radios in Safety Coordinator's file cabinet, in Machine Shop, floor safety sheds)
- 2.4. Extension cords
 - 2.4.1. 100 foot reel extension cords (1 in Machine Shop, 3 in Storage Room PFBH 110)
 - 2.4.2. 25 foot extension cords (4 in 4th floor safety shed)
 - 2.4.3. Various extension cords in Machine Shop

3. OPERATING PROCEDURE

3.1. *Power outage procedures*

- 3.1.1. Stay in the building and where you are at unless directed by safety or facility personnel, or if the building alarm is sounding. If the power loss is prolonged, the decision to release personnel for the day will be made by the department Chair and MSO.
- 3.1.2. Contact appropriate personnel
 - 3.1.2.1. If during business hours, contact the department Safety/Facilities Coordinator or Senior Development Engineer. They will contact the campus.
 - 3.1.2.2. If not during business hours.
 - 3.1.2.2.1. Contact campus central power plant at (858) 534-3250.
 - 3.1.2.2.2. Contact the department Safety/Facilities Coordinator, Senior Development Engineer, or MSO to let them know the power is out.

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3.1.2.2.2.1. Staff will contact IT Manager to let them know the power is out.

3.1.3. Procedures for department safety and facilities staff

3.1.3.1. Contact Facilities Management (FM) and apprise them of the situation.

3.1.3.2. Split up floors per available personnel and tour facilities looking for the following issues

3.1.3.2.1. Injured people.

3.1.3.2.2. Post do not use elevator signs at the elevators.

3.1.3.2.3. Emergency generator supplied circuits are active and feeding attached equipment.

3.1.3.2.4. Equipment on emergency generator circuits are functioning (meaning power is on, but circuit breakers on individual freezer/refrigerators may have been tripped).

3.1.3.2.5. Remind lab personnel to not open their freezers or refrigerators and to close the sash on their biosafety cabinets and fume hoods while the power is out.

3.1.3.2.6. Determine potential length of power outage, which Facilities Management (FM) should be able to determine within an hour.

3.1.3.3. If the power outage has been determined to potentially last beyond 4 hours

3.1.3.3.1. The decision to release personnel will be up to the department Chair and MSO.

3.1.3.3.1.1. If the department Chair and MSO have decided to release personnel, the safety and facilities staff should work the stairways with flashlights to aid in the egress of inhabitants.


3.1.3.3.2. Safety and facilities staff need to arrange for emergency power to labs that are not supplied with emergency circuits (PFBH 409/410 and PFBH 462/461)

3.1.3.3.2.1. Get 100ft reel extension cords and run from available circuits in PFBH 471, PFBH 406 and PFBH 411.

3.1.3.3.2.2. Get 25ft extension cords and connect critical freezers or refrigerators to emergency power.

3.1.3.3.3. Continue to monitor status of power reactivation.

3.1.3.4. If the power outage is to last past 10 hours.


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- 3.1.3.4.1. Contact diesel fuel delivery service to refuel the emergency generator before it runs out ~11 hours.
- 3.1.3.4.2. Notify faculty at home that the power will still be out and for them to call their students and staff to tell them not to come in.

3.2. Power reactivated procedures

3.2.1. Safety and facilities staff procedures

- 3.2.1.1. Split up floors.
- 3.2.1.2. Remove do not use elevator signs and open fire doors.
- 3.2.1.3. Check laboratories and offices to see if all equipment has reactivated and to make a list of any problem locations.
- 3.2.1.4. Note if air handling has reactivated with the building power.
 - 3.2.1.4.1. If air handling has activated then users can resume using fume hoods if they are not in alarm.
 - 3.2.1.4.2. If air handling has not reactivated.
 - 3.2.1.4.2.1. Notify laboratory staff that ducted biosafety cabinets and fume hoods are still off limits.
 - 3.2.1.4.2.2. Notify IT personnel to open doors to server rooms to enable some cooling.
 - 3.2.1.4.2.3. Call Facilities Management (FM) and let them know the air handling is not reactivating.
- 3.2.1.5. Reactivate connection to building access control system.
 - 3.2.1.5.1. Go to the security computer in the Fung Auditorium projection booth and turn it on.
 - 3.2.1.5.2. Log in as administrator.
 - 3.2.1.5.3. Run the Administration program for the control system.
 - 3.2.1.5.4. Leave the computer running.
- 3.2.1.6. Reactivate the Fung Auditorium Video Conferencing system (to be done only by trained staff)
 - 3.2.1.6.1. Power up the AV system by touching the touch panel.
 - 3.2.1.6.2. Get the Video Conferencing remote control out of the cabinet behind the AV touch panel station.
 - 3.2.1.6.3. Go to the projection booth.
 - 3.2.1.6.4. Disconnect the main Video Conferencing Unit (VCU) in projection booth equipment rack from the AV system and

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- connect it to the monitor, keyboard and mouse on the security computer via the KVM switch cable.
- 3.2.1.6.5. Turn on the VCU via the front power switch.
 - 3.2.1.6.6. Wait. The system will boot to the monitor on the security computer. Wait through the Windows2000 boot up and until the SONY Video Conferencing software runs and you see the main screen.
 - 3.2.1.6.7. Go out into the auditorium and make sure that the green LED is lit on the camera unit at the far end of the auditorium.
 - 3.2.1.6.8. Turn the Video Conferencing system off with the remote control, while monitoring the Monitor in the projection booth.
 - 3.2.1.6.9. Reconnect the VCU to the AV system.
 - 3.2.1.6.10. Turn the power off to the AV system.
 - 3.2.1.6.11. Turn the power on to the AV system.
 - 3.2.1.6.12. Use the AV touch panel to test if the Video Conferencing system is operational. If yes, turn the system off with the remote control.
 - 3.2.1.6.13. Turn the power off to the AV system.