

## POWER OUTAGES

Procedures for responding to power outages are divided into two sections: Individual Response and Institutional Response:

### Individual Response

- A. Report any room, building, or campus power outages to Maintenance at 601-857-3433.  
Note: If the College telephones fail, use cell phones to report outage to District Director of Maintenance at 601-278-1135.
- B. While we do want you to call Maintenance to report an outage, please do not call Maintenance or the Physical Plant to ask how the power outage occurred or when power will be restored.
- C. Keep telephone lines to Public Safety clear for emergency calls and other needs related to power outages.
- D. For extended outages, information about the projected duration of the outage and any other pertinent information will be available on the EagleOne Alert website at <http://eagleone.hindscc.edu>.
- E. If you are on the first floor and have sufficient daylight to continue working safely, you should do so. If you do not have sufficient daylight to continue working safely, or if you are instructed to do so by college personnel, move to an exit with natural light or to an outside location, weather permitting.
- F. If you are on the second or third floor when the outage occurs, take the stairs, not the elevator, and move to the first floor near an exit with natural light or to an outside location, weather permitting.
- G. If you are in a shop or lab, turn off any gas burners or equipment which, if unattended when power is suddenly restored, might pose a danger.
- H. As you leave your work site, take your essential personal possessions and lock your office or room door.
- I. Assist anyone requiring help, and do not use elevators. If you are in an elevator during a power outage, call Public Safety at 601-857-3270.

- J. Remain calm, and Public Safety or Maintenance will respond to your location and provide assistance. If you are aware of others trapped in an elevator, also contact Public Safety immediately.
- K. Emergency lighting should provide about 15 minutes of light for you to move safely to another location. Emergency lighting is provided by battery backup (not generators) and will generally provide only enough illumination to exit the immediate area. If the lighting is not sufficient, phone Public Safety and wait for an escort.
- L. If you move to an outside location, assemble with your co-workers in one area so that supervisors can account for everyone. Instructors should follow the same procedure with their classes: assemble all students from a given class in one area in order to account for everyone. If any employee or student is not accounted for, notify Public Safety.
- M. Remain in the evacuation area until Public Safety, or a designee indicates that you may return to your work site; you will an EagleOne Alert of the College's decision.

### **Institutional Response**

- A. Once Maintenance is alerted to a power outage, the department will in turn notify Vice President of Physical Plant and Auxiliary Services' office.
- B. Maintenance personnel shall survey the campus to determine the extent of the outage and, if possible, to identify the source of the failure. Note that power outages may encompass an entire campus and surrounding community, or locally affect only portions of a building.
- C. Maintenance shall notify the Vice President of Physical Plant and Auxiliary Services' office and the Office of Emergency Management (OEM) of the results of its survey of the outage and, if possible, provide an estimate of the time required to restore electricity.
- D. Maintenance will repair any outages that can be identified, and that it has the equipment, expertise and authority to repair in a timely manner.

- E. If the source of the outage cannot be identified, or if repairing the outage is beyond the scope or authority of the College to repair in a timely way, Maintenance shall notify the utility company or the appropriate contractor.
- F. Maintenance shall serve as the College's liaison to the utility company or the appropriate contractor. As the utility company or the appropriate contractor make repairs, Maintenance shall keep both the Vice President of Physical Plant and Auxiliary Services' office and OEM apprised of repairs as they progress, including any revised estimates of the duration of the outage.
- G. Except in emergencies or situations requiring evacuation, only the President or his/her designee shall have the authority to cancel classes or adjust the times at which they end or resume. The OEM will communicate relevant decisions to the College. The Public Relations office will communicate relevant decisions of the College to the media.