

POWER OUTAGE

When California experiences severe power shortages, power companies may respond by shutting off power to various jurisdictions on a rotational basis. These “rolling blackouts” may last for periods up to 90 minutes. When this occurs, the jurisdiction will normally receive notice of the pending power disruption 20 to 30 minutes in advance of the power shutdown. Whenever possible, the District Facilities Management Department and/or District Police will attempt to provide advance notification of impending power outages.

If a Power Outage Occurs:

- Remain calm.
- Quickly assess the situation and identify existing/potential hazards.
- If you are not in a safe area, move to an area that *is* safe.
- DO NOT*** call 9-1-1 to report the outage. Excessive calls to the 9-1-1 system tie up the lines and prevent those with life-threatening emergencies from reaching assistance.
- If the outage appears to be affecting just your building or a small area, report the outage to the appropriate Facilities and Operations office or District Police at the appropriate non-emergency number.
- If you are working with or using hazardous materials, safely and promptly terminate operations.
- If anyone becomes trapped or requires assistance, immediately report the situation to police. If the condition is life-threatening, dial **9-1-1** (or **9-9-1-1** from office phones). In all other cases, dial the police non-emergency number. If there are no telephones immediately available and it is safe to do so, send someone to request assistance. Provide the dispatcher/responders with the nature of the situation and the location of the person who requires assistance. Remain on the line or available to answer questions and provide other critical information.
- When leaving the upper floors of a building remember that elevators will not be operating. If you become trapped in an elevator, use the emergency button to summon assistance.
- When driving during a power outage***, remember that traffic signals and street lights will not be operating. ***Treat every intersection that is normally controlled by a traffic signal as a four-way stop.*** Always stop at a darkened intersection and proceed with caution.
- Never use propane, charcoal, or other fuel-burning stoves, lanterns, or appliances indoors.*** These appliances quickly utilize up available oxygen and produce deadly Carbon Monoxide. Building occupants can be overcome and asphyxiated in a very short period of time.

- If using a generator***, always use it outdoors and away from any occupied areas. Be careful not to place the generator near any building windows, doors, or vents. Do not place generators near any flammable or combustible materials. Always follow all manufacturer safety procedures.
- When a serving electric utility asks the District to decrease its use of electrical power demand by contractual arrangement, the District will monitor the dates and times of each power outage to ensure that outage periods do not exceed a total of 90 hours per calendar year.

Daytime Outages

- District sites and facilities will remain open and business and instructional operations will continue to the greatest extent possible.
- If you are in a building with no natural light source, carefully exit the building and/or regroup in a naturally lit area.
- Do not attempt to use elevators.*** Check elevators to ensure that no one is trapped inside. If the condition is life-threatening, dial **9-1-1** (or **9-9-1-1** from office phones). In all other cases, dial the police non-emergency number. If there are no telephones immediately available and it is safe to do so, send someone to request assistance. Provide the dispatcher/responders with the nature of the situation and the location of the person who requires assistance. Remain on the line or available to answer questions and provide other critical information.
- Help those in need of assistance.
- Turn off the lights, computer equipment, copiers, printers, and as much other equipment as possible.
- If the decision is made to close the facility and cancel activities, assist in an orderly evacuation and secure office areas and buildings as you leave.

Outages During Hours of Darkness

- If no immediate hazards exist, remain in place and wait for power to be restored. If power is not restored within fifteen minutes, the facility will close for the remainder of the evening.
- Do not attempt to use elevators.*** Check elevators to ensure that no one is trapped inside. If the condition is life-threatening, dial **9-1-1** (or **9-9-1-1** from office phones). In all other cases, dial the police non-emergency number. If there are no telephones immediately available and it is safe to do so, send someone to request assistance. Provide the dispatcher/responders with the nature of the situation and the location of the person who requires assistance. Remain on the line or available to answer questions and provide other critical information.
- Help those in need of assistance.
- Turn off the lights, computer equipment, copiers, printers, and as much other

equipment as possible.

- If the decision is made to close the facility and cancel activities, assist in an orderly evacuation and secure office areas and buildings as you leave.

Stages of Emergency

When high demand for electrical services exists and system conditions are strained, the California Independent System Operator (Cal ISO) and the state Office of Emergency Services may issue alerts and/or declare an electrical emergency. Electrical emergencies are categorized in three stages:

- **Stage 1:** When the power reserve margin falls below 7%.
- **Stage 2:** When the power reserve margin falls below 5%.
- **Stage 3:** When the power reserve margin falls below 1.5%.

During a Stage 1 alert, consumers are asked to voluntarily conserve electricity and remain alert for additional energy-related announcements. During a Stage 2 alert, some contracted consumers are required to reduce their electrical use to contracted levels. During a Stage 3 alert, involuntary rotating block outages may be imposed on all customers.

If an Electrical Emergency Occurs and Power Outages are Expected:

- Alert all employees to the situation and provide notice to the affected community.
- Conserve energy by turning off all non-critical appliances, electrical equipment, and lighting.
- Adjust thermostats up or down (depending upon season) to a less comfortable temperature.
- Monitor news and official sources for emergency information and updates. Current information may be obtained on the internet at <http://www.caiso.com> or <http://www.pge.com>.
- Anticipate site needs if power is interrupted, paying particular attention to the requirements of any critical facilities or persons with special needs (i.e., small children, elderly, and those who are fragile or who have disabilities).
- Facility administrators should consider and plan for possible facility closures.
- Inform affected populations of contingency plans and pre-position personnel to assist. Contingency plans should address:
 - Notification.
 - Evacuation.
 - Traffic control.
 - Security and access control.
 - Medical needs.
 - High-loss/risk areas (Cafeteria, child care, chemical storage, and lab

- areas).
 - Coordination with public safety, facilities maintenance, and utility providers.
- Consider environmental issues when planning for contingencies (such as extreme heat or cold).
 - It may be appropriate to acquire stocks of water, batteries, fuel for generators, ice, or other supplies in the event that power goes out for an extended time.

When Power is Restored

- Enter laboratory, chemical storage, and kitchen areas cautiously. If unusually strong odors of chemicals or natural gas are present, leave the area immediately and report the situation to police via 9-1-1 (or 9-1-1 from office telephones).
- If the area is safe to enter, turn lights on first, then copiers, printers and other equipment.
- Turn on computers last.
- Return any flashlights or other used emergency equipment to their proper places and replace any depleted supplies.
- Assess and appropriately report any damage to the workplace. If power has been out more than 2-3 hours, food in refrigerators should be discarded. Food in freezers may remain safe for several days if the doors remained closed throughout the outage. *When in doubt--throw it out.*