

POWER OUTAGE

LSA Units

Preparedness

- It is the responsibility of unit leadership to ensure that appropriate preparations, training and notifications on emergency procedures are conducted within the unit.
- Ensure U-M Emergency Procedures posters are posted throughout unit. Posters are available from LSA Facilities.
- Encourage students, faculty, and staff to register for the University Emergency Alert System via TEXT alerts. Alerts can also be received via Twitter @umichdpss.
- Review Emergency Operating Procedures (EOPs) and building evacuation plans with faculty, staff, and grad students at the beginning of each academic year.
- Ensure unit Building Incident Response Team (BIRT) members are identified and updated rosters are provided to LSA Facilities and to the unit annually.
- Annually inform students, faculty, and staff of what to do and where to go in case of an extended power outage.
- In buildings with critical research equipment or areas (such as research animal quarters) that cannot be without power for an extended time period, annually prepare a list of all such equipment and operations, their location, and power requirements.
- Review Standard Practice Guide Policies 201.27—Emergency Reduction in Operations <http://spg.umich.edu/policy/201.27>.
- Annually canvass graduate students, faculty, and staff to determine individuals who may have a mobility impairment that could hinder their ability to exit the building unassisted. Ensure occupants with mobility impairment have awareness of emergency procedures.

Immediate Actions—Power Is Lost to the Building

- If the outage is more than just a momentary power interruption, turn on your LSA Emergency Radio (Channel C-15) and report the loss of power to LSA Facilities. If you cannot raise LSA Facilities, try to contact them via telephone at 734-764-0323.
- Unless the outage exceeds one (1) hour, individuals should stay where they are. If possible, classes can continue.
- If the outage exceeds one (1) hour, or you are informed that an extended outage is expected, instruct the affected units/buildings to activate the BIRT so they can instruct everyone to vacate the building.
- If it is safe to do so, the BIRT should ensure that classrooms assigned to the unit for emergency notification purposes (see Appendix A) are evacuated.
- If a mobility-impaired individual cannot safely egress the building, a BIRT member should call 911 and stay with the person, if safe to do so, until help arrives. Under no conditions should a BIRT member attempt to carry a mobility-impaired person down stairs.
- Before leaving a lab secure all experiments, fully close fume hoods, and shut off research gases.
- Close all doors, including main corridor doors.

- If applicable, provide the list of critical research equipment or areas (such as research animal quarters) that cannot be without power for an extended time period to emergency response personnel when the building is evacuated.
- Chairs, Directors, Chief Administrators, Facility Managers, and animal care personnel should ensure that they have their physical building access keys with them when they vacate the building.
- For a power outage lasting less than one business day, pay provisions for employees will follow the Standard Practice Guide Policies 201.27 - Emergency Reduction in Operations “Developing Emergency Conditions (less than 1 day)” <http://spg.umich.edu/policy/201.27>. In the event of questions, discuss them with LSA HR.
- Prior to faculty or staff leaving work due to a building being vacated due to a power outage, leadership in the impacted LSA units generally need to communicate with LSA Facilities and LSA HR.
- If it is expected that the building will not be able to be reoccupied for an extended period of time (> 1 hour or days) work accommodations should be made for affected staff if staff can reasonably be reassigned to other, temporary facilities. Chief Administrators should make reasonable efforts to secure alternative workspace(s). LSA Facilities and LSA HR will work with units to identify suitable temporary work locations both at the time the emergency arises and on an ongoing basis as part of the post-emergency recovery process.

Key administrators have the authority to release staff from work if all the following conditions are met:

1. Reasonable evidence exists to suggest health or safety issues are imminent.
2. Contacting LSA HR is impractical relative to the risk to employees in the unit.

A determination as to whether employees must take vacation time, use excused time without pay, or record some other timekeeping status will be made after careful analysis of the event is complete. If the situation is less urgent or clear, contact LSA HR to discuss releasing employees, secure additional approval, and/or explore other possible options. If an employee chooses to leave work without receiving approval from their supervisor, the employee should understand that, after careful review of the situation, LSA may require use of vacation time, excused time without pay, or possibly unexcused, unpaid time to cover that absence.

- LSA Instructional Support Services (ISS) and LSA Student Academic Affairs will work with the Registrar’s Office to arrange for class cancellation and/or reassignment, if required.

Recovery

- Prior to faculty or staff leaving work due to a building being inaccessible, there needs to be communication and coordination with their unit administration, LSA Facilities, and LSA HR. At minimum, units will need to ensure that LSA Facilities and LSA HR have points of contact for each unit should the situation change or question arise.
- If equipment has been damaged by the power outage, compile a list of the damaged equipment for submission to University Risk Management.
- Critical research equipment should be checked to ensure that power has been restored to the equipment. Tripped power panel breakers and other problems with the building’s power distribution system should be reported to the Plant Operations Call Center (POCC) at 734.647.2059. Building occupants may not operate power panel breakers.

POWER OUTAGE

LSA Facilities

Preparedness

- Stay informed of any scheduled maintenance activities that may impact the campus or a building's power distribution system.
- Test the LSA Emergency Radio System during the fall and winter semesters.

Immediate Actions—Power Is Lost to a Building or Set of Buildings

- If the outage is more than just a momentary power interruption, collect individual building(s) outage reports from LSA units and report the extent of the outage to the Plant Operations Call Center (POCC) at 734-647-2059. This prevents multiple LSA units attempting to contact POCC to report the same outage.
- Relay situation updates via the LSA Emergency Radio System to units as they become available.
- Notify LSA leadership, LSA Instructional Support Services (ISS), LSA Development, Marketing, and Communications (DMC), and the University Registrar of the outage. LSA Facilities will serve as a liaison between Plant Operations and LSA.
- If the outage exceeds one (1) hour, or you are informed that an extended outage is expected, activate the BIRT so they can instruct everyone to vacate the building.
- Monitor the situation on the Plant Operations radio system and via emergency-authority and media information for updates.
- Receive reports from LSA units on buildings' status, evacuation status, etc. LSA Facilities will need to track, triage, and forward these issues, as appropriate, to POCC.
- Relay situation updates via the LSA Emergency Radio System to units.
- Dispatch an LSA Facilities staff member to the affected building(s) to coordinate with the BIRT members, the applicable departments, and first responders.
- If DPSS/UMPD has set up an Incident Command Post (ICP) to coordinate emergency response activities, the LSA Facilities staff member should report to the ICP. The LSA Facilities staff member should bring with them the emergency response supply kit that is located in main LSA Facilities office.

Recovery

- If the power outage is widespread and/or may last a number of hours or more, consider activation of the LSA Coordination Center. The LSA Annex to the U of M Emergency Operations Plan (EOP) (available on the LSA Facilities website) lists the actions required by various individuals and areas of the Dean's Office when the LSA Coordination Center is activated.
- If the loss of power may result in a building(s) and/or classroom(s) not being available to support instructional or academic activities for a period of time, notify LSA leadership, LSA Student Academic Affairs, LSA ISS, and the Registrar's Office to arrange for class cancellation and/or reassignment.
- Notify LSA Development, Marketing, and Communications (DMC) of the incident and its impact on LSA operations.
- Coordinate building repair and remediation efforts with Plant Operations, Risk Management, and any outside remediation companies. If the affected building has critical research equipment or operations that cannot be without power for an extended time period, collect the list of the equipment and operations from the affected unit(s) and work with Plant Operations to see if emergency power can be brought in to support that equipment and functions.

- If animal research areas are affected by the incident, notify Kathy Gimson (LSA Animal Care Coordinator) by email at kgkids@umich.edu and by cell phone at 734.355.0510 and the University Animal Security Coordination Group (ASCG) by email at: <mailto:AnimalSecurityCG@umich.edu>.
- For a power outage lasting less than one business day, refer questions from LSA units on pay provisions for their staff to the Standard Practice Guide Policies 201.27 - Emergency Reduction in Operations “Developing Emergency Conditions (less than 1 day)” <http://spg.umich.edu/policy/201.27>. If the LSA units still have questions, refer them to LSA HR.
- Prior to faculty or staff leaving work due to a building being vacated due to a power outage, leadership in the impacted LSA units should be advised to communicate with LSA Facilities and LSA HR.
- If it is expected that the building will not be able to be reoccupied for an extended period of time (> 1 hour or days) work accommodations should be made for affected staff if staff can reasonably be reassigned to other, temporary facilities. Assist LSA post-emergency in making reasonable efforts to secure alternative workspace(s). LSA Facilities and LSA HR will work with departments to identify suitable temporary work locations both at the time the emergency arises and on an ongoing basis as part of the recovery process post-emergency.

Chief Administrators have the authority to release staff from work if all the following conditions are met:

1. Reasonable evidence exists to suggest health or safety issues are imminent.
2. Contacting LSA HR is impractical relative to the risk to employees in the unit.

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